

**SEVEN HILLS CLASSICAL ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

POLICY 209: SCHOOL BOARD CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish a code of ethics that will assist school board members in recognizing the role of individual school board members and the contribution that each must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD I WILL:

1. Listen.
2. Recognize the integrity of my predecessors and associates.
3. Appreciate the merit of their work.
4. Be motivated only by a desire to serve the students and not be conflicted by loyalties to any subgroups within the school.
5. Attempt to inform myself on the proper duties and functions of a school board member.
6. Recognize that it is my responsibility, together with other school board members, to see that the school is properly run, not to run them myself.
7. Work through the administration employees of the school board – not over or around them.
8. Recognize that school business may be legally transacted only in an open meeting of the school board.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER I WILL:

1. Perform under education policies unless necessity requires otherwise.
2. Function in meeting the legal responsibility that is mine as part of a policy-forming body – not as an administrative officer.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD I WILL:

1. Respect the right of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.

3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Recognize that to promise in advance of a meeting how I will vote on any proposition is to close my mind and agree not to think through other points of view which may be presented to the meeting.
5. Make decisions in school board meetings only after all sides of debatable questions have been presented.
6. Delegate details of school board action to administrative employees.
7. Insist that special committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY I WILL:

1. Attempt to appraise both the present and future educational needs of the school.
2. Attempt to obtain adequate financial support for the school program.
3. Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school.
4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.
5. Insist that business transactions of the school be on an ethical, open, and above board basis.

E. IN WORKING WITH THE EXECUTIVE DIRECTOR AND STAFF I WILL:

1. Hold the executive director responsible for the administration of the school.
2. Give the executive director authority commensurate with the responsibility.
3. Assure that the school will be administered by the best professional personnel available.
4. Consider the recommendation of the executive director in the appointment of all employees.
5. Participate in school board action after considering the recommendation of the executive director and only after the executive director has furnished adequate information supporting the recommendation.
6. Expect the executive director to keep the school board adequately informed at all times through both oral and written reports.
7. Spend adequate time in school board meetings on educational policies.
8. Give the executive director counsel and advice.
9. Recognize the status of the executive director as an ex officio member of the school board.
10. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board.
11. Present any personal criticisms of employees to the executive director.
12. Provide support for the executive director and employees of the school so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER I WILL:

1. Comply with all federal, state and local laws relating to my function as a school board member.
2. To be knowledgeable and able to communicate to others about laws requiring that school board members must hold certain student and employee information as private and confidential.
2. Comply with all school policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other federal and state agencies with jurisdiction over schools.

ADOPTED BY THE BOARD ON: February 2008

REVISED BY THE BOARD ON: