

# **Bylaws of the Cartersville Primary School Governance Council**

## **Article I**

### **Name**

The name of the local school governance structure at **Cartersville Primary School** will be called the **Cartersville Primary School Governance Council**, hereinafter referred to as the “**Council**” organized under the authority of the Cartersville City Schools System Charter approved by the Georgia State Board of Education on June 10, 2010, and the Cartersville City Board of Education, hereinafter referred to as the “**Board**.”

## **Article II**

### **Purpose**

Recognizing the importance of communication and participation of parents and the community in the efforts to educate our children, the Council establishes as its purpose the support of Cartersville Primary School. The Council shall work to support educational efforts of the school by working in a spirit of cooperation with school staff to improve student achievement and performance, provide support for teachers and administrators, and bring parents into the school-based decision-making process by working on education issues. The Council shall endeavor to bring parents and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other’s concerns and role, and share ideas for continuous school improvement.

The management and control of Cartersville Primary School shall be the responsibility of the Board, and the school leader shall be the Principal. The Council shall provide advice, recommendations, endorsements, and assistance; and represent the community of parents and local businesses in support of continuous school improvement. Each member of the Council, as a representative, shall be accorded the respect and attention deserving such election or appointment.

## **Article III**

### **Operational Date and Training**

Effective August 1, 2010, the Cartersville Primary School Governance Council shall be operational and replace the previous Cartersville Primary School Council organization. The Cartersville Primary School Governance Council shall become the governing body of the school under the authority and guidelines set forth by the Cartersville City Schools System Charter as approved by the Board and State Board of Education.

The Board shall provide training programs and activities to assist the school in carrying out the duties and responsibilities of the Council and to assist Council members. Such a program of training shall address at a minimum:

- (1) the organization of School Governance Council;
- (2) the Cartersville City Schools System Charter;
- (3) the purpose and responsibilities of the Council;
- (4) applicable laws, rules, regulations and meeting procedures;
- (5) important state and school system program requirements and initiatives; and
- (6) a model organization plan and Bylaws for the Council.

The training program shall be offered to Council members at least once per school year and more often if requested by the Council, Principal, or by the Board.

## **Article IV**

### **Membership**

#### Section 1.

Number and Qualifications. The Council shall consist of Eleven (11) members.

Members shall include:

- a. The Principal;
- b. Four parents or legal guardians of students currently enrolled in Cartersville Primary School, excluding parents or guardians who are also employed at the school. Parents or legal guardians who are employed by the Board, but not assigned to Cartersville Primary School are eligible to serve.
  - 1) *A substitute teacher working in the school may serve as a parent representative if they have a child enrolled at the school.*
  - 2) *School Board members, as parents or business persons, are disqualified from serving on Council, but are allowed to vote as a parent from an electing body, if otherwise eligible.*
  - 3) *While terms of office on the Council are for two years, a parent or legal guardian of any grade-level child enrolled in the school is eligible to vote and hold office, regardless of whether or not their child may be promoted from that school in one year, or less.*
  - 4) *A parent or legal guardian of a child receiving a majority of educational services at the school is eligible to serve on the Council.*
- c. Four full time, certified teachers, excluding any personnel employed in administrative positions;
  - 1) *“Teacher” as applicable to service on the Council means classroom teachers who provide instruction to students enrolled in the school. Media specialists, counselors, and instructional coaches are not eligible to serve on the Council.*
  - 2) *A teacher who has resigned but is currently employed is eligible to continue to serve on the Council until their effective date of the resignation.*
- d. Two business persons selected from all businesses that are designated school business partners or, if there are no business partners, from the local business community at large; and
  - 1) *There is no requirement that the business person’s official business address be located within the school district boundaries, but should be in the general area, e.g., Bartow County.*

- 2) *Church personnel, military personnel, and governmental personnel do not meet eligibility criteria for "business person." Business persons must be actively engaged in commerce to be eligible.*
- 3) *To be considered as a business person for the purpose of the Council, the person shall be in a leadership or management position which has some decision-making authority at or for the place of business.*
- 4) *Individual business representatives are appointed for membership on the Council, not the business itself.*

#### Section 2.

Age. Each member of the School Council shall be at least 18 years of age or older.

#### Section 3.

Tenure. Members shall serve for a term of two years. The term of office shall begin on July 1 and end on June 30. Parent and teacher members are eligible to be re-elected for subsequent terms by their electing body if eligible.

#### Section 4.

Resignation. Any member may withdraw from the Council by delivering to the Principal, Chairperson, or Secretary, a written resignation, or by giving verbal resignation during a meeting of the Council. Such verbal or written notice of resignation shall be recorded in the official meeting minutes.

