

## **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:

- A. Valuing the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship.
- B. Having as a professional primary concern, the student's well-being and the development of the student's potential.
- C. 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.

## **ATTACHMENT S**

### **Standards of Ethical Conduct (Corbett Preparatory School of IDS)**

(Adapted from the Code of Ethics of the Education Profession in Florida and 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 the guarantee 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.

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

**Reporting Misconduct** All instructional personnel, educational support employees, and school administrators have an obligation to report misconduct by instructional personnel, educational support employees 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 or administrators may be made to Jennifer Jagdmann [jjagdmann@corbettprep.com](mailto:jjagdmann@corbettprep.com).

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Reports of misconduct committed by employees or administrators may also be made to Michael Johnson [mjohnson@corbettprep.com](mailto:mjohnson@corbettprep.com).

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Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a

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student are posted in public community dining areas throughout the school and on our website at [corbettprep.com](http://corbettprep.com).

**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; or 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, or 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, or 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, or run away from home.

**Signs of Neglect** The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

**Patterns of Abuse:** 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.

**Liability Protections** Any person, official, or institution participating in good faith in any act authorized or required by law, 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. (F.S. 39.203)

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. (F.S. 768.095)