



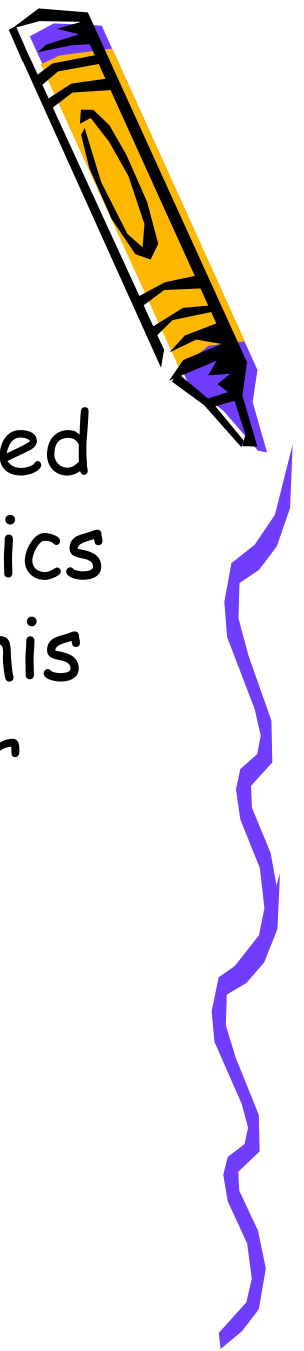
Mandatory Reporting

The Potter's House
Christian Academy

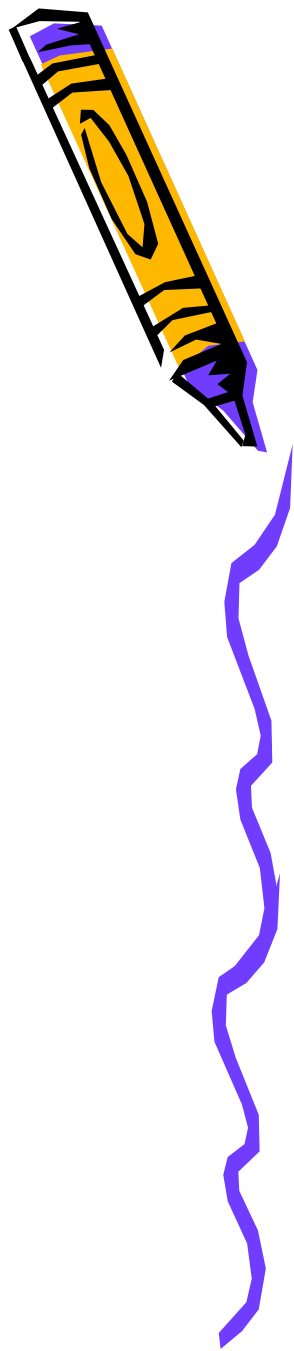
2019-2024

Annual Training

The following information is presented annually to staff as it relates to ethics in education and a duty to report. This information can also be found in your employee handbook.

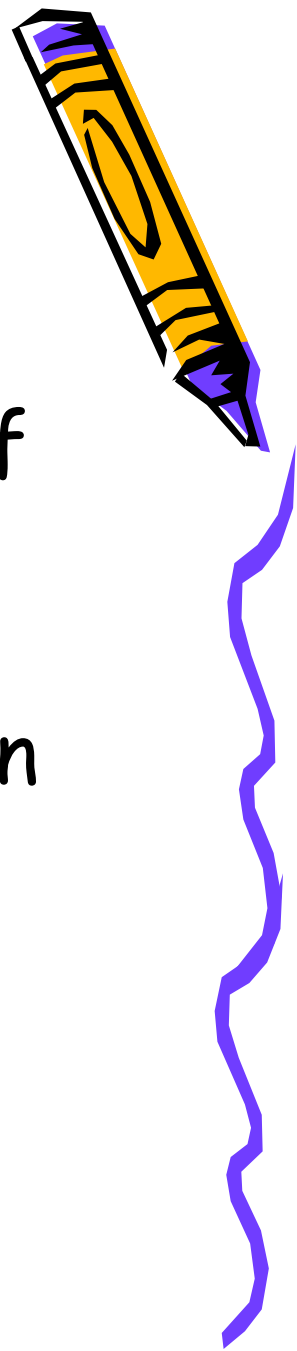


All child care personnel, regardless of employment position, are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with section 39.201 of the Florida Statutes (F.S.).



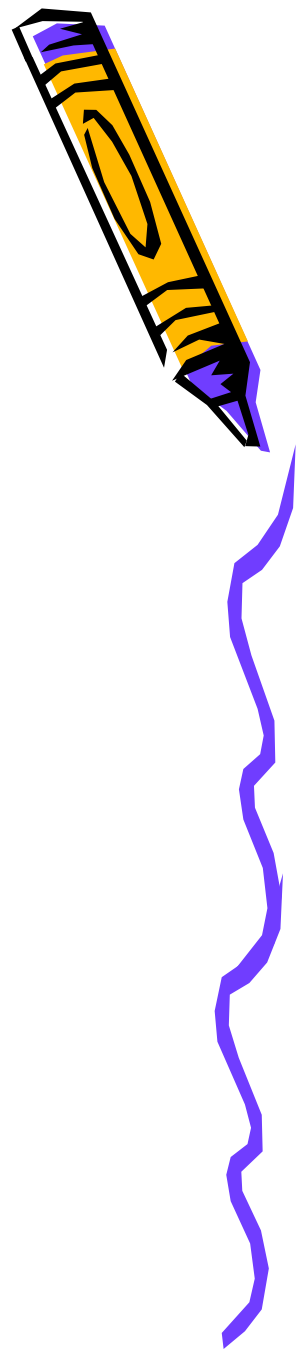
Description of Harm

- Abuse = non accidental infliction of physical or psychological injury or sexual abuse by a parent, adult household member, or other person responsible for care of the child



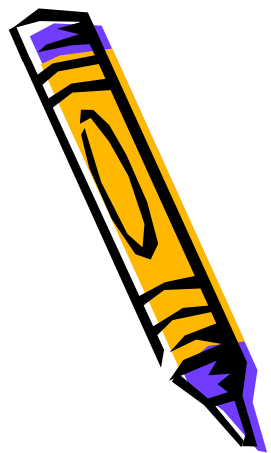
Description of Harm

- Neglect = failure/omission by a caretaker to provide for the care, supervision, services or protection necessary to maintain physical and mental health



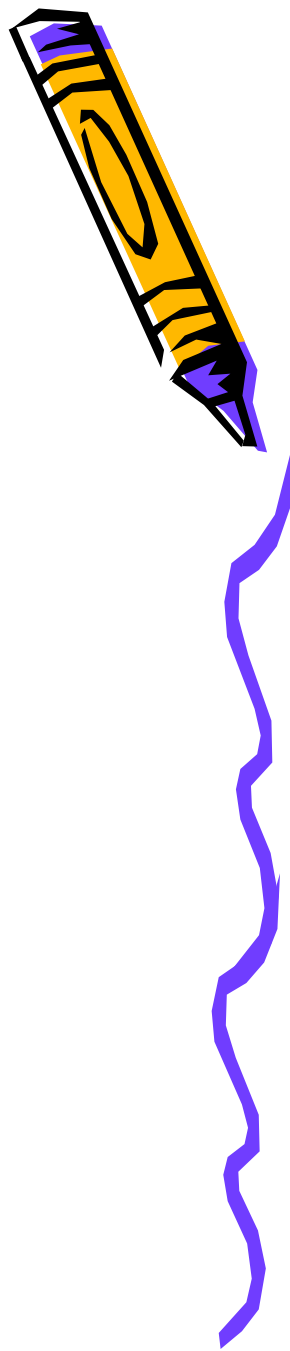
Description of Harm

- Threatened Harm = a situation, circumstance or behavior which leads a prudent person to have reasonable cause to suspect abuse or neglect has occurred or may occur in the immediate future if no intervention is provided.



