

## ROSARIAN ACADEMY STANDARDS OF ETHICAL CONDUCT

1. At Rosarian Academy, we value 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 is the freedom to learn and to teach and the guarantee of equal opportunity for all.

2. Our primary concerns are 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 by Instructional Personnel and Administrators

All employees, educational support 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 the Head of School immediately. Reports of misconduct committed by an administrator(s) should be made to the Board of Directors immediately.

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 student are posted in the Employee Handbook and on the school's internal employee website.

### 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)

### Consequences for Employee Misconduct

Employees should know that any conduct which violates an Academy policy or which is not in the best interests of Rosarian, will subject an employee to discipline, up to and including separation. Disciplinary actions are noted in the employee's personnel file. Serious misconduct may result in immediate suspension and/or immediate separation, without notice.

Rosarian has established policies and procedures for the convenience and protection of all of its employees. A violation of any of these policies and procedures is considered misconduct and appropriate disciplinary procedures will be initiated. Disciplinary action may include, but is not limited to, the following: verbal warning, written warning, suspension without pay and separation. There is no guarantee that one form of disciplinary action will necessarily precede another. The appropriate disciplinary action will be determined by the Head of School.

It is imperative that an employee conduct him/herself in a professional manner at all times when at work and when representing the Academy. Behavior that interferes with an employee's work performance or the work of others is inconsistent with the image and atmosphere that the Academy has adopted for its employees and the desired example for the students of the Academy and will not be tolerated.

### EXAMPLES OF CONDUCT VIOLATIONS

The following is a list of some of the more common examples of policy violations and misconduct:

- Disclosure of confidential Academy, employee or student information to unauthorized parties;
- Behavior resulting in student, vendor or employee complaints;
- Supplying false or misleading information or falsifying any Academy or student record;
- Possessing weapons on premises or off premises while performing duties for Rosarian Academy, unless otherwise permitted by applicable law;

- Immoral or indecent conduct; soliciting persons for immoral purposes;
- Insubordination, including but not limited to, refusing to obey or complete a work assignment or directive of a supervisor or Rosarian Academy official;
- Disruptive conduct, including but not limited to: gambling; fighting; horseplay; coercion; intimidation or threats against Academy employees or students; vulgarity; or abusive treatment to the public or fellow employees;
- Theft or unauthorized possession or removal of property or money belonging to the Academy, its employees or a third party;
- Making threats of violence or publishing false and malicious, obscene or bullying statements concerning a student, employee, supervisor, other Rosarian Academy official or its services;
- Excessive tardiness and/or absenteeism;
- Destruction, vandalism or misuse of Academy or student property; or,
- Improper use of Rosarian Academy's devices, computers, passwords or computer programs;
- Using an employee's own position for special privilege or benefit;
- Using an iPod or other personal electronic devices (iPad, cell phone, etc.) during instruction or supervision of students;
- Limiting one's performance or, directly or indirectly, encouraging or preventing another employee to limit his productivity;
- Staging unauthorized meetings on school property;
- Refusing to comply and cooperate with the Academy relating to the investigation of an incident/accident or other matter;
- Failing to report an on-the-job injury or accident;
- Inflicting physical or verbal harm, assaulting or threatening a student, employee, volunteer, visitor, or parent/guardian;
- Using corporal punishment in disciplining a student;
- Removing, distorting, or tampering with any property on Academy premises without proper authorization;
- Consuming alcohol or being under the influence of alcohol or other controlled substance at a social event sponsored by the Academy in which the employee is working or volunteering;
- Assisting or permitting any person to gain unauthorized entrance to or exit from Academy premises;
- Violating health, fire, and safety rules established by the Academy or any regulatory agency;
- Conviction of a criminal offense.