ETHICAL STANDARDS FOR EDUCATORS
Instructional Practices in Education and Training
Presentation Notes
Ethical Standards for Educators
What Are Work Ethics?
## Work Ethics

<table>
<thead>
<tr>
<th>Work Ethics for an Employer</th>
<th>Work Ethics for an Employee</th>
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<tr>
<td>• To provide a safe work environment for staff and employees</td>
<td>• To show up on time</td>
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<td>• To treat employees with dignity and respect</td>
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<td>• To give respect to the company by working with honesty and integrity</td>
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A list of work ethics for an employer or a company might be:

- To provide a safe work environment for all staff and employees
- To treat employees with dignity and respect
- To provide a fair wage for the services rendered
- To handle all business transactions with integrity and honesty

A list of work ethics for an employee might be:

- To show up on time
- To tend to company business the whole time while at work; giving it 100%
- To treat the company’s resources, equipment and products with care
- To give respect to the company by working with honesty and integrity

Ask the students to list some ethical issues that might come up at work.
WHAT DO PROFESSIONAL ETHICS IN EDUCATION INCLUDE?
Ethical Standards for the Teaching and Training Profession:
- Laws that affect schools and teachers come from federal, state and local authorities.
- These laws affect employment, contracts, tenure and dismissal.

Ethical Standards for the Teaching and Training Profession:
- Laws that affect schools and teachers come from federal, state and local authorities.
- These laws affect employment, contracts, tenure and dismissal.
- Teachers have the same rights as other citizens, including freedom of expression, with restraints placed by the responsibilities of teaching.
- Academic freedom requires teachers to use judgment about what and how they teach and choices they make in their personal lives.
- Teachers have the responsibility to care for and protect students.
- They also are required to follow laws for liability, copyright issues and the reporting of suspected child abuse.
Teacher Ethics and Responsibility
Video explains educator’s ethics and responsibility.
http://youtu.be/BloG7XjeSxg

Teacher note: The video is seven minutes long.
Texas Educators’ Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling 39 responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

Texas Education Agency
Code of Ethics: Purpose and Scope
Ethics for Teachers
Ethical teachers follow beliefs and values that are dedicated to what is best for students. Some of the characteristics that help teachers make ethical decisions are knowledge, empathy, reasoning, courage and interpersonal skills. The Texas Education Agency provides a professional code of ethics for educators.

Click on the link and read the professional code of ethics for educators.

What happens when the code of ethics is not upheld? Who is affected by this?

Texas Education Agency
Code of Ethics
http://www.tea.state.tx.us/index2.aspx?id=2147501244&menu_id=771&menu_id2=794&ekfxmen_noscript=1&ekfxmensel=e9edebdf8_771_775
Compliance

- Individuals who are compliant within the framework of the law and lawful instructions from their school district are considered ethical educators.

- Educators must always be conscientious of all duties and responsibilities.

What does compliant mean to an educator?

Educators have a responsibility to ensure that students gain the knowledge and skills they require to become effective learners and ultimately effective and responsible citizens who understand and appreciate the values and beliefs supported by society.

They also have a responsibility to meet the high standards of professional and ethical behavior required by their district, the public, parents and the profession itself.

Teachers who undertake this responsibility and who are compliant within the framework of the law and lawful instructions from their school district are considered ethical educators.

What happens if an educator is non-compliant?
First and foremost---Follow your district and campus policies and procedures! What happens if we don’t?

The importance of knowing school policies and procedures cannot be overstated. Every school has different policies and procedures. Know the protocols in your school and follow them. Do not follow the lead of others who disregard these procedures. Those who hired you expect you to honor school rules. Never forget your status as a “student teacher” or “new hire.”

It’s important to remember that the school committee sets school policies. Teachers who do not respect school policies run the risk of embarrassing the school. Teachers who negatively affect the school’s reputation also jeopardize their own professional reputation as well as their employment status.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination.
Non-Compliance

- Non-compliance issues may range from habitual tardiness to more serious issues such as sexual harassment or fraudulent use of the district’s monies.
- All districts handle non-compliance situations differently.

Educators are expected to do their best work possible and to comply with all policies. Educators who are out of compliance will be notified either verbally or in writing as to the improvements necessary to be in compliance. The School Board Policy Manual is a great resource to refer to. This manual can usually be found at central office, the front office or the district’s website.

All districts handle non-compliance situations differently. Alleged violations of a policy may be discussed in a conference between the employee and the building principal. If the principal finds the violation(s) to be factual, the principal shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee’s personnel file. Repeated violations may result in non-renewal of an employee’s contract or dismissal.
Ethical Decisions and Consequences

Almost every day, the news reports situations where teachers, coaches, administrators and students are not ethical. They are making choices that put themselves and others in unethical and often illegal situations. Different states and school districts handle things differently. It is important to ask and know where to find the guidelines for each school district. This is especially important for teachers of Instructional Practices in Education and Training since students are also involved with other students on other campuses.
Educators are strongly discouraged from having personal pages on Myspace, Facebook or other social networking sites. Educators in some districts have experienced problems with inappropriate communications with students, as well as inappropriate content being posted on their pages by themselves or their “friends.” In some cases, educators have been dismissed due to inappropriate content on their personal web pages. Educators are also advised not to use class time to engage in communications of a personal nature with others.
Fraud and Financial Impropriety

All employees should act with integrity and diligence in duties involving the district’s financial resources. All districts prohibit fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft or any other financial document
- Misappropriation of funds, securities, supplies or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors or other persons providing services or materials to the district
• Destroying, removing or inappropriately using records, furniture, fixtures or equipment
• Failing to provide financial records required by state or local entities
• Failure to disclose conflicts of interest as required by policy
• Any other dishonest act regarding the finances of the district
What Do Professional Ethics Include?
A good work ethic is an attitude that combines hard work, good performance and dependable results.

