

## CODE OF ETHICS FOR SCHOOL DISTRICT OFFICERS AND EMPLOYEES

The Board of Education recognizes that sound, ethical standards of conduct serve to increase the effectiveness of school board members and their staff, as educational leaders in their community. Actions based on an ethical code of conduct promote public confidence and the attainment of district goals. The Board also recognizes its obligation to set forth a code of ethics under the provisions of the General Municipal Law, to adopt a code of ethics setting forth the standards of conduct required of all district officers and employees.

Therefore, every officer and employee of the district, whether paid or unpaid, including members of the Board of Education, shall adhere to the following code of conduct:

1. **Gifts:** No officer or employee of the school district shall:
  - Accept any gratuity of money, services or goods (other than those of token value made by pupils of their own volition) or benefits from any pupil, or from the parent or guardian of any pupil.
  - Accept any gifts or favors in any form from any person, firm or corporation that is directly or indirectly involved or interested in business dealings with the school district.
2. **Confidential information:** An officer or employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he/she shall not disclose information regarding any matters discussed in an executive session of the Board whether such information is deemed confidential or not.
3. **Representation before the Board:** An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school district.
4. **Representation before the Board for a contingent fee:** An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school district, whereby the compensation is to be dependent or contingent upon any action by the school district with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
5. **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, must publicly disclose on the official record the nature and extent of any interest they or their spouse have, will have or later acquire in any actual or proposed

contract, purchase agreement, lease agreement, or other agreement involving the school district (including oral agreements), to the governing body and his/her immediate supervisor (where applicable) as required by §803 of the General Municipal Law. Such disclosure must be in writing and made part of the official record of the school district. The term "interest" means a material benefit accruing to an officer or employee.

6. ***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 or her official duties.
7. ***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.
8. ***Future employment:*** An officer or employee shall not, after the termination of service or employment with the Board, appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former officer or employee of any claim, account, demand or suit against the district on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

### ***Distribution of Code of Ethics***

The Superintendent of Schools shall cause a copy of this Code of Ethics to be distributed to 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 or her 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.

***Great Neck Public Schools***

***Adopted: 12/21/70***

***Amended: 01/12/04; 06/18/07***