DO . . .

- Take students seriously if they indicate a parent/guardian has harmed them.
- Ask clarifying questions.
- Consult administration or guidance immediately with your findings.



DON'T . . .



- Discuss abuse allegations with parents/guardians or other teachers.
- Scare the student by making negative comments about the parent/guardian.
- Wait to get help if you suspect abuse.

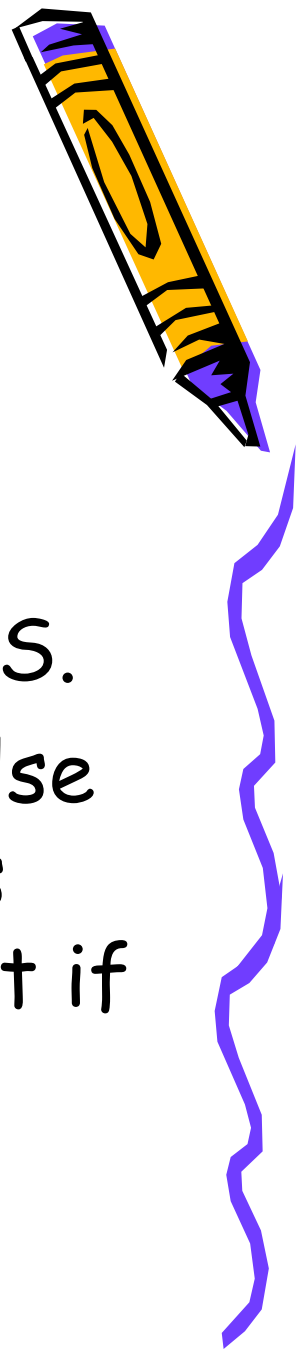


How to Make a Report



- Telephone - **1-800-96-ABUSE**
- Fax - **1-800-914-0004**, using the fax form
- View duty to report posters in staff lounge with contact information listed.
- Online - <https://reportabuse.dcf.state.fl.us/>





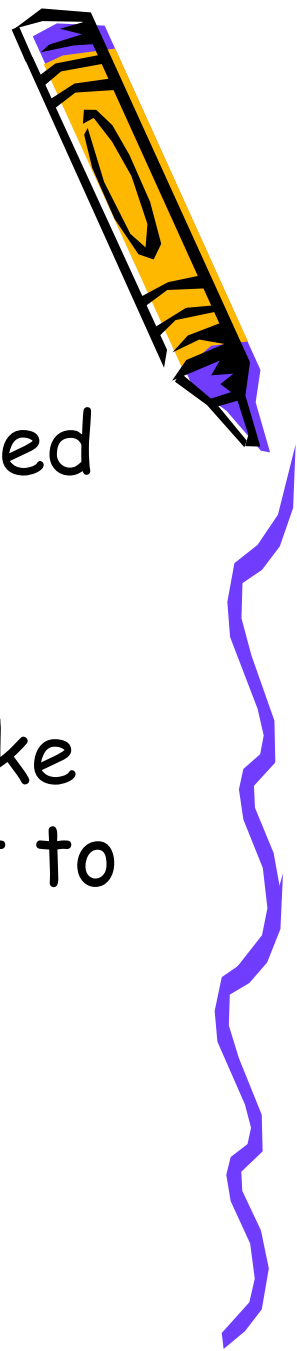
- Any person, when acting in good faith, is immune from liability in accordance with s.39.203(1)(a), F. S.
- Knowingly and willfully making a false report is a 3rd degree felony. This can result in a fine or imprisonment if convicted.



- A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, is guilty of a misdemeanor of the 1st degree, punishable with possible loss of Teaching Certificate, fines, or imprisonment.



If Employee is Accused!



- In the event any teacher is reported or suspected of an action which affects the health, safety, or welfare of a student, PHCA will take the following actions in an attempt to provide resolution:





- The teacher will be separated from the students.
- An investigation will take place.
- If there is an admission of guilt or suspicion that a child has been abused (by any of the definitions above) law enforcement will be notified.