How can your ethics help you develop strong relationships in a work environment?
### Professional Manner

Professional manner includes being:
- on time
- polite
- respectful
- dependable

Professionals do not use profanity on the job and avoid gossip.

Can you think of any other descriptions for professional behavior?
Do not let what happens at home or in your personal life affect your work life.

Is it a good idea to date someone that you work with? Why or why not?
Embezzlement occurs when a trusted employee takes either money or goods entrusted to them. They can be arrested, fined and/or sent to prison.

A 2010 report by TD Bank Financial Group estimated that employee theft played a role in the bankruptcy of one out of 10 failed small- to medium-sized businesses. A study of 23 large retail companies by loss-prevention consulting firm Jack L. Hayes International shows that 71,095 dishonest employees were apprehended in 2012, up 5.5 percent from 2011. In total, more than $50 million was recovered in those cases, up 7 percent from a year earlier. How would you feel if you were a business owner and this was occurring at your place of business?
GUIDELINES FOR PROFESSIONAL ETHICS
These are considered soft skills or transferable skills. These are skills which individuals must develop, refine, practice and reinforce. Why are they called transferable skills? They are called transferable skills because you can transfer them from one situation or career to another. Here is a list of additional transferable skills:

- Negotiating
- Tactfulness
- Patience with difficult people
- Setting priorities
- Completing projects on time
- Problem solving
- Management
- Leadership
- Accepting responsibility
- Decision making
- Cooperating

Can you think of skills you have that you can transfer to many different situations or careers?
Responsibility - employees show up for work on time and work diligently to become familiar with job duties and perform them correctly

Flexibility - employees can adjust to changes without complaining

Honesty - employees admit their mistakes and find out how to prevent making them again

Teamwork – employees work with a large team

Commitment - the quality that supports all your abilities and skills to build a strong work ethic

Excellence – employees make the most of opportunities to improve their abilities and learn new skills

A reliable employee:

· Arrives at work on time
· Keeps personal matters separate from business matters
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- Works a full shift
- Carries out a variety of assigned tasks without constant prompting
- Takes on extra work when necessary without complaint
- Gets enough rest to work effectively
- Maintains good personal, physical and mental health

How can joining a career and technical student organization help you build a good work ethic?
Workplace ethics serve as guiding principles that effective leaders use in setting professional tone and behavior.

Many establishments have created written codes of ethics, which are designed to remove the guesswork about what is acceptable and unacceptable behavior. These codes of ethics may include employee treatment, wages, benefits, working conditions, behavior of employees and any other issues that may impact operations.
Questions to Keep in Mind

1. Is it fair?
   - Does it uphold the values of the organization?
   - Can I tell my decisions to my employer, my family and others?
   - How would others regard the details if made public?

2. Am I confident in my decision?
   - Will it be valid for years?
   - Is it legal?
   - Will it hurt anyone?
   - Does it positively represent the company?

3. Does it make anyone uncomfortable?
   - Does it convey respect for others?
   - Have I involved others by asking their viewpoint?

To determine whether a decision or action is based on sound workplace ethics, managers and employees should ask these questions.

Are all these valid questions to keep in mind as an employee? Why or why not?
Questions?
References and Resources

Images:
Microsoft Clip Art: Used with permission from Microsoft.

Textbooks:

Putting It All Together, Texas Tech Curriculum Center for FCS, 2010.

Reaching to Teach, The Texas Tech Curriculum Center for FCS, 2005.

Websites

Code of Ethics
This website sponsored by the National Educators Association provides an overview of ethics for educators.
http://www.nea.org/home/30442.htm

Code of Ethics for Educators
This website sponsored by the American Association of Educators provides an overview of ethics for teachers.

Texas Education Agency—Code of Ethics
This site has the Code of Ethics and the Texas Administrative Code for Texas teachers.
http://ritter.tea.state.tx.us/rules/tac/index.html

Texas Education Agency—Educator Certification
http://www.tea.state.tx.us/index2.aspx?id=5830&menu_id=865&menu_id2=794

Texas Education Agency
Texas Administrative Code Part 7
http://www.info.sos.state.tx.us/php/pub/readfile/SortView/7AC?&Has_Prev=0&Has_Next=1& practices=

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References and Resources

Texas Education Agency
Texas Administrative Code Title 19
http://www.ritter.tea.state.tx.us/rules/tac/chapter066/

Texas Education Agency
Texas Administrative Code Rule 247.2
http://www.info.sos.state.tx.us/pls/pub/readtac$ex

YouTube™
Teacher Ethics and Responsibility
Video explains educator’s ethics and responsibility.
http://youtu.be/BloG7XjeSxg