

# Code of Ethics and Professional Conduct

## 10-Minute Building Meeting

### Trainer Agenda

#### Materials needed:

- Code of ethics one-pager
- Sign-in sheet

#### Welcome (1 minute)

Welcome your members to the meeting and have them sign in via the sign-in sheet. Provide quick snacks if possible.

#### Intro (1 minute)

Talk about why it is essential to understand and follow our professional code of ethics.

- As educators, understanding and following a set of professional standards enshrined in our code of ethics is an essential part of our professional practice.
- Violation of the code of ethics may result in disciplinary action against an educator's license.

#### Content (4 minutes)

Highlight the most important elements of our code of ethics with examples of how these standards impact professional practice.

- A teacher shall provide professional educational services in a nondiscriminatory manner.
- A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- A teacher shall not use professional relationships with students, parents and colleagues to private advantage.
- A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- A teacher shall not deliberately suppress or distort subject matter.
- A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- A teacher shall not knowingly make false or malicious statements about students or colleagues.



- A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

**Note: Allow time for questions. If there are too many questions to address in the time provided, move to the next item on the agenda and offer to connect after the meeting.**

### **Connect content with the local (2 minutes)**

Share that (your local name) is sharing this information because you want all members to understand and live up to our professional obligations.

Additionally, this is an opportunity to highlight the work of the union in two distinct ways:

- **Advocacy:** Our union, Education Minnesota, works through all available channels including legislative advocacy and working with the Professional Educator Licensing Standards Board to uphold strong licensure standards.
- **Representation:** There are occasions when the district or members of our community challenge our practice under the code of ethics. As a union, we ensure that members have due process protections when such things occur and are represented throughout.

### **Wrap up (2 minutes)**

Leave them with the reminder that upholding our code of ethics is a gold standard within our profession. Emphasize that the union is an existing structure that provides guidance, advocacy and support for its members related to the code of ethics and standards of practice, and encourage members to come to the union with questions.

**Note: After the meeting, the meeting facilitator should send a copy of the list of participants to the local field office.**