

Evidence 3.6.1 COEHS Code of Ethics

Educators' Code of Ethics NKU College of Education and Human Services

This document is in effect for education candidates enrolled in all of the undergraduate and graduate educator preparation programs in the College of Education and Human Services, which includes the educational leadership and school counseling programs.

- A. Candidates must demonstrate professional behavior in any activity on campus or in the community when representing the educator preparation programs in the College of Education and Human Services at Northern Kentucky University. Behaviors consistent with this standard include, but are not limited to, the following:
1. The candidate shall comply with the Professional Code of Ethics for Kentucky Certified Personnel. <http://www.epsb.ky.gov/legal/ethics.asp>
 2. The candidate shall comply with all policies, statutes, rules and procedures established by state and local agencies as well as Northern Kentucky University.
 3. The candidate shall comply with all rules and regulations of the local school(s) for any field experiences assignment or class assignment.
 4. The candidate shall recognize, respect and plan for the diversity that exists in the classroom and greater community.
 5. The candidate shall create and maintain a safe physical and emotional learning environment.
 6. The candidate shall collaborate with others in a positive, cooperative and courteous manner.
 7. The candidate shall not falsify or misrepresent any facts, documents, reports or information given to faculty, staff, PK-12 clinical educators, or university clinical educators, PK-12 students, colleagues or others.
- B. Candidates must demonstrate professional behavior when using technology for instructional and research purposes, whether using NKU's resources, resources at a PK-12 institution, or personal computers. Behaviors consistent with this standard include, but are not limited to, the following:
1. The candidate shall obtain permission to use and shall give appropriate citations for any work of another person used in her/his assignments.
 2. The candidate shall submit only his/her original work.
 3. The candidate shall comply with all fair use and copyright requirements when installing and using software on any computer.
 4. The candidate shall use email and other web-based communication tools (e.g. social networks) in a responsible and professional manner at all times.
 5. The candidate shall use computing resources in a responsible, ethical and professional manner and will refrain from using computers in ways such as:
 - Displaying sexually explicit or other inappropriate materials,
 - Sending, forwarding or condoning harassing, fraudulent, threatening, or discriminatory communications of any kind,
 - Breaking into, hacking or obtaining unauthorized access to any computer, or sharing other person's password or user account
 - Any other illegal actions, including copyright violations.
- C. Candidates must demonstrate a professional level of responsibility for academic performance and respect for all PK-12 students, clinical educators, faculty and for the education profession. Behaviors consistent with this standard include, but are not limited to, the following:
1. The candidate shall treat PK-12 and university clinical educators, PK-12 students, staff, colleagues, faculty and others with respect at all times.
 2. The candidate shall not make judgments and/or remarks based on stereotypes and other biases related to race, culture, gender, social class, sexual orientation, religion, disability or ability level. Derogatory or demeaning behavior/language based on prejudice and bias is always unacceptable.
 3. The candidate shall demonstrate professional responsibility through full participation in all course activities and compliance with attendance policies in accordance with each course syllabus.
 3. The candidate shall exhibit professional responsibility for completion of course assignments in the required time frame.
 4. The candidate shall exhibit a professional level of respect in class and field assignments by recognizing the authority of the faculty member and by showing courteous and appropriate

behavior to all participants. Negative or disruptive comments, usurping authority in class, physical intimidation, and inappropriately aggressive behavior or comments will not be tolerated.

