

All Saints

ACADEMY

Employee Ethics Policies

The following Standards of Ethical Conduct are adapted from "The Code of Ethics and The Principles of Professional Conduct of the Education Profession in Florida" promulgated by the Florida Department of Education.

- All Saints Academy disqualifies from employment any instructional personnel or school administrator who is convicted of an act listed under s.1012.315, F.S.
- All Saints Academy conducts an employment history check before employing instructional personnel or school administrators in any position that requires direct contact with students and documents the findings.
- All Saints Academy screens the personnel or administrator through the Professional Practice Database of Disciplinary Actions and the Teacher Certification Database and documents the findings.
- All Saints Academy prohibits confidentiality agreements with instructional personnel or school administrators who are dismissed, terminated, or resign in lieu of termination due to misconduct that affects the health, safety, or welfare of a student.

Our teachers and staff are highly respected professionals and members of our communities; ASA works hard to hold employees to a high standard of ethics and principles. Unfortunately, employees' misconduct occurs and is a serious concern for communities and schools across the country. Every ASA employee should be aware of the following behaviors that might be indicative of misconduct:

- Being alone with a student in dark or closed room or secluded area
- Behaving in an overly friendly or familiar way or failing to maintain an appropriate professional boundary with a student
- Using forceful or unnecessary physical contact with a student Administering discipline not compliant with school policy
- Accepting or offering of gifts for return of a favor or privilege from students or colleagues
- Badgering or habitually teasing a student
- Mocking or belittling a student
- Chronically embarrassing a student
- Displaying prejudice or bigotry against a student
- Suspicion of being under the influence of drugs or alcohol
- Failing to properly supervise students or to ensure student safety

- Cheating, falsifying information or testing violations
- Retaliating against a student or colleague for reporting misconduct
- Bantering or engaging in colloquial or slang communications with a student
- Directing or using profane, offensive, or explosive language in the presence of students
- Making suggestive comments or overtures toward a student or colleague
- Conducting, allowing, or engaging in conversation and/or actions with a student or students or colleagues that is sexual or other inappropriate and not aligned with ethical standards. It is the responsibility of the employee to report such conversations and/or actions to administration.

Any employee who becomes aware of any existing or potential violation of this Code is required to promptly notify the Head of School. It is important to document the details of the event and to secure evidence, if available. Employees reporting misconduct will be sheltered under the liability protections provided under ss.39.203 and 768.095, F.S.

Child Abuse

Look for the signs

Dial **1-800-96-ABUSE**

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:

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.

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.

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.

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

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.

WHO MUST REPORT ABUSE?

- Doctors
- Nurses
- Social Workers
- Police Officers
- Child Care Workers
- Any Witnesses
- Any/All School Personnel

Call or Report it online at: <http://www.dcf.state.fl.us/abuse/report/>

Florida Educator Conduct Act Compliance Checklist for Private Schools

Under Florida's Educator Conduct Act, which amended Florida Statute §1002.421, private schools in Florida that receive state funding or participate in state educational scholarship programs (including the Opportunity Scholarship, the Gardiner Scholarship, the McKay Scholarship, the Family Empowerment Scholarship Program, the Florida Tax Credit Scholarship, or the Hope Scholarship) must comply with the Florida Department of Education's record keeping policies regarding disqualified school employees, background checks, training requirements, and standards of ethical conduct.

Note that if the Florida Department of Education determines that the private school that participates in state scholarship funds has violated the requirements outlined in s.1002.421 (as outlined below), the DOE shall suspend payment of funds for one fiscal year and may disqualify the school from future participation in the state scholarship program for further material violations.

To be in compliance with the Florida Educator Conduct Act, private schools receiving state scholarship funds have the following obligations:

Background Checks on Employees with Direct Contact (Unsupervised Access) with Students

Before employing a person in any position that requires direct contact with students:

X Conduct employment history checks of previous employers and document the findings. If the school is unable to contact a previous employer, the school must document the efforts made to contact the employer.

X Conduct a Level II fingerprint check pursuant to the standards set forth in s. 435.04 and repeat the fingerprint check every five years. (Note that s. 435.04 contains a listing of the disqualifying offenses. All persons who are disqualified under the standards must not be employed.

X In addition to the disqualification standards in s. 435.04, the school may not employ any person who (1) has been arrested and is awaiting final disposition for, or has been found guilty of, or entered a plea of nolo contendere to, regardless of adjudication, or has been adjudicated delinquent for, and the record must not have been sealed or expunged for, any of the offenses outlined in s. 1002.421(1)(p)(5). Current employees who are arrested for one of the offenses listed must be removed.

