

Promontory School Employee Professional Code of Ethics

“Promontory School” of Expeditionary Learning, has established this code to provide professional conduct expectations for employees to cultivate and sustain the positive culture of Promontory School. This code is not intended to override any applicable laws or administrative rules, Board bylaws, or to limit the duties, obligations or legal requirements with which Promontory School or its employees must comply.

General Statement of Expectation: Employees are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. Employees are expected to adhere to a high standard of ethical conduct and to act in accordance with Promontory School’s Mission, Vision, and Core Values. Unethical actions, or the appearance of unethical actions, are not acceptable.

Promontory School’s values of RISE FAR (respect, integrity, service, excellence, family, adventure, and responsibility) apply not only to students, but to employees as well. Employees shall:

- Use no offensive, vulgar, or profane language, actions, or gestures.
- Be fair, kind, and generous in praise.
- Cooperate with colleagues, crew teachers, specialists, parents, aides, administration, and the School Board for the general improvement and positive culture of the school.
- All employees shall conduct themselves in a professional manner, whether in or out of their classrooms, on fieldwork, or supporting a Promontory School activity (ex. Peach Days Parade participation).

At Promontory School, we strive to create a culture of unity and inclusion. “Crew” is a large part of creating this culture. The term “crew” comes from educator Kurt Hahn, founder of Outward Bound. Hahn’s quote “We are crew, not passengers, strengthened by acts of consequential service to others” inspired the EL Education motto, “We are crew.” The culture of crew impels all members of a school community to work together as a team, to pitch in, to serve and help others. Far more than a traditional classroom, one’s “Crew” is a tightly knit family unit that begins every single day of school with a morning meeting which facilitates deepening relationships, team building,

sharing, developing group norms, and shaping and reshaping their culture. Teachers, and students, and staff listen actively and attentively to one another. In crew, students re-define what it means to be a learning community that really supports and challenges one another. At Promontory School this crew is a paramount focus and expectation that is important to the success of our school as a whole.

In addition, employees are bound by the following Utah Educator Professional Standards.

[R277-515-3 Educator as a Role Model of Civic and Societal Responsibility](#)

This section of Utah code outlines the importance of complying with federal, state, and local laws. It also provides specific information concerning the Utah State Professional Ethics, including:

- 1) any illegal behavior: 2)
- denying any benefit to students based on gender, nationality, religious belief, cultural background, etc.; 3)
- maintaining confidentiality; 4)
- gift giving or receiving, and; activities which may be considered to be in conflict of interest.

This is a very important portion of state standards for educators and shall be reviewed in full by following the link above.

[R277-515-4. Educator Responsibility for Maintaining a Safe Learning Environment and Educational Standards](#)

This code is primarily concerned with ensuring the safety and progression of students under the supervision of each educator, including: lack of discrimination; administering and submitting student assessment in good faith; teaching the Core Standards and; using time effectively. This entire list can be found below and at the link above.

(1) A professional educator maintains a positive and safe learning environment for a student and works toward meeting an educational standard required by law.

(2)(a) Failure to strictly adhere to this Subsection (2) shall result in licensing discipline in accordance with Rule R277-215.

(b) The professional educator, upon receiving a Utah educator license:

(i) shall take prompt and appropriate action to prevent harassment or discriminatory conduct

toward a student or school employee that may result in a hostile, intimidating, abusive, offensive, or oppressive learning environment;

(ii) shall resolve a disciplinary problem according to law, LEA policy, and local building procedures and strictly protect student confidentiality and understand laws relating to student information and records;

(iii) shall supervise a student appropriately at school and a school-related activity, home or away, consistent with LEA policy and building procedures and the age of the students;

(iv) shall take action to protect a student from any known condition detrimental to that student's physical health, mental health, safety, or learning;

(v)(A) shall demonstrate honesty and integrity by strictly adhering to all state and LEA instructions and protocols in managing and administering a standardized test to a student consistent with Section 53E-4-312 and Rule R277-404;

(B) shall cooperate in good faith with a required student assessment;

(C) shall submit and include all required student information and assessments, as required by statute and rule; and

(D) shall attend training and cooperate with assessment training and assessment directives at all levels;

(vi) may not use or attempt to use an LEA computer or information system in violation of the LEA's acceptable use policy for an employee or access information that may be detrimental to young people or inconsistent with the educator's role model responsibility;

(vii) may not knowingly possess, while at school or any school-related activity, any pornographic or indecent material in any form;

(viii) may not knowingly use school equipment to view, create, distribute, or store pornographic or indecent material in any form; and

(ix) may not knowingly use, view, create, distribute, or store pornographic or indecent material involving children.