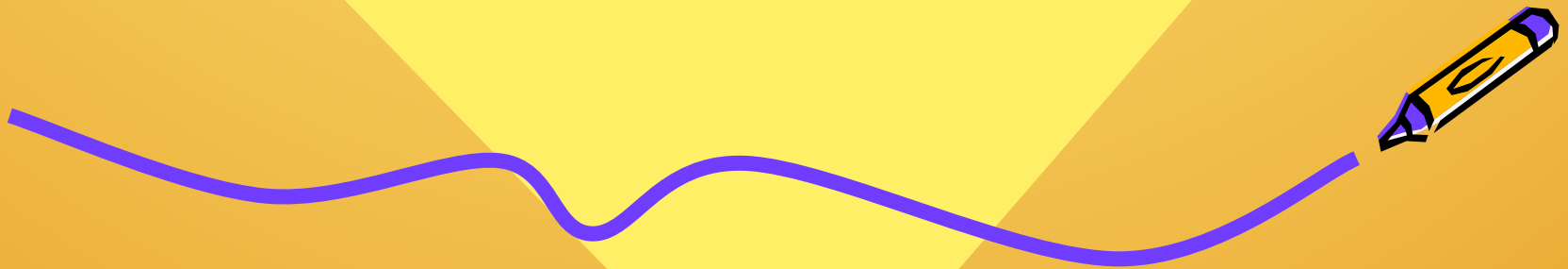




The Code of Ethics & Principles of Professional Conduct



Awareness Training
2019-2024




“Ethics in Education Act”

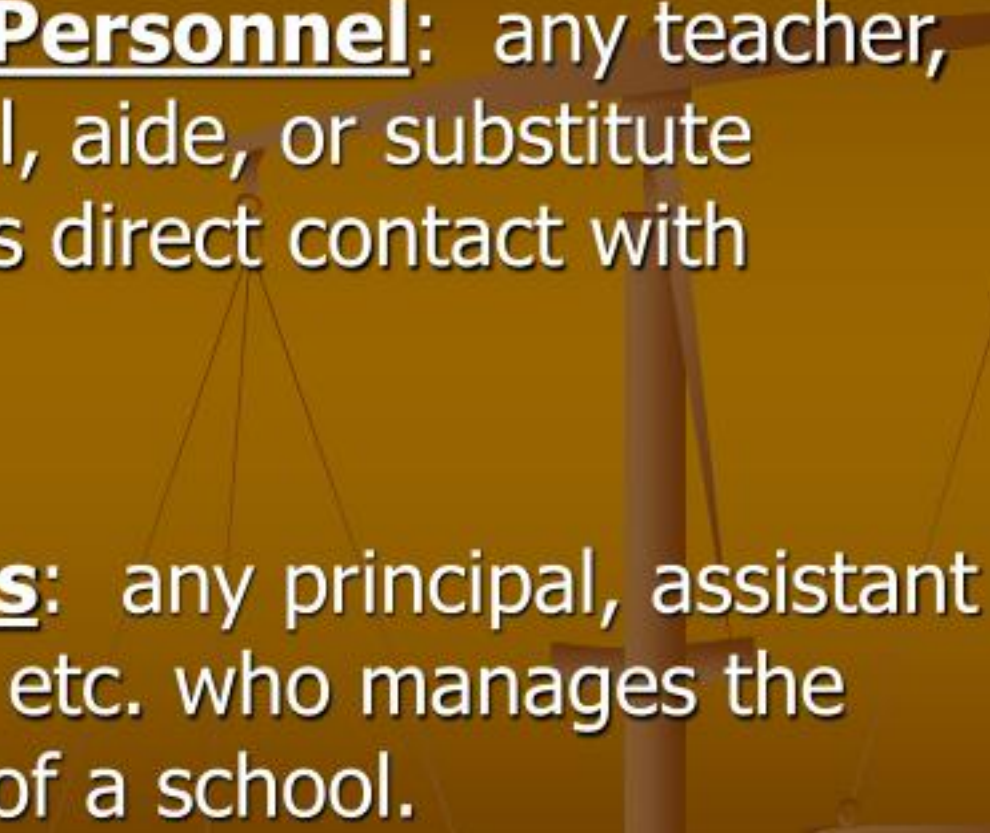


Senate Bill 1712
2008 Florida Legislature
Effective July 1, 2008

General Purpose of SB 1712

- To establish a set of requirements for the employment and certification of educators
 - To establish a procedure for reporting educator misconduct
 - To identify the disciplinary actions taken against educators guilty of misconduct
- 

To whom does the law apply?

- **Instructional Personnel**: any teacher, paraprofessional, aide, or substitute teacher who has direct contact with students.
 - **Administrators**: any principal, assistant principal, dean, etc. who manages the daily operation of a school.
- 

Background Information

Florida has traditionally held all educators – instructional and administrative- to a “higher moral standard” in the community because of their role in educating children. They are placed in a “position of trust” as custodians of children and therefore must have a “good moral character.”

(Paraphrased and quoted from various court rulings)

Employee Code of Ethics

- Employees shall respect the rights of others.
- Employees shall exhibit behavior supporting the mission, goals, and best interest of the school.
- Employees shall perform duties in an orderly and efficient manner.



Employee Code of Ethics

- Employees shall work together to build a high performance team and perform as an active, positive member of that team.
- Employees shall not withhold or conceal any information requested by the school.



Employee Code of Ethics

- Employees are expected to exemplify conduct that is lawful, professional and that contributes to a positive learning environment for all students.
- Employees who are teachers shall comply with Code of Ethics in Education Profession in Florida.



Employee Code of Ethics

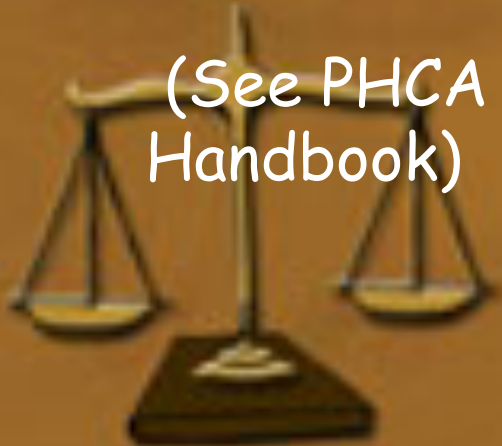
- Employees who are teachers shall comply with the State's Principles of Professional Conduct.
- Employees shall adhere to PHCA's Code of Conduct, policies and procedures.



Employee Code of Ethics

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- Employees shall adhere to PHCA Code of Conduct, policies and procedures.

(See PHCA Faculty Manual and Employee Handbook)



SB 1712 Requires Schools to . . .

- Establish ethical standards and train employees in these standards.
- Require the reporting of any alleged misconduct and establish a procedure for reporting.
- Prohibit confidentiality agreements with terminated employees.



Principles of Professional Conduct

Obligations to the Public

The educator will:

- DISTINGUISH between personal views and the views of the school with which the educator is affiliate
- REFUSE TO ACCEPT gifts or favors which will influence professional judgment
- AVOID using his/her professional position for personal gain or advantage



Principles of Professional Conduct

Obligations to the Student

The educator will:

- COMMIT to academic fairness, honesty, and objectivity to students and learning material
- AVOID harassment of, embarrassment of, or discrimination against student



Principles of Professional Conduct

Obligations to the Profession

The educator will:

- RESPECT and be fair to colleagues
- REPORT alleged violations of state of PHCA rules by other educators
- AVOID misrepresenting violations or assisting unqualified personnel to gain or continue employment





The Code of Ethics & Principles of Professional Conduct

Teacher/Student
Relationships
2019-2024



Interaction with Students



- Maintain a professional barrier between you and the students.
- Keep the classroom door open when talking with students.
- DO NOT flirt with students.
- Do NOT discuss your personal life or personal matters with students.
- Do NOT discuss your dates, spouse, friends or personal problems with students.



