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ETHICAL CONDUCT FOR INSTRUCTIONAL PERSONNEL AND ADMINISTRATORS

Per Senate Bill 1712, **ETHICS IN EDUCATION ACT,** all Schoolhouse Preparatory Employees are hereby advised of the following:

- You will hereby adhere to the Principles of Professional Conduct for the Education Profession in Florida under section 6B-1.001 of the Florida Code of Ethics of the Education Profession.

- You will be disqualified from employment if you are convicted of an act listed under s. 1012.315, F.S**.** of the Florida Code of Ethics of the Education Profession.

- It is each employee's duty to immediately report actual or suspected cases of child abuse, abandonment, or neglect.

- You are immune from liability if you make this report, per F.S 39.203 and F.S. 768.095.

Liability Protections

(FS 39.203) Immunity from liability in cases of child abuse, abandonment, or neglect. (1)(a) Any person, official, or institution participating in good faith in any act authorized or required by this chapter, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action.

(FS 768.095) Employer immunity from liability; disclosure of information regarding former or current employees.--An employer who discloses information about a former or current employee to a prospective employer of the former or current

employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. chapter 760.

- **You have a duty to comply with child protective investigations at all times.**
- **THE TOLL-FREE ABUSE HOTINE NUMBER IS: 1-800-96ABUSE.**
- **Online Reporting Website is http://www.dcf.state.fl.us/abuse/report/.**

PLEASE READ THE POLICIES AND PROCEDURES FOR REPORTING MISCONDUCT WHICH AFFECTS THE HEALTH, SAFETY OR WELFARE OF A STUDENT:

1. You are required to immediately inform the school Principal (or a School Administrator if Principal is not available) of a suspected misconduct by another student, instructional personnel, or school administrator.

2. You must write down the details of what you observed, including **date, time and incident or occurrence** that you witnessed. You must also **document** the name of the person that you reported the incident to, date and time that you reported the incident.

3. You **must follow-up** each reported incident with the School Principal and/or with authorities, when applicable.

4. There will be penalties for personnel and administrators who fail to report abuse or misconduct.

Training Requirement

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

I have read and understood all policies and procedures set forth by the state of Florida and Schoolhouse Academy for the ETHICAL CONDUCT FOR INSTRUCTIONAL PERSONNEL AND ADMINISTRATORS, as well as policies and procedures for reporting misconduct which affects the health, safety and welfare of students.

Employee Name:_____

Date:_____ _____

Signature

EMPLOYEE CODE OF ETHICS

Schoolhouse Preparatory abides by the 6B -1.001 Code of Ethics of the Education Profession in Florida and by the 6B-1.006 Principles of Professional Conduct for the Education Profession in Florida.

1.Our school 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 theguarantee of equal opportunity for all.

2.Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

3.Concern for the student requires that our instructional personnel:

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.
h. Shall not exploit a relationship with a student for personal gain or advantage.
i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:

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.

Violations of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, employment or other penalties as provided by law.

INCLUSION POLICY

Our school understands the philosophy that all students have the right to be included. This service helps ensure that students with and without disabilities experience the benefits of living and growing together. Inclusion practices help create an atmosphere in which students are better able to accept and understand differences among themselves. Students, families, educators, and the community all benefit by supporting inclusion.

FAMILY EDUCATIONAL RIGHTS PRIVACY ACT

This Act (FERPA) (20.U.S.C. & 1232g; 34 CFR Part 99) is a Federal Law that protects the privacy of student education records. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 & 99.31).

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting studies for or on behalf of the school.
- Accrediting organizations.
- For compliance of a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile system, pursuant to specific state law.

DEFAMATION

Defamation will not be tolerated under any circumstance. Statements that may harm the reputation of the school, any individual such as a Faculty member, Staff member, Students or Parents, whether it is through Social Media or by written or oral communication, may be cause for immediate termination of employment.