X Screen the person through the use of the state screening tools described in s.1001.10(5) (the state database that contains certified educator disqualification lists, disciplinary history, and other information) and document the findings.

School Policies/Procedures for Educational Support Employees, Instructional Personnel, and School Administrators ("All Employees")

X Adopt and post policies (in English and Spanish) that apply to all employees that: (1) establish standards of ethical conduct (i.e. that outlines meaningfully the expectations of employees regarding interactions and communications with students); (2) establish an employee's duty to report, and the procedures for reporting, alleged misconduct by other employees of the school which affects the health, safety, or welfare of the student; and (3) explain the liability protections provided under Florida law related to reporting such misconduct. Liability protections are contained in Florida Statutes §39.203 (immunity from liability for reporting child abuse in good faith) and §768.095 (employer immunity for disclosing truthful information to a potential new employer of an employee).

X Post a notice both on the school's website and in areas where employees congregate that address child abuse reporting obligations, including how to report, cooperation with investigations, and penalties for failure to report.

X Post posters for students in both English and Spanish that can be found on the FL DOE website that address how students can report educator conduct that impacts the student's health, welfare, or safety, including calling 911. See Fla. Stat. 1006.061.

X Train all employees on the school's standards of ethical conduct. The training must include the employee's duty to report and the procedures for reporting, alleged misconduct by other employees of the school which affects the health, safety, or welfare of the student. This instruction must also explain the liability protections provided under Florida law related to reporting such misconduct.

X A private school, or any of its employees, may not enter into a confidentiality agreement regarding terminated or dismissed employees, or employees who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety, or welfare of a student. The school may not provide these employees with employment references or discuss the employee's performance with prospective employers in another educational setting, without disclosing the employee's misconduct. Any such provision in an agreement will be void and not enforceable.

X A private school may not employ an employee in a position that requires direct contact with students if the person is ineligible for employment under Florida law or has been terminated or resigned in lieu of termination for sexual misconduct with a student.

Investigation and Reporting Obligations

X Investigate all reports received from employees that indicate that another employee may have engaged in conduct that impacts the health, safety, or welfare of a student. Document the investigation.

X Report to the Department of Education the name of any employee who has been terminated or resigned in lieu of termination for engaging in behavior that affects the health, safety,

or welfare of a student, including sexual misconduct with a student. This information will be placed in the state's database for future employers to review.

Florida Statutes and Rules

- Florida Statutes s. 1006.061 states all employees and agents of the district school board, charter schools and private schools that accept scholarship students have an obligation to report misconduct by an instructional personnel member or school administrator
- Florida Statutes s. 1012.33 outlines disciplinary procedures regarding district employment contracts with instructional personnel staff, supervisors and school principals
- Florida Statutes s. 1012.795 provides the Education Practices Commission the authority to issue disciplinary action against an individual's Florida Educator certificate
- Florida Statutes s. 1012.796 provides authority for the Department of Education to investigate and prosecute allegations of educator misconduct
- Florida Statute s. 1012.01 defines public school instructional personnel, administrative personnel, school volunteers, education support employees and managers
- Florida Statutes s. 39.203 Immunity from liability in cases of child abuse, abandonment, or neglect.
- Florida Statutes s. 768.095 Employer immunity from liability; disclosure of information regarding former or current employees
- State Board of Education Rule 6B-1.001 defines the Code of Ethics of the Education Profession in Florida
- State Board of Education Rule 6B-1.006 defines the Principles of Professional Conduct of the Education Profession in Florida
- Rule 6A-10.081, Florida Administrative Code, Principles of Professional Conduct for the Education Profession in Florida.

FLORIDA STATUTES AND RULES

Florida Statutes s. 1006.061 states all employees and agents of the district school board, charter schools and private schools that accept scholarship students, have an obligation to report misconduct by an instructional personnel member or school administrator

Florida Statutes s. 1012.33 outlines disciplinary procedures regarding district employment contracts with instructional personnel staff, supervisors and school principals

Florida Statutes s. 1012.795 provides the Education Practices Commission the authority to issue disciplinary action against an individual's Florida Educator certificate

Florida Statutes s. 1012.796 provides authority for the Department of Education to investigate and prosecute allegations of educator misconduct

Florida Statutes s. 1012.01 defines public school instructional personnel, administrative personnel, school volunteers, education support employees and managers

State Board of Education Rule 6B-1.001 defines the Code of Ethics of the Education Profession in Florida

State Board of Education Rule 6B-1.006 defines the Principles of Professional Conduct of the Education Profession in Florida

FOR FURTHER INFORMATION:

CONTACT:

Florida Department of Education
Office of Professional Practices Services
Turlington Building
325 West Gaines Street
(850)245-0438

www.myfloridateacher.com

{DISTRICT CONTACT INFORMATION}

Identifying & Reporting Professional Misconduct



"Teaching is the profession that
teaches all the other
professions."

