

Santa Rosa School District
Code of Ethical Standards
for
Administrators and Instructional Personnel

Section I – Introduction

- 1.1 The Santa Rosa District School Board is committed to providing a quality educational experience for all of its students. In order to meet this goal, administrators and instructional personnel are expected to comply with this Code of Ethical Standards. The Santa Rosa District School Board believes high ethical standards are an essential requirement of all employees. It is the duty of all administrators and instructional personnel to uphold these standards and to report any case of alleged misconduct by instructional personnel or administrators that affects the health, safety, or welfare of a student.
- 1.2 In addition to upholding the Santa Rosa School District Code of Ethical Standards, all administrators and instructional personnel are required to comply with the guidelines set forth in the State of Florida Code of Ethics and the Principles of Professional Conduct of the Education Profession. This State Code of Ethics is reviewed with employees, including instructional personnel and administrators, at the beginning of each school year. See School Board Policy 6.27.
- 1.3 All Santa Rosa School District administrators and instructional personnel will be required to complete training regarding the standards set forth in this Code of Ethical Standards including reporting procedures and penalties for noncompliance.
- 1.4 This Code of Ethical Standards applies to full and part time instructional personnel and administrators, as defined in Florida Statute Section 1012.01.
- 1.5 This Santa Rosa School District Code of Ethical Standards meets the requirements set forth in State Statute 1001.42 and 1012.796 (1)(d). Should any conflict arise between this policy and Florida Statutes or Administrative Code, the Statutes and/or Code will prevail.

Section II – Ethical Standards

The Santa Rosa District School Board requires all administrators and instructional personnel to:

- 2.1 Comply with and enforce the policy of nondiscrimination of employees and students. This policy prohibits discrimination based on race, color, religion, gender, age, marital status, disability, political or religious beliefs and national or ethnic origin. This policy also prohibits all forms of harassment, including sexual harassment. See School Board Policy 2.70 for definitions and complaint procedures.
- 2.2 Comply with Florida Statute Section 1006.061 requiring the reporting of child abuse, neglect, or abandonment. See School Board Policy 2.80 for definitions and reporting guidelines.
- 2.3 Comply with the State of Florida law requiring the reporting of educator misconduct as outlined in the Ethics in Education Act. See Florida Statute Section 1012.796.
- 2.4 Comply with all provisions of the Principles of Professional Conduct for the Education Profession in Florida, Florida Administrative Code Section 6B-1.006.
- 2.5 Uphold the values and obligations of the Code of Ethics of the Education Profession in Florida, Florida Administrative Code Section 6B-1.001.
- 2.6 Comply with the Santa Rosa School District Policy 6.33, Alcohol and Drug-Free Workplace. This policy prohibits employees from being on duty and possessing, using, distributing or being under the influence of alcohol, marijuana or any drug not prescribed for the employee.
- 2.7 Comply with the Santa Rosa School District Policy 2.90, which prohibits the use of tobacco in any form in any district owned facility or property, vehicle, or at district sponsored or district regulated events.
- 2.8 Provide for a safe and secure learning environment for students. This includes all activities during school hours and any other school sponsored activities. Employees are expected to be knowledgeable of emergency plans and safety procedures and properly implement these plans when necessary. See School Board Policy 3.40.

- 2.9 Enforce rules and policies of the Santa Rosa School District as stated in the Code of Student Conduct. Each employee as designated by the school principal has the responsibility and authority for control and supervision of students. See School Board Policy 5.30.
- 2.10 Comply with all copyright laws as defined in Santa Rosa School District Policy 3.52.
- 2.11 Maintain accurate records and file reports as required by statutes and rules of the State Board of Education and Santa Rosa County School District. These reports include but are not limited to student grades and attendance, mandated testing, property inventory, discipline records, and school funds forms.
- 2.12 Comply with Santa Rosa School District policy on telephone calls, electronic communication and facsimiles. See School Board Policy 6.32.
- 2.13 Comply with Santa Rosa School District Acceptable Use Policy for employees in the use of computer hardware and software programs.
- 2.14 Comply with all other Santa Rosa School District Policies and Procedures.
- 2.15 Maintain a regular pattern of attendance and comply with Santa Rosa School District leave guidelines which are outlined in the Human Resource Procedures Manual. See Section C7 of the HRPM.
- 2.16 Avoid conflicts of interest in the purchase, rent or lease of any realty, goods or services from which the employee or the employee's spouse or child has a material interest. See School Board Policy 6.301.
- 2.17 Avoid conducting personal business on school time. See School Board Policy 6.38.
- 2.18 Avoid soliciting support for any political candidate during regular working hours. See School Board Policy 6.39.
- 2.19 Maintain the confidentiality of records and reports including student related data required by state statute. However, a district school board, or any of its employees, may not enter into a confidentiality agreement regarding instructional personnel or administrators who are terminated, dismissed, or resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety, or welfare of a student. Likewise, a district school board, or any of its employees, may not provide employment references or discuss instructional personnel or administrators' performance with prospective employers in another educational setting, without disclosing the misconduct.

