

# Newberg School District 29J

Code: **GBC**  
Adopted: 12/11/06  
Orig. Code(s): 3250

## **Staff Ethics**

All district employees have been hired for the primary goal of furthering the district's mission to educate all students. It is the district's expectation that staff shall act in performance of their professional activities with that goal in mind.

District employees shall not engage in, or have financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as staff members, including the following:

1. Employees shall not solicit for financial remuneration from students, parents and other staff;
2. Employees shall not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;
3. Employees shall not use or attempt to use their official position to obtain financial gain or avoidance of financial detriment.

### **Hiring/Supervision**

No administrator or supervisor shall exercise supervisory authority over a person who is a member of his/her immediate family. Persons regularly employed by the district prior to the inception of such relationship shall not be terminated but may be transferred to another building or placed under different supervision, if necessary, to eliminate potential conflict.

More than one member of an immediate family may be hired as a regular district employee. In accordance with Oregon law, however, the district may refuse to hire individuals, or may transfer current employees in situations where an appointment would place one family member in a position exercising supervisory, appointment or grievance adjustment authority over another member of the same family.

No district employee may serve as a Board member in the district. No district employee may serve as a Board or budget committee member in the district.

“Family” as used in this policy and as defined by law means the wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent or stepchild or the individual.

### **Outside Employment**

An employee shall not perform any duties related to an outside job during his/her regular working hours. An employee shall not use any district facilities, equipment, or materials, in performing outside work

unless the facilities, equipment or materials are made available on the same basis as they are to non-employees.

### **Private Tutoring**

No tutoring for which an employee receives a fee shall be allowed in a school building or on school time, and no district-owned equipment may be used except in the following situations:

1. Private lessons, such as music lessons and other enrichment activities that are clearly beyond the scope of the regular school curriculum, may be given for remuneration outside the school day. Use of school facilities must be approved using the district process for facility use approval on the same basis as for non-employees; or
2. Staff may tutor for remuneration outside of normal school hours students eligible for homebound services according to procedures established by the superintendent.

### **Gifts and Solicitation**

All employees are prohibited from accepting items of material value of \$100 per person on a single occasion and not more than \$250 in any one calendar year from a company, organization, student, parent or other individual. Individual employees need to be accountable for maintaining integrity and avoid accepting items offered for the purpose of influencing his/her professional judgment.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 244.010](#)

[ORS 244.020](#)

[ORS 244.040](#)

[ORS 244.120](#)

[ORS 244.130](#)

[ORS 244.350 - 244.380](#)

[ORS 294.311](#)

[ORS 294.336](#)

[ORS 332.016](#)

[ORS 659A.309](#)

[OAR 584-020-0040](#)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, OR. GOV'T STANDARDS AND PRACTICES LAWS, A GUIDE FOR PUBLIC OFFICIALS (2003).