



## ETHICAL STANDARDS, POLICIES & PROCEDURES FOR INSTRUCTIONAL PERSONNEL AND ADMINISTRATORS

Per Senate Bill 1712, **ETHICS IN EDUCATION ACT**, all Highpoint Academy Employees are hereby advised of the following:

- You will be disqualified from employment if you are convicted of an act listed under s. 1012.315, F.S. (**APPENDIX A**)
- You will hereby adhere to the Principles of Professional Conduct for the Education Profession in Florida under section 6B-1.001 of the Florida Code of Ethics of the Education Profession (**APPENDIX B**)
- It is each employee's duty to immediately report actual or suspected cases of child abuse, abandonment or neglect. (**APPENDIX C**)
- You are immune from liability if you make this report, per ss. 39.203 and 768.095, F.S.

### **SS 39.203 Immunity from liability in cases of child abuse, abandonment, or neglect.**

(1)(a) Any person, official, or institution participating in good faith in any act authorized or required by this chapter, 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.

**768.95 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.

- You have a duty to comply with child protective investigations at all times.
- THE TOLL FREE ABUSE HOTLINE NUMBER IS: **1-800-96ABUSE**

**PLEASE READ THE POLICIES AND PROCEDURES FOR REPORTING MISCONDUCT WHICH AFFECTS THE HEALTH, SAFETY OR WELFARE OF A STUDENT:**

1. You are required to immediately inform the school Principal (or a School Administrator if Principal is not available) of a suspected misconduct by another student, instructional personnel, or school administrator. **(APPENDIX D)**
2. You must write down the details of what you observed, including **date, time and incident or occurrence** that you witnessed. You must also **document** the name of the person that you reported the incident to, date and time that you reported the incident.
3. You **must follow-up** each reported incident with the School Principal and/or with authorities, when applicable.
4. There will be penalties for personnel and administrators who fail to report abuse or misconduct.

**I have read and understood all policies and procedures set forth by the state of Florida and Schoolhouse Academy for the ETHICAL CONDUCT FOR INSTRUCTIONAL PERSONNEL AND ADMINISTRATORS, as well as the CODE OF ETHICS FOR EDUCATIONS and all policies and procedures for reporting misconduct, which affects the health, safety and welfare of students.**

**Employee's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Highpoint Academy Employee**