Policy

ADMINISTRATOR'S CODE OF ETHICS

The School Ethics Act is designed to ensure that administrators (and School Boards) maintain public confidence and public trust. In keeping with the provisions of the act:

A. No administrator shall act in his/her official capacity in any matter where he/she, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his/her independence of judgment in the exercise of official duties. No administrator shall act in his/her official capacity in any matter where he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the administrator or a member of his/her immediate family.

B. No administrator shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his/her independence of judgment in the exercise of official duties.

C. No administrator or member of his/her immediate family or business organization in which he/she has an interest shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him/her, directly or indirectly, in the discharge of his/her official duties.

D. No administrator shall use, or allow to be used. His/her public office or any information not generally available to the members of the public which he/she receives or acquires in the course of and by reason of his/her office, for the purpose of securing financial gain for him/herself, any member of his/her immediate family, or any business organization with which he/she is associated.

E. No administrator or business organization in which he/she has an interest shall represent any person or party other than the Board of Education or this school district in connection with any cause, proceeding, application or other matter pending before this school district or in any proceeding involving this school district, except that this provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities. Each administrator shall annually, in accordance with N.J.S.A. 18A:12-25 and N.J.S.A.18A:12:26, file a disclosure statement regarding potential conflicts of interest.

Adopted **December 21, 2004**
Amended: **May 19, 2009**

Key Words

Administrator, Ethics, Code of Ethics

Legal References:	N.J.S.A. 18A:12-21 through 34	School Ethics Act

Possible Cross References:	*2131	Chief school administrator
	*4111/4211	Recruitment, selection and hiring
	*4112.8/4212.8	Nepotism
	*4119.21/4219.21	Conflict of interest
	*9270	Conflict of interest

*Indicates policy is included in the Critical Policy Reference Manual.