

## **WORKPLACE STANDARDS AND POLICIES**

### **Ethical Professional Conduct**

As a representative of Lake Park Baptist School, personnel and administrators must demonstrate and uphold standards of ethical conduct both in and outside of the classroom. As an employee and a role model to students, all LPBS instructional and support personnel and school administrators have a duty, at all times, to:

#### **Abide by the Code of Ethics of the Education Profession in Florida (Rule 6b-1.001, F.A.C.)**

- The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship.
- The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
- Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

#### **Uphold the Principles of Professional Conduct for the Education Profession (Rule 6B-1.006, F.A.C.)**

##### **1. Obligation to the student requires that the individual:**

- 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.
- Shall not unreasonably restrain a student from independent action in pursuit of learning.
- Shall not unreasonably deny a student access to diverse points of view.
- Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- Shall not intentionally violate or deny a student's legal rights.
- Shall not harass or discriminate against any study on the basis of race, color, religion, sex, age, national 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.
- Shall not exploit a relationship with a student for personal gain or advantage.
- Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

##### **2. Obligation to the public requires that the individual:**

- Shall maintain honesty in all professional dealings.
- Shall not on the basis of race, color, religion, sex, age, national 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.
- Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- 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 harassment or discrimination.
- Shall not make malicious or intentionally false statements about a colleague.
- Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.

- Shall not misrepresent one's own professional qualifications.
- Shall not submit fraudulent information on any document in connection with professional activities.
- Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida.
- Shall self-report within forty-eight hours to appropriate authorities any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilt or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight hours after the final judgment.

**Abide by all school policies and procedures with steadfast adherence to the following: DUTY TO REPORT ABUSE OR NEGLECT**

**Immediately report known or suspected child abuse or neglect to the Florida Department of Children and Families Toll-Free Hotline (1-800-96-ABUSE).**

**Reporting Procedure to Department of Children and Families**

In accordance with section 39.201, Florida Statutes, any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person(s) responsible for the child's welfare, or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion to the Department of Children and Families (DCF) Central Abuse Hotline at 1-800-96-ABUSE.

Instructional personnel and school administrators may report such information to DCF in unison, but reporting to another school employee does not fulfill the legal obligation to report to DCF.

A person who is required by statute to report known or suspected abuse or neglect and fails to do so, is subjected to disciplinary action by the employer, by the State Department of Education and/or through criminal prosecution.

In section 39.01(2), Florida Statutes, the term "Abuse" means any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.

In section 39.01(44), Florida Statutes, an act of "neglect" occurs when a child is deprived of, or is allowed to be deprived of necessary food, clothing, shelter, or medical treatment of a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired.

In section 39.01(47), Florida Statutes, "Other person responsible for a child's welfare" includes the child's legal guardian or foster parent; an employee of any school, public or private child day care center, residential home, institution, facility or agency; a law enforcement officer employed in any facility, service, or program for children that is operated or contracted by the Department of Juvenile Justice; or any other person legally responsible for the child's welfare in a residential setting; and also includes an adult sitter or relative entrusted with a child's care.

In accordance with section 39,203, Florida Statutes, any person who reports in good faith any instance of child abuse, abandonment, or neglect to the Department of Children and Families or any law enforcement agency, shall be immune from any civil or criminal liability, which might otherwise result by reason of such action.

**Immediately report to the school designee, Mrs. Carol Hyatt, any alleged misconduct that affects the health, safety, or welfare of a student by any instructional personnel or school administrator.**

#### **Procedure for Reporting to LPBS**

In accordance with section 1012.795(1) (b) Florida Statutes, any instructional personnel or school administrator must report alleged misconduct that affects the health, safety, or welfare of a student by instructional personnel or school administrators. If instructional personnel or school administrators have knowledge of a violation, designated employees shall immediately report the nature of the misconduct directly to the principal, Mrs. Carol Hyatt. If she is not available, report to our school nurse and/or to the Chairman of the School Committee.

Instructional personnel or school administrators who fail to report misconduct of other instructional personnel or school administrators that affect the health, safety, or welfare of students shall be subject to disciplinary action up to and including termination of employment and revocation of their Florida Educator Certificate.

#### **Bullying and Harassment**

All students and school employees have the right to an educational setting that is safe, secure, and free from harassment and bullying of any kind. Lake Park Baptist School will not tolerate bullying and harassment of any type. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve but is not limited to:

- Teasing
- Social Exclusion
- Threat
- Intimidation
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of property

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property.
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits.
- Has the effect of substantially disrupting the orderly operation of a school.

**Bullying and Harassment may also include:**

- Retaliation against a student or school employee by another student or employee for asserting or alleging an act of bullying or harassment.
- Perpetuation of conduct listed in paragraph (a) or paragraph (b) by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student or school employee by the following:
  - Incitement or coercion
  - Accessing or knowingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the Lake Park Baptist School system.
  - Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

**Reference Disclosure**

In accordance with section 1001.42(6), Florida Statutes, neither Lake Park Baptist School or any employee of the school board may provide instructional personnel or school administrators with employment references or discuss their performance with prospective employers from another educational setting without also disclosing the personnel's or administrator's misconduct.

In accordance with section 768.095, Florida Statutes, 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, Florida Statutes.