

**WHITE RIVER SCHOOL DISTRICT #416
BOARD POLICY**

No. 5251

5000 PERSONNEL

Employment Practices

5251– Conflict of Interest

General Rule

No district employee or officer will engage in or have a direct financial interest in any activity which appears to conflict with his/her duties and responsibilities. Further, no district employee may employ or use any person, money, or school property under the employee's official supervision, control or direction for the private gain of that employee or another. Activities where a conflict of interest may exist include but are not limited to:

1. Receiving economic benefit from selling or promoting the sale of goods or services to the students or their parents, where the knowledge of the staff member's relationship to the district is in any way utilized to influence the sale.
2. Receiving economic benefit from the sale of instructional and training materials and/or equipment where the district has specifically engaged a staff member(s) to develop such materials or equipment (in such instances, the district shall retain a proprietary interest.)
3. Encouraging a student who is enrolled in one or more of the teacher's classes to take private lessons or to engage in tutoring for a fee from the staff member;
4. Using or providing for others a list of names, home addresses, telephone numbers, and/or e-mail addresses obtained from district records or district-related contacts for purposes of identifying potential client or customer contacts.
5. Participating in any way in the selection process for materials, books or equipment when an item developed by or authored by the staff member or a member of his/her family is under consideration for approval for district use;
6. Being involved in the selection of an applicant or in the appointment, evaluation, or supervision of any other staff member who is a family member.
7. Using the district e-mail, intra-district mail, and/or intra-school mail to promote or advertise sales of goods or services in which a staff member has a financial interest.
8. Providing a staff or student directory for use in promoting sales of a product or service; and

9. Purchasing or otherwise acquiring surplus district property when the staff member was involved in or had influence in the process of declaring the item(s) as surplus and/or determining its price.
10. Using district-owned equipment for financial gain.

Written permission from the superintendent/designee or principal is necessary when:

1. A certificated staff member wishes to tutor or give private lessons for a fee to any student who is enrolled in one or more of the teacher's classes; or
2. A certificated staff member, such as communication disorder specialists, psychologists or specialized music teachers, wishes to give private instruction for a fee to any student who is concurrently being served by that individual in the regular school program.

Situations in which the financial interest or unsolicited item is of a material value may be permissible with review and approval of the superintendent or designee.

Violation may result in disciplinary action.

Legal Reference:	WAC 181-87-090 RCW 28A.400.332	Improper remunerative conduct Use of persons, money, or property for private gain
Management Resources:	2015 – October Policy Issue	