

Faculty Code of Conduct

The Eastman Community Music School is committed to the highest standards of ethical and professional conduct. Each faculty, staff member or student employee acting on behalf of the ECMS is expected to adhere to the school's standards. This document serves as a guide/example and is not meant to detail all possible instances of unethical or unprofessional behavior. The ECMS school administration is available to consult in advance of implementation any item/issue of possible faculty concern.

1) Travel with Students:

- a. All travel with minor students, no matter how near or how far, and regardless if parents are present or not, must be reported to the school and approved by the school before it occurs. This includes local, national or international travel. See separate permission form for ECMS student trips.
- b. Faculty/staff shall not drive minor students (under 18) in their personal vehicle unless specifically authorized in writing by the Associate Dean and the minor's parent or legal guardian. Driving with minors not only puts the school at risk but also puts the teacher at their own personal risk. Please note that the University's auto insurance will not cover accidents or damage until the automobile owner's personal auto coverage is exhausted, and only then if the accident/damage occurs in connection with ECMS business, if approved by the Associate Dean. The vehicle owner is also responsible for any deductibles.
- c. If a faculty member encounters a student on campus whose ride has failed to show up, they should put that student in direct contact with UR Public Safety 275-3333. Do not offer to drive the student to his/her home.

2) Students and Issues of Money: Exchange of money for any reason between a student or family member and a faculty member can create a serious conflict of interest and is prohibited. The following are some examples of what not to do:

- a. It is not permissible to teach your private students at Eastman, this constitutes misuse of Eastman resources and is problematic and unprofessional for many reasons.
- b. If a student comes to you via the ECMS, you may not take him/her as a private student.
- c. Faculty and/or accompanists must not charge students for ECMS accompanying services. Faculty and accompanists must adhere to the ECMS accompanying policy (see separate document in faculty handbook).
- d. It is not permissible to teach your ECMS students extra lessons for private payment.
- e. It is not permissible to charge ECMS students a surcharge or extra for their lessons, ensembles or classes. All charges for lessons given to students enrolled in ECMS (including during summer periods or school holidays) must be billed by and paid to ECMS at its established rates.
- f. Faculty members may not purchase items and then re-sell them to students (act as middle-man). Instrument and/or accessory purchases must occur directly between the vendor and the student/family. Faculty members may recommend a particular instrument and/or accessory or specific sheet music, but not be involved in the purchase and resale of these items.

- g. Gifts given to teachers must not be reciprocated with “free” lessons. This amounts to a quid pro quo (you give me gifts and I give you lessons).
 - h. Student scholarship information is private: Many of our graduating students are awarded scholarships when they apply to college. Please know that this is private information and details of awards are strictly between the college’s financial aid office and the family. This is also true for ECMS scholarships.
 - i. Faculty members who offer a “trial lesson” must do so at no cost (no exchange of money) and if the student is under 18, the faculty member must insist that the parent is present, in the room, at the lesson.
- 3) Standards of conduct with ECMS students: The following are examples detailing some of the typical conduct interactions our teachers have with our students.
- a. ECMS faculty must focus on the art of teaching and on their privileged role as mentors / teachers, and they must respect personal boundaries.
 - b. Students and their families are to be treated with complete professionalism and respect. “Old school” teaching methods including yelling, bullying or use of intimidation will not be tolerated in the ECMS.
 - c. ECMS faculty must not attempt to dictate/control the private lives of their students. For example, ECMS faculty members must not dictate whether or not their students may participate in sports, musicals or any other extracurricular activity. One may make recommendations but not dictates i.e. “if you do such and such in your private life, I will no longer accept you as a student”. Once students leave our studios/classrooms, they and their parents make all of their personal choices. Offering students/parents counsel on things like what music courses to take, what ensembles to perform in, and where to go on to study at the college level are all appropriate and are all part of teaching music. However these suggestions must be offered as recommendations and not as dictates.
 - d. Student’s home school takes precedent over ECMS: Our faculty members are respectful of their students’ public/private school teachers, and make every effort to accommodate their students’ school schedules.
- 4) Teaching at multiple schools: Some of our faculty members teach in more than one area school.
- a. All full and part-time faculty with benefits maintain ECMS as their sole *community music teaching position*. They may hold teaching positions at the college level or in public/private elementary, middle or high schools, but not at the community music school level. Their entire community recruiting efforts must be in support of their ECMS position and thus not conflict with other community music schools.
 - b. Interns and TAR faculty, have no restrictions as regards to teaching in multiple schools of any kind.
 - c. It is important that teachers who teach in multiple schools be sensitive about influencing their students regarding changing schools. Faculty members should not encourage their ECMS students to leave ECMS for another school. Faculty members should not encourage their students to leave other institutions to come to ECMS.
- 5) Students changing teachers:

- a. Most requests to change applied teachers normally come from the student. If this happens, we will follow the procedure detailed in the Faculty Handbook (Requests for a change of teacher)
 - b. ECMS teachers do not recruit students from other ECMS faculty or faculty at other institutions.
 - c. If a student approaches you to ask if you would take them as a student then you may say yes/no. If you wish to take this student while they are studying with another teacher, follow the procedure detailed in the Faculty Handbook (Requests for a change of teacher).
 - d. When teaching a student on a short-term basis (during the summer, for example), it is important to avoid recommending a change of teacher back home. If after studying with you they decide, on their own, that they need a new teacher back home, then that is their decision. If they ask you for a recommendation, it is appropriate to offer it, but we should not tell them they need to change teachers.
 - e. On rare instances, a teacher may suggest a student change from themselves to another teacher for reasons of a particular expertise. This is perfectly fine.
- 6) Student gossip, rumor, or disturbing information: As a general rule, it is a good idea to keep our teaching environment serious and focused on learning to perform music, which is why our students come to us in the first place. Of course giving counsel on things like what music courses to take, what ensembles to perform in, and where to go on to study at the college level are all appropriate and are all part of teaching music.
- a. Student gossip: Sometimes our students will come to us with what could be labeled as “typical teenage gossip”. It is important to remember that we are here to teach music, not guide students through what can be difficult or even hurtful teenage behavioral issues. When issues of gossip / rumor come up, it is best to avoid any protracted discussion. Instead, get right back to the business of teaching music. It may be tempting to feel and act parental with students in these situations, but it is usually best to leave these discussions between the students and the student’s parents.
 - b. Never discuss sensitive issues about another student with any of your students or their parents, even if they bring these issues to you. It leaves you open to being quoted among students, for example – “instructor so and so from Eastman said such and such about you”. Once we have entered the world of teenage gossip, we have left our area of expertise and we are open to being dragged into the gossip circle, all of which distracts us from teaching. If the information your students have brought to you is clearly in the realm of teenage gossip, it is OK to say, “I’m not an expert of these kinds of things, it would be best if you discussed this with your parents”.
 - c. Dealing with real difficulties concerning a student’s home life: Sometimes students are going through difficulties in their home lives and these difficulties invariably come to our attention. This is not a case of gossip, but of real hardship that unfortunately, some students experience. These difficulties may include: divorce, a death in the family, severe illness, having to move etc. In these kinds of situations, a sympathetic ear is all that most students are seeking, and needless to say, sympathy in these kinds of situations is always appropriate and encouraged. In the case of

financial difficulties like the loss of a job or suddenly having catastrophic medical bills etc. the director may be able to help by offering tuition assistance.

- d. We depend on our faculty to be aware of the difference between lending a sympathetic ear and becoming involved in counseling students through difficult situations. It is one thing to be sympathetic; it is another thing to become involved with trying to solve our student's problems by ourselves.
- e. Deciphering information which is disturbing, dangerous or possibly illegal: On rare occasions, our students may come to us with information which is disturbing or dangerous or possibly even of an illegal nature. If we hear this kind of information, it is important to listen to what your students says and then tell the student that you will be looking into how to help with this problem and that you will get back to them and to their parents. Don't take these kinds of situations on by yourself. It is imperative that you report what you have heard to the director right away. The director will seek professional help from UR resources. When in doubt, bring your concerns to the Associate Dean.

7) Maintaining Professional Standards:

- a. Faculty/staff must be professional in their dress, hygiene, punctuality, manners, attendance, and communication.
- b. Faculty/staff must know and follow school policies, and provide friendly, prompt and clear communications with students, student's families, office staff and fellow faculty.
- c. If you have questions about a rumor, come to the office and inquire about it. The Associate Dean has an open door policy. All questions are valid and questioning news and policies is perfectly acceptable at any time.
- d. Faculty/staff must not complain about their work conditions to students, parents or colleagues. If faculty/staff have a complaint, they should see appropriate administrative staff.
- e. Encouraging student's parents to petition the school on your behalf is inappropriate and will not be tolerated. If you have a concern, see the appropriate school personnel.

8) KEY PRINCIPLES IN REPORTING OF TIMELY INFORMATION (From UR President)

You should report to your supervisor or an appropriate senior administrator:

- a. Information about a danger to persons or property.
- b. Information about conduct that violates a law or regulation or significant University policy (such as our Code of Conduct or our Policy Against Discrimination and Harassment).
- c. Information about conduct that has a adverse impact on the work environment or the operations of the University.
- d. Information about misuse of University property or information.
- e. Information that could lead to a potential government or private legal action against the University.
- f. Information that might be reported in the press.
- g. Information that could have an adverse financial impact on the University or any of its academic or operating divisions.

