

Standards of Ethical Conduct

Boynton Beach School of the Performing Arts Policy on Ethical Conduct of Instructional Personnel, Educational Support Staff and School Administrators

WORKPLACE STANDARDS AND POLICIES

Faculty Members and Staff of Boynton Beach School of the Performing Arts are required to be of good moral character and must adhere to a code of ethics both in and outside of the classroom. Our ultimate goal is to make sure that the behavior, ethics, policies and procedures that we follow will lead us to the achievement of this goal.

As a role model to students, instructional personnel, educational support employees 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.)

- 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.

Uphold the Principles of Professional Conduct for the Education Profession in Florida (Rule 6B - 1.0,06, F.A.C.)

- 1) **Obligation to the student 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 not accept any gratuity, gift, or favor that might influence professional judgment.
- e. Shall not offer any gratuity, gift, or favor to obtain special advantages.
- 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, birth gender, age, national or ethnic origin, handicapping condition, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
- h. Shall not direct or use profane, offensive, or explosive language in the presence of students.
- i. Shall not exploit a relationship with a student for personal gain or advantage.
- j. 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 school community 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.

3. 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, gender, age national or ethnic origin, handicapping condition, 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 the school) 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, the school 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 Education Practices Commission.
- q) Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Abide by all School policies and procedures with steadfast adherence to the following:

Immediately report known or suspected child abuse, abandonment or neglect to the Florida Department of Children and Families Toll-Free Hotline (1-800-96-ABUSE) or Report online at <http://www.dcf.state.fl.us/abuse/report>

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

Instructional personnel, educational support employees 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, abandonment or neglect and fails to do so, is subject 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 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 or 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.

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 supervision.

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.

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.

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, as appropriate, any alleged misconduct that affects the health, safety, or welfare of a student, by other instructional personnel, educational support employees or school administrators.

Reports of misconduct of employees should be made directly to:

1. Diane McWhorter – Director of Boynton Beach School of the Performing Arts, 561-254-4493

2. Heather Hultgren – Operations Manager of Boynton Beach School of the Performing Arts, 561-388-5067

In accordance with section 1012.795(1)(b) Florida Statutes, any instructional personnel, educational support employees or school administrator have an obligation to report alleged misconduct that affects the health, safety, or welfare of a student by instructional personnel or school administrators. 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. If instructional personnel or school administrators have knowledge of a violation of section 1012.795 or the Principles of Professional Conduct, employees shall immediately report the nature of the misconduct to the school designee, as listed below.

Alleged misconduct by an instructional personnel or educational support employee **must be reported to the school principal**. **Alleged** misconduct by a school administrator **must be reported to the Director**. 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, educational support employees or school administrators which affects the health, safety, or welfare of a student are posted in the school office and staff handbook and on our website at <https://www.bbperformingartsprivateschool.com>.

Failure to Report Misconduct

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

Training Required

All instructional personnel, educational support employees and school administrators must engage in annual training on standards of ethical conduct and the policy for reporting misconduct. Training may be provided or conducted as determined appropriate by the school, but at a minimum must include examples of violations of the Code of Ethics and Principles of Professional Conduct and potential penalties, information on how to properly identify and report child abuse or neglect, procedures on

how to report misconduct of other instructional personnel and school administrators, requirements of self-reporting criminal charges, the nature and consequences of disqualifying offenses, and the importance of being a role model.

Reports to the Office of Professional Practices Services (DOE)

Any violation of these standards of conduct may result in the information being reported to the Office of Professional Practices Services for investigation to determine if disciplinary action should be taken against an educator's Florida Educator Certificate.

Liability Provisions

Section 39.203 and 768.095 discuss immunity from liability provided to those acting in good faith pertaining to reporting instances of child abuse, abandonment or neglect as well as in disclosure of information regarding former or current employees. These people shall be immune from civil or criminal liability and shall not be subject to a change in employment status including discharge for such reporting.