



## School Volunteer Code of Ethics

School Volunteers are to observe all rules that students are asked to obey. (Refer to Student/Parent Handbook). School Volunteers are expected to conduct themselves as professionals. School Volunteers should refrain from using first names in the presence of students. Mutual respect for students and fellow workers shall be shown. In a professional environment, certain phrases will not be tolerated, i.e. "shut up".

### 6B-1.06 Principles of Professional Conduct of the Education Profession in Florida.

The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida. Violation of any of these principles shall subject the individual to revocation or suspension of the individual volunteering status or other penalties as provided by the law.

#### 1. Obligation to the student requires that the volunteer:

- 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.
- Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- Shall not intentionally violate or deny a student's legal rights.
- 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.
- Shall not exploit a professional relationship with a student for personal gain or advantage.
- Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by the law.

#### 2. Obligation to the public requires that the volunteer:

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

#### 3. Obligation to the profession of education requires that the volunteer:

- Shall maintain honesty in all professional dealings.
- Shall not engage in harassment or discriminatory conduct.
- Shall not make malicious or intentionally false statements about a student or teacher.
- Shall not use coercive means or promise special treatment to influence professional judgments of students or teachers.
- Shall not misrepresent one's own personal qualifications.
- Shall not submit fraudulent information on any document in connection with professional activities.

#### 4. Self-report Offenses (adopted from OCPs Management Directive A-10)

The security and safety of our employees, students and guests is of paramount importance. To this end, all volunteers shall adhere to the following guidelines. All arrests and convictions (with the exception of minor traffic offenses) of all volunteers shall be self-reported within 48 hours to the school administration. 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. The volunteer must provide a written follow-up statement within five business days of making the verbal report. Failure to self-report may result in dismissal.

Yes, I have read and agree to abide by the School Volunteer Code of Ethics.

\_\_\_\_\_  
Volunteer Name (print First, Middle Initial, Last)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date