

**Interstate School Leaders Licensure Consortium  
Standards for School Leaders**

**Standard 5:**

**A school administrator is an educational leader who promotes the success of all students by acting with integrity, fairness, and in an ethical manner.**

**Knowledge**

*The administrator has knowledge and understanding of:*

- the purpose of education and the role of leadership in modern society
- various ethical frameworks and perspectives on ethics
- the values of the diverse school community
- professional codes of ethics
- the philosophy and history of education

**Dispositions**

*The administrator believes in, values, and is committed to:*

- the ideal of the common good
- the principles in the Bill of Rights
- the right of every student to a free, quality education
- bringing ethical principles to the decision making process
- subordinating one's own interest to the good of the school community
- accepting the consequences for upholding one's principles and actions
- using the influence of one's office constructively and productively in the service of all students and their families
- development of a caring school community

## **Performances**

### ***The administrator:***

- examines personal and professional values
- demonstrates a personal and professional code of ethics
- demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance
- serves as a role model
- accepts responsibility for school operations
- considers the impact of one's administrative practices on others
- uses the influence of the office to enhance the educational program rather than for personal gain
- treats people fairly, equitably, and with dignity and respect
- protects the rights and confidentiality of students and staff
- demonstrates appreciation for and sensitivity to the diversity in the school community
- recognizes and respects the legitimate authority of others
- examines and considers the prevailing values of the diverse school community
- expects that others in the school community will demonstrate integrity and exercise ethical behavior
- opens the school to public scrutiny
- fulfills legal and contractual obligations
- applies laws and procedures fairly, wisely, and considerately

Council of Chief State School Officers  
Interstate School Leaders Licensure Consortium  
Adopted by Full Consortium November 2, 1996

Standards for Advanced Programs in Educational Leadership  
for Principals, Superintendents, Curriculum Directors, and Supervisors

**Standard 5.0**

**Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by acting with integrity, fairly, and in an ethical manner.**

**5.1 Acts with Integrity**

a. Candidates demonstrate a respect for the rights of others with regard to confidentiality and dignity and engage in honest interactions.

**5.2 Acts Fairly**

a. Candidates demonstrate the ability to combine impartiality, sensitivity to student diversity, and ethical considerations in their interactions with others.

**5.3 Acts Ethically**

a. Candidates make and explain decisions based upon ethical and legal principles.

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**Standard 5.0 Narrative Explanation:**

This standard addresses the educational leader's role as the "first citizen" of the school/district community. Educational leaders should set the tone for how employees and students interact with one another and with members of the school, district, and larger community. The leader's contacts with students, parents, and employees must reflect concern for others as well as for the organization and the position. Educational leaders must develop the ability to examine personal and professional values that reflect a code of ethics. They must be able to serve as role models, accepting responsibility for using their position ethically and constructively on behalf of the school/district community. Educational leaders must act as advocates for all children, including those with special needs who may be underserved.

**Examples of Promising Practices for Candidate Performance Activities:**

Candidates are required to develop a code of ethics using personal platforms, professional leadership association examples, and a variety of additional source documents focusing on ethics. Candidates are required to conduct a self-analysis of a transcript of a speech delivered to a community organization and look for examples of integrity, fairness, and ethical behavior.

South Dakota

Office of Accreditation & Teacher Quality >  
Professional Administrators Practices and Standards Commission:

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Lisa.Lomheim@state

## CODE OF PROFESSIONAL ETHICS FOR SCHOOL ADMINISTRATORS

**24:11:03:01. Code of ethics for professional administrators.** The professional administrator shall comply with the following code of ethics:

1. Make the well-being of the students the basis of decision making and action;
2. Enforce and obey local, state, and national rules and laws in the performance of duties;
3. Exemplify high moral standards by not engaging in or becoming a party to such activities as fraud, embezzlement, deceit, moral turpitude, gross immorality, illegal drugs, or use of misleading or false statements;
4. Respect the civil rights of those with whom the administrator has contact in the performance of duties;
5. Interpret, accurately represent, and implement the policies and administrative regulations of the appropriate educational governing board;
6. Distinguish personal politics, attitudes, and opinions from stated policies of the appropriate educational governing board;
7. Fulfill professional responsibilities with honesty and integrity;
8. Maintain professional relationships which are free from vindictiveness, willful intimidation, and disparagement;
9. Safeguard confidential information;
10. Not allow professional decisions or actions to be impaired or influenced by personal gain, gifts, gratuities, favors, and services made or withheld;
11. Avoid preferential treatment and conflicts of interest;
12. Honor all contacts until fulfillment, release, or dissolution by mutual agreement of all parties;
13. Apply for, accept, offer, or assign a position of responsibility on the basis of professional preparation and legal qualifications;
14. Accurately represent personal qualifications and the evaluations and recommendations of others;
15. Cooperate with authorities regarding violations of the codes of ethics of the South Dakota Professional Administrators Practices and Standards Commission and the South Dakota Professional Teachers Practices and Standards Commission.