- h. Information that is materially different from that reported to the Board of Trustees or in public statements of the University.
- i. IF IN DOUBT – REPORT. If you are in doubt about the importance of information, always report the information to your supervisor or another appropriate manager.
- j. In making judgment calls about reporting important information, put yourself in a supervisor's shoes and ask yourself whether the information is something that she/he would want to know.
- k. The general rule should be to report the information to your supervisor if possible, even if the information does not directly involve your work area. Your supervisor can help ensure that information gets to the right person.
- l. You should treat the information you report with appropriate confidentiality. You should not share sensitive information with University personnel, or others outside the University, who are not in a position to deal with the matter.

9) UR Child Safety Guidelines:

- a. ECMS faculty must complete background check permission form every three years
- b. ECMS faculty must insure their students are registered before they teach them (exception see #2 i above)
- c. ECMS faculty must have their minor student's parents contact information with them when they are teaching
- d. ECMS faculty must insure their student's parents have their contact information
- e. ECMS faculty must attend child safety training sessions
- f. Direct and personal electronic communications (including but not limited to email and social media) between a faculty or staff and a minor student should be limited and should generally not occur without another adult being included in the communication. It is also recommended that electronic communications that are being broadly distributed to a group of program participants have parent's emails included in the communication.
- g. Faculty/staff shall not take photos of students that are unrelated to the program on personal cell phones or cameras, without the permission of the minor's parent or legal guardian. Pictures should never be taken in a closed room in a 1:1 setting, without advance permission of the student's parent.
- h. Adult employees shall not hit, physically assault, abuse or inappropriately touch children; use language, make suggestions or offer advice that is sexually inappropriate, offensive or abusive; behave in a manner that is sexually provocative; act in ways intended to shame, humiliate, belittle or degrade children; or otherwise perpetrate any form of emotional or physical abuse.
- i. Adult employees shall not have personal and private (one on one) contact with minor participants in programs for minors outside of the program. This restriction does not apply to incidental contact in public or to situations where the adult is invited by the parents or guardian of the minor to participate in an event that includes other adults outside of the program.

- j. Adult employees shall not provide alcohol or illegal drugs to any minor and shall take active steps to address the situation (e.g. by notifying a supervisor) if a minor is discovered with alcohol or illegal drugs.
 - k. Adult employees shall not provide prescription drugs or any medication to a minor unless specifically authorized in writing by the minor's parent or legal guardian, or in emergency circumstances. Adult employees shall take active steps to address the situation (e.g. by notifying a supervisor) if a minor is discovered with prescription drugs or medications that the minor's parent or guardian has not informed the program about and approved.
 - l. Adult employees shall not make sexual materials in any form available to minors or assist them in any way in gaining access to such materials. Adult employees shall take active steps to address the situation (e.g. by notifying a supervisor) if a minor is discovered in possession of any such materials.
 - m. The possession or use by students or faculty of alcohol and other drugs, fireworks, guns and other weapons is prohibited and should be reported immediately.
 - n. Misuse, damage or theft of property is prohibited. Charges will be assessed against those persons who are responsible for damage, theft or misuse of university property.
- 10) UR Child Safety guidelines pertaining to summer programs/camps. Faculty must immediately report violations of any of the following rules:
- a. Camp participants may not leave university property or the program without permission of the camp directors.
 - b. No violence by anyone involved with the camp/program, including sexual abuse or harassment, will be tolerated. Hazing is prohibited. Bullying, including verbal, physical, and cyber bullying, are prohibited.
 - c. No use of tobacco products by minors.
 - d. Participants must follow all safety rules in accordance with university standards and/or as defined by the program administrator.
 - e. Use of cameras, imaging, and digital devices is prohibited where privacy is expected, such as showers, locker rooms and restrooms.
 - f. Adult employees shall not enter a dormitory bathroom facility, or similar area where privacy is expected without another adult and/or counselor in attendance, other than in emergency circumstances.
- 11) Private personal interactions with minors should be limited.
- 12)) "One on one" interaction between a supervising adult and a minor should generally be avoided when it is not a standard and necessary part of the activity. When it is known that one on one contact between an adult supervisor and a minor is a necessary part of the activity, express written permission should be obtained from the parent or guardian of the minor.
- 13) If faculty members behave unethically, unprofessionally or contrary to the spirit of this code of conduct, the school will follow the Faculty Performance Improvement Plan (see Faculty Handbook). Please note however, that many of these and similar infractions could be considered serious enough to lead to immediate termination. The ECMS school administration is available to consult in advance of implementation any item/issue of possible faculty concern.