



Professional Teaching Standards Board

Code of Conduct

2001 Capitol Avenue
Emerson Building Room #128
Cheyenne, WY 82002
Office: (307) 777-7291 | Fax: (307) 777-8718
wyomingptsb.com



PROFESSIONAL CODE OF CONDUCT

Educators licensed by the Wyoming Professional Teaching Standards Board are expected to practice in line with the Rules and Regulations of the Board. In addition, professional educators are to understand the sanctity of trust placed in them by the parents/guardians of the children of Wyoming. The following three sections - Professional Educator, Technology, and Healthy Boundaries - aim to guide educators to professional practice in order to proactively address certain areas where the professional choice may not be an obvious choice. While certainly not exhaustive, this professional code of conduct is intended to be used as a tool to help guide and orient the educator's understanding of, respect for, and responsibility to the profession. Violating this code of conduct is not an independent basis for teacher discipline. Similarly, discipline may be imposed if a teacher violates the Board's rules regardless of whether that violation is also a violation of this code.

PROFESSIONAL EDUCATOR

- Adhere to federal and state laws, professional licensure requirements, and local school policies.
- Actively participate in and comply with Individualized Educational Programs and 504 plans.
- Ensure the workplace is free of sexual harassment or harassment of any kind. Any type of harassment should be reported immediately.
- Respect colleagues as fellow professionals and maintain civility when differences arise; resolve conflicts, whenever possible, privately and respectfully and in accordance with district policy.
- Respect differences; plan and advocate for inclusive groupings for instruction and other school activities so that plentiful, equitable, and quality educational opportunities are available for all students regardless of race, gender, family, social, or cultural background, national origin, political or religious beliefs, sexual orientation, or disability.
- Comply with inquiries regarding investigations and hearings initiated by the Professional Teaching Standards Board.
- Provide truthful information on all documents when applying for or renewing licensure.
- Protect students from any practice that harms them or has the potential to harm them.
- Use developmentally appropriate assessments for the purpose and manner they have been intended.
- Reflect on and assess your professional skills, content knowledge, and competency on an ongoing basis and commit to ongoing professional learning and development.
- Maintain confidentiality. Disclosure of information to persons who do not have both a right and a need to know is a violation of the law. Always respect the privacy of students and the need to hold in confidence certain forms of student communication, documents, or information obtained in the course of professional practice such as: grades, test scores, reports from related services personnel (school psychologist's reports, nurse, etc.), and information from community agencies (Department of Family Services, police department, etc.). Sensitive information shared by family members to you is confidential.
- Communicate with parents/guardians in a timely and respectful manner while maintaining appropriate confidentiality with respect to student information disclosed by or to parents/guardians unless required by law.
- Enhance the professional growth and development of new educators by supporting effective and supervised field experiences, mentoring, and induction activities across the career continuum.
- Recommend for employment only those educational professionals who have demonstrated professional and ethical behavior.
- Assign leadership roles equitably.
- Consider the implications and possible ramifications of engaging in a personal or professional relationship with parents/guardians, student teachers, colleagues, and supervisors.
- Conduct financial business with integrity and by honestly using property, facilities, materials, and resources in accordance with local policies and state and federal laws.

TECHNOLOGY

- Know your district's policy on the use of technology and communication.
- While using social media, maintain separate personal and

professional virtual profiles, keeping personal and professional lives separate and distinct. Always monitor your privacy/share settings as well as posts to-and-from contacts in order to maintain professionalism.

- Do not use your personal phone to text or call students.
- School computers are to be used only for school purposes at all times.
- Email students via your school-sponsored web site, computer, or email. Do not use your personal email account. Consider all emails public.
- Do not download sexually explicit or any inappropriate or questionable material on school computers.
- Exercise prudence in your posts. If you don't want the Superintendent reading it aloud to you in a meeting, don't post it.
- Be aware that once you post something, it may be there forever without any future control by you.
- Keep virtual work friendly. Do not use names of co-workers, bosses, or students in a negative connotation.
- Do not give out personal information.
- Movies, TV programs, internet sites, reading material, etc., used at school by you for students needs to comply with school district policy.

HEALTHY BOUNDARIES

- Maintain and communicate what

a professional relationship is with students inside and outside of school property or at extracurricular activities.

- Use caution in the way you touch students.
- Going to parties or socializing with students is inappropriate. Loose, inappropriate boundaries set the stage for harassment issues.
- Assigning or requesting students to do errands to meet personal needs is inappropriate.
- Inviting students to your home, especially when no one else is present, is inappropriate.
- A pattern of writing passes, making excuses, or providing rides home for a particular student or students is inappropriate.
- Respect students by taking into account their age, gender, culture, setting, and socioeconomic context.
- Always consider the implication of accepting gifts from or giving gifts to students.
- Do not engage in, solicit, or consummate any inappropriate written, verbal, or physical relationship with a student. It is never permissible to engage in romantic or sexual relationships with a student.
- Communicate to students with transparency and in appropriate settings, such as leaving your classroom door open during a private conversation.
- Affirm the helping nature of your relationship with students by assisting students obtain the

additional supports they may need — counseling, medical interventions, etc. Understand your professional limits and know when to refer to another professional.

- Ensure that a chaperone is present and available to students during off-campus school-sponsored activities (male chaperone for male students and a female chaperone for female students.)
- Model appropriate language for students. The use of profanity, vulgarity, put downs, sarcasm, hidden messages (e.g. sexual innuendos), or name calling, whether verbal or non-verbal, is inappropriate in the presence of students.
- Students need to be supervised at all times while in your classroom.
- Dress professionally – regardless of current trends. Dress in a manner in which you can be actively involved in student learning and activities and in a way that aligns to the mission and vision of the district.
- Do not use, possess, be under the influence of, or encourage the use of alcohol, illegal drugs, or the unauthorized use of drugs while on school property or at a school sponsored-activity.
- Entering into an adult relationship of any kind with a former student should be met with extreme caution. The professional educator never fosters an adult relationship with any student while the student is currently in school even if the educator is not or will never be the student's teacher.

WHAT'S NEXT?

Please check the back of your certificate for renewal requirements.

Standard Teaching License Renewal Requirements:
* Five (5) professional development credits *

Coaching Endorsement Renewal Requirements:
* Current 1st Aid/CPR certification *

Head Coaching Permit Renewal Requirements:
* Five (5) professional development credits *
* Current 1st Aid/CPR certification *

Assistant Coaching Permit Renewal Requirements:
* Current 1st Aid/CPR certification *

Permit Renewal Requirements:
* Five (5) professional development credits *

Native Language Permit Renewal Requirements:
* Written approval from the Tribal Council Committee *
* Verification of Employment form *

Professional, Industry, Careers (PIC) Permit Renewal Requirements:
* Copy of each valid professional license if required *
* Progress Report of Plan for Continued Professional Advancement *
* Five (5) professional development credits *

A list of PTSB-approved workshops is available on the PTSB website at <http://wyomingptsb.com>.
You can also look for professional development workshops through your school district
or take college courses for renewal credits.

Substitute teachers - you may contact your local school district's office for employment information

Online Account Registration

Please visit <http://wyomingptsb.com> to register your online account.
This account allows you to check the status of your license/permit, make changes to your
contact information, and check to see how many renewal credits you have on file.

Please keep your certificate in a safe place!

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