



**Policy: 3.29**

**SUBJECT:                    POLICY ON ETHICS**

**Supersedes:**

**Effective:**                    September 8, 2008

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**Approved by:**                Detroit Board of Education

## **1.0    Policy**

### **Preamble**

In a society in which governance resides in the people, it is the function of government to administer to their common welfare.

An effective public education program on the elementary, secondary and higher education levels contributes to that society.

The Detroit Board of Education and its administrative staff are committed to the welfare of our students and the community in which they live. Administrators have a fiduciary responsibility to protect the resources and assets of the school district so that they may be fully used to support and further the education of those students. At all times, the actions of administrators must be taken in the best interests of the student.

To that end, administrators must conduct themselves in a manner that sets the highest standard of trustworthiness and dedication to public service.

### **Section 1.    GUIDING PRINCIPLES**

#### **(I)    THE ETHIC OF RESPONSIBILITY—TO ELICIT TRUST**

- (A)    Administrators refrain from making commitments not covered by board policy or board actions which may obligate the district.
- (B)    Administrators respect the legislative and judicial functions of the board and accept delegated responsibility as assigned.
- (C)    In the development of policy recommendations and in exercising judicial functions, the General Superintendent and administrative staff, through the General Superintendent, have the responsibility to be impartial in advising and counseling all Board members.

- (D) The General Superintendent confers with the other appropriate administrators to obtain essential data, information and ideas relevant to their areas of specialization prior to making recommendations to the Board.
- (E) Administrators keep or cause to be kept essential records, provide accurate accounts to the board and provide due process in accordance with the law.
- (F) Administrators in all situations refrain from using their position for personal or family gain of any nature.

**(II) COMMITMENT TO THE EDUCATIONAL MISSION—  
PURPOSES AND GOALS**

- (A) Administrators, through the General Superintendent, provide the data and expertise in the development of educational purposes and goals.
- (B) Administrators, through the General Superintendent, counsel and recommend to the board the scope and content of educational programs as they may apply to the development of the purposes and goals.
- (C) Administrators implement board policies through the development of administrative procedures that shall be reviewed with board.
- (D) The General Superintendent, after counsel with administrative staff, recommends to the board for adoption, a budget which supports programs and activities essential to meeting the established educational mission and goals of the board and community.
- (E) Administrators represent the board when appropriate in working with officials appointed and elected.
- (F) Administrators will assist the board in the formulation of new policies and the revision of existing policies.

**(III) COMMITMENT TO BE RESPONSIBLE**

- (A) Administrators cause decisions relative to the area of responsibility to be made based upon the best knowledge and research available and in accordance with existing adopted board policies administrators adhere to and support adopted policies.

- (B) Administrators, through the General Superintendent, provide the best possible information essential to the development of policies and administrative rules and regulations. The General Superintendent makes recommendations on all matters requiring board action.
- (C) Administrators apply their expertise in maintaining board policies and administrative procedures which are consistent with current laws and the mission of the district.
- (D) The General Superintendent, after counsel with appropriate administrative staff, recommends for employment only the best qualified candidates. Candidates for administrative positions represent objectively and honestly their qualifications.
- (E) Administrators, through the General Superintendent, make objective recommendations with adequate supporting data on assignments, transfers, promotions, demotions, non-renewal of contracts, or dismissal of all personnel in accordance with board policies, administrative procedures and existing law.
- (F) The General Superintendent keeps board members and appropriate administrators informed of community concerns. Individual administrators, through the General Superintendent, keep the board and other administrators apprised of community concerns.
- (G) Administrators keep themselves and the board adequately informed concerning the current educational trends and developments appropriate to their area of responsibility.
- (H) The General Superintendent, in consultation with the board president, prepares a written agenda for board meetings consistent with the board by-laws. The General Superintendent, with supportive data from other administrators and in accordance with board policies, provides pertinent information and recommendations to the board in a timely manner.
- (I) Administrators, through the General Superintendent, propose long-range plans and make recommendation using competent advice and assistance.
- (J) Administrators, through the General Superintendent, develop and maintain a public information program in accordance with board policies and administrative procedures.

- (K) Administrators respect all confidential information and refrain from disclosing opinions expressed in confidence by other administrators and board members.
- (L) The General Superintendent actively promotes and supports an administrative team concept of management.

**(IV) COMMITMENT TO SERVE OTHERS ABOVE SELF**

- (A) Administrators are dedicated to administering their specific area of responsibility as an articulate part of the educational mission to provide, without discrimination, the right of each person to educational opportunity.
- (B) Administrators, through the General Superintendent, evaluate and recommend appropriate compensation for all personnel with their area of responsibility.
- (C) Administrators enter into contracts with full intent to fulfill them in every respect. When the board and administrator mutually agree upon termination prior to the completion of the contract term, there shall be adequate time for the orderly transfer of responsibilities.
- (D) Administrators do not use their position in the district as a means of promoting political aspirations of board members or themselves.

**Section 2. USE OF BOARD PROPERTY**

An administrator will not use or permit the use of school-owned vehicles, equipment, personnel, supplies, buildings, or property for personal convenience, benefit, or profit, or for that of other persons or organizations.

**Section 3. RELATION TO VENDORS**

An administrator will not disclose information to an unauthorized person nor release information before the time of its authorized release, when the disclosure may give one vendor a competitive advantage over others. If it becomes necessary to release additional information on a pending bid or RFP, the same information shall at the same time be made available to all other potential competitors who are known.

**Section 4. CONFLICT OF INTEREST**

Administrators are subject to the provisions of Public Act 145 of 1997 related to conflicts of interest. A policy containing the requirements of the Act was adopted

by the Detroit Board of Education on March 10, 1998, and is incorporated by reference herein.

**Section 5. NEPOTISM**

An administrator will not be responsible for supervising or evaluating a member of his/her immediate family. "Immediate family" means grandparent, spouse, child, parent, brother, sister, uncle, aunt, first cousin or in-law. For the purposes of this policy, divorce or separation shall not terminate a relationship established by marriage.

**Section 6. POLITICAL ACTIVITIES**

An administrator will not use school district property or paid time to manage or promote a campaign for a political candidate or issue. Paid time does not include the paid vacation or paid holiday time of an administrator.

**Section 7. ENFORCEMENT OF POLICY**

In addition to sanctions imposed by State and Federal law, employees are subject to disciplinary action, including possible termination of employment, for violating this policy.

**Attachments to Policy 3.29:** None

**See also:** None

**Legal References:** None

**Labor Contract References:** None