



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

9271.00 - Code of Ethics

Approved on December 1, 2025

Code of Ethics and Professional Responsibility for Personnel

The Consolidated School District of Board of Education (the “Board”) requires all Board employees to follow any applicable Board policy concerning employee conduct, maintain high ethical and professional standards, and exhibit professional conduct and responsibility.

Board employees shall comply with the following standards:

1. Maintain a just and courteous professional relationship with students, parents, staff members, Board members, and others.
2. Make the well-being of students the fundamental value of all decision-making and actions.
3. Fulfill professional responsibilities with honesty and integrity.
4. Support the principle of due process and protect the civil and human rights of all Individuals.
5. Obey local, state, and national laws.
6. Adhere to, implement, and (as applicable) enforce the Board’s policies and administrative rules and regulations.
7. Avoid using positions for personal gain through political, social, religious, economic, or other influence.
8. Accept academic degrees or professional certification only from duly accredited Institutions.
9. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.

10. Honor all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties to the contract.

11. Refrain from engaging or participating in any activity and/or conduct, whether on duty or off duty, that is incompatible with the proper discharge of the employee's official duties, that would tend to impair the employee's independent judgment or action in the performance of the employee's professional duties, and/or that would erode the public's trust in the employee's ability to fulfill his/her professional duties.

12. Exhibit candor with supervisors and report to a supervisor any arrest or conviction of the employee that could erode the public's trust in the employee's ability to fulfill his/her professional duties.

13. Refrain from soliciting, accepting, or receiving, directly or indirectly, from any person, by rebate, gifts, or otherwise, any money, or anything of value whatsoever, or any promise, obligation, or contract for future reward or compensation in exchange for the performance of his/her duties as a Board employee. It is recognized that instructional personnel may receive unsolicited gifts from time to time from students and their families, typically associated with holidays, the end of the year or other special occasions. This policy is not intended to prevent school personnel from accepting typical and customary gifts from students and their families in such circumstances in accordance with Board Policy.

14. Refrain from offering or providing any special consideration, treatment, favor, or advantage to any person, beyond that which is generally available to students and their families.

15. Teachers must adhere to the Connecticut Code of Professional Responsibility for Teachers (Regulations of Connecticut State Agencies Section 10-145d-400a), which Code is incorporated herein by reference.

16. Administrators must adhere to the Connecticut Code of Professional Responsibility for School Administrators (Regulations of Connecticut State Agencies Section 10-145d-400b), which Code is incorporated herein by reference.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

Legal References:

Regulations of Connecticut State Agencies, § 10-145d-400a Code of Professional Responsibility for Teachers; Connecticut Code of Professional

Regulations of Connecticut State Agencies, § 10-145d-400b, Code of Professional Responsibility for School Administrators

ARTICLE VI:

https://library.municode.com/ct/new_britain/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVICOET_DIV1GE_S2-446TIPU

(Ord. of 12-95)

Sec. 2-448. - Purpose of the Code of Ethics.

(a)

Every official and employee shall avoid the participation in a private interest or relationship, which conflicts with his/her public duty and shall avoid any conduct or actions in any matter in which his/her participation would tend to undermine public confidence.

(b)

Only an action by an official or employee in violation of the provisions set forth in section 2-449 shall constitute a violation of the Code of Ethics. (Ord. of 12-95; Res. No. 28442-3, 5-24-06)

Sec. 2-449. - Prohibited activities.

(a)

No official or employee shall have any interest, financial or nonfinancial, direct or indirect, or engage in any business, employment, transaction or professional activity, or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his/her duties and responsibilities as prescribed in the charter and ordinances of the city or the laws of the state.

(b)

No official or employee shall accept other employment that will affect his/her independence of judgment or cause him/her to disclose confidential information acquired in the course of and by reason of official duties.

(c)

No official or employee shall willfully and knowingly disclose confidential information acquired in the course of and by reason of official duties. He/she shall not use any confidential information obtained from public office or employment to obtain financial gain for himself/herself, family member or a business with which he/she is associated. (d) No official or employee shall agree to represent, appear for or take action on behalf of another person before any city agency for a fee or other consideration. This includes being a member or employee of a partnership, association or professional corporation that could represent another person.