Interaction with Students

- Any staff member is not permitted to take a student on an outing or off campus for any reason. Written parent permission is always required when transporting students for school sponsored events.
- Teachers may not invite any student over to their house for the purpose of parties or fun.



Interaction with Students

- Do not choose a few students to become friendly with and do activities together outside of school hours. This includes going shopping, sports, spending the night, etc.
- Any outside of school activities must be approved by the administration (IE. sports activities, class activities, etc.)



Interaction with Students

- Teachers should avoid communicating with students via text messaging, e-mail, FaceBook, etc.
- If this form of communication is needed, it must be kept at a professional level.



Record Keeping and Accounting Procedures

- Know the laws and follow them.
- Know the school policies regarding collecting money, purchasing materials and equipment – and follow them.
- Be sure to safeguard student information such as grades, conference documentation, etc.



Reputation in the Community



- Communicate with parents and document your communication.
- Dress and act appropriately and professionally. You are a role model in the community as well as in the school; be a good example for students.
- Avoid putting yourself in a position where it's your word against another person's word.
- Maintain a professional reputation in the community.

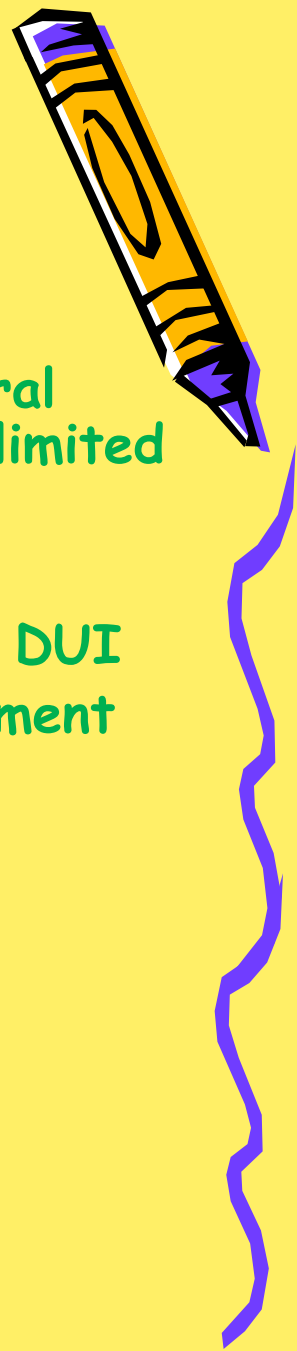


JUST CAUSE FOR DISMISSAL FROM EMPLOYMENT

1. Immorality, Obscene Language
2. Sexual Innuendo
3. Prejudice, bigotry, disparaging comments
4. Gross insubordination
5. Willful neglect of duty
6. Drug and Alcohol Use
7. Cheating, Testing Violations



GUIDELINES AND COMMON SENSE



- As examples, you can be charged with the crime of moral turpitude or gross immorality if you; (including but not limited to)
 - Shoplift
 - Drink on school grounds or have multiple arrests for DUI
 - Possess or sell drugs with or without student involvement
 - Make comments of a sexual nature to students
 - Touch students in an inappropriate manner
 - Commit food stamp or public assistance fraud
 - Commit assault
 - Misuse school funds
 - Submit fraudulent transcripts



GUIDELINES AND COMMON SENSE



- Code of Ethics mandates you to value the worth and dignity of individuals, to place your primary concern for the development of each student's potential, and to strive to achieve and sustain the highest degree of ethical conduct.
- Principles of Professional Conduct obligate you to perform to standards of behavior dealing with STUDENTS, the PUBLIC and the PROFESSION.



GUIDELINES AND COMMON SENSE



- You are held to a higher moral standard than other professionals because of your role in educating children.
- You are held accountable for your private life, as well as your public life.
- Arm yourself with knowledge to avoid violation of standards.
- Use common sense and rational judgment to avoid problems.



Please sign the
acknowledgement sheet.

Stay alert and finish
the year strong!

