3113 - **CONFLICT OF INTEREST**

1. The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by Board of Education’s employees. Further, such characteristics are essential to the Board’s commitment to earn and keep the public’s confidence in the School District. For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees.  
   1. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
   2. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.  
         
      Included, by way of illustration rather than limitation are the following:  
      1. the provision of any private lessons or services for a fee
      2. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to School District records
      3. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
      4. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
   3. Employees shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
2. ~~Exceptions to Part A of this policy shall be approved by the Superintendent~~ **~~before~~** ~~entering into any private relationship. From time to time, employees may be asked by parents or guardians to provide lessons or other services to District students outside the school day. Such services may include, but are not limited to, the provision of private lessons or services, tutoring for a fee and athletic camps and clinics. Employees shall not solicit or specifically recommend or advise that such services or participation is essential.  
      
   Employees may provide private lessons, tutoring or services to District students outside of the school day only after filing an intent to do so with the Human Resources Department at least ten (10) days prior to the provision of lessons or services. Parental waivers must also be filed with this paperwork. No employee shall provide private lessons, tutoring or services for a fee to students during the school day.  
      
   While such practice is not encouraged, employees shall be permitted to provide lessons or services to those students who are currently on their class roster, provided that the employee shall not evidence favoritism, bias or special treatment to those students who are provided lessons or services. If said employee does evidence favoritism, bias or special treatment, employee shall be disciplined, reported to the Ohio Department of Education Office of Professional Conduct, and may be prohibited from providing outside lessons or services to District students.  
      
   Employees shall not make use of materials, equipment or facilities of the District in private practice, unless making declaration of intent to do so and following the proper facility rental/use procedure in advance of such usage (See Policy 7510 – Use of District Facilities – and associated guidelines.)~~
3. Employees may not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.  
      
   No employee may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds.

Violation of this policy shall result in discipline, which may include termination from employment.