An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. The School Board expects all support staff members to maintain and promote these essentials.

Furthermore, the Board hereby establishes the following as the standards of ethical conduct for all support staff members in the District who have direct access to students:

A. A support staff member with direct access to students shall:

1. make a reasonable effort to protect the student from conditions harmful to learning and/or to the student’s mental and/or physical health and/or safety;

2. keep in confidence personally identifiable information obtained in the course of his/her service, unless disclosure serves professional purposes or is required by law;

3. maintain honesty in all dealings;

4. self-report within forty eight (48) hours to an immediate supervisor any arrest or receipt of a Notice to Appear for any criminal offense, including driving under the influence (DUI) and other criminal traffic offenses and local ordinance violations punishable by any period of incarceration, or charged in any way with such offenses. The supervisor shall promptly notify the Office of Professional Standards. Administrators and supervisors who become aware of subordinates who have been arrested, charged or given a Notice to Appear for such offenses will immediately notify the Office of Professional Standards.

Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendre for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of F.S. 943.0585(4)(c) and 943.059(4)(c).

5. not unreasonably restrain a student from independent action in pursuit of learning;

6. not intentionally expose a student to unnecessary embarrassment or disparagement;

7. not intentionally violate or deny a student’s legal rights;

8. not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination;
9. not exploit a relationship with a student for personal gain or advantage;
10. not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression;
11. not use institutional privileges for personal gain or advantage;
12. not accept any gratuity, gift, or favor that might influence judgment;
13. not offer any gratuity, gift, or favor to obtain special advantages;
14. not interfere with another District employee’s exercise of political or civil rights and responsibilities;
15. not engage in harassment or discriminatory conduct which unreasonably interferes with an individual’s performance of work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination;
16. not make malicious or intentionally false statements about another District employee;
17. not misrepresent one’s qualifications;
18. not submit fraudulent information on any document in connection with employment;
19. not make any fraudulent statement or fail to disclose a material fact in one’s own or another’s application for employment;

B. No support staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in conflict with the proper discharge of his/her duties in the public interest.

C. All District support staff members shall adhere to the principles enumerated above.

All support staff shall be required to complete training on the standards established herein.

F.S. 112.313, 1001.42(6), 1012.23
F.A.C. 6B-1.001, 6B-1.006, 6A-10.081

Adopted 12/9/09; Revised 6/29/10