



Standards of Ethical Conduct Key Point Academy

At Key Point Academy, we are committed to fostering a safe, respectful, and ethical learning environment for all students, staff, and families. These Standards of Ethical Conduct outline the professional responsibilities and expectations for our instructional personnel and administrators, in accordance with the Code of Ethics of the Education Profession in Florida and the Principles of Professional Conduct. All staff are required to uphold these standards as a condition of employment and to complete training on these principles.

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.
5. Employees must not:
 - a. Call students at home for non-school related matters.
 - b. Encourage students to call them by inappropriate nicknames.
 - c. Touch students inappropriately or aggressively.
 - d. Give or request personal contact information from students.
 - e. Make personal comments about students' appearance or habits.
 - f. Be alone with a student in private areas such as vehicles or rooms.
 - g. Send personal emails or messages to students.
 - h. Friend or follow students on social media.
 - i. Give rides to students.
 - j. Assign students to complete personal errands.
 - k. Create social networking sites involving students.
 - l. Discuss private affairs of students or colleagues.
 - m. Speak with innuendo or make suggestive remarks.
 - n. Flirt with students or engage in relationships with them.

- o. Use profanity or racial/ethnic slurs.
 - p. Abuse or threaten students verbally or physically.
 - q. Use or be under the influence of drugs or alcohol around students or at school events.
 - r. Make off-color or inappropriate jokes.
 - s. Speak disparagingly about the school to students, parents, or community members.
6. Employees must:
- a. Treat students with respect and dignity at all times.
 - b. Communicate clearly and seek help when students are unresponsive.
 - c. Maintain professionalism with all members of the school community.
 - d. Follow all safety procedures and school rules.
 - e. Keep personal student information confidential, unless legally required.

Technology and Digital Communications

All employees must use technology and digital platforms ethically and professionally:

- a. Use school technology resources only for professional or educational purposes
- b. Avoid using personal devices or accounts to communicate with students
- c. Ensure digital records are secure and kept in compliance with privacy laws
- d. Follow best practices for cybersecurity and data protection

Training Requirement:

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

Reporting Misconduct:

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 to Claudiane Moraes, Principal of Key Point Academy at

cmoraes@keypointschools.com or 305-755-9258. Reports of misconduct committed by administrators should be made to Eunice Ortega at eortega@keypointschools.com.

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

Reporting Abuse 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 may include unexplained bruises, welts, cuts, broken bones, or burns. A child may appear withdrawn, fearful of going home, aggressive, or dressed inappropriately to hide injuries.

Signs of sexual abuse may include torn or bloody underwear, trouble walking or sitting, pain or itching in the genital area, or an STD. A child may exhibit sexual knowledge or behavior, fear of certain individuals, weight fluctuation, or depression.

Signs of neglect may include poor hygiene, underweight appearance, lack of supervision, unmet medical needs, chronic fatigue, or food-seeking behavior.

A pattern of these signs is a strong indicator of abuse or neglect and should be reported immediately.

Legal Liability Protections Any person reporting suspected abuse or neglect in good faith is immune from civil or criminal liability under F.S. 39.203.

An employer who discloses information about a current or former employee in good faith to a prospective employer is also immune from liability unless it can be proven that the disclosure was knowingly false or violated protected civil rights under F.S. Chapter 760 (F.S. 768.095).

Emergency Procedures and SchoolGuard App Employees must be familiar with the SchoolGuard App and follow emergency procedures. The app includes:

- Report Armed Intruder button: Tap and slide to confirm. Alerts all locations in a 5-mile radius and calls 911. A \$500 fine may apply for false activation.
- 911 Only button: Speeds up calling emergency services.
- Teacher Assist button: Calls for help from staff and allows entering details.

The app also includes a test feature to practice emergency plans.

To prevent false alarms, enable alert settings. On iPhone, activate "LED Flash for Alerts." On Android, adjust notification settings. Lock your phone to prevent unintentional activation.

Watch the tutorial here: <https://www.youtube.com/watch?v=y7p2cyN5waw>

