

APPENDIX 4.4: ETHICS POLICY

Chicago Preparatory Charter School Code of Ethics – DRAFT

General Guidelines

In the conduct of business and discharge of responsibilities, Chicago Preparatory Charter Middle School Board of Directors (Directors) commits to:

1. Conduct business honestly, openly, fairly, and with integrity
2. Comply with applicable laws, statutes, regulations and ordinances
3. Avoid known conflict of interest situations
4. Never offer or accept illegal payments for services rendered
5. Apply these guidelines and standards throughout the company by ensuring all employees understand them and act accordingly
6. Refrain from publicly criticizing or disparaging other Directors
7. Comply with the confidentiality and non-disclosure provisions of all applicable federal, state and local laws, including those relating to student identity, records, reports, data, scores and other sensitive information
8. Be factual and forthright in reporting and documenting attendance rates, effectiveness of their programs, and in explaining the theoretical/empirical rationale behind major elements of its program, as well as the link between research and program design
9. Take appropriate corrective action against Chicago Preparatory Charter Middle School, employees, consultants or contractors who act in a manner detrimental to the letter or spirit of this code
10. Take immediate steps to correct any actions on its part that willfully or inadvertently violate of the letter or spirit of this code.

Standards Specific to Chicago Preparatory Charter Middle School

Economic Interest in Contracts and Board Work - Directors

- A. A Director who knows or has reason to know that he or she has an Economic Interest in the name of any Person or any other Legal Entity with a contract, work, business, or sale authorized by action of the Chicago Preparatory Charter Middle School Board (the Board) shall:
 - a. Disclose such Economic Interest publicly at a Board meeting prior to any vote being taken on the matter;
 - b. Recuse himself or herself from any participation or discussion of the matter; and
 - c. Abstain from voting on the matter.
- B. Unless sold pursuant to a process of competitive bidding following public notice, no Director shall have an Economic Interest in the purchase of any property that belongs to the Board or is sold by the Board through legal process.

Economic Interest in Contracts and Board Work - Employees

- A. No Employee shall have an Economic Interest in any of the following regardless of expense, price, or consideration:
 - a. Contracts with the Board;
 - b. Work or business of the Board; or
 - c. Sale of any article to the Board either paid with funds belonging to or administered by the Board or authorized by action of the Board.

- B. Unless sold pursuant to a process of competitive bidding following public notice, no Employee shall have an Economic Interest in the purchase of any property that belongs to the Board or is sold by the Board through legal process.

Contract Management Authority

An Employee who exercises Contract Management Authority regarding any Board business or transaction shall not exercise such authority in connection with:

- A. Board business with an entity in which the Employee has an Economic Interest;
- B. Board business with a Person or entity with whom the Employee has an employment relationship; or
- C. Board business with a Person or entity with whom the Employee has a Business Relationship.

Conflicts of Interest

- A. No Official or Employee shall make, participate in making, or in any way attempt to use his or her position to influence any Board decision or action in which he or she knows or has reason to know that he or she has any Economic Interest distinguishable from that of the general public.
- B. No Employee shall recommend, retain, or hire as an Employee or a Board Vendor any Person or entity with whom the Employee has a Business Relationship.
- C. Representation of Other Persons
 - a. No Official or Employee may represent or have an Economic Interest in the representation of any Person or entity other than the Board in any formal or informal proceeding or transaction before the Board or any of its committees. Nothing in this Section shall preclude:
 - i. Any Employee from performing the duties of his or her employment; or
 - ii. Any Official from appearing without compensation before the Board or any Board committee in the course of his or her duties as an Official; or
 - iii. Any Official or Employee from representing the interest of his or her child in a due process or similar proceeding provided that the Official or Employee comply with any other Board Rules or Policies which are applicable to that proceeding.
 - b. No Official or Employee may have an Economic Interest in the representation of any Person in any judicial or quasi-judicial proceeding before any administrative agency or court in which the Board is a party and that Person's interest is adverse to that of the Board.