(e)

No person shall offer or give to an official or employee or his spouse, his parent, brother, sister or child or spouse of such child or a business with which he is associated, anything of value, including, but not limited to, a gift, loan, political contribution, reward or promise of future employment based on any understanding that the vote, official action or judgment of the official or employee would be or had been influenced thereby.

(f)

No official or employee shall solicit or accept, and no person shall offer or give an official or employee or his/her relative, anything of value, including but not limited to, a gift, loan, political contribution,

reward or promise of future employment based on any understanding that the vote, official action or judgment of the official or employee would be or had been influenced thereby.

(g)

No official or employee or member of his immediate family or a business with which he/she is associated shall enter into any contract with any city agency unless the contract has been awarded through an open and public process. This process must include any prior public offer and subsequent public disclosure of all proposals considered and the contract awarded. Any contract made in violation of this paragraph shall be voidable by a court of competent jurisdiction provided the suit is begun within ninety (90) days of the making of the contract. (h)

No official or employee shall grant or make available to any person any consideration, treatment, advantage or favor that it is not available to the general public.

(i)

No official or employee shall request, use or permit the use of any publicly-owned or publicly-supported property, vehicle, equipment, labor or service for the personal use unless it is also made available to the general public. This rule shall not be deemed to prohibit uses that are provided as a matter of stated public policy and are for the use of officials and employees in the conduct of official business.

(j)

No official or employee shall disclose any information concerning matters discussed in a duly convened executive session of a public agency.

(k)

No official or employee who makes decisions on behalf of the public shall participate in matters in which he or his immediate family will gain financial advantage or suffer financial detriment as a result of the decision reached. In any situation in which a decision on any question can not be arrived at without the participation of a decision-maker who would otherwise be disqualified under this paragraph, such decision-maker may participate and act, but shall make his conflict of interest public.

(l)

No official may appoint or hire any member of his/her immediate family to any paid position with the city.

(Ord. of 12-95; Ord. of 1-7-98; Res. No. 28442-3, 5-24-06)

Sec. 2-450. - Interest in conflict with discharge of duties.

An official or employee has an interest which is in substantial conflict with the proper discharge of his duties and of his responsibilities as prescribed in the charter and ordinances of the city and the laws of the state if he has reason to believe or expect that he, any member of his immediate family or business with which he is associated will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of his official activity. He does not have an interest which is in substantial conflict with the proper discharge of his duties and of his responsibilities, if any benefit or detriment accrues to him, any member of his immediate family or business with which he is associated as a member of a business, profession, occupation or group to no greater extent than any other member of such business, profession, occupation or group. (Ord. of 12-95)

Sec. 2-451. - Certain activities restricted after leaving public office or employment.

(a)

No former city official or employee shall represent anyone other than the city concerning any particular matter (1) in which he participated personally and substantially while in city service and (2) in which the city has a substantial interest.

(b)

No former city official or employee shall, for one year after leaving city service, represent anyone other than the city, for compensation before the department, agency, board, commission, council or office in which he served at the time of his termination of service, concerning any matter in which the city has a substantial interest.

(c)

No former city official or employee who participated substantially in the negotiation or award of a city contract obligating the city to pay an amount of fifty thousand dollars (\$50,000.00) or more, or who supervised the negotiation or award of such a contract, shall accept work of any kind including employment or any consulting arrangement, from a party to the contract other than the city for a period of one (1) year after his or her departure from the city office or position if his or her departure occurs less than one (1) year after the contract is signed.

(Ord. of 12-95; Ord. No. 27952-2, 7-22-04)

Sec. 2-452. - Procedure when discharge of duty affects member's financial interest or may constitute impropriety or appearance of impropriety.

