

Book	Policy Manual
Section	Issue 3 of 2024 September READY FOR OSBA
Title	Administrator Ethics
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Administrators are expected to conduct themselves in an ethical and professional manner at all times. Administrators are to comply with all applicable federal and state laws (specifically including but not limited to Ohio's Ethics Laws) and regulations, the policies, guidelines and procedures established by the Board, and the directives and recommendations of their supervisors. Consistent with these expectations, the following rules shall apply to all Administrators employed by the Board:

1. An Administrator shall be honest in all professional activities, including but not limited to dealings with fellow employees, Board members, students, parents, and community members.
2. An Administrator shall not use or authorize the authority or influence of office or employment to secure, promise, offer, solicit, accept, or give of anything of value that is of such a character as to manifest a substantial and improper influence upon such Administrator.
3. An Administrator shall make conflicts of interest and potential conflicts of interest known to his/her supervisor and/or the Board before taking official action or making decisions implicating that conflict of interest or potential conflict of interest. A romantic and/or sexual relationship between a supervisor and a subordinate or evaluator and evaluatee constitutes a conflict of interest and is prohibited.
4. An Administrator shall avoid the appearance of impropriety.
5. An Administrator shall not use or disclose confidential information acquired during his/her service with the District.
6. An Administrator shall accurately represent his/her experience, qualifications, credentials, and expertise.
7. An Administrator shall exercise due care to protect the mental and physical safety of students, employees, and community members.
8. An Administrator shall address fellow employees, students, parents, and community members with courtesy and respect.
9. An Administrator shall maintain a professional relationship with students at all times. An Administrator shall not fraternize with students, regardless of whether such fraternization occurs on or off of District property, or during or after the school day. This prohibition includes, but is not limited to

fraternization occurring in person, through phone calls, text messages, social media, or other digital correspondence. An Administrator shall avoid the appearance of an improper relationship with a student.

10. An Administrator shall not engage in conduct unbecoming of the teaching profession, as set forth in the Licensure Code of Professional Conduct for Ohio Educators adopted by the State Board of Education.