#### Section 5.

Removal. Any member of the Council, who is no longer active, excluding the Principal, may be removed by an affirmative vote of at least four (4) other members of the Council at any regular or called meeting of the Council. A member of the Council shall be deemed inactive if the member has missed three (3) consecutive meetings of the Council. The Council shall determine the effective date of the removal. Furthermore, any member of the Council who has violated any standard of the Georgia Professional Standards Commission Educators' Code of Ethics (Appendix B) may be removed from the Council. Such removal shall be by an affirmative vote of at least four (4) other members at any regular or called meeting of the Council.

#### Section 6.

Compensation. Council members shall not receive any remuneration to serve on the Council or its committees. Reimbursement for travel expenses is not permitted.

## Article V

### Election of Members

#### Section 1.

Existing School Council Members. School Council members from the existing Council at the time of implementation of the new School Governance Council shall continue to serve out their elected or appointed term.

#### Section 2.

Electing Bodies. The electing body of the parent members shall consist of all parents and legal guardians eligible to serve as a parent member of the Council.

The electing body for the teacher members shall consist of all certificated personnel eligible to serve as an teacher member of the Council.

#### Section 3.

Elections. After providing public notice at least two weeks before the meetings, the Principal shall call a meeting of the electing body for the parent members and a separate meeting of the electing body for the teacher members during the months of April or May each year for the purpose of electing members for any vacant positions on the Council.

#### Section 4.

Election Method for Parents and Teachers. The Principal shall chair each meeting of the electing bodies for parent and teacher members. Members of the electing bodies may nominate eligible individuals for election to the Council, either by submitting such nominations in writing to the Principal before the scheduled election meeting or by making an oral motion at the meeting of the electing body. Individuals eligible to participate in the electing body for teachers shall not nominate parent candidates. Individuals eligible to participate in the electing body for parents shall not nominate teacher candidates. Nominations offered by individuals who are not eligible to participate in these electing bodies shall not be recognized. It shall be the duty of the Principal to assure that nominees are willing and eligible to serve.

Members of the electing body must be present to vote. Election of Council members shall be by plurality. In the case of more than one vacancy, one vote shall be taken with the number of highest vote recipients being elected to serve on the Council representing that electing body. Each qualified voter may vote for the number of vacancies on the ballot. In case of a tie in the voting process, then subsequent votes are required until the number of vacant positions is filled from the electing body. A person does not have to be present at the time of the vote to be elected to the Council.

The non-business members of the Council shall select the three businessperson members of the Council by majority vote at the August meeting if there are any vacancies.

- 1) *Qualified parents or legal guardians as recorded on official school records of a student enrolled in the school or those whose child is currently enrolled in a lower grade-level school currently and will be enrolled in Cartersville Primary School for the next school year may vote.*

## Article VI

### Vacancy on the Council

The office of Council member shall be automatically vacated:

- (1) if a member resigns,
- (2) if a member is removed by action of the Council pursuant to Article IV, Section 5 of these Bylaws, or
- (3) if a member no longer meets the qualifications for membership specified by these Bylaws.

An election within the electing body for a replacement to fill the remainder of an unexpired term shall be held within sixty (60) days of the date of the resignation, removal, or disqualification; unless there are ninety (90) days or less remaining in the term in which case the vacancy shall remain unfilled until a replacement is selected by normal election/appointment processes as stated in these Bylaws.

## Article VII

### Officers

#### Section 1.

Number and Term of Office. The officers of the Council shall be a chairperson, vice chairperson, and secretary. Officers shall hold office concurrently with their term of membership on the Council.

#### Section 2.

Election. Officers of the Council shall be elected at a meeting of the Council following the annual election of Council members, as needed. The Principal shall conduct the process of election of the officers, as needed.

#### Section 3.

Vacancies. A vacancy in any office at any time and from any cause shall be filled for the unexpired term at the next meeting of the Council. A member does not have to be present at a meeting in order to be elected as an officer.

#### Section 4.

Chairperson. A non-principal member of the Council shall serve as chairperson of the School Council and perform all of the duties required by these Bylaws. The Principal shall cause to be created the transformation of the existing School Council to School Governance Council by convening the current School Council members; setting the initial agenda and meeting time; and notifying all School Council members of the same. The School Council shall adopt these Bylaws and hence become the School Governance Council.

The Principal and/or Council chairperson shall speak for and represent the Council in all Council matters before the Board. The Principal shall communicate all Council requests for

information and assistance to the Superintendent or his/her designee and inform the Council of responses or actions of the Superintendent.

