

School Board Code of Ethics

As a member of the Board, I shall promote the best interest of the District as a whole and, to that end, shall adhere to the following ethical standards:

- EQUITY IN ATTITUDE**
 - I will be fair, just and impartial in all my decisions and actions.
 - I will accord others the respect I wish for myself.
 - I will encourage expressions of different opinions and listen with an open mind to others' ideas.

- TRUSTWORTHINESS IN STEWARDSHIP**
 - I will be accountable to the public by representing District policies, programs, priorities and progress accurately.
 - I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
 - I will work to ensure prudent and accountable use of District resources.
 - I will make no personal promise or take private action that may compromise my performance or my responsibilities.

- HONOR IN CONDUCT**
 - I will tell the truth.
 - I will share my views while working for consensus.
 - I will respect the majority decision as the decision of the Board.
 - I will base my decisions on fact rather than supposition, opinion, or public favor.

- INTEGRITY OF CHARACTER**
 - I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
 - I will consistently uphold all applicable laws, rules, policies and governance procedures.
 - I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

- COMMITMENT TO SERVICE**
 - I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking and evaluation.
 - I will diligently prepare for and attend Board meetings.
 - I will avoid personal involvement in activities the Board has delegated to the Superintendent.
 - I will seek continuing education that will enhance my ability to fulfill my duties effectively.
 - I will be continuously guided by what is best for all students of the District.
 - I will attend at least 80 percent of the school board meetings otherwise, I will not use district funds to attend out-of-district meetings.

Table of Contents

| | PAGE |
|---|------|
| Board Meeting Protocol | 1 |
| Duties and Responsibilities of Board Officers | 2 |
| Campus Visitations | 3 |
| Requests for Information and Reports | 4 |
| Community Complaints | 5 |
| Superintendent's Evaluation | 6 |
| School Board Code of Ethics | 7 |

Board Meeting Protocol

Board meetings shall be conducted in accordance with Board Policy **BE (Local)--Board Meetings**. The following standards of practice shall be observed:

- Board members should avoid multiple conversations during presentations and briefings by staff, patrons or other Board members.
- An individual Board member should avoid, to the exclusion of discussion from other members, extensive discussion of a specific topic.
- Any Board member is permitted to call the question. The Board president shall follow Robert's Rules of Order.
- Board members shall adhere to policies regarding conversations and information gathered during executive session.

Superintendent's Evaluation

The Board shall evaluate the superintendent annually using either the Commissioner's recommended appraisal process and criteria (BJCD) or an appraisal instrument that has been developed locally and adopted by the Board (**see Policy Exhibits/Annual Superintendent's Evaluation Summary**). As outlined in the Board policy **BJCD (Local)--Superintendent: Evaluation**, the Board shall strive to accomplish the following objectives in conducting the superintendent's evaluation:

- Clarify to the superintendent his or her role, as seen by the Board.
- Clarify to Board members the superintendent's role, according to the Board's written criteria as expressed in the superintendent's job description and the district's goals and objectives.
- Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
- Maintain the "Team of 8" philosophy between the Board and the superintendent.
- Ensure administrative leadership for excellence in the district.

Community Complaints

The Board and staff shall follow the district chain of command when resolving complaints made by community members as well as the procedures referred to in **FNG (Local)--Students Rights and Responsibilities: Student and Parent Complaints**

District Chain of Command

1. Complainant must first discuss the problem with the authority closest to it, for example, teacher, assistant principal, or principal. If he or she is not satisfied...
2. Complainant should go to the authority over the person on the first level. All campus authority must first be exhausted. If he or she is not satisfied...
3. Complainant should contact the superintendent's office where the complaint will be appropriately routed. If he or she is not satisfied...
4. Complainant should request to speak to the superintendent or the superintendent's designee. If he or she is not satisfied...
5. Complainant should bring the complaint to the Board of Trustees by following district policy FNB (Local).

Procedures for handling community complaints include:

- ◆ Listen briefly and respectfully.
- ◆ Review the district chain of command with those who are unfamiliar with the procedure.
- ◆ Inform the superintendent of any complaints that are viewed as potentially inflammatory.

The superintendent shall inform the Board of all resolutions to the complaints that have been directly referred to the Board of Trustees.

Duties and Responsibilities of Board Officers

The Board shall elect a president, vice president, secretary, assistant secretary of the Board of Trustees. Officers shall be elected by majority vote of the members present and voting and shall serve for a term of one year until a successor is elected and qualified. Officers may succeed themselves in office without limit. **BDAA (Local--Officers and Officials: Duties and Requirements of Board Officers)**

Roles and Responsibilities

Board President

1. The President shall act as the spokesperson of the Board and speak on behalf of the Board. He or she must be sure to represent the viewpoints of the majority—not only a few members or his or her personal opinions.
2. The President shall preside at all Board meetings unless unable to attend.
3. The President shall have the right to discuss, make motions and resolutions and vote on all matters coming before the Board.
4. The President shall appoint all Board committees, unless otherwise provided by policy or Board consensus (BDB Local).

Board Vice President

1. The Vice President shall act in the capacity and perform the duties of the President in the event of his or her absence.
2. The Vice President shall become President only upon being elected to the position.

Board Secretary

1. The Secretary shall ensure that there is an accurate accounting of the proceedings of each Board meeting.
2. The Secretary shall call a Board meeting to order and act as the presiding officer in the absence of the President and the Vice President.
3. The Secretary shall sign or co-sign documents as directed by action of the Board.

Board Assistant Secretary

1. The Assistant Secretary shall perform the duties of the Secretary in the absence or incapacity of the Secretary.
2. The Assistant Secretary shall become Secretary only upon being elected to the position.

Campus Visitations

Board members shall consider **Board Policy BBF (Local)--Board Members: Ethics** when visiting campuses in the capacity of a Board member. In this respect, the following procedures shall be considered:

- Board members shall contact the principal to schedule a time that will not conflict with the instructional day.
- Board members shall sign in as visitors as required by all visitors entering a district facility.
- Board members shall consider the instruction and activities in progress and interact with staff members and students during free periods, lunch time or recess only.
- Board members shall be announced prior to arrival to any building or classroom except when serving in the capacity of volunteer, meeting participant or for other scheduled events.
- Board members shall not give advice or direction to any staff member or student except in instances when safety or liability concerns are an issue.

Requests for Information and Reports

Board members shall consider **Board Policy BBE (Local)--Board Members: Authority** when requesting information from staff members. Information and reports will be gathered according to the following procedures:

- Board members shall contact the superintendent's office or the appropriate assistant superintendent for information.
- Individual Board members may request information which will be shared with the entire Board via weekly Board Notes.
- If additional resources are required in order to prepare a complete reporting of information, for example, MIS, or clerical. The request shall be added to the Board agenda.
- The administration shall define resources needed as well as expected completion dates for all reports.