

**GAGC-R Employee Ethics**

6/10/21

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) expects its employees to protect the health, safety and general welfare of students and fellow employees. The District seeks to ensure the citizens of Cobb County a degree of accountability within the education profession and to help define unethical conduct justifying disciplinary action.

**RULE:****A. CODE OF ETHICS:**

The District recognizes teaching as a profession and adopts the Code of Ethics for Educators (Code) promulgated by the Georgia Professional Standards Commission.

**1. Certified Employees:**

The District recognizes that the Code sets appropriate standards for certified employees, and the District expects adherence to the Code by all certified employees.

**2. Classified Employees:**

The District recognizes that the Code also sets appropriate standards for classified employees and the District expects adherence to the Code by all classified employees.

**B. GENERAL PROVISIONS:****1. Notification:**

a. Employees shall notify Internal Audit of fraud or other prohibited actions as provided in Administrative Rule DIE-R (Fraud Prevention).

**2. Self-reporting:****a. Arrest:**

All employees of the District are required to notify their immediate supervisor and the Employee Relations office by the end of the next business day following their arrest. The term ARREST shall include physical arrest by law enforcement and/or any charges filed against the employee not resulting in a physical arrest.

**b. Driver's License/Traffic Citations:**

Any employee that operates a District vehicle is required to notify his/her immediate supervisor and the Employee Relations office at the beginning of the next business day following either of the following events:

(1) The employee receives a traffic citation; or

(2) The employee's driver's license is suspended, restricted, or revoked for any reason, whether the incident resulting in the suspension, restriction or revocation occurred on personal time or during work hours.

**3. Conflict of Interest:**

District employees are public employees. As such, they have the responsibility to uphold the public trust and to refrain from using their positions for private benefit.

Therefore, the following provisions apply to all employees:

**a. Disclosure:**

Administrative Rule GAG-R (Staff Conflict of Interest) contains specific, annual reporting requirements for all employees.

**b. Solicitation:**

(1) The soliciting of sales or services, the advertisement of products, or the endorsement of one product over another by District employees in their relations with students, parents/guardians or employees is prohibited.

(2) The provisions of Administrative Rule KJ-R (Advertising in the Schools) apply to employees as well as other persons, firms, corporations, or businesses.

c. **Personal Gain:**

Employees shall refrain from the exploitation of relationships with students, colleagues, educators, parents, school patrons, businesses or Board of Education members for personal gain or private advantage.

4. **Media Communications:**

In some instances, a District employee's interaction with media may wrongly appear to represent a District policy or opinion, may contain inaccurate information, or may wrongly appear to be on behalf of the District. For these reasons, employees should coordinate any such activity through the District's Communications Office and clarify with the media outlet that the employee is speaking in the personal capacity and not as a representative authorized to speak on behalf of the District or Board of Education.

5. **Job Requirements:**

Employees shall fulfill the primary function and all requirements as stated in their job description (Administrative Rule GBB-R [Professional Personnel Positions]) and as assigned by their immediate supervisor.

Reclassified an Administrative Rule: 9/1/04

Revised: 3/14/07; 8/8/07; 1/18/12

Revised and re-coded: 7/19/12 (Previously coded as Administrative Rule GBEA)

Revised: 8/20/12; 4/22/16; 12/14/18; 6/10/21

Legal Reference

O.C.G.A. 20-2-984.1	PSC-Adoption of standards of performance and a code of ethics
O.C.G.A. 20-2-989.20	Grade Integrity
O.C.G.A. 20-2-207	Online course on educator ethics
O.C.G.A. 20-2-982	Georgia Professional Standards Act - purpose