

Ethics and Education Policy and Procedures New Generation Christian School

Policy:

- State law, as well as common sense, says that the individuals that work with students should behave in an ethical manner. In addition, agencies that employ educators should do everything within their power to ensure that those that they hire are above reproach. As such the following procedures shall be followed.

Hiring Process:

- During the initial screening New Generation will contact all prior employers to determine if there were ethical issues with the prior employment. If there were said ethical issues, the applicant will not be hired.
- If selected for possible employment, the applicant will undergo an FBI background check. If this comes back with issues that are against our ethical policies, the hiring process will cease or employment will be terminated for that applicant.
- If selected for possible employment, an investigation of the Department of Education records will take place. If this report comes back showing misconduct, the hiring process will cease or employment will be terminated for that applicant.

Training Requirements:

- Upon being hired, all new employees, including instructional personnel, educational support employees, as well as administrators, are required to complete an induction process.
- The induction process will include complete training on the Standards of Ethical Conduct which are listed below.

Standards of Ethical Conduct:

- *Reporting Misconduct by Instructional Personnel and Administrators* - All employees, educational support employees, and administrators have an obligation to report misconduct by instructional personnel and administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and/or alcohol use, derogatory comments, prejudice or bigotry, sexual innuendos, testing violations, physical aggression and accepting or offering favors. Reports of misconduct by employees or administrators should be made to Paula Miller in person, at 386-758-4710 ext 136, or 386-965-5197. Reports of misconduct by the Director, Paula Miller, should be made to the Board of Directors starting with Annette Simpson at 386-365-1210. Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services of the Florida Department of Education at 850-245-0438. New Generation's Ethics in Education Policy and Procedures are posted on the Front Office bulletin board, all administrators offices and our school website www.newgenerationschool.org

- *Reporting Child Abuse, Abandonment or Neglect* - All employees have a complying obligation to report all actual or suspected cases of child abuse, abandonment or neglect to 1-800-96-ABUSE or www.dcf.state.fl.us/abuse/report . Reasons to report may include
 - Signs of Physical Abuse: unexplained bruises; broken burns; burns; a child being withdrawn, depressed, afraid to go home, aggression.
 - Signs of Sexual Abuse: torn, stained or bloody underwear; trouble walking or sitting; unusual knowledge of sex; acts seductively; withdrawn; depressed.
 - Signs of Neglect: unattended medical needs; little or no supervision at home; poor hygiene; underweight; overly needy for adult attention.
 - Patterns of 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.

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 which might otherwise result by reason of such action. (F.S. 39.203)
- An employer who discloses information about a former or current employee to a prospective employer 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 F.S. Chapter 760. (F.S. 768.095)