STAFF ETHICS

To promote and maintain an effective educational program, the services of men and women of integrity, high ideals, understanding, patience, and competence is needed. To meet these goals, these standards are necessary:

1. Recognize and place the welfare of children as the first concern of the district.
2. Maintain their own efficiency and knowledge of development in their own area of competence, and where appropriate, as governed by the school district’s Professional Development Master Plan.
3. Exhibit and maintain a just and courteous relationship with school personnel, parents, and students.
4. Establish a friendly and cooperative relationship with community members and to represent the district in a constructive and positive manner when dealing with community members.
5. Refrain from the use of the school to promote partisan politics, sectarian religious views, selfish propaganda, or the use of school affiliations for personal gains.
6. Transact school business with the appropriate and proper authority within the district.
7. Properly use, continually protect, and demonstrate the proper use of all school properties, equipment, and materials.
8. Keep in confidence such information as may be secured in the performance of district duties unless disclosure serves a professional purpose or is required by law.

Line and Staff Relations

Each employee in the district is responsible to the Board through the Superintendent of Schools. All personnel shall refer matters requiring administrative action to the administrators immediately in charge of the area in which the problem arises. Administrators shall refer such matters to the next higher authority when necessary.

All employees shall have the right to appeal any decision made by an administrator to the next higher authority and through appropriate successive steps. These rights of appeal may be limited or governed by rights as outlined in related collective bargaining agreements between the Salem School Board and employee groups.

Persons who make complaints in good faith are immune from retribution if the complaint proves to be unfounded.

Unfounded complaints which are filed in bad faith are subject to disciplinary action.

11/22/77
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