

Principals' Packet:

1. Directions for Ethical Standards Overview
2. Pasco's Ethical Standards Overview
Acknowledgement Form
3. Ethics brochure: "The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida"
4. Reporting brochure: "Identifying and Reporting Professional Misconduct"

Directions for Ethical Standards Overview

TIME TO COMPLETE PAPERWORK: APPROXIMATELY 5 MINUTES

TIME TO VIEW VIDEO: APPROXIMATELY 20 MINUTES

1. Principals will present the video to all employees.
2. Ethics brochures need to be available for use during the video. (An electronic copy is also available on The Office for Employee Relations web page of the district web site.)
3. Provide time to answer questions that arise from the video presentation. Contact the Office for Employee Relations with any questions you are not comfortable answering.
4. The Acknowledgement Form will be handed out and signed after the video presentation is over.
5. Signed Acknowledgement Forms for all instructional and administrative employees are to be sent to The Office for Human Resources and Educator Quality.
6. In case of absences, employees may view the video and complete the Acknowledgement Form at a convenient time. If employees are not comfortable viewing the video alone, arrangements will need to be made, such as having a principal, other administrator, or other school leader meet with a small group or individual to view the video. Acknowledgement forms should be sent The Office for Human Resources and Educator Quality upon completion.

For questions regarding implementation of this presentation, contact The Office for Employee Relations.



Employee Worksite

Employee Name (Please print)

Employee Number

Employee Personal Telephone Number

Pasco's Ethical Standards Overview Acknowledgement Form

I acknowledge that I have:

1. viewed Pasco County's Ethical Standards video presentation.
2. received a copy of "The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida".

In addition, I have been provided the opportunity to ask questions about this information and been informed of resources for additional information.

Principal or Worksite Supervisor

Employee Signature

Date

Completed forms are to be sent to The Office for Human Resources and Educator Quality.

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 criminal offense other than a minor traffic violation within 48 hours after the final judgement. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.

- (n) Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- (o) 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 1012.795(1), Florida Statutes.
- (p) Shall comply with the conditions of an order of the Education Practices Commission.
- (q) Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

State Board of Education Rule 6B-1.001, FAC

The Code of Ethics of The Education Profession in Florida

- (1) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
- (2) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgement and integrity.
- (3) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Adams v. State of Florida Professional
Practices Council, 406 So 2nd 1170 Fla.
1st DCA 1981

*"By virtue of their leadership
capacity, teachers are
traditionally held to a high
moral standard in
a community."*

For further information call or write:
Bureau of Educator Recruitment,
Development and Retention
325 West Gaines Street, Suite 124
Tallahassee, FL 32399
(850)245-0441, SUNCOM 205-0441

The Code of Ethics and The Principles of Professional Conduct of The Education Profession in Florida

Professionalism Through Integrity



Florida Department of Education
www.fldoe.org

The Principles of Professional Conduct of The Education Profession in Florida

- (1) The following disciplinary rule shall constitute the Principles of Professional Conduct of the Education Profession in Florida.
 - (2) Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
 - (3) Obligation to the student requires that the individual:
 - (a) 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.
 - (b) Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - (c) Shall not unreasonably deny a student access to diverse points of view.
 - (d) Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - (e) Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - (f) Shall not intentionally violate or deny a student's legal rights.
 - (g) 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.
 - (4) Obligation to the public requires that the individual:
 - (a) Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 - (b) Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - (c) Shall not use institutional privileges for personal gain or advantage.
 - (d) Shall accept no gratuity, gift, or favor that might influence professional judgement.
 - (e) Shall offer no gratuity, gift, or favor to obtain special advantages.
 - (5) Obligation to the profession of education requires that the individual:
 - (a) Shall maintain honesty in all professional dealings.
 - (b) 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 a colleague professional benefits or advantages or participation in any professional organization.
 - (c) Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - (d) 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.
- (e) Shall not make malicious or intentionally false statements about a colleague.
 - (f) Shall not use coercive means or promise special treatment to influence professional judgement of colleagues.
 - (g) Shall not misrepresent one's own professional qualifications.
 - (h) Shall not submit fraudulent information on any document in connection with professional activities.
 - (i) 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.
 - (j) Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
 - (k) Shall provide upon the request of the certificated individual, a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
 - (l) Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct of the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
 - (m) 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