**Source:** 13 SDR 3, effective July 22, 1986; 27 SDR 141, effective July 3, 2001.

**General Authority:** SDCL 13-43-45.

**Law Implemented:** SDCL 13-43-45.

**JOINT POSITION STATEMENT ON ETHICAL JOB SEARCH PRACTICES**

Office of Accreditation & Teacher Quality

The members of the Professional Teachers Practices and Standards Commission and the Professional Administrators Practices and Standards Commission encourage the growth and professional advancement of all certified educators. The recommended ethical criteria for job search are:

- A. **Prior to signing the contract** the teacher or administrator is free to look for other employment.
- B. **After a contract has been signed for the upcoming school year** and other employment is being sought, at the point of interview the **present** administrator and/or board needs to be informed of the search.
- C. **After a contract has been signed for the upcoming school year** and other employment is being sought, at the point of interview the **prospective** administrator and/or board needs to be informed of existing contract.

The PAPSC can be contacted at the Department of Education and Cultural Affairs, 700 Governors Drive Pierre, SD 57501 (605) 773-4705

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## Statement of Ethics for School Administrators

### National Association of Elementary School Principals

#### NAESP Policy Statement 1100.3

An educational administrator's professional behavior 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 educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator subscribes to the following statements of standards.

1. Makes the well-being of students the fundamental value in all decision making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws.
5. Implements the governing board of education's policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment or release.

≡ Adopted by the NAESP Board of Directors, September 29, 1976

# Statement of Ethics for School Administrators

Issue: Administrative Position Statements

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The educational administrator:

1. Makes the well-being of students the fundamental value in all decision making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws.
5. Implements the governing board of education's policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties to contract.

Approved by the NASSP Board of Directors  
November 1973  
Revised July 2001

## AASA'S Statement of Ethics for School Administrators

An educational administrator's professional behavior 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 educational administrators.

The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. The responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students.

To these ends, the administrator subscribes to the following statements of standards.

The educational administrator:

1. Makes the well-being of students the fundamental value of all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the governing board of education's policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic or other influences.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties to contract.

-- Adopted by AASA Executive Committee, 1981

For more information please contact:  
American Association of School Administrators  
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703-875-0748  
703-528-2146 (FAX)  
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## **Association of School Business Officials**

### **Code of Ethics & Standards of Conduct**

An educational administrator's professional behavior 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 educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates and students. To these ends, the administrator subscribes to the following statements of standards.

The educational administrator:

1. Makes the well-being of students the fundamental value in all decision making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the governing board of education's policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment or release.

## **Standards of Conduct**

Now, especially in this age of accountability, when the activities and conduct of school business officials are subject to greater scrutiny and more severe criticism than ever before, Standards of Conduct are in order. The Association cannot fully discharge its obligation of leadership and service to its members short of establishing appropriate standards of behavior.

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 the policies and practices of the district to subordinates and to the community fairly and objectively.
3. Implement, to the best of the official's ability, the policies and administrative regulations of the district.
4. Assist fellow administrators as appropriate in fulfilling their obligations.
5. Build the best possible image of the school district.
6. Refrain from publicly criticizing board members, administrators or other employees.
7. Help subordinates achieve their maximum potential through fair and just treatment.

In the conduct of business and the discharge of responsibilities, the school business official will:

1. Conduct business honestly, openly, and with integrity.
2. Avoid conflict of interest situations by not conducting business with a company or firm in which the official or any member of the official's family has a vested interest.
3. Avoid preferential treatment of one outside interest group, company or individual over another.
4. Uphold the dignity and decorum of the office in every way.
5. Avoid using the position for personal gain.
6. Never accept or offer illegal payment for services rendered.
7. Refrain from accepting gifts, free services, or anything of value for or because of any act performed or withheld.

8. Permit the use of school property only for officially authorized activities.

9. Refrain from soliciting contributions from subordinates or outside sources for gifts or donations to a superior.

In relationships with colleagues in other districts and professional associations, it is expected that 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/or guidance to a colleague when such help is requested or when the need is obvious.

3. Actively support appropriate professional associations aimed at improving school business management, and encourage colleagues to do likewise.

4. Accept leadership roles and responsibilities when appropriate, but refrain from "taking over" any association.

5. Refrain from using any organization or position of leadership in it for personal gain.