(3) An LEA shall report violations of Subsection (2) to UPPAC.

(4)(a) Failure to adhere to this Subsection (4) may result in licensing discipline in accordance with Rule R277-215.

(b) A penalty shall be imposed, most readily, if an educator has received a previous documented warning from the educator's employer.

(c) A professional educator:

(i) shall demonstrate respect for a diverse perspective, idea, and opinion and encourage contributions from a broad spectrum of school and community sources, including a community whose heritage language is not English;

(ii) shall use appropriate language, eschewing profane, foul, offensive, or derogatory comments or language;

(iii) shall maintain a positive and safe learning environment for a student;

(iv) shall make appropriate use of technology by:

(A) involving students in social media responsibly, transparently, and primarily for purposes of teaching and learning per school and district policy;

(B) maintaining separate professional and personal virtual profiles;

(C) respecting student privacy on social media; and

(D) taking appropriate and reasonable measures to maintain confidentiality of student information and education records stored or transmitted through the use of electronic or computer technology;

(v) shall work toward meeting an educational standard required by law;

(vi) shall teach the objectives contained in a Core Standard;

(vii) may not distort or alter subject matter from a Core Standard in a manner inconsistent with the law;

(viii) shall use instructional time effectively consistent with LEA policy; and

(ix) shall encourage a student's best effort in an assessment.

[R277-515-5. Professional Educator Responsibility for Compliance with LEA Policy](#)

Included in this section of Utah code in this section is the need to follow the specific policies and procedures of the Local Education Authority (LEA). The entire list can be found below and at the link above.

(1)(a) Failure to strictly adhere to this Subsection (1) shall result in licensing discipline in accordance with Rule R277-215.

(b) A professional educator:

(i) understands, respects, and does not violate appropriate boundaries:

(A) established by ethical rules and school policy and directive in teaching, supervising, and interacting with a student or colleague; and

(B) described in Subsection R277-515-2(1); and

(ii) shall conduct financial business with integrity by honestly accounting for all funds committed to the educator's charge, as school responsibilities require, consistent with LEA policy.

(2) An LEA shall report violations of Subsection (1) to UPPAC.

(3)(a) Failure to adhere to this Subsection (3) may result in licensing discipline in accordance with Rule R277-215.

(b) A penalty shall be imposed most readily, if an educator has received a previous documented warning from the educator's employer.

(c) The professional educator:

(i) understands and follows a rule and LEA policy;

(ii) understands and follows a school or administrative policy, procedure, or documented directive specific to a rule or policy;

(iii) resolves a grievance with a student, colleague, school community member, and parent professionally, with civility, and in accordance with LEA policy; and

(iv) follows LEA policy for collecting money from a student, accounting for all money collected, and not commingling any school funds with personal funds.

[R277-515-6. Professional Educator Conduct](#)

Conduct necessary for every school employee is listed in this Utah code. Some of the emphasized behaviors included are: integrity and honesty; communicating with civility; working to improve one's professional understanding, and; honoring all contracts. The entire list can be found below and at the link above.

(1) A professional educator exhibits integrity and honesty in relationships with an LEA

administrator or personnel.

(2)(a) Failure to adhere to this Subsection (2) may result in licensing discipline in accordance with Rule R277-215.

(b) A penalty shall be imposed most readily, if an educator has received a previous documented warning from the educator's employer.

(c) The professional educator:

(i) shall communicate professionally and with civility with a colleague, school and community specialist, administrator, and other personnel;

(ii) shall maintain a professional and appropriate relationship and demeanor with a student, colleague, school community member, and parent;

(iii) may not promote a personal opinion, personal issue, or political position as part of the instructional process in a manner inconsistent with law;

(iv) shall express a personal opinion professionally and responsibly in the community served by the school;

(v) shall comply with an LEA policy, supervisory directive, and generally-accepted professional standard regarding appropriate dress and grooming at school and at a school-related event;

(vi) shall work diligently to improve the educator's own professional understanding, judgment, and expertise;

(vii) shall honor all contracts for a professional service;

(viii) shall perform all services required or directed by the educator's contract with the LEA with professionalism consistent with LEA policy and rule; and

(ix) shall recruit another educator for employment in another position only within a LEA timeline and guideline.

