



## **CODE OF ETHICS** **AND PRINCIPLES OF PROFESSIONAL CONDUCT**

- *HIGHPOINT ACADEMY Employees are required to demonstrate and uphold standards of ethical conduct both in and outside the classroom. As an educator, employees are expected to be a role model to students at all times. All Highpoint Academy Employees are required to abide by the Code of Ethics of the Education Profession in Florida (Rule 6B-1.001, F.A.C.)*
- *All Employees must abide by our school's Policies and Procedures at all times, including our policy on prohibiting discrimination. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation, be excluded from participating in, be denied the benefits of, or be subject to discrimination under any education program or activity, or in employment conditions or practices conducted by this school, except as provided by law.*
- *Highpoint Academy is a Drug-Free Workplace. Employees shall not possess, consume, sell, distribute, dispense, use or be under the influence of any alcoholic beverage in the workplace, including all school-sponsored events that may be on or off school grounds.*
- *Highpoint Academy employees understand that posting or storing inappropriate or sexually explicit photos, videos, texts, messages, etc. on any Social Media site or any school computer, is strictly prohibited.*
- *Highpoint Academy employees understand that Corporal Punishment is strictly prohibited.*

### **6A-10.080 Code of Ethics of the Education Profession in Florida.**

1. 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. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. 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.
3. 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.

*Rulemaking Authority 1001.02, 1012.51, 1012.53 FS. Law Implemented 1012.32, 1012.34, 1012.51, 1012.53, 1012.795, 1012.796 FS. History-New 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-12-81, 7-6-82, Formerly 6B-1.01, 6B-1.001.*

## **6A-10.081 Principles of Professional Conduct for the Education Profession in Florida.**

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
3. Obligation to the student requires that the individual:
  - 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. Obligation to the public requires that the individual:
  - a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
  - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
  - c. Shall not use institutional privileges for personal gain or advantage.
  - d. Shall accept no gratuity, gift, or favor that might influence professional judgment.

- e. Shall offer no gratuity, gift, or favor to obtain special advantages.
- 5. Obligation to the profession of education requires that the individual:
  - 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.
  - f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
  - g. Shall not misrepresent one's own professional qualifications.
  - h. Shall not submit fraudulent information on any document in connection with professional activities.
  - i. 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.
  - j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
  - k. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
  - l. 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 and other applicable Florida Statutes and State Board of Education Rules.
  - m. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) 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 guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.

- n. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- p. Shall comply with the conditions of an order of the Education Practices Commission.
- q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Rulemaking Authority 1001.02, 1012.51, 1012.53 FS. Law Implemented 1012.32, 1012.34, 1012.51, 1012.53, 1012.795, 1012.796 FS. History-New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006.

### **OBLIGATION TO THE STUDENT REQUIRES THAT THE INDIVIDUAL:**

Highpoint Employees 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.

- 1. Shall not unreasonably restrain a student from independent action in pursuit of learning.
- 2. Shall not unreasonably deny a student access to diverse points of view.
- 3. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- 4. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- 5. Shall not intentionally violate or deny a student's legal rights.
- 6. 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.

7. Shall not exploit a relationship with a student for personal gain or advantage.
8. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

**OBLIGATION TO THE PUBLIC REQUIRES THAT THE INDIVIDUAL:**

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
3. Shall not use institutional privileges for personal gain or advantage.
4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
5. Shall offer no gratuity, gift or favor to obtain special advantages.

**OBLIGATION TO THE PROFESSION OF EDUCATION REQUIRES THAT THE INDIVIDUAL:**

1. Shall maintain honesty in all professional dealings.
2. 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.
3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
4. 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.
5. Shall not make malicious or intentionally false statements about a colleague.
6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
7. Shall not misrepresent one's own professional qualifications.
8. Shall not submit fraudulent information on any document in connection with professional activities.
9. 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.
10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
12. 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 and other applicable Florida Statutes and State Board of Education Rules.

13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) 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 guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.
14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
16. Shall comply with the conditions of an order of the Education Practices Commission.
17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

*Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2), 231.28 FS. History - New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98.*

## **Appendix A**

### **Section 1012.315, Florida Statutes**

**The screening standards of s. 1012.315, F.S. must be used in conjunction with s. 435.04, F.S. by private schools participating in the state scholarship programs to screen instructional personnel and school administrators.**

**1012.315 Disqualification from employment.--A person is ineligible for educator certification, and instructional personnel and school administrators, as defined in s. 1012.01, are ineligible for employment in any position that requires direct contact with students in a district school system, charter school, or private school that accepts scholarship students under s. 220.187 or s. 1002.39, if the person, instructional personnel, or school administrator has been convicted of:**

- (1) Any felony offense prohibited under any of the following statutes:
  - (a) Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct.
  - (b) Section 394.4593, relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct.
  - (c) Section 415.111, relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.
  - (d) Section 782.04, relating to murder.
  - (e) Section 782.07, relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, aggravated manslaughter of a child, or aggravated manslaughter of an officer, a firefighter, an emergency medical technician, or a paramedic.
  - (f) Section 784.021, relating to aggravated assault.
  - (g) Section 784.045, relating to aggravated battery.

