

## **Ethical Conduct for Instructional Personnel and School Administrators Workplace Standards and Ethics**

Corbett Preparatory School's instructional personnel and administrators must demonstrate and uphold standards and ethical conduct both in and outside the classroom. As an employee and role model to students, instructional personnel and school administrators have a duty at all times to abide by the Code of Ethics of the Education Profession in Florida by:

- Valuing the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship.
- Having as a professional primary concern, the student's well-being and the development of the student's potential.
- Being aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of other members of the community and strive to achieve and sustain the highest degree of ethical conduct.

### **Obligation to the student requires that the individual:**

- 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 safety
- Shall reasonably allow a student access to diverse points of view
- Shall present subject matter relevant to a student's academic program without suppression or distortion
- Shall not intentionally expose a student to embarrassment or disparagement
- Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national origin, political beliefs, marital status, sexual orientation and shall make reasonable effort to assure that each student is protected from harassment or discrimination
- Shall not exploit a relationship with a student for personal gain or advantage

### **Obligation to the public requires that the individual:**

- Shall not use institutional privileges for personal gain
- Shall accept no gratuity, gift or favor that might influence professional judgment
- Shall offer no gratuity, gift or favor to obtain special advantages

### **Obligation to the profession of education requires the individual:**

- Shall maintain honesty in all professional dealings
- Shall not interfere with a colleague's exercise of political or civil rights and responsibilities
- Shall not misrepresent one's own professional qualifications
- Shall self-report within 48 hours to appropriate administrator any arrests/charges involving the abuse of a child or the sale/possession of a controlled substance

### **Abide by all school policies and procedures with adherence to the following:**

Immediately report known or suspected child abuse or neglect to the Florida Department of Children and

Families Toll-Free Hotline (1-800-96-ABUSE)

In accordance with **section 39.201**, Florida Statutes, any person who knows, or has reasonable cause to suspect that a child is abused, abandoned or neglected by a parent, legal custodian, caregiver or other person responsible for the child's welfare, or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion to the Department of Children and Families Central Abuse Hotline at 1-800-96-ABUSE *as well as inform the Headmasters of the school.*

Instructional personnel and school administrators may report such information to DCF in unison, but reporting to another school employee does not fulfill the legal obligation to report to DCF.

A person who is required by statute to report known or suspected abuse or neglect and fails to do so, is subject to disciplinary action by the employer, by the State Department of Education and/or through criminal prosecution.

In accordance with **section 39.203**, Florida Statutes, any person who reports in good faith any instance of child abuse, abandonment, or neglect to the DCF or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action.

Any instructional personnel or school administrator must report alleged misconduct that affects the health, safety or welfare of a student by instructional personnel or school administrator to the Head of School.

## Reference Checks

In accordance with **section 768.095** Florida Statute, 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 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 chapter 760, Florida Statute.

## Alcohol and Drug Free Workplace

No employee shall possess, consume, sell, distribute, dispense, use or be under the influence of any alcoholic beverage in the workplace during regular school hours. *Illegal substance intake of any type or kind is subject to dismissal.*

## Dress Code

All instructional staff and school administrators shall be physically clean, neat and well groomed and shall dress in a manner consistent with being a professional *and adhere to the school's dress code requirements.*

## Required Training

All instructional personnel and school administrators must engage in annual training of the standards of ethical conduct and policy for reporting misconduct.