5. The candidate shall exhibit a positive attitude toward the education profession and his/her content area. Disrespect shown through negative remarks, poorly prepared lessons, unprofessional appearance or low expectations for self and others is unacceptable.
- D. Candidates must demonstrate personal conduct consistent with professional behavior. Behaviors consistent with this standard include, but are not limited to the following:
1. The candidate shall accept constructive criticism from other candidates, faculty, clinical educators or others. A hostile or resistant attitude toward learning, as demonstrated by the refusal to participate in supervisory or advising sessions, is not acceptable.
 2. The candidate shall consistently attend classes and meetings. Failure to keep appointments and frequent absenteeism or tardiness in class or field assignments is unacceptable.
 3. The candidate shall demonstrate appropriate behavior in class or field assignments. Displays of disruptive behaviors such as screaming, insulting, ignoring, excessive talking, sleeping, irresponsible use of cell phone, inappropriate communications, intimidation, stalking, usurping authority in class, intoxication, drug use, or being indifferent to the feelings of PK-12 students, faculty, PK-12 clinical educators, colleagues and/or others is unacceptable.
 4. The candidate shall maintain a professional appearance in all field assignments. The candidate must comply with all dress standards and policies expected of a school's professional staff. Appearance deemed unacceptable in most schools include, but is not limited to the following: body piercing, exposed tattoos, the wearing of jeans, revealing attire, sweat pants, tank tops, inappropriate tops and shoes.
 5. The candidate shall develop and adhere to appropriate professional boundaries in all relationships. Developing an intimate friendship that conflicts with professional roles or developing romantic and/or sexual relationships with a PK-12 student, instructor, staff member or supervisor is unacceptable.
 6. The candidate shall not engage in harassment in any form or accuse others inappropriately of harassment. This includes sexual harassment, and harassing by use of phones, email, or any other form of communication.
 7. The candidate shall not issue implied or explicit threats to faculty, PK-12 clinical educators, PK-12 students, staff or colleagues.
 8. The candidate shall not attend class or field assignments under the influence of any non-prescribed drugs or medications or alcohol.
 9. The candidate shall not commit a crime, be convicted of a crime, or serve probation while a current candidate in an education program.

The purpose of the Code of Ethics is to establish standards of conduct for candidates in the educator preparation programs in the College of Education and Human Services and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these standards. Each candidate in one of the education programs is bound by the provisions of this Code of Ethics and is presumed to be familiar with all of these standards.

Candidates should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity whether covered in the Code of Ethics or not.

The candidate shall recognize that, in addition to academic standards, faculty have the prerogative and responsibility to set behavioral standards for class or field assignments. As a community of learners, certain behaviors are expected and faculty have the responsibility and authority to establish those expectations. Failure to meet these standards can lead to deferral for admission to the education program, dismissal from class or field assignments, set conditional requirements for continuation in the education program or revocation of admission from the education program.

Procedures for Violation

1. An instructor or administrator who believes that a candidate has violated the educator preparation programs' Code of Ethics shall communicate with the candidate within ten (10) working days from the date of the discovery to schedule a meeting to discuss the violation. The appropriate department chair will be appraised of the incident within five (5) working days following the meeting if the instructor believes the violation has been substantiated. The instructor may report the incident concurrent with his/her investigation to the department chair. The instructor may apply one or more of the following actions should a candidate be deemed to be in violation of the Code of Ethics:
 - a. An oral admonition or reprimand.
 - b. A written admonition or reprimand.
 - c. Conditional requirements for continuation in the course.
 - d. A failing grade for an assignment.
 - e. A failing grade in the course.
 - f. Removal from the course.

Written documentation regarding the violation and instructor's decision will be copied to the appropriate department chair and added to the "Code of Ethics" log located in the department chair's office for future reference. . The candidate's name, meeting date, instructor's name, and copy of the written documentation will be placed in the "Code of Ethics" log. ...

2. If the candidate wishes to appeal a decision, the department chair will be contacted. The department chair will review all materials, consult with the instructor and candidate and attempt to resolve the problem. The department chair shall communicate with the candidate within ten (10) working days from the date of the notification to schedule a meeting to discuss the violation. The department chair may report the incident concurrent with his/her investigation to the Dean of Students, if deemed appropriate. (Candidates will need to refer to the Code of Student Rights and Responsibilities related to the Dean of Students' information.)

The department chair may apply one or more of the following actions should a candidate be found to be in violation of the Code of Ethics:

- a. An oral admonition or reprimand.
 - b. A written admonition or reprimand.
 - c. Conditional requirements [i.e. counseling] for continuation in the education program.
 - d. Suspension from the education program or education class for the remainder of the semester.
 - e. Suspension from the educator preparation program or education class for the semester following the current semester.
 - f. Suspension from the educator preparation program for one or more years.
 - g. Dismissal from the educator preparation program.
3. The candidate may appeal the decision of the department chair to the dean of the College of Education and Human Services (or designee) within ten (10) working days after notification of the department chair's decision. The dean (or designee) will meet with the candidate within 10 working days of receiving the appeal. The academic dean or his/her designee will review the charges and make one of three decisions: 1) confirm the department chair's decision; 2) make a different recommendation, or 3) refer the incident to the Dean of Students. The candidate will be notified by the dean (or designee) of his/her decision. The decision of the dean (or designee) is final.
4. The candidate may have additional rights and should consult the University Code of Student Rights and Responsibilities for additional information.