

# Ethics Training

2017-18

OUTLINE OF PROFESSIONAL AND ETHICAL  
CONDUCT

# Code of Ethics

(6.60.9.8)

We, professional educators of New Mexico, affirm our belief in the worth and dignity of humanity. We recognize the supreme importance of the pursuit of truth, the encouragement of scholarship, and the promotion of democratic citizenship. We regard as essential to these goals the protection of freedom to learn and teach with the guarantee of equal educational opportunity for all. We affirm and accept our responsibility to practice our profession according to the highest ethical standards. We acknowledge the magnitude of the profession we have chosen, and engage ourselves, individually and collectively, to judge our colleagues and to be judged by them in accordance with the applicable provisions of the code.

# Code of Ethics Principles and Standards

# Principle I

## Commitment to the Student

We measure success by the progress of each student towards achievement of his/her maximum potential. We therefore work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. We recognize the importance of cooperative relationships with other community institutions especially the home. In fulfilling our obligation to the student, we:

- (1) deal justly and considerately with each student.
- (2) encourage the student to study and express varying points of view and respect his/her right to form his/her own judgement.
- (3) conduct conferences with or concerning students in an appropriate place and manner.
- (4) seek constantly to improve learning facilities and opportunities.

# Principle II

## Commitment to the Community

We believe that patriotism in its highest form requires dedication to the principles of our democratic heritage. We share with all other citizens the responsibility for the development of sound public policy. As educators, we are particularly accountable for participating in the development of educational programs and policies and for interpreting them to the public. In fulfilling our obligations to the community, we:

- (1) Share the responsibility for improving the educational opportunities for all.
- (2) recognize that each educational institution has a person authorized to interpret its official policies.
- (3) acknowledge the right and responsibility of the public to participate in the formulation of educational policy.
- (4) evaluate through appropriate professional procedures conditions within a district or institution of learning, make know serious deficiencies, and take action deemed necessary and proper.
- (5) assume full political and citizenship responsibilities, but refrain form exploiting the institutional privileges of our professional positions to promote political candidates of partisan activities.
- (6) protect the educational program against undesirable infringement, and promote academic freedom.

# Principle III

## Commitment to the Profession

We believe that the quality of the services of the education professional directly influence the future of the nation and its citizens. We therefore exert every effort to raise educational standards, to improve our services, to promote a climate in which the exercise of professional judgement is encouraged, to demonstrate integrity in all work-related activities and interactions in the school setting, and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort we contribute actively to the support, planning, and programs of or professional organizations. In fulfilling our obligations to the profession, we:

- (1) recognize that a profession must accept responsibility for conduct of its members and understand that our own conduct may be regarded as representative of our profession.
- (2) participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education.
- (3) cooperate in the selective recruitment of prospective teachers and in the orientation of student teachers, interns, and those colleagues new to their positions.
- (4) accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- (5) refrain from assigning professional duties to nonprofessional personnel when such assignment is not in the best interest of the student.
- (6) refrain from exerting undue influence based on the authority of our positions in the determination of professional decisions by colleagues.

## Continued

# Commitment to the Profession

- (7) keep the trust under which confidential information is exchanged.
- (8) make appropriate use of the time granted for professional purposes
- (9) interpret and use the writings of others and the findings of educational research with intellectual honesty.
- (10) maintain our integrity when dissenting by basing our public criticism of education on valid assumptions as established by careful evaluation of facts.
- (11) respond accurately to requests for evaluation of colleagues seeking professional positions.
- (12) provide applicants seeking information about a position with an honest description of the assignment, the conditions of work and related matters.

# Principle IV

## Commitment to Professional Employment Practices

We regard the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. Sound professional personnel relationships with governing boards are built upon integrity, dignity, and mutual respect between employees, administrators, and local school boards, In fulfilling our obligations to professional employment practices, we:

- (1) apply for or offer a position on the basis of professional and legal qualifications.
- (2) apply for a specific position only when it is known to be vacant and refrain from such practices as underbidding or commenting adversely about other candidates.
- (3) fill no vacancy except where the terms , conditions, and policies are known.
- (4) adhere to and respect the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent.
- (5) give prompt notice of any change in availability of service , in status of applications, or in change in position.
- (6) conduct professional business through recognized educational and professional channels.