Section III – Enforcement Procedure
See School Board Policy 6.29

- 3.1 It is the responsibility of all Santa Rosa School District administrators and instructional personnel to report any actual or suspected violation of this Code of Ethical Standards or the State of Florida Code of Ethics as follows:
- 3.1.1 All actual or suspected violations which affect the health, safety, or welfare of a student, should be immediately reported to the Assistant Superintendent for Human Resources. Reporting may be in the form of e-mail, phone call, letter or a face to face meeting. Failure to immediately report violations may result in disciplinary action up to and including termination.
 - 3.1.2 Human Resources will report all legally sufficient complaints to the District School Superintendent.
 - 3.1.3 An investigation into all legally sufficient complaints will be conducted. When complaints involve misconduct by instructional personnel or school administrators, those employees will be suspended with pay and reassigned to a position that does not involve student contact during the investigative process, pending the outcome of the investigation. If the allegations arise against a certified employee who is employed in an educator certificated position, the school district shall file the legally sufficient complaint in writing with the department within 30-days of the date the complaint was provided to the school.
 - 3.1.4 Should the Superintendent determine that instructional personnel or a school administrator with an educator certificate has engaged in misconduct which affects the health, safety, or welfare of a student and warrants termination, the individual may resign or be terminated and the misconduct will be reported to the Department of Education. All records will be maintained in the instructional personnel or administrator's certification file.
 - 3.1.5 Any instructional personnel or administrator convicted, found guilty, or enters a plea of guilty, for any one of the offenses set forth in Florida Statute Section 1012.315 is automatically disqualified from educator certification or employment as instructor personnel or administrator that requires direct student contact. See also Florida Administrative Code Section 6B-4.009, Criteria for Suspension and Dismissal.

- 3.1.6 Any district school superintendent who knowingly provides a false report, fails to investigate or report any allegation of misconduct by instructional personnel or administrator, which affects the health, safety, or welfare of a student, will forfeit his or her salary for one (1) year following the date of the act or failure to act pursuant to Florida Statute Section 1001.51.
- 3.2 Santa Rosa School District provides a non-retaliation policy to its employees for good faith reporting of valid suspected or actual violations of the Code of Ethical Standards. Knowingly or intentionally making a false report of a violation may result in discipline up to and including termination.
- 3.3 Any person who participates in good faith in any act authorized by Florida Statute Section 39.203 (immunity from liability in cases of child abuse, abandonment, or neglect) or reports in good faith, a violation of this statute, shall be immune from civil or criminal liability as provided for in this statute.
- 3.4 An employer who discloses information under Florida Statute Section 768.095 (employer immunity from liability; disclosure of information regarding former or current employees) about a former or current employee to a prospective employer, will remain immune from civil liability so long as such disclosure was not knowingly false or violated the civil rights of the former or current employee, as provided in this statute.

2. Violations of Code of Ethical Standards

- 3.5 Consequences for engaging in a violation or failing to report a violation of the Santa Rosa School District Code of Ethical Standards by administrators or instructional personnel may include but are not limited to the following:
 - 3.5.1 The Education Practices Commission may suspend or revoke the educator certificate for any of the acts or conduct set forth in Florida Statute Section 1012.795 including but not limited to violating the Principles of Professional Conduct for the Education Profession, Florida Administrative Code Section 6B-1.006.

3.5.2 The site administrator, Assistant Superintendent for Human Resources and/or the district superintendent of schools may issue the following disciplinary actions including but not limited to:

- a. Letter of reprimand – maintained at school/department/site
- b. Letter of reprimand – placed in personnel file in Human Resources
- c. Writing a Professional Improvement Plan
- d. Record of counseling, where applicable
- e. Fitness for duty report
- f. Random drug test
- g. Required inservice
- h. Suspension with pay and reassignment to a position of no student contact
- i. Suspension without pay for a period of one to as many as five days
- j. Suspension without pay for a period of six days to as many as twenty days
- k. Termination of employment

3.6 Consequences for any one violation may result in more than one disciplinary action listed above and will be determined based on the severity and circumstances of each violation.

Section IV – Conclusion

It is the intent of the Santa Rosa County School Board to provide students the best learning environment possible. In order to meet this goal, employees must possess and maintain high ethical standards. This Code of Ethical Standards clearly identifies the expectations of each administrator and instructional personnel. It is the belief of the Santa Rosa County School Board that administrators and instructional personnel who abide by these ethical standards will be upholding their responsibility to the students and parents of Santa Rosa County.