

Rebecca Bradley

From: Ted Horrell <thorrell@lakelandk12.org>
Sent: Thursday, July 31, 2014 9:51 AM
To: Ethics Counsel
Cc: Kevin Floyd; Linda Milhouse
Subject: Lakeland School System Ethics Policy
Attachments: 1106 Ethics Policy.pdf

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TN Bureau of Ethics and Campaign Finance
404 James Robertson Parkway, Suite 104
Nashville, TN 37243

To Whom It May Concern:

Please accept this letter as a statement of our official notification that on December 23rd, 2013, at a special called meeting of the Lakeland School System Board of Education, the Board unanimously voted to adopt the attached Ethics policy (based on the TSBA Model Code of Ethics). Please don't hesitate to let me know if you need any additional information or clarification.

Thanks,

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Lakeland Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date: 12/23/13
		Rescinds:	Issued:

CODE OF ETHICS

LAKELAND SCHOOL SYSTEM

Section 1. Definitions.

- (1) "School district" means Lakeland School System, which was duly created by a public or private act of the General Assembly; and which includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the Lakeland School System or an official of the Lakeland School System.
- (2) "Officials and employees" means and includes any official, whether elected or appointed, officer, employee or servant, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or servant thereof, of the Lakeland School System.
- (3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

Section 2. Disclosure of personal interest in voting matters. An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

Section 3. Disclosure of personal interest in non-voting matters. An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on the attached disclosure form and file the disclosure form with the Lakeland School System's central office. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

Section 4. Acceptance of gifts and other things of value. An official or employee, or an official's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the Lakeland School System that a reasonable person would understand was intended to influence the vote, official action or judgment of the official or employee in executing decision-making authority affecting the Lakeland School System.

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2 It shall not be considered a violation of this policy for an official or employee to receive entertainment,
3 food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in
4 connection with a conference sponsored by an established or recognized statewide association of school
5 board officials or by an umbrella or affiliate organization of such statewide association of school board
6 officials.

7
8 **Section 5. Ethics Complaints.** The Lakeland School System may create a School District Ethics Com-
9 mittee (the "Ethics Committee") consisting of three members who will be appointed to one-year terms by
10 the Chairman of the Board of Education with confirmation by the board of education. At least two mem-
11 bers of the committee shall be members of the board of education. The Ethics Committee shall convene
12 as soon as practicable after its appointment and elect a chair and a secretary. The records of the Ethics
13 Committee shall be maintained by the secretary and shall be filed in the office of the superintendent, where
14 they shall be open to public inspection.

15
16 Questions and complaints regarding violations of this Code of Ethics or of any violation of state law gov-
17 erning ethical conduct should be directed to the chair of the Ethics Committee. Complaints shall be in
18 writing and signed by the person making the complaint, and shall set forth in reasonable detail the facts
19 upon which the complaint is based.

20
21 The Lakeland School System Ethics Committee may investigate any credible complaint against an official
22 or employee charging any violation of this Code of Ethics, or may undertake an investigation on its own
23 initiative when it acquires information indicating a possible violation, and make recommendations for ac-
24 tion to end or seek retribution for any activity that, in the Committee's judgment, constitutes a violation of
25 this Code of Ethics. If a member of the Committee is the subject of a complaint, such member shall recuse
26 himself or herself from all proceedings involving such complaint.

27
28 The Committee may:

- 29
30 (1) refer the matter to the Board Attorney for a legal opinion and/or recommendations for action;
31 (2) in the case of an official, refer the matter to the school board body for possible public censure if the
32 board body finds such action warranted;
33 (3) in the case of an employee, refer the matter to the official responsible for supervision of the em-
34 ployee for possible disciplinary action if the official finds discipline warranted;
35 (4) in a case involving possible violation of state statutes, refer the matter to the district attorney for
36 possible ouster or criminal prosecution;

37
38 The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting
39 and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of
40 a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel
41 or civil service provisions rather than as a violation of this Code of Ethics.