

# THE CHARTER HIGH SCHOOL FOR LAW AND SOCIAL JUSTICE



**EXCELLENCE • CHARACTER • COURAGE • COMMITMENT**

## **CODE OF ETHICS - CHARTER HIGH SCHOOL FOR LAW AND SOCIAL JUSTICE**

The Board of Trustees (“the Board”) of the Charter High School for Law and Social Justice (“the School”) recognizes that sound, ethical standards of conduct serve to increase the effectiveness of school trustees and their staff as educational leaders in their community. Actions based on an ethical code of conduct promote public confidence and the attainment of school goals. The Board also recognizes its obligation under the General Municipal Law to adopt a code of ethics consistent with the provisions of the General Municipal Law, setting forth the standards of conduct required of all school trustees, officers, and employees.

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

1. **Gifts:** Trustees, officers, and employees shall not directly or indirectly solicit any gifts, and shall not accept or receive any single gift having a value of \$75 or more, or gifts from the same source having a cumulative value of \$75 or more over a twelve-month period, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form if it could reasonably be inferred that the gift was intended to influence the trustee, officer, or employee in the performance of his or her official duties or was intended as a reward for any official action on his or her part. However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. 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:** Trustees, officers, and employees shall not disclose confidential information acquired by them in the course of their official duties or use such information to further their own personal interest. In addition, trustees, officers, and employees shall not disclose information regarding any matters discussed in an executive session of the Board, whether such information is deemed confidential or not.
3. **Agreements with the Board:** Unless otherwise permitted by law, trustees, officers, and employees shall not enter into any agreement, express or implied, with the Board or School from which they may benefit financially and over which they have authority as a result of their position. Trustees, officers, and employees have “authority” if either they or someone they appoint can negotiate, authorize, approve, prepare, make the payment, or audit bills and/or claims under the contract. Any contract entered into and causing a conflict of interest prohibited by this code of ethics shall be null, void, and wholly unenforceable.
4. **Representation before the Board for a contingent fee:** Trustees, officers, and School employees 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 Board, whereby the compensation is to be dependent or contingent upon any action by the School with respect to such matter. This paragraph shall not prohibit the fixing of fees at any time based upon the reasonable value of the services rendered.
5. **Disclosure of interest:** Trustees, officers, and employees, whether paid or unpaid, shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest they have,



or expect to have, or later acquire with the school. The term “interest” means a pecuniary or material benefit accruing to a trustee, officer, or employee.

6. **Investments in conflict with official duties:** Trustees, officers, and employees 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:** Trustees, officers, and employees 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:** Trustees, officers, and employees 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 School 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 President of the Board shall arrange to copy and distribute this Code of Ethics annually to every trustee, officer, and employee of the school. Each trustee, officer, and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment.

**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 may be fined, suspended, or removed from office or employment, as the case may be, in the manner provided by law.

Adopted: December 28, 2013