Pursuant to the provisions of the General Municipal Law, Section §800 et. seq., the Board of Education of the Red Hook Central School District recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral ethical conduct is to be obtained, and if public confidence is to be maintained in our unit of local government. It is the purpose of this resolution to promulgate these rules of ethical conduct of the officers and employees of the Red Hook Central School District. The rules of ethical conduct of this policy as adopted shall not conflict with, but shall be in addition to, any prohibition set forth under Article §18 of the General Municipal law or any other general or special law relating to ethical conduct and interest in contracts of public officers and employees.

Therefore, every officer and employee of the District, whether paid or unpaid, shall adhere to the following Code of Ethics:

Definitions

1. “Public Officer or Employee” means an officer or employee of the Red Hook Central School District whether paid or unpaid including members of the Board of Education.

2. “Interest” means a direct or indirect pecuniary or material benefit accruing to a District officer or employee as the result of a contract with the District. For the purposes of this policy, a District officer or employee shall be deemed to have an interest in the contract of (a) his/her spouse, minor children and dependents, except a contract of employment with the District; (b) a firm, partnership or association of which such officer or employee is a member or employee; (c) a corporation of which such officer or employee is director or employee; and (d) a corporation in which any stock is owned or controlled directly or indirectly by such officer or employee.

3. “Contract” means any claim, account, or demand against or agreement with a municipality, express or implied, and shall include the designation of a depository of public funds and the designation of a newspaper, including, but not limited to an official newspaper, for the publication of any notice, resolution, ordinance, or other proceeding where such publication is required or authorized by law.
Standard of Conduct

Every officer or employee of the Red Hook Central School District shall be subject to and abide by the following standards of conduct:

1. **Gifts:** He/she shall not directly or indirectly, solicit any gift, or receive any gift having a value of seventy-five dollars ($75.00) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her, in the performance of official action on his or her part. However, gifts from children that are principally sentimental in nature and of insignificant financial value, may be accepted in the spirit in which they are given.

2. **Confidential information:** He/she shall not disclose confidential information acquired in the course of official duties or use such information to further personal interest.

3. **Representation before the Board or District:** He/she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school district.

4. **Disclosure of interest in matters before the Board:** A member of the Board of Education or any officer or employee of the District, whether paid or unpaid, shall publicly disclose the nature and extent of any interest which they or their spouse have, will have, or later acquire in any actual or proposed contract, purchase agreement, lease agreement, or other agreement involving the school district, to the governing body and his/her immediate supervisor (where applicable) even if it is not a prohibited interest under the law. Such disclosure must be in writing and made part of the official record of the District. Disclosure is not required in the case of an interest that is exempted under Section §803(2) of the General Municipal Law.

5. **Investment in conflict with official duties:** He/she shall not invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction, that creates a conflict with his/her official duties.

6. **Private employment:** He/she shall not engage in, solicit, negotiate for, or promise to accept private employment, or render services for private interests when such employment or services creates a conflict with or impairs the proper discharge of official duties.

7. **Future employment:** He/she shall not, after the termination of service or employment with the district, appear before any Board of the Red Hook
Central School District in relation to any case, proceeding, or application in which he/she personally participated during the period of his/her service or employment or which was under active consideration.

8. **Employment of Family Members:** He/she shall not hire, directly supervise, evaluate, promote, review, counsel, or discipline any employee who is also his/her relative or significant other. For the purposes of policy, the term “relative” shall mean: a spouse; child; parent; sibling; grandparent; grandchild; aunt; uncle; first cousin; or corresponding in law or “step” relation. “Significant other” shall mean any individual with whom the officer or employee is romantically involved (whether or not they reside together). This policy applies to all categories of employment including regular, temporary, and part-time classifications. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer may be effected, in accordance with any applicable provisions of any collective bargaining agreement.

**Distribution of Code of Ethics**

The chief school officer of the Red Hook Central School District shall cause a copy of the Code of Ethics to be distributed to every officer and employee of the district. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his office or employment.

**Enforcement**

When conduct is reported to a school official that is alleged to violate or appears to be a violation of this code, it shall be the responsibility of said officials to report such conduct to the Superintendent of Schools. The Superintendent, or, if necessary, the Board of Education, shall investigate the allegation or report, and upon completing the investigation, shall take or cause to be taken whatever corrective action, if any, is deemed appropriate under the circumstances.

**Penalties**

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended, or removed from office or employment, as the case may be, in the manner provided by law.

ADOPTED BOE: 4/12/89  
1ST READING REVISED 10/23/13  
2ND READING & ADOPT 12/11/13