Any official or employee who, in the discharge of his official duties or responsibilities, would be required to take an action that would directly or indirectly affect a financial interest of himself, any member of his immediate family or business with which he is associated, other than an interest of a de minimis nature or an interest that is not distinct from that of a substantial segment of the general public, shall be excused from voting or deliberating or taking action on the matter if he so requests, but if he does not make such request he shall take the following action:

(1)

Prepare a written statement signed under penalty of false statement describing the matter requiring action and the nature of the potential conflict; state why despite the potential conflict, he is able to vote and otherwise participate fairly, objectively and in the public interest; and

(2)

Deliver a copy of the statement to the board of ethics and if he is a member of the common council or the board of education, he shall deliver a copy of the statement to be recorded in the minutes of the body; or

(3)

If he is not a member of the common council or the board of education, he shall prepare a written statement signed under penalty of false statement describing the matter requiring action and the nature of the potential conflict and deliver a copy of the statement to his immediate superior, if any, who shall assign the matter to another employee or if he has no immediate superior, he shall take such steps as the commission shall prescribe or advise to remove himself from influence over actions and decisions on the matter; or

(4)

If the individual in question is the mayor of the city, he shall recuse himself from deliberating or taking action on the matter immediately.

(Ord. of 12-95)

Sec. 2-453. - Disclosure of financial interests; filing requirements.

(a)

The mayor, members of the common council, city clerk, collector of taxes, treasurer, members of the board of assessment appeals, constables and registrars of voters, each department head including the purchasing agent and each attorney in the office of corporation counsel, subject to the applicability of any collective bargaining agreement, shall file, under penalty of false statement, a statement with the town and city clerk within thirty (30) days of taking office or the date of appointment and on an annual basis thereafter which provides the following information:

(1)

Real estate located in the City of New Britain, excluding the place of principal residence, which is owned or leased for a period exceeding two (2) years by such official, employee or spouse, including any corporation, trust or partnership where either the official or spouse have at least five (5) per cent of a legal or equitable interest;

(2)

The name of any employer from which the official, employee or spouse is paid an annual income of at least ten thousand dollars (\$10,000.00) and the name of any business entity owned by the official, employee or spouse, including any corporation, trust or partnership, where either the official, employee or spouse have at least five (5) per cent of a legal or equitable interest;

(3)

The name of any business entity identified under subsection (2) of this section which had a contract with the City of New Britain the preceding calendar year to provide either goods or services in the aggregate amount of at least ten thousand dollars (\$10,000.00); and

(4)

A certification that each official or employee has read and understands the City of New Britain Code of Ethics.

(b)

It shall be the responsibility of the town and city clerk to mail the form entitled "City of New Britain Disclosure of Financial Interests" to all persons holding the offices and/or positions set forth in subsection (a) and to include in the notice the due date for filing.

(c)

Any person who fails to comply with the time limits set forth in subsection (a) shall be fined ten dollars (\$10.00) per day for each day of violation until the date of compliance with the total fine not to exceed five thousand dollars (\$5,000.00). Failure to disclose the information required by subsection (a) of this section with respect to an individual's spouse does not constitute a violation if the individual making the disclosure made a good faith effort to obtain the information which he or she then documents in said disclosure statement.

(Res. No. 30413-2, 3-11-09; Res. No. 30939-2, 4-14-10)

Sec. 2-454. - Enforcement.

The board shall have the power to investigate any reported allegations, to hold hearings and to provide specific recommendations of disciplinary action in accordance with city procedures and policies. The board of ethics shall report its findings to the common council as to whether or not a violation of this article has occurred, together with recommended sanctions to be imposed by the common council, unless city procedures and policies require that the matter be addressed elsewhere. Such a report shall be filed with the city clerk with copies to the mayor's office and common council no later than 5 one hundred eighty (180) days from the date on which the board of ethics is notified of the matter in question. Sanctions may include but are not limited to fines, termination of employment, suspension without pay, censure and/or reprimand. If the board believes an activity to be illegal, it shall report its findings to the appropriate authority for investigation. (Ord. of 12-95; Res. No. 28442-3, 5-24-06; Res. No. 30413-2, 3-11-09)