



RELATIONSHIPS • RELEVANCE • RIGOR

## **THE DEKALB ACADEMY OF TECHNOLOGY & ENVIRONMENT CHARTER SCHOOL, INC.**

***A STEM (AdvancEd) Accredited School***

1492 Kelton Drive Stone Mountain, GA 30083

(Office) 678.999.9290 (Fax) 678.999.9294 [www.dekalbacademy.org](http://www.dekalbacademy.org)

### **CODE OF ETHICS**

#### **DeKalb Academy of Technology and Environment Charter School, Inc. Board of Directors**

##### **I. Integrity**

All directors, officers, employees, and volunteers of D.A.T.E. shall act with honesty, integrity, and openness in all of their dealings as representatives of D.A.T.E. D.A.T.E. shall maintain a working environment that values integrity, fairness, and respect.

##### **II. Mission and Vision**

The Board shall uphold the school's mission and vision and ensure effective organizational planning on the part of the school through an annual strategic planning and review process that will review and update the school's short-term, mid-term, and long-range goals, and evaluate the effectiveness of the implementation of the school's mission and plans.

*The Charter School shall be subject to the governance of the Local Board as provided herein and in a manner consistent with the Charter School Act of 1998 and the Constitution of the State of Georgia. A complete explanation of its governance mechanism is contained in governance section. Day-to-day management responsibility shall be shared on-site between the Principal and Administrator. The Charter School shall utilize a Board of Directors, which shall be subject to the provisions of O.C.G.A. § 50-14-1 et seq. (Open and Public Meetings) and O.C.G.A. § 50-18-70 et seq. (Inspection of Public Records).*

##### **III. Governance**

The Board of Directors is responsible for setting the mission and the strategic direction of D.A.T.E. and for exercising oversight of its finances and policies. The Board of Directors shall:

- Ensure that Board members possess the requisite skills and experience to carry out their duties and that all directors understand and fulfill their governance duties, acting for the benefit of D.A.T.E. and its public purpose;
- Adopt and implement a Conflict of Interest Policy, so that conflicts of interest, as well as the appearance of conflicts of interest, are avoided or properly managed through disclosure, recusal, or other means;
- Be responsible for the hiring and regular performance review of the Chief Executive Officer, and ensure that the compensation of the Chief Executive Officer is reasonable and appropriate;
- Ensure that the Chief Executive Officer and appropriate staff provide the Board of Directors with timely and comprehensive information, so that the Board of Directors can effectively carry out its duties;
- Ensure that D.A.T.E. conducts all transactions and dealings with integrity and honesty;
- Ensure that D.A.T.E. promotes working relationships with Board members, management team, staff, and volunteers based on mutual respect, fairness, and openness;
- Ensure that D.A.T.E. is fair and inclusive in its hiring and promotion policies and practices for all Board, and C.E.O. and Volunteers
- Ensure that key policies of D.A.T.E. are in writing, clearly articulated, and adopted;

- Ensure that the resources of D.A.T.E. are responsibly and prudently managed;
- Ensure that D.A.T.E. has the capacity to carry out its programs effectively.

#### **IV. Law and Ethics**

D.A.T.E. shall comply with all applicable federal, state, and local laws and regulations and shall seek the advice of counsel when necessary or appropriate. Compliance with the law; however, is the minimum standard of expected behavior. D.A.T.E. shall also adhere to the highest ethical standards. All resolutions and other legal actions by the Board of Directors shall satisfy two requirements: (1) they shall be legally permissible, and (2) they shall also reflect the highest ethical standards as determined by the Board of Directors in the exercise of its sole discretion.

#### **V. Stewardship**

In managing its funds/budgets responsibly and prudently, D.A.T.E. shall:

- The governing board upon recommendation of the School Leader, adopts a budget that adheres to State law provisions and is consistent with its strategic plan
- The governing board adopts policy for sound fiscal management and monitors the implementation of the budget in accordance with state laws and regulations.
- The board monitors the school's audits, monthly financial reports, and additional financial reports needed to make informed decisions and to ensure execution of the budget in a manner consistent with the strategic plan and strategic goals of the school.
- Avoid accumulating debt during a fiscal year;
- Follow spending practices and policies that are fair, reasonable, and appropriate to fulfill the mission of D.A.T.E.

## **VI. Diversity**

D.A.T.E. shall promote diversity and inclusiveness in its Board of Directors, management team, staff, and volunteers.

## **VII. Training and Evaluation**

D.A.T.E. is committed to improve, continually, its educationally programs and its organizational quality. D.A.T.E. shall periodically review its educational program and incorporate strategies and resources learned into future programs. D.A.T.E. shall be responsive to new developments in its field of activity and shall be responsive to the interests of its students, parents, and other constituencies.