- (h) Section 784.075, relating to battery on a detention or commitment facility staff member or a juvenile probation officer.
- (i) Section 787.01, relating to kidnapping.
- (j) Section 787.02, relating to false imprisonment.
- (k) Section 787.025, relating to luring or enticing a child.
- (l) Section 787.04(2), relating to leading, taking, enticing, or removing a minor beyond the state limits, or concealing the location of a minor, with criminal intent pending custody proceedings.
- (m) Section 787.04(3), relating to leading, taking, enticing, or removing a minor beyond the state limits, or concealing the location of a minor, with criminal intent pending dependency proceedings or proceedings concerning alleged abuse or neglect of a minor.
- (n) Section 790.115(1), relating to exhibiting firearms or weapons at a school-sponsored event, on school property, or within 1,000 feet of a school.
- (o) Section 790.115(2)(b), relating to possessing an electric weapon or device, destructive device, or other weapon at a school-sponsored event or on school property.
- (p) Section 794.011, relating to sexual battery.
- (q) Former s. 794.041, relating to sexual activity with or solicitation of a child by a person in familial or custodial authority.
- (r) Section 794.05, relating to unlawful sexual activity with certain minors.
- (s) Section 794.08, relating to female genital mutilation.
- (t) Chapter 796, relating to prostitution.
- (u) Chapter 800, relating to lewdness and indecent exposure.
- (v) Section 806.01, relating to arson.
- (w) Section 810.14, relating to voyeurism.
- (x) Section 810.145, relating to video voyeurism.
- (y) Section 812.014(6), relating to coordinating the commission of theft in excess of \$3,000.
- (z) Section 812.0145, relating to theft from persons 65 years of age or older.
- (aa) Section 812.019, relating to dealing in stolen property.
- (bb) Section 812.13, relating to robbery.
- (cc) Section 812.131, relating to robbery by sudden snatching.
- (dd) Section 812.133, relating to carjacking.
- (ee) Section 812.135, relating to home-invasion robbery.
- (ff) Section 817.563, relating to fraudulent sale of controlled substances.
- (gg) Section 825.102, relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.
- (hh) Section 825.103, relating to exploitation of an elderly person or disabled adult.
- (ii) Section 825.1025, relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled person.
- (jj) Section 826.04, relating to incest.
- (kk) Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.
- (ll) Section 827.04, relating to contributing to the delinquency or dependency of a child.
- (mm) Section 827.071, relating to sexual performance by a child.
- (nn) Section 843.01, relating to resisting arrest with violence.
- (oo) Chapter 847, relating to obscenity.
- (pp) Section 874.05, relating to causing, encouraging, soliciting, or recruiting another to join a criminal street gang.
- (qq) Chapter 893, relating to drug abuse prevention and control, if the offense was a felony of the second degree or greater severity.
- (rr) Section 916.1075, relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct.
- (ss) Section 944.47, relating to introduction, removal, or possession of contraband at a correctional facility.
- (tt) Section 985.701, relating to sexual misconduct in juvenile justice programs.

(uu) Section 985.711, relating to introduction, removal, or possession of contraband at a juvenile detention facility or commitment program.

(2) Any misdemeanor offense prohibited under any of the following statutes:

(a) Section 784.03, relating to battery, if the victim of the offense was a minor.

(b) Section 787.025, relating to luring or enticing a child.

(3) Any criminal act committed in another state or under federal law which, if committed in this state, constitutes an offense prohibited under any statute listed in subsection (1) or subsection (2).

(4) Any delinquent act committed in this state or any delinquent or criminal act committed in another state or under federal law which, if committed in this state, qualifies an individual for inclusion on the Registered Juvenile Sex Offender List under s. 943.0435(1)(a)1.d.

## **Appendix B**

### **Code of Ethics – Education Profession**

#### **6B-1.006 Principles of Professional Conduct for the Education Profession in Florida**

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##### **6B-1.001 Code of Ethics of the Education Profession in Florida.**

1. 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. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. 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.
3. 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.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2)(b) FS. History - New 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-12-81, 7-6-82, Formerly 6B-1.01.

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##### **6B-1.006 Principles of Professional Conduct for the Education Profession in Florida.**

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3. Obligation to the student requires that the individual:
  - 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.
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  - 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. Obligation to the public requires that the individual:



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5. Obligation to the profession of education requires that the individual:
- a. Shall maintain honesty in all professional dealings.
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  - f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
  - g. Shall not misrepresent one's own professional qualifications.
  - h. Shall not submit fraudulent information on any document in connection with professional activities.
  - i. 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.
  - j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
  - k. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
  - l. 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 and other applicable Florida Statutes and State Board of Education Rules.
  - m. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) 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 guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.
  - n. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
  - o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
  - p. Shall comply with the conditions of an order of the Education Practices Commission.
  - q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2), 231.28 FS. History - New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98.

