DIOCESE OF ORLANDO
ST. PAUL CATHOLIC SCHOOL

CODE OF ETHICS FOR CATHOLIC EDUCATORS AND EDUCATIONAL SUPPORT EMPLOYEES

All employees, educational support, instructional personnel, and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

Catholic educators, defined as school employees, educational support, instructional personnel, and administrators, are by virtue held to the highest possible standard of excellence. The Catholic educator (1) maintains a professional concern for the student and the development of the student's potential; (2) is aware of the importance of maintaining the respect and confidence of colleagues, students, parents, and Church community, and will seek to exercise the best professional judgment and integrity; and (3) is dedicated to the on-going formation of the Catholic values required for effective service to others.

The following disciplinary rule shall constitute the Code of Ethics for Catholic Educators of the Diocese of Orlando. The Code of Ethics is based upon the Catholic faith and diocesan policies and procedures. Violation of any of these principles can result in disciplinary action, up to and including termination and/or removal from position.

COMMITMENT TO STUDENTS

The Catholic educator's primary concern will always be for the welfare of the student. Obligation to the student requires that the Catholic educator:

a. Shall provide educational assistance in a respectful manner.
b. 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.
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, if any, existing under civil law to the extent the law applies to Catholic Schools and recognized religious institutions.
g. Shall not harass or discriminate against any student on the basis of race, color, sex, age, national or ethnic origin, handicapping condition, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
h. Shall not exploit a relationship with a student for personal gain or advantage.
i. Shall protect the student's right to privacy by keeping in confidence personally identifiable information obtained in the course of professional service.

COMMITMENT TO THE MINISTRY OF TEACHING

The Catholic educator carries out teaching responsibilities in a manner that reflects the highest level of integrity and professionalism. Obligation to the ministry of teaching requires that the Catholic educator:

a. Shall maintain honesty in all professional dealings.
b. Shall uphold the quality of Catholic education by continuing education to increase knowledge and skills.
c. Shall recognize and respect the authority of the parish or Diocese when communicating with parents, students and the community.
d. Shall not, on the basis of race, color, sex, age, national or ethnic origin, handicapping condition if otherwise qualified, or social and family background, deny to a colleague professional benefits or advantages or participation in any professional organization.
e. 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.
f. Shall not make malicious or intentionally false statements about a colleague.
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 report within 48 hours to the School Principal and Superintendent of Catholic Schools any arrests/charges by law enforcement other than a minor traffic violation. 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 pretrial diversion program, or entering of a plea of guilt or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment.
k. Shall immediately observe the reporting procedures outlined in the Diocese of Orlando Policies on Child Sexual Abuse upon the knowledge or suspicion that a child or vulnerable adult has been subjected to any form of abuse, child sexual abuse, or neglect by any person, including another diocesan employee or volunteer, religious, or clergy.

COMMITMENT TO COMMUNITY

The Catholic educator supports the Catholic community by consistently upholding and preserving the teachings and traditions of the Church. Obligation to the community requires that the Catholic educator shall:

a. Regard the school as an integral part of the parish or Diocese and a force for preparing students for future leadership.
b. Challenge students to use the Catholic values throughout their lives.
c. Shall take reasonable precautions to prevent against interposing personal views which vary from the teachings of the Catholic Church.
d. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

e. Shall not use school privileges for personal gain or advantage.
f. Shall accept no gratuity, gift, or favor that might influence professional judgment.
g. Shall offer no gratuity, gift, or favor to obtain special advantages

DIOCESE OF ORLANDO
CODE OF ETHICS ACKNOWLEDGEMENT FORM

School _____

Date _____

I have received a copy of the Diocese of Orlando Code of Ethics for Catholic Educators (defined as school employees, educational support, instructional personnel, and administrators). I have read and understand the Code of Ethics and agree to abide by it. I understand that a violation of this code can result in disciplinary action, up to and including termination and/or removal from my position.

_____
Signature

_____
Print Name

_____
Position

The signed Code of Ethics form shall be kept in the employee personnel file at the school location.