The Principal shall cause to develop the School Improvement Plan (SIP) and school operational plans and share such plans with the Council for review, comments, endorsement, and recommendations. The Principal shall develop the agenda along with the Chairperson for each meeting of the Council after taking into consideration suggestions of Council members and the urgency of school matters; and he/she shall provide to the Council appropriate and applicable information from the State Board of Education, Georgia Department of Education, and the Board.

The Principal or chairperson shall cause the signing of the required affidavit on each occasion should the Council elect to close a meeting and enter into executive session as allowed. The signed affidavit shall be included in the Council minutes.

#### Section 5.

Vice Chairperson. The vice chairperson shall, in the absence or disability of the chairperson, perform the duties and exercise the powers of the chairperson and shall perform such other duties as shall from time to time be imposed upon him or her by the Council.

#### Section 6.

Secretary. The secretary shall act as clerk of the Council, and be responsible for recording all votes and minutes of all proceedings in a book to be kept for that purpose. The secretary shall give or cause to be given notice of all meetings of the Council and shall perform other duties as may be prescribed by the Council or the chairperson.

## Article VIII

### Meetings of the Council

#### Section 1.

Place of Meetings. All official meetings of the Council shall be held at Cartersville Primary School in a location determined by the Principal. Training meetings provided by the Board may be held at any location designated by the Superintendent or his/her designee.

#### Section 2.

Regular Meetings. The Council shall meet monthly. The Council shall prescribe the time, place, and dates of its regular meetings. The schedule of the regular meetings shall be available the general public, including the legal organ of the Cartersville City Schools, and shall be posted in a conspicuous place available to the public at the school which should in addition include posting on the school web site.

- 1) *A regularly scheduled meeting which does not have a quorum of the members present does not have to be rescheduled.*

### Section 3.

Called Meetings. The Council shall meet at the call of the Principal, chairperson, or at the request of a majority of the members of the Council. All required notices of meetings must be adhered to for called meetings.

### Section 4.

Notice. Notice by mail shall be sent by the secretary or Principal to Council members at least seven (7) days prior to any and all regular meetings of the Council. E-mail notification is acceptable. The secretary or Principal shall notify the legal organ of the Cartersville City Schools, in writing or by telephone or by fax, of any called meetings of the Council at least 24 hours in advance of the meetings. The secretary or Principal shall also post a written notice at the school and on the school web site of any called meetings for at least 24 hours in advance.

- 1) *The Council may meet during normal school hours or before or after school hours, but in all cases must be announced to the public at least 24 hours in advance.*
- 2) *The Council may notify the media of all dates, times and locations of Council meetings for the entire school year, July 1 through June 30, with additional notice to the media for cancellations, date and time changes, and called meetings.*

### Section 5.

Agenda. The chairperson and Principal shall develop an agenda for each meeting of the Council after taking into consideration suggestions of Council members and the urgency of school matters. An item may be added to the agenda at the request of three or more Council members. The agenda shall be available to the public upon request, and the chairperson shall cause to be posted the agenda at the meeting site as far in advance of the meetings as reasonably possible.

### Section 6.

Quorum. A majority of the Council members shall be necessary to constitute a quorum for the transaction of any business.

### Section 7.

Vote Required for Action. At all meetings of the Council, every question shall be determined by a majority vote of members present, representing a quorum. Each member of the Council is authorized to exercise one vote. Council members must be present to vote. There shall be no representation by proxy of any member of the Council at any meeting.

### Section 8.

Minutes. The secretary shall be responsible for recording all votes and minutes of all meetings. The minutes shall include the names of the members present and a description of each motion or proposal made. In recording votes, the minutes shall state the name of each person voting for or against a proposal if a roll-call vote is taken. In all other votes, it shall be presumed that the action taken was approved by each person in attendance unless the minutes reflect the name of the person voting against the proposal or abstaining. The secretary shall provide a copy of the minutes to each Council member at the next regularly scheduled Council meeting.

The minutes shall be open to public inspection once approved as official by the Council, but no later than immediately following the next regular meeting of the Council. Minutes shall become permanent records of the Council and shall be in the custody of the Principal and maintained in the school office.

#### Section 9.

Public Access. All meetings of the Council shall be open to the public unless specifically exempt in the Open Meetings Act, O.C.G.A. § 50-14-1, et seq. If a meeting or portion thereof is closed to the public, all Council members present shall sign the affidavit required by the Act.

