

The Columbia County Board of Education hereby adopts the Code of Ethics for Educators as promulgated by the Georgia Professional Standards Commission as the official code of ethics for educators employed by the school system. It is the professional duty and responsibility of each educator employed by the Board of Education to adhere to the standards of professional behavior and conduct in this code of ethics. For purposes of this policy as established by the Professional Standards Commission, an educator is defined as a teacher, a school or school system administrator, or other education personnel who holds a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate, as well as paraprofessionals, clerical aides and substitute teachers. The Columbia County Board of Education further mandates that all employees of the school system adhere to the high standards of ethical behavior as defined in the Code of Ethics for Educators in order to assure a safe environment to protect students.

#### INTRODUCTION

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code **defines unethical conduct justifying disciplinary sanction and provides guidance for protecting** the health, safety and general welfare of students and educators **and assuring** the citizens of Georgia a degree of accountability within the education profession.

#### DEFINITIONS

"Certificate" refers to any teaching, service or leadership certificate, license or permit issued by authority of the Professional Standards Commission.

"Educator" is a teacher, school or school system administrator, or other education personnel who hold a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, "educator" also refers to paraprofessionals, aides and substitute teachers. In the Columbia County School System as required by this policy, all employees will be held accountable for adhering to these standards of conduct.

"Student" is any individual enrolled in the state's public or private schools from preschool through grade 12 or any individual **under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for**

**Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.**

"Complaint" is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A "complaint" will be deemed a request to investigate.

"Revocation" is the invalidation of any certificate held by the educator.

"Denial" is the refusal to grant initial certification to an applicant for a certificate.

"Suspension" is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.

"Reprimand" admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.

"Warning" warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

"Monitoring" is the quarterly appraisal of the educator's conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period.

**"No Probable Cause" is the determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.**

## **STANDARDS**

**Standard 1: Legal Compliance** – An educator shall abide by federal, state and local laws and statutes. Unethical conduct includes, but is not limited to, the commission or conviction of a felony or of any crime involving moral turpitude; or any other criminal offense involving the manufacture, distribution, trafficking, sale or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, "conviction" includes:

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1. A finding or verdict of guilty, or
2. A plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought;
3. A situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and
4. A situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

**Standard 2: Conduct with Students** - An educator **shall** always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to the following:

1. Committing any act of child abuse, including physical and verbal abuse;
2. Committing any act of cruelty to children or any act of child endangerment;
3. Committing **any sexual act with a student** or soliciting **such from a student**;
4. Engaging in **or permitting harassment of or misconduct toward a student**;
5. Soliciting, encouraging, or consummating an inappropriate written, verbal, **electronic**, or physical relationship with a student; and
6. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student **under the educator's supervision or control (including but not limited to the educator's residence)** to consume alcohol or illegal/unauthorized drugs.

**Standard 3: Alcohol or Drugs** - An educator **shall** refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes, but is not limited to, the following:

1. **Being on** school premises or at a school-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
2. **Being on** school premises or at a school-related activity involving students while under the

influence of, possessing, or consuming alcoholic beverages. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. foreign language trips, etc.); **and**

3. **Failing to monitor and/or prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator's supervision (including but not limited to at the educator's residence or any other private setting).**

**Standard 4: Honesty** - An educator should exemplify honesty and integrity in the course of professional practice. Unethical conduct includes, but is not limited to, **falsifying, misrepresenting, or omitting** the following:

1. Professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
2. Information submitted to federal, state, and other governmental agencies;
3. Information regarding the evaluation of students and/or personnel;
4. Reasons for absences or leaves; and
5. Information submitted in the course of an official inquiry/investigation; **and**
6. **Information submitted in the course of professional practice.**

**Standard 5: Public Funds and Property** - An educator entrusted with public funds and property **shall** honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes, but is not limited to, the following:

1. Misusing public or school-related funds;
2. Failing to account for funds collected from students or parents;
3. Submitting fraudulent requests **or documentation** for reimbursement of expenses or for pay (**including requests for compensation based on fraudulent, purchased, or plagiarized degrees, documents, or coursework**);
4. Co-mingling public or school-related funds with personal funds or checking accounts;

5. Using school property without the approval of the local board of education/governing board **or authorized designee; and**
6. **Using school system property for personal gain.**

**Standard 6: Remunerative Conduct** - An educator **shall** maintain integrity with students, colleagues, parents, patrons or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes, but is not limited to, the following:

1. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board **or authorized designee;**
2. Accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
3. Tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board **or authorized designee;** and
4. Coaching, instructing, promoting athletics camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board **or authorized designee.** These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.

**Standard 7: Confidential Information** - An educator **shall** comply with state and federal laws and **state** school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes, but is not limited to, the following:

1. Sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. Sharing of confidential information restricted by state or federal law;

3. Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; **and**
4. Violation of other confidentiality agreements required by state or local policy.

**Standard 8: Abandonment of Contract** - An educator **shall** fulfill all of the terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes, but is not limited to, the following:

1. Abandoning the contract for professional services without prior release from the contract by the employer, and
2. Willfully refusing to perform the services required by a contract.

**Standard 9: Required Report** - An educator **shall** file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. 19-7-5), or any other required report. Unethical conduct includes, but is not limited to, the following:

1. Failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;
2. Failure to make a required report of a violation of one or more standards of the Code of Ethics for Educators of which they have personal knowledge as soon as possible but no later than 90 days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and
3. Failure to make a required report of any violation of state or federal law as soon as possible but no later than 90 days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include, but are not limited to, the following: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation **of** a minor, any offense involving a controlled substance, and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

**Standard 10: Professional Conduct** - An educator **shall** demonstrate conduct that follows generally recognized

professional standards and preserves the dignity and integrity of the teaching profession. Unethical conduct includes, but is not limited to, any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

**Standard 11: Testing - An educator shall administer state mandated assessments fairly and ethically. Unethical conduct includes, but is not limited to, the following:**

1. Committing any act that breaches Test Security, and
2. Compromising the integrity of the assessment.

#### REPORTING

Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than 90 days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of local policies and procedures and/or the chain of command for reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.).

The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

#### DISCIPLINARY ACTION

The Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:

1. Unethical conduct as outlined in the Code of Ethics for Educators, Standards 1-11 (PSC Rule 505-6-.01);
2. Disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-11 (PSC Rule 505-6-.01);
3. Order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for

certification should be denied for non-payment of child support (O.C.G.A. 19-6-28.1 and 19-11-9.3);

4. Notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. 20-3-295);
5. Suspension or revocation of any professional license or certificate;
6. Violation of any other laws and rules applicable to the profession (O.C.G.A. 16-13-111); and
7. Any other good and sufficient cause that renders an educator unfit for employment as an educator.

An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension, or denial for a violation of The Code of Ethics. **The superintendent and the superintendent's designee for certification shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GAPSC certification.**

Authority O.C.G.A. 20-2-200; 20-2-981 through 20-2-984.5

PROCEDURE: YES

ADOPTED: 01/08/85

REVISED: 04/11/95, 10/1/97, 8/10/99, 11/13/01, 8/13/02, 11/12/02  
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Columbia County Board of Education