

STANDARDS of ETHICAL CONDUCT

FOUNDATION ACADEMY

School Codes 2818, 5595, and 4697

The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

1. Shall not harass or discriminate against any individual on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, social or family background.
2. Maintain a professional relationship with parents. Avoid developing a relationship with parents that makes you feel that you must treat a student differently because of the relationship.
3. Do not share information from a student's cumulative folder or other private information with anyone outside of Foundation Academy's professional school community unless you have the parents' written permission.
4. Student information should only be shared with staff who have direct contact with said student.
5. When talking with parents, say something positive about their child before you discuss problems relating to their child.
6. Please inform and reimburse the school for personal phone calls made from the school phone and for personal use of the copier.
7. Avoid discussion of school problems in public areas, such as the office, lunchroom, and events, where parents, salesmen, or students may overhear.
8. Never discuss negative aspects of one student in front of another.
9. Avoid socializing with parents and faculty members in the office and other work areas.
10. Internal problems are to be discussed only between staff members, the administrator, or individual parties involved. Principles from Matthew 18: 15-18 should be followed to involve only those necessary to resolve a problem
- 11). If you suspect or know of any child who is being harmed, call the Florida Abuse Hotline at 1-800-962-2873 or report online at http://www.dcf.state.fl.us/abuse/report_. If you see a child in immediate danger, call 911.

HARASSMENT OF EMPLOYEES OR STUDENTS

No staff member shall harass another employee or student verbally or physically (should include any physical contact that could be construed as questionable). Any harassment should be reported immediately to the administrator or to another authority if the administrator was involved.

Obligation to the student requires that the individual:

1. 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.
2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
3. Shall not unreasonably deny a student access to diverse points of view.
4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

6. Shall not intentionally violate or deny a student's legal rights.
7. Shall not harass or discriminate against any student on the basis of race, color, religion, biological sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
8. Shall not exploit a relationship with a student for personal gain or advantage.
9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
3. Shall not use institutional privileges for personal gain or advantage.
4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
5. Shall offer no gratuity, gift, or favor to obtain special advantages.

Training Requirement

All employees are required as a condition of employment to complete training on these standards of ethical conduct. As educational professionals, we have a responsibility to provide the children we teach with the opportunity to obtain the best education possible. However, our responsibility does not end there. We also have a legal responsibility to protect the children we educate from child abuse, neglect, and abandonment and to report any information that we receive that leads us to suspect that a child has been abused, neglected or abandoned. Unfortunately, child abuse, neglect, and abandonment are all too frequent occurrences in today's society. In our capacities as educators or employees at an educational institution, at some point in our careers, we are likely to come in contact with a child facing one or more of these situations. This prompts the question, "how do I recognize and deal with such a situation when it occurs?" This policy is designed to provide guidelines for reporting suspected child abuse, neglect, and abandonment.

Reporting Misconduct by Instructional Personnel, Administrators, and Staff

All employees of Foundation Academy have an obligation to report misconduct, which affects the health, safety, or welfare of a student. If you witness, learn of, or hear information that raises the possibility that an employee has engaged in inappropriate behavior or misconduct that might affect the health, safety, or welfare of a student, including child abuse, you must notify the following individual immediately. If you are unsure whether a particular action or comment is inappropriate, you should err on the side of caution and report the concern.

Reports of misconduct of employees should be made to:

[Arianne Mitchell](#)

Director of Human Resources

arianne.mitchell@foundationacademy.net

407-877-2744

Reports of misconduct committed by administrators should be made to:

Jacquelyn Conover

Chief Academic Officer

jacquelyn.conover@foundationacademy.net

407-877-2744

REPORTING MISCONDUCT

You will not be retaliated against or disciplined in any way for making a good faith report of misconduct. Do not attempt to resolve the situation yourself. It is vital that the individual above be notified so that the school can handle the situation appropriately. Failure to report inappropriate behavior or misconduct may result in discipline, up to and including termination.

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 affect the health, safety, or welfare of a student are posted on bulletin boards and in the break room of each campus and on the school **Website at**
<https://www.foundationacademy.net/wp-content/uploads202/032022-EA-Child-Abuse-Awareness-eb-Content.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>

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)

Employer immunity from liability; disclosure of information regarding former or current

employees. 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 chapter 760.(F.S. 768.095).

EMPLOYEE RESPONSIBILITIES

Continuous Supervision

At no time are students to be left unattended during school hours or when participating in a school sponsored program.

Time Supervision Begins

School day supervision begins 30 minutes before the school day begins and ends 30 minutes after the school day ends. If students remain on campus after the end of supervision, they must be under the supervision of an activity sponsor or escorted to After Care. Unless otherwise specified by an administrator, teachers or supervisory staff are to arrive at least 15 minutes before a program or activity begins or a bus is scheduled to leave to supervise students.

Supervision by Custodians or Non-School Personnel

At no time are custodians or non-school personnel to be given responsibility to supervise students on their own (i.e. a parent cannot be left to supervise other students after an event so an employee may leave.)

Supervisory Age Requirements

At no time are students to be left in the sole care of a supervisor who is not yet 21 years of age unless approved by administration (with completed background check).

Extra-Curricular Activities

Teachers or other staff, parents, and other FA representatives supervising students at extra-curricular activities are responsible for ensuring that student behavior is respectful, safe, and represents Foundation Academy and Jesus Christ. After the activity is over, the teacher(s) or staff member(s) responsible are to stay with the students until the last student is picked up.

If you have any belief, concern or thought that you have witnessed, hear or heard about a situation possibly involving abuse, neglect or abandonment by any person who is a custodian, is responsible for the child's welfare or is in a supervisory capacity over the child (parent, relative, pastor, physician, counselor, instructor, school administrator, babysitter, etc.) you must report your concern to the school Administration (President, Vice President of Education, and Principal). The Administration will discuss the situation with you to ensure that the appropriate reports, if any, are completed. You can also report the

situation directly to the state by calling the toll-free Abuse Hotline at 800-962-2873. There is a notice posted in the break room with this information.

Employees who report concerns of suspected child abuse, abandonment or neglect are expected to cooperate in any investigation by child protective services. In addition, under the provisions of Florida Statute 39.203, employees who in good faith report suspected abuse, abandonment or neglect are immune from civil or criminal liability for reporting such information and participating in any investigation. Other than the report itself and the information of appropriate information to the Administration, the information about the suspected child abuse, abandonment, or neglect should remain confidential for the protection of the child.

You should also understand that the failure to promptly report suspected child abuse, abandonment or neglect can result in criminal charges for a felony. In addition, an educator's teaching certificate may be suspended from any person who knowingly failed to report child abuse, abandonment, or neglect.