



Book: BYLAWS AND POLICIES
Section: 1000 ADMINISTRATION
Title: CONFLICT OF INTEREST - PRIVATE PRACTICE
Code: 1130
Status: Active
Adopted: January 21, 2020

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by school employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in Edison School of the Arts.

To accomplish this, the Board has adopted the following guidelines to assure that conflicts of interest do not occur. These are not intended to be all inclusive, nor to substitute for good judgment.

- a. No employee shall engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her school responsibilities.
- b. 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. Included, by way of illustration rather than limitation are the following:
 - i. the provision of any private lessons or services for a fee
 - ii. 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 records
 - iii. 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
 - iv. 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

- c. Employees shall not make use of materials, equipment, or facilities of the school 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
- B. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the school, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Board and CEO, Executive Director for approval reflected in the minutes before entering into any private relationship. When any exception is made to this policy, the employee will complete the Conflict of Interest form to be acted upon by the Board.
- C. Board members and the CEO, Executive Director will not authorize their names to be used as a reference for employment within the Indianapolis Public Schools including the Innovation network.