

CHELSEA PUBLIC SCHOOLS EDUCATOR ETHICS/PROTOCOL Protect Yourself

The following guidelines have been endorsed by both the Chelsea Public Schools Administration and the Chelsea Teachers' Union.

HEALTHY BOUNDARIES FOR ALL STAFF

More than ever, kids need healthy, clearly-defined relationships with adults to feel safe and to develop into competent and responsible human beings. As educators, we are their role models – not their friends, their confidantes, or surrogate parents.

Your professional behavior, values, and responsibilities – both in and outside of school – are more important than popularity among students or a need to please others.

Remember that your competencies are in teaching your subjects and in providing students with an excellent, well-rounded education. You are employed by Chelsea Public Schools in a specific role. Leave the counseling to the counselors.

Remember – at all times – that you are the adult, the professional, the role model.

IN SCHOOL

Follow the Internet Use/ Social Media Policies attached. Remember that any emails sent on a school computer can be retrieved. Emails can be considered public documents. Internet activity on a school computer can be tracked.

Dress professionally. While certain clothes are fine for weekend wear, they should not be worn to school by teachers. The way you dress should never be a distraction to your students.

Use caution with self-disclosure about your personal life. Discretion is important.

Avoid being alone with students.

One-on-one tutoring should be done in a public place like the public library. Leave your door open when conferencing. Avoid letting kids “hang out” in your room.

Be consistent in your treatment of students.

Do not make exceptions for a favored few. Do not advocate on students' behalf to bend policies.

Do not touch students. Maintain a professional demeanor to avoid misinterpretation.

OUTSIDE SCHOOL

You are a private citizen, but you are also always an educator. Your out-of-school conduct can affect your job security. The line between our public and private lives is less clear, so what you post on a blog, Facebook or any other Social Media outlet may be accessed by students. If you wouldn't want the Superintendent reading it aloud to you in a meeting, don't post it.

Do not extend your contact with students outside of school. Do not send text messages, Ims, tweets, etc. or give out your phone number, invite students to your house or allow them to show up. Do not drive students in your car. Do not give personal advice about boyfriends or girlfriends. Always be careful when sending emails.

**CHELSEA PUBLIC SCHOOLS
EDUCATOR ETHICS/PROTOCOL
Protect Yourself**

STAYING WITHIN BOUNDARIES

Don't be afraid to correct inappropriate behavior. Remind students of the limits of your relationship as an educator. Reaffirm the helping nature of the relationship. Make a plan for getting the student appropriate help. Immediately report any incidents of behavior or comments by students that might be misinterpreted later; don't let situations escalate.

Be friendly, not a friend. Conversations with students should be warm and caring and provide support for their learning and growth. Relationships should be centered on school events and activities. Student-teacher conduct should be appropriate and understood by the general population – not faced with “inside” references.

Maintain a culture of professionalism and respect, providing a healthy atmosphere for student growth.

Support the school culture of professionalism. Don't ignore situations. Help create a culture of intolerance for inappropriate behavior. Letting incidents slide sends the message that you believe such behavior is acceptable.

IT'S THE LAW

Massachusetts law requires school superintendents to report to the Commissioner of Education in writing whenever a licensed educator is dismissed, not renewed, or resigns after committing misconduct that might warrant revocation or other limitation of the educator's license.

According to state regulation 603, CMR 7.17 (8)(h)

Administrators' Obligation to Report. Any administrator who dismissed, not renewed, or obtained the resignation of any educator for any of the reasons cited in 603 CMR 7.14(8)(a) shall report in writing such resignation or dismissal and the reason the administrator acquires relevant information after an educator's dismissal, resignation, or non-renewal. Failure to make such reports shall be grounds on which the Commissioner may revoke the administrator's license.

When the Department of Education receives a report under this regulation, it will conduct an investigation of its own to determine whether the facts warrant revocation, suspension, or limitation of an educator's license.

If you have any questions about your rights and responsibilities, speak to your Chelsea Teachers' Union Building representative or an administrator.