# Standards of Professional Conduct

We, licensed New Mexico educators acknowledge that ethical values in our schools cannot exist without ethical leadership. It is our ultimate goal to educate children so that they may become productive citizens; we understand that our guidance and ability to provide choices has a profound effect on reaching this goal. In affording students and each other choices, we agree to consider the consequence of each choice, the moral value best exemplified by the recommended choice, and our position on the choice if it were applied to us. These principles apply equally to all licensed educators in all schools except where they are uniquely applicable to public schools or where they conflict with principles of religious freedom.

# Standard I

## Duty to Students

We endeavor to stimulate students to think and to learn while at the same time we seek to protect them from any harm. Ethical leadership requires licensed educators to teach not only by use of pedagogical tools, but also by consistent and justifiable personal example. To satisfy this obligation , we:

- (1) shall, in compliance with the Family Educational Rights and Privacy Act, withhold confidential student records or information about a student or his/her personal and family life unless release of information is allowed, permitted by the student's parent(s)/ legal guardian or required by law.
- (2) shall not discriminate or permit students within our control, supervision or responsibility to discriminate against any other student on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion or serious medical condition.
- (3) shall avoid using our position as licensed school employees to exploit or unduly influence a student into engaging in an illegal act, immoral act, or any other behavior that would subject a licensed school employee or student to discipline for misconduct whether or not the student actually engages in the behavior.
- (4) shall tutor students only in accordance with local board policies, if any, only after written permission from the student's parent(s)/ legal guardian, and only at a place or time approved by the local school and/or the student's parent(s)/ legal guardian.
- (5) shall not give a gift to any one student unless all students situated similarly receive or are offered gifts of equal value for the same reason.
- (6) shall not lend a student money except in clear and occasional circumstances, such as where a student may go without food or beverage or be unable to participate in a school activity without financial assistance.
- (7) shall not have inappropriate contact with any student, whether or not on school property.
- (8) shall not interfere with a student's right to a public education by sexually harassing a student or permitting students within our control, supervision or responsibility to sexually harass any student, which prohibited behavior.

# Case Study # 1

Peggy Johnson is a high school music teacher. One of her students, Brad Tucker, comes to class upset. In comforting Brad, Ms. Johnson puts her arm around his shoulder.

Is she in violation of the standard?

# Answer

NO

Pursuant to this standard in comforting her student, Ms. Johnson is maintaining a professional relationship with Brad.

# Case Study # 2

Administrators at Pecan Grove Middle School announced that all sixth-grade students scoring proficient or advanced on the upcoming Benchmark Exams will be awarded the top lockers next year. All other students will be assigned bottom lockers at the school.

Is this school-wide sanction a violation of the standard?

Answer

YES

The educators in this school have sanctioned an environment that is not emotionally supporting all students.

# Case Study # 3

*The 9<sup>th</sup> grade social studies students in Ms. Tia Storm's class at Gunderson Middle School, were assigned to write essays on the War in Iraq. The students would then give an oral summary to the class. Mike James' essay focused on the thesis that the war is an imperialistic venture by the USA and that the overthrow of Saddam Hussein and weapons of mass destruction were only excuses for launching this war. Since several students in the class have relatives who are fighting or have fought in the war, the teacher, decided that Mike's essay was too controversial and would not allow him to present to the class. Is Tia's action in violation of the standard?*

# Answer

**Yes**

This standard allows for varying points of view to be discussed in the curriculum. Ms. Storm's supervisor should counsel with her and if this action continues, it should warrant a complaint.