Author Unknown

Florida Department of Education
Office of Professional Practices Services

The following behavior may be indicative of misconduct that should be reported:

- being alone with a student in dark or closed room or secluded area
- behaving in an overly friendly or familiar way or failing to maintain an appropriate professional boundary with a student
- using forceful or unnecessary physical contact with a student
- administering discipline not compliant with district policy
- accepting or offering of gifts for return of a favor or privilege from students or colleagues
- badgering or habitually teasing a student
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- chronically embarrassing a student
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- retaliating against a student or colleague for reporting misconduct
- bantering or engaging in colloquial or slang communications with a student
- directing or using profane, offensive, or explosive language in the presence of students
- making lewd or suggestive comments or overtures toward a student or colleague

Apply the litmus test

1. If you feel uncomfortable
2. If you question the person's motives or actions
3. If you are unsure

Protect the students and yourself and report.

HOW TO REPORT MISCONDUCT

- Report allegations or suspicion of misconduct by an instructional personnel member to your school administrator or district contact
- Report allegations or suspicion of misconduct by your school administrator to your district contact
- Document the activities or details of the event
- Secure evidence (if applicable)

WHO SHOULD REPORT MISCONDUCT?

All employees and agents of a district school board, charter school or private school have a duty to report misconduct

If you are aware of or observe misconduct

REPORT IT IMMEDIATELY!

WHO SHOULD YOU REPORT?

- Classroom teachers
- Paraprofessionals
- Substitute teachers
- Librarians, guidance counselors and social workers
- Career specialists and school psychologists
- Principals, Assistant Principals and Deans

If someone tells you about misconduct, be a LEADER:

Listen

Evaluate

Act immediately

Document

Encourage

Report

FAILURE TO REPORT MISCONDUCT

Possible penalties for instructional personnel or site administrators who fail to report misconduct may include:

- Written Reprimand
- Suspension with or without pay
- Termination of employment
- Discipline/Sanctions on an educator's certificate

"A teacher affects eternity...he can never tell where his influence stops."

~Henry B. Adams



CHILD ABUSE

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WHO MUST REPORT ABUSE?

Doctors	Police Officers
Nurses	Child Care Workers
Social Workers	Any Witnesses
Any/All School Personnel	

Call or Report it online at: <http://www.dcf.state.fl.us/abuse/report/>



**REPORTING CHILD ABUSE IS
EVERYONE'S RESPONSIBILITY**
1.800.962.2873

Every year in Florida, thousands of children are subjected to child abuse, which can take the form of physical or sexual abuse, neglect, abandonment or mental injury. Too many continue to suffer because the abuse is never reported. Under Florida law, anyone who suspects a child may be abused or neglected has a responsibility to report it.

Signs that a child may be a victim of abuse:

- Unusual fearfulness
- Lack of hygiene or inappropriate dress
- Delayed emotional, intellectual or language development
- Frequent injuries
- Feeding disorders
- Rocking, self-inflicted pain
- Sleep disorders, bed-wetting
- Lack of eye contact, poor socialization
- Acting out in school
- Unexplained scars or bruises
- Malnutrition
- Many school absences

CALL 911 FOR EMERGENCIES

How to report abuse:

Telephone 1.800.962.2873

Fax 1.800.914.0004 TDD 1.800.453.5145



**ES RESPONSABILIDAD DE TODOS
REPORTAR EL ABUSO INFANTIL
1.800.962.2873**

Cada año en Florida, miles de niños son víctimas de abuso infantil, el cual puede tomar la forma de abuso físico o sexual, negligencia, abandono o maltrato mental. Muchos continúan sufriendo debido a que el abuso nunca se reportó. Según la ley de Florida, cualquier persona que sospeche del abuso o negligencia de un niño tiene la responsabilidad de reportarlo.

Señales de abuso:

- Temor inusual
- Falta de higiene o vestimenta inapropiada
- Lesiones frecuentes
- Retraso en el desarrollo emocional, intelectual o del lenguaje
- Trastornos de alimentación
- Mecerse, dolor autoinfligido
- Trastornos del sueño, orinarse en la cama
- Ausencia de contacto visual, poca socialización
- Mal comportamiento en la escuela
- Cicatrices y moretones sin explicación
- Malnutrición
- Muchas ausencias escolares

LLAME AL 911 PARA EMERGENCIAS

Cómo reportar el abuso:

Teléfono 1.800.962.2873 Fax 1.800.914.0004

TDD (para sordomudos) 1.800.453.5145

En línea en www.MyFLFamilies.com