D.A.T.E. shall develop and implement an annual training program according to O.C.G.A. 20-2-2072 and State Board Rule 160-4-9-.06, Charter School governing Training with the following:

- Standards for Effective Governance of Georgia Nonprofit Charter School

Governance Boards Modules to include:

- Governance
- Strategic Planning
- Board and Community Relations
- Policy Development
- Board Meetings
- Personnel
- Financial Governance
- Ethics
- Workforce/Economic Development
- Joint venture among business, school system, technical college and others

,whereby the performance of the Board of Directors, as a whole, should be based on leadership indicators on annual climate surveys of the CCRPI adopted by the Georgia Department of Education and local feedback and evaluations from stakeholders.

## **VIII. Fundraising**

D.A.T.E. shall comply with the fundraising requirements of The Georgia Charitable Solicitations Act of 1988 as amended (“Charitable Solicitations Act”)

- D.A.T.E. shall respect the privacy concerns of individual donors and shall follow donor intent in making expenditures. D.A.T.E. shall disclose important and relevant information to potential donors. In raising funds from the public, D.A.T.E. shall:

- Inform donors of the mission of D.A.T.E., how resources will be used, and the integrity of D.A.T.E. causing donations to be used effectively for their intended purposes;
- Inform donors of the identity of those serving on D.A.T.E.'s Board;
- Disclose D.A.T.E.'s most recent financial reports;
- Represent that contributions will be used for the purposes for which they were given;
- Provide appropriate acknowledgement and recognition of contributions;
- Treat information about donations with respect and with confidentiality to the extent provided by the law;
- Provide an opportunity for donors to delete their names from mailing lists that may be used by others;
- Encourage donors to ask questions when making a donation, and provide prompt, truthful, and forthright answers.

## **IX. Transparency**

D.A.T.E. shall adhere to the Georgia Open Meetings Act and provide comprehensive and timely information to the public, the media, and all stakeholders and shall be responsive in a timely manner to reasonable requests for information. All information about D.A.T.E. shall fully and honestly reflect the policies and practices of D.A.T.E. All solicitation materials shall accurately represent D.A.T.E.s' policies and practices. All financial and program reports shall be complete and accurate in all material aspects.

The following governance documents shall be posted, but not limited D.A.T.E.'s website: *Articles of Incorporation, Bylaws, Conflict of Interest Policy, Code of Ethics, Monthly Financial Statements, Open Meetings Act Law, Annual Report, along with Audited Financial Statements, Board Minutes and Agendas, Charter Contract and Non Profit Certificate*. The website shall invite comments by readers with regard to any governance document, and the readers shall be expressly encouraged to download any documents that may be useful to their nonprofit organization.

## **X. Confidentiality**

All directors, officers, employees and volunteers have a duty to safeguard information that is proprietary to D.A.T.E.. Information about D.A.T.E. that is confidential or proprietary and obtained by a director, officer, employee or volunteer as a consequence of such person's association with D.A.T.E. may not be disclosed to third parties unless expressly authorized by D.A.T.E..

## **XI. Complaints**

Any person, whether or not connected with D.A.T.E., may lodge a complaint of unethical conduct against a director, officer, employee, or volunteer of D.A.T.E. by filing such complaint, written or oral, with any director or officer found in the Grievance section of the Board of Director's page.

## **XII. Remedies**

Any director who fails to comply with this Code of Ethics may, in the discretion of the Board of Directors, be removed from the Board. If any employee or volunteer fails to comply with this Code of Ethics, that person may be put on notice or terminated, in the discretion of the Board of Directors.

## **XIII. Annual Affirmation Statement**

D.A.T.E. shall provide a copy of this Code of Ethics to every director, officer, employee, and volunteer. Each year the Annual Affirmation Statement, attached, shall be signed by each director, officer, and employee, affirming that such person has received a copy of this Code of Ethics, has read and understands it, and agrees to comply with it. Volunteers are not required to sign and submit such a Statement.

All Annual Affirmation Statements shall be submitted to the Chief Executive Officer or the Secretary of the Board and then filed with the minutes of the first meeting of the Board of Directors held each year after August 1.

**ANNUAL AFFIRMATION STATEMENT -D.A.T.E.**

The Code of Ethics of D.A.T.E. requires an annual affirmation that you have received, read, understand, and agree to comply with the Code of Ethics.

Please sign this Annual Affirmation Statement indicating your affirmation as described above

Please return this Statement to the Chief Executive Officer of D.A.T.E. each year by August 1.

Your name: \_\_\_\_\_

Date: \_\_\_\_\_