# Standard II

## Duty to the Profession

The education profession has been vested by the public with an awesome trust and responsibility. To live up to that lofty expectation, we must continually engender public confidence in the integrity of our profession, and must strive consistently in educating the children of New Mexico, all of whom will one-day shape the future. To satisfy this obligation, we:

- (1) shall not make a false or misleading statement or fail to disclose a material fact in any application for educational employment or licensure.
- (2) shall not orally or in writing misrepresent our professional qualifications.
- (3) shall not assist persons into educational employment whom we know to be unqualified in respect to their character, education, or employment history.
- (4) shall not make a false or misleading statement concerning the qualifications of anyone in or desiring employment in education.
- (5) shall not permit or assist unqualified or unauthorized persons to engage in teaching or other employment within a school.
- (6) shall not disclose personal, medical, or other confidential information about other educational colleagues to anyone unless disclosure is required or authorized by law.
- (7) shall not knowingly make false or derogatory personal comments about an educational colleague, although first amendment protected comments on or off campus are not prohibited.
- (8) shall not accept any gratuity, gift, meal, discount, entertainment, hospitality, loan, favor, or other item having monetary value whose market value exceeds \$100, excluding approved educational awards, honoraria, plaques, trophies, and prizes.

(9) shall avoid conduct connected with official duties that is unfair, improper, illegal or gives the appearance of being improper or illegal.

(10) shall not sexually harass any school employee, any school visitor or anyone else we might encounter in the course of our official duties.

(11) shall educate oneself at least annually about avoiding sexual harassment by either attending periodic training, reviewing sexual harassment literature or the EEOC guidelines, or contacting appropriate school human resource personnel.

(12) Shall not engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off campus.

(13) shall not without permission of a supervisor use public property to conduct personal business or our personal affairs.

(14) shall use educational facilities and property only for educational purposes or purposes for which they are intended consistent with applicable policy, law and regulation.

(15) shall not discriminate against any school employee, or any other person with whom we have any dealings or contact in the course of our official duties, on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion, or serious medical conditions.

(16) shall not engage in any outside employment which conflicts with our public school duties.

(17) shall not, with the intent to conceal/confuse a fact, change or alter any writing or encourage anyone else to change or alter any document ex: student grades, tests, test answers or applications

(18) shall not in connection with any state board-approved teacher test knowingly make any misrepresentations about one's identity, or engage in any false or deceptive acts of test-taking or test registering.

(19) shall not engage in any conduct or make any statement that would: breach security of any test, ignore administering instructions, give students and unfair advantage on a test, give a school or classroom an unfair advantage on a test, or would assist students in obtaining services or benefits they were not qualified or entitled to.

(20) shall not, when on school property or off campus while representing the school or attending a school function, engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct which tends to disturb the peace.

(21) shall not hold, or continue to hold, employment for which educator licensure or certification is required when the individual knew, should have known or is informed by the PED, that the individual does not hold the required credentials.

(22) shall not use school information technology equipment, hardware, software or internet access to view, download, display, store or print pornographic images or advertisements, nude images, or sexually explicit depictions or language.

(23) shall not engage in unprofessional conduct. ex: striking a student, using inflammatory statements, bring firearms to school, consuming alcohol at school, using illegal drugs, obstructing an investigation, and engaging in favoritism or preferential treat of school employees

(24) shall report any knowledge of inappropriate contact with a student or other school employee to the local school authority with 30 days of obtaining such knowledge.

# Case Study # 4

*Mr. Don McAfee is the middle school English teacher. At the beginning of each school year, he prepares his lesson plan for the year by merely copying the same plans that he has used for the past five years. He does, however, change the dates on the plans, but does not implement best practices or research from student data. Is Don violating this standard?*

# Answer

**Yes**

Don is not maintaining his competences regarding the knowledge and skill, which will afford the best practices in his class. Don's supervisor should counsel with Don and if this action continues, it should warrant a complaint.