FLORIDA STATUTES AND RULES

Florida Statutes s. 1006.061 states all employees and agents of the district school board, charter schools and private schools that accept scholarship students, have an obligation to report misconduct by an instructional personnel member or school administrator

Florida Statutes s. 1012.33 outlines disciplinary procedures regarding district employment contracts with instructional personnel staff, supervisors and school principals

Florida Statutes s. 1012.795 provides the Education Practices Commission the authority to issue disciplinary action against an individual's Florida Educator certificate

Florida Statutes s. 1012.796 provides authority for the Department of Education to investigate and prosecute allegations of educator misconduct.

Florida Statutes s. 1012.01 defines public school instructional personnel, administrative personnel, school volunteers, education support employees and managers

State Board of Education Rule 6B-1.001 defines the Code of Ethics of the Education Profession in Florida

State Board of Education Rule 6B-1.006 defines the Principles of Professional Conduct of the Education Profession in Florida

FOR FURTHER INFORMATION:

CONTACT:

Florida Department of Education
Office of Professional Practices Services
Turlington Building
325 West Gaines Street
(850)245-0438

www.myfloridateacher.com

{DISTRICT CONTACT INFORMATION}

Identifying & Reporting Professional Misconduct



"Teaching is the profession that teaches all the other professions."

Author Unknown

Florida Department of Education
Office of Professional Practices Services

The following behavior may be indicative of misconduct that should be reported:

- being alone with a student in dark or closed room or secluded area
- behaving in an overly friendly or familiar way or failing to maintain an appropriate professional boundary with a student
- using forceful or unnecessary physical contact with a student
- administering discipline not compliant with district policy
- accepting or offering of gifts for return of a favor or privilege from students or colleagues
- badgering or habitually teasing a student
- mocking or belittling a student
- chronically embarrassing a student
- displaying prejudice or bigotry against a student
- suspicion of being under the influence of drugs or alcohol
- failing to properly supervise students or to ensure student safety
- cheating, falsifying information or testing violations
- retaliating against a student or colleague for reporting misconduct
- bantering or engaging in colloquial or slang communications with a student.
- directing or using profane, offensive, or explosive language in the presence of students
- making lewd or suggestive comments or overtures toward a student or colleague

Apply the Items Test

1. If you feel uncomfortable
2. If you question the person's motives or actions
3. If you are unsure

Distribute this document and yourself and send

HOW TO REPORT MISCONDUCT

- Report allegations or suspicion of misconduct by an instructional personnel member to your school administrator or district contact
- Report allegations or suspicion of misconduct by your school administrator to your district contact
- Document the activities or details of the event
- Secure evidence (if applicable)

WHO SHOULD REPORT MISCONDUCT?

All employees and agents of a district school board, charter school or private school have a duty to report misconduct

If you are aware of or observe misconduct

REPORT IT IMMEDIATELY!

WHO SHOULD YOU REPORT?

- Classroom teachers
- Paraprofessionals
- Substitute teachers
- Librarians, guidance counselors and social workers
- Career specialists and school psychologists
- Principals, Assistant Principals and Deans

If someone tells you about misconduct, be a LEADER:

- Listen*
- Evaluate*
- Act immediately*
- Document*
- Encourage*
- Report*

FAILURE TO REPORT MISCONDUCT

Possible penalties for instructional personnel or site administrators who fail to report misconduct may include:

- Written Reprimand
- Suspension with or without pay
- Termination of employment
- Discipline/Sanctions on an educator's certificate

"A teacher affects eternity...he can never tell where his influence stops."

~Henry B. Adams