

Bartlett City Board of Education		1016
Descriptor Term CODE OF ETHICS – BARTLETT CITY SCHOOLS	Descriptor Code: Board Operations	Issue Date: 12/02/2013
	Rescinds:	Revised:

1 **Section 1. Definitions.**

2 (1) "School district" means Bartlett City School District, which was duly created by a public or
3 private act of the General Assembly; and which includes all boards, committees or commissions
4 appointed or created by the school district or an official of the school district.

5 (2) "Officials and employees" means and includes any official, whether elected or appointed,
6 officer, employee or servant, or any member of any board, agency, commission, authority or
7 corporation (whether compensated or not), or any officer, employee or servant thereof, of the
8 school district.

9 (3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance
10 with this Code of Ethics, a financial interest of the official or employee, or a financial interest of
11 the official's or employee's spouse or child living in the same household, in the matter to be voted
12 upon, regulated, supervised, or otherwise acted upon in an official capacity.

13 **Section 2. Disclosure of personal interest in voting matters.**

14 An official or employee with the responsibility to vote on a measure shall disclose during the
15 meeting at which the vote takes place, before the vote, and to be included in the minutes, any
16 personal interest that affects or that would lead a reasonable person to infer that it affects the
17 official's or employee's vote on the measure. In addition, the official or employee may, to the extent
18 allowed by law, recuse himself or herself from voting on the measure.

19 **Section 3. Disclosure of personal interest in non-voting matters.**

20 An official or employee who must exercise discretion relative to any matter other than casting a
21 vote and who has a personal interest in the matter that affects or that would lead a reasonable
22 person to infer that it affects the exercise of the discretion shall disclose, before the exercise of
23 the discretion when possible, the interest on the attached disclosure form and file the disclosure
24 form with the District's central office. In addition, the official or employee may, to the extent allowed
25 by law, recuse himself or herself from the exercise of discretion in the matter.

26 **Section 4. Acceptance of gifts and other things of value.**

27 An official or employee, or an official's or employee's spouse or child living in the same household,
28 may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of
29 any kind from anyone other than the District that a reasonable person would understand was
30 intended to influence the vote, official action, or judgment of the official or employee in executing
31 decision-making authority affecting the school district.

32 It shall not be considered a violation of this policy for an official or employee to receive
33 entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, travel,

1 lodging, or beverages that are provided in connection with a conference sponsored by an
2 established or recognized statewide association of school board officials or by an umbrella or
3 affiliate organization of such statewide association of school board officials, or which are provided
4 by any company, agency, or organization for the education or training of school district officers,
5 employees, or elected officials.

6 It shall also not be considered a violation of this policy for any officer, employee or elected official
7 of the District to accept from educational institutions, civic organizations, or nonprofit
8 organizations, tickets for sporting events, activities, performances, receptions, breakfasts,
9 dinners, or luncheons that are sponsored by said educational institutions, civic organizations, or
10 nonprofit organizations.

11 **Section 5. Ethics Complaints.**

12 The District may create a School District Ethics Committee (the “Ethics Committee”) consisting of
13 three members who will be appointed to one-year terms by the Chairman of the Board of
14 Education with confirmation by the Board. At least two members of the committee shall be
15 members of the Board of Education. The Ethics Committee shall convene as soon as practicable
16 after its appointment and elect a chair and a secretary. The records of the Ethics Committee shall
17 be maintained by the secretary and shall be filed in the office of the Superintendent, where they
18 shall be open to public inspection.

19 Questions and complaints regarding violations of this Code of Ethics or of any violation of state
20 law governing ethical conduct should be directed to the chair of the Ethics Committee. Complaints
21 shall be in writing and signed by the person making the complaint, and shall set forth in reasonable
22 detail the facts upon which the complaint is based.

23 The Ethics Committee may investigate any credible complaint against an official or employee
24 charging any violation of this Code of Ethics, or may undertake an investigation on its own initiative
25 when it acquires information indicating a possible violation, and may make recommendations for
26 action to end or seek retribution for any activity that, in the Committee's judgment, constitutes a
27 violation of this Code of Ethics. If a member of the Committee is the subject of a complaint, such
28 member shall recuse himself or herself from all proceedings involving such complaint.

29 The Committee may:

- 30 • Refer the matter to the Board Attorney for a legal opinion and/or recommendations for
31 action;
- 32 • In the case of an official, refer the matter to the school board body for possible public
33 censure if the board body finds such action warranted;
- 34 • In the case of an employee, refer the matter to the official responsible for supervision of
35 the employee for possible disciplinary action if the official finds discipline warranted;
- 36 • In a case involving possible violation of state statutes, refer the matter to the district
37 attorney for possible ouster or criminal prosecution;

38 The interpretation that a reasonable person in the circumstances would apply shall be used in
39 interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also
40 constitutes a violation of a personnel policy, the violation shall be dealt with as a violation of the
41 personnel provisions rather than as a violation of this Code of Ethics.