# Case Study # 5

*Mona Calhoun is a ninth-grade math teacher at Cherry Street High School. One day, she contacts the school to use a sick day. Later, that same day, her principal, Danny Grant, telephones Ms. Calhoun's home to see if everything is alright. Ms. Calhoun says: "I'm fine. I was just sick of how dirty my house was and needed to catch up on my housework." Is Ms. Calhoun in violation of the standard?*

# Answer

**Yes**

Regardless of whether Mona's district has sick days and personal days separate, she has violated the intent of a sick day and has falsified her reporting of leave. If the district does not distinguish which type of leave day she must request, then she may have permission to be off, but she should have reported her leave accordingly. Mona's supervisor should counsel with her and if this action continues, it should warrant a complaint

# Case Study # 6

*Janice Cook is the high school journalism teacher. Due to her position, she always takes her laptop home each evening. Last night, her fifteen-year-old son needed to finish his research paper. An electrical storm that afternoon had disabled their home computer. She allows her son to complete his paper on her district-owned laptop. Is this a violation of the standard?*

# Answer

**No**

This is an example of an “incidental benefit.”  
No personal gain in this case.

# Case Study # 7

*Donna Jefferson and John Underwood are art teachers at Jefferson Heights High School.*

*They attended a national conference for art educators. At the on-site registration table, all of the conference attendees receive a tote bag that includes a set of paint brushes and paints, a portfolio with the conference logo on it, and a book on art history. Have Donna and John violated the standard by accepting the tote bag?*

# Answer

**No**

These are nominal gifts given to all participants at the conference and would not be viewed as an incident which persuaded the educators for a favor or impair their decision.

# Case Study # 8

*Dr. Kenneth Hodges is the Assistant Superintendent for technology at Oak City School District. He is accepting bids for new computers for the new elementary school. A sales rep for a certain brand tells Dr. Hodges that if he purchases the computers from his company, then the sales rep will give Dr. Hodges a computer for his home. If Dr. Hodges accepts the offer, will he be violating the standard?*

Answer

**Yes**

A definite example of personal gain by Dr.  
Hodges

# Case Study # 9

*Sheila Kemp, an assistant principal at the Christ Church Elementary School, a private school in Arkansas, is trying to become licensed as a superintendent. However, her Praxis score is too low to meet licensure requirements. To fix this problem, Ms. Kemp uses Wite-Out to cover over the low score on the Praxis scoring report, then types in a higher score and submits it to the NM Department of Education. Did she violate the standard?*

# Answer

**Yes**

Sheila's actions are in violation and are already described in other rules as grounds for permanent revocation of her license.

# Case Study #10

*Brenda Rider is a sixth-grade teacher at Wood Glen Middle School. She really wants her students to score well on the Benchmark Exams. Therefore, while she is proctoring her students, she frequently points to answers on their bubble sheets or gives them signals. Has Brenda violated the standard?*

Answer

**Yes**

Brenda is violating the testing procedures of the state.

# Case Study # 11

*On Saturday night, Andrew Westwood, the high school football coach, takes his family out to the local pizza parlor for dinner. He orders a beer with his pizza. While in the restaurant, two of his students enter the pizza parlor and sit at a nearby table. Is Andrew's drinking a beer with his family violating the standard ?*

# Answer

**No**

Andrew is not on school premises or at school-sponsored activity involving students.

# Case Study #12

*Jeff Brooks is a high school baseball coach who frequently drives his players on the team bus to the games. Jeff also frequently uses smokeless tobacco while driving the school bus to the games. Is he violating the standard?*

# Answer

**Yes**

Jeff's use of smokeless tobacco is prohibited in this standard. The school bus is school property and he is at a school sponsored activity involving students.

# Reminders

Any of the following shall be considered cause for recommendation of disciplinary action against the holder of an education license:

- Improper monitoring of students during any graded assignment, especially on computer-based curricula and high-stakes assessments.
- Inequity in treatment of students in grading or classroom practices.
- Dishonest or suspect testing practices.
- Enrolling students in a credit recovery course and the same traditional course, simultaneously.
- Sharing passwords or access codes to secure information systems

# Reminders

- Providing assistance to students in any manner that violates district policy. (i.e. providing answers to assessments in advance)
- Failure to report or deal with suspected cheating.
- The use of a no-zero grading policy. (giving automatic 50's)
- Allowing anyone but the teacher of record to alter curricula content or grading systems.
- Allowing students computer access to information during computer-based testing.
- Improper monitoring of students by untrained or online-test certified staff.