BATTERY

Battery is considered by law “an offensive touching without consent or privilege.” Such allegation may result in suspension or immediate termination of employment. Disciplinary action will be taken according to the seriousness of the incident.

SENATE BILL 1712, ETHICS IN EDUCATION ACT

As per this bill all employees are hereby advised of the following:

- Any employee convicted of an act listed under the FL Stat. 1012.315, F.S. (attached document) will be disqualified.
- All employees have the duty to immediately report actual or suspected cases of child abuse, abandonment, or neglect.
- All employees are immune from liability if they make a report, per ss. 39.203 and 768.095, F.S.
- All employees have the duty to comply with child protective services and investigations at all times.

PROCEDURES FOR REPORTING CHILD ABUSE OR MISCONDUCT BY EMPLOYEE OR ADMINISTRATOR

- All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. **Call 1-800-96-ABUSE or report online at: http://www.dcf.state.fl.us/abuse/report/.**
- All employees are required to immediately inform the principal (or administrator if the principal is not available) of a suspected misconduct by another student, instructional personnel or school personnel.

- All employees are required to write down all details witnessed regarding the incident (time, date, and occurrence occurred). In addition, you must also document the name of the person that you reported the incident to, as well as the time and date reported.

- All employees must follow-up each reported incident with the school the principal and authorities when pertinent.

- There will be consequences for personnel and administrators who fail to report abuse or misconduct.

Employee's Name:_____

Signature:_____

Date signed/acknowledged:_____

REPORTING CHILD ABUSE, ABANDONMENT OR NEGLECT

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: http://www.dcf.state.fl.us/abuse/report/.

Signs of Physical Abuse

The child may have unexplained:

- bruises, welts, cuts, or other injuries
- broken bones
- burns

A child experiencing physical abuse may:

- seem withdrawn or depressed
- seem afraid to go home or may run away
- shy away from physical contact
- be aggressive
- wear inappropriate clothing to hide injuries

Signs of Sexual Abuse

The child may have:

- torn, stained or bloody underwear
- trouble walking or sitting
- pain or itching in genital area
- a sexually transmitted disease

A child experiencing sexual abuse may:

- have unusual knowledge of sex or act seductively
- fear a particular person
- seem withdrawn or depressed
- gain or lose weight suddenly
- shy away from physical contact
- run away from home

Signs of Neglect

The child may have:

- unattended medical needs
- little or no supervision at home
- poor hygiene
- appear underweight

A child experiencing neglect may:

- be frequently tired or hungry
- steal food
- appear overly needy for adult attention

Look for the Patterns

Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

If a Child Tells YOU About Abuse

1. Be a good listener. Show that you understand and believe what the child tells you. Encourage, but don't pressure him/her to talk. Ask open ended questions.

2. Be supportive. Tell the child he/she did the right thing by coming to you. Stress that he/she is not to blame. Let the child know that you want to help.

3. Don't overreact. This can frighten the child or prevent him/her from telling you more. Do not talk negatively about the suspected abuser in front of the child.

4. Document and report it. Document your conversation as soon as you can. If possible, write down the child's exact words.

5. Don't delay. Never assume someone else will report the abuse. The sooner it's reported, the sooner the child and their family can be helped.

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. **Call 1-800-96-ABUSE or report online at: http://www.dcf.state.fl.us/abuse/report/.**

REPORTING MISCONDUCT BY INSTRUCTIONAL PERSONNEL AND ADMINISTRATORS

All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors.

Reports of misconduct of employees should be made in person or through email to Dr. Jiliann De Villiers | dr.gigi@schoolhouseprep.com

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Reports of misconduct committed by administrators should be made in person or through email to Mrs. Cynthia Martinez | martinez@schoolhouseprep.com..

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services.

The Policies and Procedures Manual for Employee Ethical Standards of Conduct which contains procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student is located in each teacher's classroom, in the employee lounge, and on our website http://www.schoolhouseprep.com/emloyee-ethical-standards.html.