## Article IX

### Council Responsibilities

#### Section 1.

The Cartersville Primary School Governance Council is entrusted with the responsibility of governing the actions of the Council, providing input, making recommendations to the principal and Board, and rendering decisions regarding various aspects of the school program. The Council does not have the authority to legally bind the school system or to contract or assume debts or obligations on behalf of the school or the school system. Additionally, the Council will not incorporate or form any other business entity.

The Council may provide advice and recommendations in the following areas:

#### Communication and Parent Involvement

- School-parent and school-community communication strategies
- Parent-community involvement plans
- School profile (academic performance, academic progress services, awards, interventions, environment, etc.)
- School calendar

#### Budgeting

- School budget priorities
- Capital improvement projects
- Audit findings

#### School Improvement

- School improvement plans
- School and staff attendance
- Curriculum goals and priorities

#### Policy

- Bylaws
- School Board policies under review or consideration
- School and system code of conduct

#### Rewards and Recognitions

- School climate
- Student, faculty and staff



### Evaluation and Review

- Accreditation reviews
- School report cards issued by the state
- Program evaluation data
- Annual Council self-evaluation

### Personnel

- Selection of school principal when a vacancy occurs

1) *A vacancy in the school Principal position relates solely to the Principal, and does not include assistant administrators.*

### Section 2.

Financial Awards. The Council shall determine the distribution of any financial award to non certificated personnel received by the school from the Office of Education Accountability as provided by O.C.G.A. § 20-14-38.

### Section 3.

Accountability. The members of the Council are accountable to the constituents they serve and shall:

- a. Maintain a school-wide perspective on issues;
- b. Regularly participate in Council meetings;
- c. Participate in information and training programs provided by the Board;
- d. Act as a link between the Council and the community;
- e. Encourage the participation of parents and others within the school community; and,
- f. Work to support continuous improvement in student achievement and performance.

### Section 4.

Code of Ethics. The members of the Council shall abide by the letter and intent of the Georgia Professional Standards Commission *Code of Ethics for Educators* hereby included as part of the Bylaws of the Council.

## **Article X**

### **System Representation**

The Council will select two representatives to serve on the System Charter Advisory Panel (SCAP) annually. At least one representative must be a parent member of the Council. The Principal is not eligible to be a representative on the SCAP.

The SCAP representatives will meet with the Superintendent and/or his designee(s) at least two times during the year in an effort to communicate system initiatives and issues. SCAP members are to provide a means of communication between the respective Councils from other schools in the system and the Superintendent's Office.

## Article XI

### Operational Agreements

#### Section 1.

Relationship with the Cartersville City Board of Education. The Council may request information, including budget information, from the Board, which will be provided unless specifically made confidential by law. An employee of the school system, as designated by the Superintendent, shall attend Council meetings as requested by the Council to respond to questions the Council may have concerning information provided to it by the Board or actions taken by the Board. Requests for information from the Board or Superintendent shall be made by a motion, second and subsequent affirmative vote by the Council. The minutes of the Council shall reflect such action.

The Board shall respond to each recommendation of the Council within sixty (60) days after being notified in writing of the recommendation. The Board shall have the authority to overturn any decision of the Council.

- a. Public notice shall be given to the community of the Board's intent to consider School Council reports, recommendations, or other decisions of the Council. Notification is perfected when the Board officially receives written communication in a meeting (regular, called or work session) of the Board of the Council's report, recommendation or other decision. After initial receipt of a Council item, the Superintendent or his/her designee is responsible for placing the item(s) on the Board agenda within sixty (60) calendar days.

The publishing of the Board meeting agenda listing the Board's intent to consider the School Council's reports, recommendations, or other decisions shall constitute public notice.

- b. The Superintendent or his/her designee is responsible for notifying the Principal in advance, in writing (e-mail is acceptable notice), that the Board shall hold a meeting and at such meeting the Board intends to consider the Council's report, recommendation or any decision made by the Council.

The Principal shall notify Council members of the Board meeting to consider a Council report, recommendation, or any other decision of the School Council.

- c. The Principal and/or chairperson shall speak for and represent the Council in all matters before the Board. At the Board President's discretion, other members of the Council may be allowed the opportunity to present information.
- d. A majority of the Board members present, representing a quorum, may vote regarding a Council decision.

Section 2.

Relationship with existing governing bodies of the school. The Council shall recognize the governance structure of the school. The Council shall recognize that day-to-day operations of the school are under the specified authority of the Principal.

**Article XII**

**Committees, Study Groups, Task Forces**

The Council may appoint committees, study groups, or task forces for such purposes as it deems helpful and may utilize existing or new school advisory groups.

**Article XIII**

**Immunity**

The Council shall have the same immunity as the Board in all matters directly related to the functions of the Council.

