

Category: 7000 - PERSONNEL	Policy Number: 7440
Policy Title: Personal Conduct	Effective Date: April 18, 2007

As a valuable and integral member of the Snake River School District, employees are expected to comply and conform to the laws of Idaho and the *Code of Ethics of the Idaho Teaching Profession*, to adhere to district policies and procedures, to maintain high standards of honesty, integrity and impartiality in the conduct of District business and the use of its resources, and to accept and carry out their responsibilities and assignments with professionalism.

In addition, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which creates a conflict of interest with the faithful and impartial discharge of the employee's district duties. A district employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication.

District employees who are contacted by the media should direct such inquiries to either the individual in question or to the Superintendent or his or her designee.

Administrators and supervisors may set forth specific rules and regulations governing an employee's conduct and responsibilities on the job within a particular building. Employees should refrain from insubordination, including inappropriate conduct toward a supervisor, refusal to comply with instructions, or failure to perform reasonable duties which are assigned.

Legal Reference: Idaho Code 33-1208; 18-1351; 18-1359; 59-703

Reference: Policy 3010, "Code of Ethics"
Policy 3040, "Line and Staff Relations"
Policy 4120, "Media Relations and News Releases"
Policy 4580, "Volunteers"
Policy 5618, "Personnel Conflict of Interest"
Policy 6520, "Computer Network/Internet Use"
Policy 7160, "Grievance Procedure"
Policy 7220, "Classified Grievance Procedure"
Policy 7428, "E-Mail and Telecommunication Tools"
Policy 7470, "Sexual Harassment"
Policy 7555, "Non-Discrimination in Employment"
Policy 8540, "Student Records and Directory Information"
Policy 8638, "Gifts to Employees"