

**APPENDIX L - CODE OF PROFESSIONAL CONDUCT OF THE NON-INSTRUCTIONAL SUPPORT STAFF EMPLOYED BY THE SCHOOL BOARD OF SARASOTA COUNTY**

The following shall constitute the principles of professional conduct and ethics for the non-instructional support staff employed by the School Board of Sarasota County.

Violation of any of these principles may subject the individual to discipline as described elsewhere in this Agreement.

A. Obligation to the student requires that the individual:

1. Shall make 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. Shall not unreasonably restrain a student from independent action.
3. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
4. Shall not intentionally violate or deny a student's legal rights.
5. Shall 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.
6. Shall not exploit a relationship with a student for personal gain or advantage.
7. Shall keep in confidence personally identifiable information obtained in the course of employment, unless disclosure is required by law.

B. Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of the organization with which the individual is affiliated.
2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
3. Shall not use institutional privileges for personal gain or advantage.
4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
5. Shall offer no gratuity, gift, or favor to obtain special advantages.

C. Obligation to the profession of non-instructional support staff requires that the individual:

1. Shall maintain honesty in all professional dealings.
2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to another employee benefits or advantages or participating in any professional organization.

3. Shall not interfere with another employee's right to exercise their political or civil responsibilities.
4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or 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.
5. Shall not make malicious or intentionally false statements about another employee.
6. Shall not use coercive means or promise of special treatment to influence professional judgment of another employee.
7. Shall not misrepresent one's own professional qualifications.
8. Shall not submit fraudulent information on any document in connection with professional activities.
9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
11. Shall self-report within 48 hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. 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 Contendere for any felony within 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 Sections 943.0585(4) (c), Florida Statutes.
12. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.

Aware of the importance of maintaining the respect and confidence of one's peers, of students, of parents, and of other members of the community, the employee will strive to achieve and sustain the highest degree of ethical conduct.