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MSBA/MASA Model Policy 306

Orig. 1995

Rev. 2002

306 ADMINISTRATOR AND STAFF CODE OF ETHICS

[This policy extends MSBA model policy 306 to make it applicable to both school administrator and staff.]

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that Yinghua Academy administrators and staff adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

The professional behavior of all Yinghua staff must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all staff and educational administrators. Administrators and staff acknowledge that the charter school belongs to the public they serve for the purpose of providing educational opportunities to all. Administrators assume responsibility for providing professional leadership in the charter school and community. This responsibility requires that staff and administrators maintain standards of exemplary professional conduct. It must be recognized that staff and administrators' actions will be viewed and appraised by the community, professional associates, and students. To these ends, staff and administrators must subscribe to the following standards.

III. Staff and Educational Administrators:

- A. Makes the well-being of students the fundamental value of all decision-making and actions.
- B. Fulfills professional responsibilities with honesty and integrity.
- C. Supports the principle of due process and protects the civil and human rights of all individuals.
- D. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.

- E. Implements the school board's policies.
- F. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
- G. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
- H. Accepts academic degrees or professional certification only from duly accredited institutions.
- I. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- J. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.

IV. ADDITIONAL ETHICAL EXPECTATIONS AND GUIDING PRINCIPLES

In addition to the standards listed above, Yinghua Academy expects administrators and staff to model conduct that promotes integrity, professionalism, accountability, and a safe, equitable, and inspiring learning environment for all students. These expectations clarify how the standards in this policy are applied in daily practice.

A. Guiding Principles

1. Place the well-being and education of students as the highest priority in all decisions and actions.
2. Uphold the mission and values of the school and its charter.
3. Act with honesty, fairness, and respect in all professional duties; foster open dialogue, empathy, and collaboration among staff.
4. Foster an inclusive environment that celebrates diversity and ensures equity.
5. Protect the confidentiality and dignity of all students and staff.
6. Comply with all applicable federal, state, and local laws and regulations.

B. Ethical Responsibilities of Administrators (in addition to Minnesota Rules Part 3512.5200)

1. Model ethical leadership, professionalism, transparency, and accountability in governance and school operations.
2. Make decisions based on what best serves students and the school community, using fair and consistent processes.
3. Maintain integrity in fiscal management, personnel decisions, and organizational oversight; use school resources responsibly and solely for legitimate educational purposes.
4. Avoid conflicts of interest and disclose any potential conflicts promptly to the Board of Directors; do not use authority for personal, political, or financial advantage.
5. Promote open communication and respectful collaboration among staff, students, and families; communicate expectations clearly and consistently.

6. Provide constructive feedback and support to staff and avoid punitive, retaliatory, or dismissive actions.
7. Ensure hiring, promotion, and evaluation practices are equitable and free from bias; maintain professional boundaries with staff, parents, and students.
8. Recognize the professionalism and expertise of teaching staff; ensure staff input is considered in decisions affecting instruction or school policy, consistent with board governance and applicable law.

C. Ethical Responsibilities of Teachers and Other Staff

1. Create a learning environment that is respectful, inclusive, and free from discrimination; support critical thinking, creativity, and independent learning.
2. Maintain professional relationships with students and avoid favoritism, inappropriate conduct, or boundary violations.
3. Maintain current knowledge of subject matter and best practices; seek opportunities for professional development and collaboration.
4. Uphold academic integrity and ensure grading and assessment are fair, consistent, and aligned with school expectations.
5. Communicate constructively with parents/guardians and colleagues to support student success; respect cultural, religious, and individual diversity.
6. Protect all student information as confidential, except when disclosure is required by law; handle sensitive matters with discretion and professionalism.

D. Confidentiality, Conflicts of Interest, and Gifts

1. Always protect confidential student and personnel information, consistent with law and school policy.
2. Avoid personal or financial interests that may compromise professional judgment; disclose relationships or interests that could create a conflict of interest.
3. Refrain from accepting gifts, favors, or benefits that could influence—or appear to influence—professional decisions or actions.

E. Reporting and Accountability

1. Any violation or suspected violation of this policy should be reported to school leadership or the governing board.
2. Retaliation against individuals who report concerns in good faith is strictly prohibited.
3. Violations may result in corrective or disciplinary action, up to and including termination, in accordance with school policy, contracts, and applicable law.

V. Educational Administrators must adhere to the Code of Ethics for School Administrators in Minnesota Rule.

VI. *Legal References:* Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)