

## **Standards of Ethical Conduct St. Andrew's Episcopal Academy**

**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 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. Reports of misconduct of employees should be made to Mandy Doss (772) 201-5673. Reports of misconduct committed by administrators should be made to the Chair of the Board of Trustees (772) 461-7689.

Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in the teacher work room and at <https://staacademy.org/wp-content/uploads/2019/05/TeacherMisconductFlyer.pdf>.

**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/>.

**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)

## **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](http://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
- 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 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