# Failure to Comply with this Code

The PED finds that adherence to this code of ethical responsibility has a significant bearing on licensed personnel's competence, or the proper performance of their duties. It makes the same finding for any other person providing instructional or education-related services in a school who holds any license, certificate or written authority issued by the instructional or education-related services in a school who hold any license, certificate or written authorized by the PED. Both the code of ethics and standards of professional conduct are intended to provide a valuable framework of personal ethics to assist educators and administrators in their interaction with colleagues, students, and parents. However, the standards of professional conduct establish minimal standards of acceptable professional conduct with which all educators and administrators are required to comply. Therefore, the PED through the educator ethics bureau may revoke, suspend or take other appropriate action against any educator license of any person, or may deny applications for initial licensure or continuing licensure to any person, who is within the scope of this rule....if found to have engaged in ethical misconduct.

## Whistleblower Complaints (Policy)

The Central Consolidated School Board of Education shall not permit unlawful or unethical behavior by District employees. The District shall provide employees and the community a means to confidentially file, in good faith without fear or retaliation, whistleblower complaints regarding such conduct. These complaints shall be fully investigated by the Superintendent and/ or by his/her designee. If a whistleblower complaint is filed against the Superintendent, the Board will conduct the investigation. The Board will in its discretion determine how the investigation will be conducted, and may use an independent third party investigator.

## **NO CHEATING POSTERS**

Are to be hung in **four** visible area of your school.

**At the entrance of your building**

**By your copying machines**

**In your teachers lounge**

## **NO CHEATING**

**Cheating is not allowed**

**And WILL NOT BE**

**TOLERATED**

**Report any cheating to a  
Teacher, administrator, or to**

**NMPED Licensure**

**Investigations Unit**

**NMPED (505) 827-6542**

**Email: [lic.complaints@state.nm.us](mailto:lic.complaints@state.nm.us)**

# Please sign your Ethics Declaration before leaving today.



## CCSD 2017-2018 Ethics Declaration

The content of any assessment, quiz or high-stakes exam is confidential and must be kept secure at all times. Maintaining the security of these items and student academic records is critical to obtain valid results from these tools and provide valid student grades and classifications. Accordingly, each individual authorized to administer assessments, access student grades or has access to any of the aforementioned material must sign an ethics agreement and agree to the statements below. Failure to abide by the terms of the agreement may result in sanctions including (but not limited to) score invalidation or employment and licensure consequences.

### For School Administrators

- I will ensure that school staff is actively monitoring students during all graded assignments, quizzes, and tests for classes following standard and online curricula.
- I will ensure that during computer-based curricula that school staff is moving around the room and monitoring the computer-based monitoring system (i.e. WebWarden) or each student's computer.
- I will ensure that only the teacher of record and no other staff shall be permitted to designate assignments, lessons, quizzes and/or tests.
- For online courses, I will ensure that only the teacher of record "skips" or modifies course content.
- I will ensure that no students shall take an online recovery course and the same live course simultaneously.
- I will ensure no student receives credit for work that he or she has not completed him or herself.
- I will report any red flags for student cheating to the appropriate district personnel.

### For Teachers

- I will change my password on a quarterly basis.
- I will not share my password(s) for any program with students or any other person(s).
- I will instruct students to log out of online curricula at the end of each class.
- I will not provide students with answers to quizzes or tests in advance.
- I will ensure no student receives credit for work that he or she has not completed him or herself.
- I will not allow students taking online courses to redo answers to graded assignments, except in a manner consistent with the online program's policies and procedures for a given curriculum.
- I will only modify or "skip" online content as outlined in the online program's policies and procedures.
- I will discontinue use of any no-zero grading practices that may be in use.
- I will report any red flags for student cheating to my school's administrator or designee (i.e. unusual completion times, inconsistencies in student scores)
- I will check at the end of each class to determine log-off status for the students in attendance and for each circumstance where a student has failed to log off, the teaching staff shall reboot the classroom computers immediately after the class period.

I have read the CCSD Ethics Declaration and understand my role in upholding ethical practice.

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Print Name

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Title/Location

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Date

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Signature

07.25.2017

Questions

Thank you

Refer to NMAC 6.60.9.8, 6.60.9.9, and 6.60.9.10