

NUMBER: 342

SUBJECT: STANDARDS OF CONDUCT-PROFESSIONAL ORGANIZATIONS-  
CLASSROOM MANAGEMENT

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 17, 2019

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**342.1 – POLICY**

Bridgerland Technical College encourages all employees to maintain standards of appropriate and professional conduct in the performance of their official duties. The standards for professional conduct and responsibility listed below are intended as general guidelines to assist in determining and communicating what appropriate conduct is and should be. These are general standards to which employees are expected to adhere.

**342.1.1 – APPEARANCE**

A professional and appropriate appearance is encouraged for all employees. Care should be taken to dress in a manner which reflects positively on the profession and the College. Dress should be appropriate for the particular job assignment. Safety of employees and students should be considered a paramount factor in assessing the appropriateness of employee dress. The other primary factor in determining the appropriateness of dress is the professional and positive image to be portrayed on behalf of the College.

It is the responsibility of each department head, supervisor, and other appropriate authority to assist in advising employees of dress behavior that is not consistent with this policy in an effort to improve or correct the situation. This should generally be done in a confidential and informal manner. In instances where an informal process is not successful, the supervisor may use more formal means, including a written recommendation provided to the employee with a copy placed in the employee's personnel file. In severe situations, employees may be subject to appropriate disciplinary action including probation or dismissal.

**342.1.2 – PROFESSIONAL ORGANIZATIONS**

Bridgerland professional employees are encouraged to participate in professional organizations related to their work assignment as a means to promote continued professional education and development.

College employees wishing to join and participate in professional organizations as part of their continued employment responsibilities for purposes of continued professional development may do so with the approval of their supervisor. Reasonable costs associated with this affiliation will be charged to the respective department budget and require the use of an appropriately approved purchase order or an appropriately approved Travel Authorization and Reimbursement Form.

Bridgerland employees wishing to join and participate in professional organizations on their own, at their own expense are encouraged to do so. This participation does not require notification or permission from College supervisors, except that supervisory permission is needed if the training workshops will be conducted during regular work time.

**342.1.3 – UNIONS OR EMPLOYEE ORGANIZATIONS**

Bridgerland does not recognize any union or employee organization and does not engage in any negotiations with them. Employees may participate, at their own expense and on their own time, in any of these organizations as they may see fit. It is the responsibility of individual employees to determine the value, if any, that may be derived from participation in such an organization.

**342.1.4 – CLASSROOM MANAGEMENT AND DISCIPLINE**

Classroom management, student safety, and student discipline are basic responsibilities of each and every educator or instructor at the College. The following list is intended as general guidelines to be followed in maintaining appropriate classroom management and discipline.

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**342.1.4.1** – Faculty members should engage in reasonable and substantial preparation for the teaching of their courses, appropriate to the educational objectives to be achieved.

**342.1.4.2** – Faculty members should meet scheduled classes and be on time. As a general rule, class schedules should not be altered or classes canceled. In rare instances, where internal or external scheduling conflicts exist or for emergency situations, classes may be rescheduled or canceled only after adequate notice is given to students and to the applicable Vice President for Instruction, the appropriate department head, and/or other appropriate administrative official(s).

- (a) Failure to meet a class without prior notice to students is only allowable for emergency reasons beyond the control of the faculty member.
- (b) Failure to follow this policy may result in appropriate disciplinary action.

**342.1.4.3** – Faculty members should inform students of the general content, requirements, and evaluation criteria at the beginning of any course that they teach. This should be accomplished through the use of a course syllabus. Faculty members should evaluate student course work promptly, conscientiously, without prejudice or favoritism, and consistently within the criteria stated at the beginning of the course and related to the legitimate academic purposes of the course.

**342.1.4.4** – Faculty members with teaching responsibilities should inform students of and maintain regular office hours for consultation with students or should otherwise assure accessibility to students.

**342.1.4.5** – To ensure high quality instruction and continual safety standards are met, a faculty member should be present in classrooms and labs during hours when students are present.

**342.1.4.6** – Faculty members should conduct conversations about corrective action and/or discipline issues in a private confidential setting whenever possible. However, immediate action may be necessary if a student is demonstrating dangerous usage of tools/materials and/or displaying threatening actions or using threatening language.

Documentation of corrective action conversations should be completed by faculty members that clearly identifies the issues, specific actions to be taken, and the resulting consequences if they are not. Corrective action documentation should be submitted to Student Services for storage in the student's permanent file.

**342.1.4.7** – Faculty members should not plagiarize the work of students or other faculty. When faculty members and students work together, appropriate credit should be given to the students. Faculty members should not limit or curtail the right of any student to publish or otherwise communicate the result of the student's own independent scholarly activities.

**342.1.4.8** – Faculty members should not use their positions and authority to obtain uncompensated labor or to solicit gifts or favors from students. Faculty members should not ask students to perform services unrelated to legitimate requirements of a course, unless the student is adequately compensated for such services. However, nothing in this policy should be construed to limit the responsibility of students to assist in keeping their classroom and lab clean and in a usable condition. Because of the nature of training at Bridgerland, regular cleanup after educational activities should be considered to be a student responsibility. It is up to each respective department and faculty to determine the appropriate level of student involvement in cleanup activities.

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**342.1.4.9** – Faculty members should respect confidentiality of information they obtain from students, except as required by law, and then only to persons entitled to such information by law or institutional regulation. Faculty members may, however, report their assessment of a student's performance and ability to persons logically and legitimately entitled to receive such reports. Examples of this include satisfactory progress reports required by sponsoring agencies or entities.

**342.1.4.10** – Faculty members should create and maintain an environment in which students are provided the opportunity to do original thinking, research, writing, and teamwork.

**342.1.4.11** – Faculty members should avoid the misuse of the classroom by preempting substantial portions of class time for the presentation of views on topics unrelated to the subject matter of the course. Faculty members should not reward agreement with, nor penalize disagreement with, his or her viewpoints on controversial topics.

**342.1.4.12** – Faculty members should not engage in the sexual harassment of students. For further guidance on this subject, please see Policy 300.339.

**342.1.5 – MAINTAINING AN APPROPRIATE LEARNING ENVIRONMENT**

It is the responsibility of each employee, full- or part-time, to maintain an atmosphere and learning environment that is to the benefit of Bridgerland students and other patrons. In addition to specific job descriptions and duties, all employees should be cognizant of the learning environment and behave in a professional and responsible manner in maintaining such an environment. This includes, but is not limited to, encouragement of appropriate student conduct in or out of class, cleaning up minor spills or litter that they may come in contact with, or arrange for the appropriate employee to do so, and any other conduct that will help to maintain an appropriate learning environment.

**342.1.6 – CHILDREN AT WORK**

The presence of an employee's minor child in the workplace is unproductive and should be avoided except in emergency situations. This is established to avoid disruptions in job duties of College employees, reduce property liability, and maintain the College's professional work environment.

In the event of an emergency, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the minor child accompany the employee while working. Factors to be considered are the age of the minor child, length of time, work environment, and possible disruption(s). Consideration will not be given for minor children with an illness.

Any minor child brought to the workplace in unavoidable situations will be the responsibility of the employee and must be accompanied and directly supervised at all times.

**342.2 – PROCEDURES**

The College encourages direct conflict resolution between department heads and faculty whenever concerns arise. Employees who violate standards of conduct may face disciplinary action including, but not limited to, warnings, probation, suspension, or dismissal as outlined by the Disciplinary Procedures Policy 300.311.