

Kentucky Association of School Business Officials Code of Ethics & Standards of Conduct

A school business official's professional behavior, within the school system, the profession, and the community must conform to an ethical code. The code must be idealistic yet practical as applied to the members of our profession. The official acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. The official assumes responsibility for providing professional leadership in the school and the community. This responsibility requires the official to adhere to standards of exemplary professional conduct. It is understood that the official's actions are observed and appraised by the community, professional colleagues, and students. Therefore, members of the Kentucky Association of School Business Officials subscribe to the following:

1. The well being of students is the primary consideration in all decision making actions.
2. I will build respect, credibility, and strategic importance for the profession within our organization and the communities in which I work.
3. I will obey all local, state, and federal laws, and I will not support organizations that advocate the overthrow of our form of democratic government.
4. I will preserve the integrity of the school business office in its dealings with others.
5. I will inform and educate current and future practitioners, the organizations we serve, and the general public about principles and practices that help the profession.
6. I will positively influence the workplace.
7. I will promote professional growth through affiliation with international, regional, state, and local organizations.
8. I will avoid using my position for personal gain through political, social or economical influence.
9. I will encourage professional decision-making and responsibility.
10. I will encourage social responsibility.

Standards of Conduct

In relationships within the school district it is expected that the School Business Official will:

1. Support the goals and objectives of the employing school system.
2. Interpret policies and procedures fairly and objectively.
3. Implement, to the best of their ability, promulgated laws and regulations.
4. Assist fellow administrators as appropriate in fulfilling their obligations.

5. Establish and maintain the best possible image of the school district.
6. Refrain from publicly criticizing board members, administrators or other employees.
7. Avoid conflicts of interest or the appearance of such, by not conducting business with a company with which the official or family member has a vested interest.
8. Avoid preferential treatment of an outside interest group, company or individual over another.
9. Never accept or offer illegal payment for services rendered.
10. Permit the use of school property only for officially authorized activities.

In relationships with colleagues in other districts and professional associations, the School Business Official will:

1. Support the actions of a colleague whenever possible, never publicly criticizing or censuring the official.
2. Offer assistance and guidance to a colleague when such help is requested or when the need is obvious.
3. Actively support and promote appropriate professional associations aimed at improving school business management.
4. Accept leadership roles and responsibilities when appropriate.
5. Refrain from using any organization or position of leadership within it for personal gain.
6. Acquire and disseminate information through ethical and responsible means.
7. Respond to requests for information in a timely manner.
8. Take appropriate steps to ensure the accuracy and completeness of all communicated information.
9. Safeguard restricted or confidential information.
10. Support the professional association's Constitution.
11. Attend all called Association Board Meetings.

Certification	
I certify that I have read the above Code of Ethics and Standards of Conduct and further, that I understand and agree to respect, honor and uphold these standards of the Kentucky Association of School Business Officials.	
Signature	Date