## **Appendix C**

**Child Abuse: Look for the signs**

**Dial 1-800-96-ABUSE**

**WHO MUST REPORT ABUSE?** Doctors, Nurses, Social Workers, Police Officers, Child Care Workers Any Witnesses, Any/All School Personnel.

Call or Report it online at: <http://www.dcf.state.fl.us/abuse/report/>

### **Signs of Physical Abuse**

<b><u>The child may have unexplained:</u></b> <ul style="list-style-type: none"><li>- bruises, welts, cuts, or other injuries</li><li>- broken bones</li><li>- burns</li></ul>	<b><u>A child experiencing physical abuse may:</u></b> <ul style="list-style-type: none"><li>- seem withdrawn or depressed</li><li>- seem afraid to go home or may run away</li><li>- shy away from physical contact</li><li>- be aggressive</li><li>- wear inappropriate clothing to hide injuries</li></ul>
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### **Signs of Sexual Abuse**

<b><u>The child may have:</u></b> <ul style="list-style-type: none"><li>- torn, stained or bloody underwear</li><li>- trouble walking or sitting</li><li>- pain or itching in genital area</li><li>- a sexually transmitted disease</li></ul>	<b><u>A child experiencing sexual abuse may:</u></b> <ul style="list-style-type: none"><li>- have unusual knowledge of sex or act seductively</li><li>- fear a particular person</li><li>- seem withdrawn or depressed</li><li>- gain or lose weight suddenly</li><li>- shy away from physical contact</li><li>- run away from home</li></ul>
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### **Signs of Neglect**

<b><u>The child may have:</u></b> <ul style="list-style-type: none"><li>- unattended medical needs</li><li>- little or no supervision at home</li><li>- poor hygiene</li><li>- appear underweight</li></ul>	<b><u>A child experiencing neglect may:</u></b> <ul style="list-style-type: none"><li>- be frequently tired or hungry</li><li>- steal food</li><li>- appear overly needy for adult attention</li></ul>
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### **Look for the Patterns**

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.

### **If a Child tells YOU about abuse**

Be a good listener. Show that you understand and believe what the child tells you. Encourage, but don't pressure him/her to talk. Ask open ended questions.

Be supportive. Tell the child he/she did the right thing by coming to you. Stress that he/she is not to blame. Let the child know that you want to help.

Don't overreact. This can frighten the child or prevent him/her from telling you more. Do not talk negatively about the suspected abuser in front of the child.

Document and report it. Document your conversation as soon as you can. If possible, write down the child's exact words. Don't delay. Never assume someone else will report the abuse. The sooner it's reported, the sooner the child and their family can be helped.

**Appendix D**

**EDUCATOR MISCONDUCT REPORTING FORM**

Office of Professional Practices Services **REPORTER INFORMATION:**

Public School  Charter School  Private School  FSDB  Lab School **REPORTER CONTACT**

Contact Person Name and Title: \_\_\_\_\_

Contact Address and Telephone:  
\_\_\_\_\_  
\_\_\_\_\_

**INFORMATION REGARDING THE EDUCATOR BEING REPORTED**

EDUCATOR'S NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ SSN: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ DOE

CERTIFICATE # \_\_\_\_\_

ASSIGNED SCHOOL: \_\_\_\_\_

POSITION: \_\_\_\_\_

SUBJECT/GRADE LEVEL: \_\_\_\_\_

YEARS EXPERIENCE: \_\_\_\_\_

CONTRACTUAL STATUS: \_\_\_\_\_

CURRENT EMPLOYMENT STATUS \_\_\_\_\_

**SUMMARY OF THE ALLEGATION:**

**VICTIMS**

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**DOB:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Current School:** \_\_\_\_\_ **Current School:** \_\_\_\_\_

**WITNESSES**

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**DOB:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Current School:** \_\_\_\_\_ **Current School:** \_\_\_\_\_

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Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 DOB: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Current School: \_\_\_\_\_ Current School: \_\_\_\_\_

**Reporting Directions** For questions, contact our office at 850.245.0438. **In addition to the reporting form, submissions to the Office of Professional Practices Services should include:** 1. All investigative materials, reports, evidence, documents or related materials (Examples include, victim or witness statements, arrest reports or court documents, newspaper articles, computer evidence, video or audio tapes, text messages or cell phone records, photographs, grade books or calendars, gifts/items, statements, arrest report(s), court documents, local investigative reports, termination or disciplinary documents, letter of resignation, district disciplinary action documents, DOAH Orders, and class rosters). **Do not send sanitized or redacted documents.** 2. The educator's current certification information and any applications processed or renewed at the local level 3. Name and contact information for all victims and witnesses (see and duplicate page two as necessary). **Direct all correspondence via regular mail to:** Florida Department of Education, Office of Professional Practices Services, 325 West Gaines Street, Suite 224-E, Tallahassee, Florida 32399-0400