



WELLINGTON

Collegiate Academy™

Ethical Conduct and Policy

Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida

- **School Values and Principles**

- Our school upholds the inherent worth and dignity of every individual, the pursuit of truth, dedication to excellence, the acquisition of knowledge, and the nurturing of democratic citizenship. Central to achieving these standards is the freedom to learn and teach, as well as the guarantee of equal opportunity for everyone.

- **Focus on Student Development**

- Our primary concern is the students and their potential development. Employees will strive for professional growth, exercising the best professional judgment and integrity.

- **Commitment to Student Welfare**

- Concern for the student requires that our instructional personnel:
 - a. Make reasonable efforts to protect students from conditions harmful to learning or to their mental or physical health and safety.
 - b. Avoid unreasonably restraining a student's independent pursuit of learning.
 - c. Ensure students have access to diverse viewpoints.
 - d. Avoid intentionally suppressing or distorting subject matter relevant to a student's academic program.
 - e. Prevent intentionally exposing students to unnecessary embarrassment or disparagement.
 - f. Respect and do not violate a student's legal rights.
 - g. Refrain from harassing or discriminating against any student based on race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disability, sexual orientation, or social and family background, and ensure protection from such harassment or discrimination.
 - h. Not exploit their relationship with a student for personal gain or advantage.
 - i. Maintain confidentiality of personally identifiable information obtained during professional service unless disclosure serves professional purposes or is required by law.

- **Ethical Conduct**

- Aware of the importance of maintaining the respect and confidence of colleagues, students, parents, and the community, employees of our school must display the highest

degree of ethical conduct. This commitment requires that our employees: a. Maintain honesty in all professional dealings. b. Avoid denying colleagues professional benefits or advantages, or participation in any professional organization based on race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disability (if otherwise qualified), or social and family background. c. Refrain from interfering with a colleague's exercise of political or civil rights and responsibilities. d. Avoid engaging in harassment or discriminatory conduct that unreasonably interferes with an individual's performance of professional or work responsibilities, or with the orderly processes of education, or that creates a hostile, intimidating, abusive, offensive, or oppressive environment; and ensure protection from such harassment or discrimination. e. Refrain from making malicious or intentionally false statements about a colleague.

Training Requirement

All instructional personnel, educational support employees, and administrators must complete training on these standards of ethical conduct as a condition of employment.

Reporting Misconduct by Instructional Personnel and Administrators

All employees, educational support employees, and administrators are required to report misconduct by instructional personnel and school administrators that affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors.

- Reports of misconduct by employees should be made to:
 - **Administrator Name:** Yaa McFarlane
 - **Contact Email:** ymcfarlane@gowca.org
 - **Phone:** 561-784-1776
- Reports of misconduct by administrators should be made to:
 - **Different Administrator Name:** Horatio McFarlane
 - **Contact Email:** hmcfarlane@gowca.org
 - **Phone:** 561-784-1776

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 on the break room website at [School's 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. Reports can be made by calling 1-800-96-ABUSE or online at [Florida Department of Children and Families](#).

Signs of Physical Abuse

A child may have unexplained bruises, welts, cuts, or other injuries, broken bones, or burns. Signs also include seeming withdrawn or depressed, being afraid to go home or running away, shying away from physical contact, being aggressive, or wearing inappropriate clothing to hide injuries.

Signs of Sexual Abuse

A child may have torn, stained, or bloody underwear, trouble walking or sitting, pain or itching in the genital area, or a sexually transmitted disease. Other signs include unusual knowledge of sex or acting seductively, fearing a particular person, seeming withdrawn or depressed, sudden weight changes, shying away from physical contact, or running away from home.

Signs of Neglect

A child may show signs of neglect if they have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. Other indicators include being frequently tired or hungry, stealing food, or appearing overly needy for adult attention.

Patterns of Abuse

Serious abuse often 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 that might otherwise result from such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer upon request of the prospective employer or the former/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 was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)