Gifts, Loans, and Favors

- A. No Official, Employee, or Board Contractor or his or her Spouse, Domestic Partner, Partner to a Civil Union, or other Member of his or her Household, shall accept anything of value, including, but not limited to, a Gift, favor, loan, or promise of future employment, based upon any explicit or implicit mutual understanding that official actions will be influenced.
- B. It shall be presumed that a Gift having a value of \$50 or less does not violate Section XII(A) provided, however, that the items or services from any one source do not exceed a cumulative value of \$100 during any calendar year. Any other Gift given shall be turned over to the Board Treasurer who will determine whether to return the Gift to the giver or accept the Gift on behalf of the Board.
- C. This does not prohibit an Official or Employee, or his or her Spouse, Domestic Partner, Partner to a Civil Union, or other Member of his or her Household, from accepting Gifts from Relatives or co-workers. In the case of Gift giving from a subordinate Employee to his or her Supervisor,

no single Employee shall give a single Gift exceeding a value of \$50 or Gifts exceeding a cumulative value of \$100 in a calendar year to his or her Supervisor or anyone in his or her Supervisor's upward chain of supervision.

- D. Except as prohibited herein, an Official or Employee, or his or her Spouse, Domestic Partner, Partner to a Civil Union, or other Member of his or her Household, is permitted to receive a:
 1. Award publicly presented in recognition of public service;
 2. Commercially reasonable loan made in the ordinary course of the lender's business;
 3. Political contribution, provided it is reported as required by law; or
 4. Reasonable hosting, including travel and expenses, entertainment, meals, or refreshments furnished in connection with public events, appearances, or ceremonies related to official Board business.
- E. Any Official or Employee may accept a Gift on the Board's behalf provided that the Official or Employee accepting the Gift reports receipt of the Gift to the Board Treasurer within 10 business days and uses the gift however intended for Board purposes.
- F. Any Official or Employee who receives any Gift, money, or honoraria for participating in the course of his or her public employment, or duties as an Official, in speaking engagements, lectures, debates, or organized discussion forums shall report the payment to the Board Treasurer within 10 business days.
- G. The Board Treasurer will maintain an inventory of Gifts or other compensation reported in accordance with the above and provide a quarterly report on all such reported Gifts and other compensation to the Secretary of the Board and to the Governance Committee.
- H. No Official or Employee, or his or her Spouse, Domestic Partner, Partner to a Civil Union, or other Member of his or her Household, shall solicit or accept any money or other thing of value including, but not limited to, Gifts, favors, services, or promises of future employment, in return for advice or assistance on matters concerning the operation of business of the Board. Nothing herein shall prevent an Official or Employee or his or her Spouse, Domestic Partner, Partner to a Civil Union, or Member of his or her Household of an Official or Employee from accepting compensation for services wholly unrelated to the Official's or Employee's official duties and responsibilities rendered as part of the Official or Employee's non-Board employment, occupation, or profession.
- I. No Official or Employee shall accept a payment, gratuity, or offer of employment from a contractor seeking to secure an award from the Board, or a subcontractor seeking to secure an award or order from a Board prime contractor or another subcontractor. Further, no Director or Employee shall offer payment, gratuity, or employment on behalf of a contractor seeking to secure an award or a subcontractor seeking to secure an award or order from a prime contractor or another subcontractor.
- J. No subcontractor or anyone acting on behalf of a subcontractor shall offer payment, gratuity, or employment to a prime contractor or another subcontractor in connection with any Board contract as an inducement for the award of a subcontract or order. This prohibition shall be set forth in every Board contract and solicitation.

Secondary Employment

- A. No Employee may engage in any Secondary Employment that is in conflict with the duties or demands of his or her employment with the Charter School.
- B. Before obtaining or accepting Secondary Employment that is not prohibited herein, the Employee must obtain written approval from Principal for Secondary Employment engaged in during the school year. However, these Employees need not obtain approval for intersession Secondary Employment but must report such intersession Secondary Employment.

- C. Written approval will not be granted when the proposed Secondary Employment is during the Employee's scheduled work hours or there is a conflict between the Secondary Employment and the Employee's employment with the Charter School. Determinations that Secondary Employment conflicts with Chicago Preparatory Charter Middle School employment should be made in consultation with the Board. The Board is authorized to reverse any Secondary Employment approvals that do not comply with this Code.
- D. Employees are not permitted to use Board resources to perform any Secondary Employment.
- E. Service on a board of directors in exchange for monetary compensation or an ownership interest in a Corporation will be viewed as Secondary Employment. See above for provisions regarding conflicts of interest between Charter School employment and service on a board.