



Regulation of the Chancellor

Number: **D-120**

Subject: **ETHICS CODE FOR PARENT AND COMMUNITY MEMBERS OF SCHOOL LEADERSHIP TEAMS**

Category: **ETHICS**

Issued: **April 27, 2009**

SUMMARY OF CHANGES

This regulation supersedes Chancellor's Regulation D-120 dated September 5, 2000.

Changes:

- Contact information has been updated.

ABSTRACT

The following is the Ethics Code which applies to all parent and community members of school leadership teams. This Ethics Code does not apply to staff members of school leadership teams, who are covered by the much more restrictive Conflicts of Interest Law, which is applicable to all Board of Education employees.

I. ETHICS CODE – PARENT AND COMMUNITY MEMBERS OF SCHOOL LEADERSHIP TEAMS

Listed below are the provisions that parent and community members of School Leadership Teams (SLT) must comply with. Under special circumstances, parent and community members of SLT may obtain waivers from the provisions from the District of High School Superintendent.

- A. Parent and community members may not accept a gift from someone doing business with the school or school leadership team.
- B. Parent and community members may not work for a person or firm or own a firm that is negotiating to do business or already does business with the school or the school leadership team unless they have informed, in writing, the school leadership team, the District or High School Superintendent and the Chancellor or designee(s) of the Chancellor, (and obtained the written permission from the Chancellor or the Chancellor's designee(s)). In addition, they may not participate in discussions or vote on matters directly concerning firm-school/school leadership team matters.
- C. Parent and community members may not take any action as a member of their school leadership team that will financially help them, a member of their family, a business they own or work for, or anyone with whom they are financially related.
- D. Parent and community members may not accept anything from a private person or entity for communicating on their behalf with the school leadership team or the school.
- E. Parent and community members may not use confidential school leadership team or school information for a non-school purpose or disclose it to a private person or firm.
- F. Parent members may not accept anything of monetary value from anyone other than the Department of Education for doing their school leadership team duties. Community members may not accept anything of monetary value from anyone other than the Department of Education and their Community-Based Organization for performing their school leadership team duties.
- G. Parent and community members may not have a financial relationship (such as employment, business relationship, loan or investment) with any employee of the school, except for a spouse, domestic partner, parent, parent-in-law, sibling, child, or grandchild.

- H. Parent and community members may not act as lawyers for a private interest or as experts against the school's interest in any lawsuit or administrative hearing.
- I. Parent and community members may not discuss possible future employment with a firm with which they are dealing as part of their duties as a member of the school leadership team. In addition, they may not discuss future employment with any firm which does business with the school, or is in negotiations to do business with the school, unless they inform the team and the District or High School Superintendent that they will not have any involvement with the firm as part of their duties as a member of the school leadership team.

If a parent or community member takes a job with a firm doing business with the school, they must resign from the team. As part of his/her work for the firm, the former team member may not do business with or have any work-related contact with the school in which they served as a team member for one year after resignation or removal from the team.

- J. Any parent or community member who violates any of these rules will be subject to immediate removal by the District or High School Superintendent. A parent or community member who has been removed by the District or High School Superintendent may appeal this removal to the Chancellor or the Chancellor's designee(s).
- K. Each Parent or community member has an affirmative obligation to report violations of this code to the District or High School Superintendent.

II. INQUIRIES

Inquiries pertaining to this regulation should be addressed to:

Ethics Officer

Office of Ethics and Conflicts of Interest

N.Y.C. Department of Education

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