

**SCHOOL DISTRICT OFFICER AND
EMPLOYEE CODE OF ETHICS**

The Board of Education is committed to avoiding any situation in which the existence of conflicting interests of any officer or employee may call into question the integrity of the management or operation of the School District. The Board recognizes that sound, ethical standards of conduct serve to increase the effectiveness of District officers and staff as educators and public employees in the community. Adherence to a code of ethics promotes public confidence in the schools and furthers the attainment of District goals.

The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all District officers and employees under the provisions of the General Municipal Law. Therefore, every officer and employee of the District, whether paid or unpaid, shall adhere to the following code of conduct:

1. **Gifts:** An officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him in the performance of his official duties or was intended as a reward for any official action on his part.

However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Students in the District shall be discouraged from giving gifts to employees of the School District. Should gifts be received, to avoid embarrassment to pupils or employees, any return or acknowledgement of the gifts should be privately made. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

2. **Confidential information:** An officer or employee shall not disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interest.
3. **Representation before the Board or District:** An officer or employee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the School District.
4. **Disclosure of interest in matters before the Board:** A member of the Board of Education and any officer or employee of the District, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he has in such matter. The term "interest" means a pecuniary or material benefit accruing to an officer or employee.

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5. Investments in conflict with official duties: An officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his official duties.
6. Private employment: An officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
7. Future employment: An officer or employee shall not, after the termination of service or employment with the District, appear before the Board in relation to any action, proceeding, or application in which he or she personally participated during the period of his service or employment or that was under his active consideration.
8. Employment of family members: Under no circumstance shall administrative and/or supervisor employees be allowed to submit recommendations for hiring or evaluation of family members. The following will be considered family members: son, daughter, parent, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandchild, grandparent, wife and husband. Relative of half-blood shall be considered as a relative of whole-blood, and step-relatives as whole relatives.

Distribution of Code of Ethics

The Superintendent of Schools shall cause a copy of this Code of Ethics to be distributed to every member of the Board, every officer and employee of the School District. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his office or employment. In addition, the Superintendent shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the District's jurisdiction in a place conspicuous to the District's officers and employees.

Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's code of ethics and its accompanying regulation may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Ref: General Municipal Law §§806-808

Adopted: June 21, 2006

Revised: March 21, 2007

Reaffirmed: May 18, 2011