

**SUMMIT PUBLIC SCHOOLS WASHINGTON
CODE OF ETHICS
FOR
BOARD OF DIRECTORS, OFFICERS, EMPLOYEES AND VOLUNTEERS**

Summit Public Schools Washington's Board of Directors ("Board of Directors") recognizes that appropriate ethical standards serve to increase the effectiveness of the Board of Directors and their staff as educational leaders in the community. Actions based on an ethical code of conduct promote public confidence and the attainment of established educational goals.

Therefore, every officer, employee and volunteer, whether paid or unpaid, including the Board of Directors, shall adhere to the following code of ethics.

1. **Gifts.** An officer, employee, volunteer or director shall not directly or indirectly solicit any gifts; nor shall an officer, employee, volunteer or director accept or receive any gift having a value of \$75 or more, or gifts from the same source having a cumulative value of \$75 or more over a rolling twelve month period, whether in the form of money, services, loan, travel, entertainment, hospitality or promise, or any other form, if it could be reasonably inferred that the gift was intended to influence the recipient in her or his performance of his or her official duties or was intended as a reward for any official action on the recipient's part.

However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to employees and volunteers. 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:** An officer, employee, volunteer or director shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her own personal interest. In addition, he/she shall not disclose information regarding any matters discussed in an executive session of the Board of Directors held in accordance with RCW 42.30.110, whether such information is deemed confidential or not.
3. **Representation before the Board:** An officer, employee, volunteer or director 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 Board of Directors, unless specifically approved according to Summit Public Schools Washington's Conflicts of Interest Policy.
4. **Representation before the Board for a contingent fee:** An officer, employee, volunteer or directors 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 Board of Directors, whereby the compensation is to be dependent or contingent upon any action by Summit Public Schools Washington with respect to such matter, provided that this paragraph 4 shall not prohibit the establishment of fees based upon the reasonable value of the services rendered.

5. **Disclosure of interest in matters before the Board.** A member of the Board of Directors, officer, employee or volunteer of Summit Public Schools Washington, whether paid or unpaid, who participated in the discussion or provides official opinion to the board on any matter before the Board shall publically disclose on the official record the nature and extent of any direct or indirect financial or private interest her or she has in such matter. Any Director shall also adhere to the Conflicts of Interest Policy adopted by Summit Public Schools Washington.
6. **Investments in conflict with official duties.** An officer, employee, volunteer or director shall not invest or hold any investment directly in any financial business, commercial or other private transaction that created a conflict or perceived conflict with his or her official duties.
7. **Private employment.** An officer, employee, volunteer or director shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
8. **Future employment.** An officer, employee, volunteer, or directors shall not, after termination of service or employment with Summit Public Schools Washington appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration.

Distribution of Code of Ethics

The Chief Regional Officer of Summit Public Schools Washington shall cause a copy of this Code of Ethics to be distributed annually to every officer, employee, volunteer and director of Summit Public Schools Washington. Each officer, employee, volunteer and director elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or position.

Penalties

In addition to any penalties contained in any other provision of law, any person who shall knowingly and intentionally violate any provision of this Code of Ethics may be fined, suspended or removed from office, employment, volunteer position or as a director, as the case may be, in the manner provided by law and Summit Public Schools Washington governing documents.