**Article IX**

**Parliamentary Authority**

*Robert's Rules of Order Newly Revised* shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or state law.

**Article XV**

**Amendment of Bylaws**

These Bylaws may be amended at any meeting of the Council, provided that the amendments have been submitted in writing at the previous Council meeting and are not inconsistent with applicable federal or state law, Cartersville City Board of Education policy, or the Cartersville City Schools System Charter. Action by the Council with respect to the Bylaws shall be taken by the affirmative vote of at least five (5) members.

Appendix A

**Affidavit for School Council Meeting**

The undersigned chair or presiding officer, under oath, certifies that a meeting of the Cartersville Primary School Governance Council held on \_\_\_\_\_ (date), the Council closed its meeting as permitted by the Open Meetings Act of Georgia. The only matters considered or discussed during the closed portion or executive session of its meeting is as checked below.

\_\_\_\_\_ To discuss or deliberate upon the appointment, recommendation of a Principal for this school in accordance to the Bylaws of the Council and/or the policies of the Cartersville Board of Education.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Chair or Presiding Officer

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

Sworn to and Subscribed before me  
On the above indicated date:

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Notary Public, State of Georgia  
Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

## Appendix B

### CODE OF ETHICS

**Standard 1: Legal Compliance-** An educator should abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense including the manufacture, distribution, trafficking, sale or possession of a controlled substance or marijuana as provided by law; or any other sexual offense; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought, a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

**Standard 2: Conduct with Students-** An educator should always maintain a professional relationship with all students both in and out of the classroom. Unethical conduct includes but is not limited to:

1. committing any act of child abuse, including physical and verbal abuse;
2. committing any act of cruelty to children or any act of child endangerment;
3. committing or soliciting any sexual act with a student or soliciting such from a student;
4. engaging or permitting harassment of or misconduct toward a student;
5. soliciting, encouraging, or consummating an inappropriate written, verbal, electronic or physical relationship with a student; and;
6. furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student under the educator's supervision or control (including but not limited to the educator's residence) to consume alcohol, or illegal/unauthorized drugs.

**Standard 3: Alcohol or Drugs-** An educator should refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:

1. being on school premises or at a school-related activity involving students while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
2. being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum; i.e., Foreign Language trips, etc.); and
3. failing to monitor and/or prevent the use of alcohol or illegal or unauthorized drugs by students are under the educator's supervision (including but not limited to at the educator's residence or other private setting).

**Standard 4: Honesty-** An educator should exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting or omitting:

1. professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
2. information submitted to federal, state, local school districts and other governmental agencies;
3. information regarding the evaluation of students and/or personnel;
4. reasons for absences or leaves;
5. information submitted in the course of an official inquiry/investigation; &
6. information submitted in the course of professional practice.

**Standard 5: Public Funds and Property-** An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. misusing public or school-related funds;
2. failing to account for funds collected from students or parents;
3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including requests for compensation based on fraudulent, purchased or plagiarized degrees, documents, or coursework);
4. co-mingling public or school-related funds with personal funds or checking accounts;
5. using school property without the approval of the board of education or authorized designee; and
6. using school system property for personal gain.

**Standard 6: Remunerative Conduct-** An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

1. soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the Board or authorized designee;
2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
3. tutoring students assigned to the educator for remuneration unless approved by the Board or Superintendent; and
4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the Board or Superintendent. These types of activities must also be in compliance with all rules and regulations of the Georgia High School Association.

**Standard 7: Confidential Information-** An educator should comply with state and federal laws and state and local Board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:

1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. sharing of confidential information restricted by state or federal law;
3. violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating system or state directions for the use of tests or test items, etc.; and
4. violation of other confidentiality agreements required by state or local policy.

**Standard 8: Abandonment of Contract-** An educator should fulfill all the terms and obligations detailed in the contract with the Board for the duration of the contract. Unethical conduct includes but is not limited to:

1. abandoning the contract for professional services without prior release from the contract by the employer, and
2. willfully refusing to perform the services required by a contract.

**Standard 9: Required Reports-** An educator should file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:

1. failure to report all requested information on documents required when applying for or renewing any certificate with the PSC;
2. failure to make a required report of a violation of one or more standards of the Code of Ethics for Educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and

3. failure to make a required report of any violation of state or federal law as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

**Standard 10: Professional Conduct-** An educator should demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession. Unethical conduct is any conduct that impairs the certificate holder's ability to function professionally in his/her employment position, or a behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

**Standard 11: Testing-** An educator shall administer state and locally mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

1. committing any act that breaches test security; and
  2. compromising the integrity of the assessment.
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