

Standards of Ethical Conduct Policy

Park School



Acknowledgement of Receipt of Park School Standards of Ethical Conduct Policy

I acknowledge that I have received a copy of the Park School Standards of Ethical Conduct Policy. I understand that I am responsible for reading and abiding by all standards in this policy, as well as all other policies and procedures of Park School such as those stated in the Park School Employee Handbook.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to Human Resources. Retain a second copy for your reference.

Ethics and Park School

1. First, and foremost, Park School is a an ethical place. It values the worth and dignity of every person. It is entrusted with the pursuit of truth, the acquisition of knowledge and the nurturing of individual students minds. Central to achieving these goals is the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Students are our main priority. The development of the student's potential is crucial and central to our mission as an educational institution. Employees therefore will strive to exercise their best judgement and integrity to foster an environment that nurtures our students minds.
3. Our instructional personnel and our non-student facing personnel shall in order to nurture our educational environment:
 - a. Will ALWAYS make an effort to protect the students from conditions harmful to learning and/or to the student's mental, physical, and/or emotional health in addition to their overall safety.
 - b. Will NEVER unreasonably deter students from independent action in their pursuit of learning.
 - c. Will NEVER unreasonably deter students from accessing diverse points of view.
 - d. Will NEVER intentionally suppress or distort subject matter that is part of a student's academic program.
 - e. Will NEVER allow a student to be unnecessarily embarrassed or feel disparaged.
 - f. Will ALWAYS respect all student's legal rights.
 - g. Park School is a place committed to equal opportunity and universal respect. We will extend equal opportunity and respect to all students as well as staff, and faculty without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. Our policy reflects and re-affirms Park School's commitment to the elimination of all harassment and discrimination inside and outside of the classroom.
 - h. Will NEVER exploit a relationship with a student for personal gain or advantage.
 - i. Will ALWAYS keep in confidence personal information obtained while working, unless disclosure serves a professional purpose or is required by law.
 - j. Will ALWAYS maintain honesty in all communications with colleagues, students, parents, and our Park School community.

- k. Will NEVER on the basis of any national or state protected class deny to a colleague professional benefits or advantages or participation in any professional organization.
- l. Will NEVER interfere with a colleague's exercise of political or civil rights and responsibilities.
- m. Will NEVER engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the processes of education or which creates a negative, hostile, intimidating, abusive, offensive, or otherwise oppressive environment; and shall within their power try to make sure that each individual is protected from harassment or discrimination.
- n. Will NEVER make false, or intentionally harmful statements about a colleague.

Training Requirements

All personnel and administrators are required as a condition of employment to complete training on our ethical standards and our incident report policy. This training will be conducted during the initial training when first hired by Park School and as deemed necessary by the administrative personnel of the school. Successful completion of this training will be deemed necessary for employment at Park School.

Reporting Misconduct by Instructional Personnel and Administrators

All employees and administrators have an obligation to report any and all misconduct by any instructional personnel as well as non-student facing personnel or administrators which affect the health, safety, or welfare of students.

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 of employees should be made to Cherrie Langston in person and in writing.

Reports of misconduct committed by administrators should be made to the Head of School Mary Elizabeth Langston in person and in writing.

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 affect the health, safety, or welfare of a student should be done through the Incident Report Form which can be found with Cherrie Langston and on our website at <https://parkschoolfl.org/incident-report/>

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. Call 1-800-96-22873 or report online at: www.dcf.state.fl.us/abuse/report/.

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 general area, or 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.

Signs of neglect

Child may have unattended medical needs, little or no supervision at home, for hygiene, or appear underweight. A child experiencing neglect may frequently be tired or hungry, steal food, or appear overly needy for adult attention. Patterns of abuse serious abuse usually involves a combination of factors. While a single sign may not be significant, pattern of physical or behavioral signs 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 upon request of the

prospective employer of the former or current employee is immune from civil liability for such disclosure which consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employee was knowingly false or violated any civil right the former or current employee protected under F.S. chapter 760. (F.S.768.095)