

Procedures for Reporting Alleged Misconduct by Instructional Personnel or School Administrators

Policy on Reporting Misconduct by Instructional Personnel and Administrators

All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affect the health, safety or welfare of a student. Examples of misconduct include inappropriate or profane language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, bullying, and accepting or offering favors. Reports of misconduct of employees should be made to Dr. Jill Freedman, Head of School, phone number (863) 680-6279.

Reporting of misconduct committed by administrators should be made to the Office of the Provost at Florida Southern College, phone number (863) 680-4124.

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the State of Florida, Office of Professional Practices Services.

Faculty and staff must conduct appropriate and professional conversations at all times.

Please refrain from discussing student concerns in front of other parents, main office area, etc. These professional conversations should only take place with the individual student's parents and administration. Please refrain from comments related to potential medical diagnoses. A medical diagnosis is required from a licensed physician. The inaccuracy or implication of a medical condition could lead to liability concerns.

Policy and Procedure for 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-ABUSE or report online at: <http://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 A child experiencing physical abuse may seem withdrawn or depressed, seem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 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A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect

The child may have unattended medical needs, little or no supervision at home, poor hygiene, 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, 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 upon request of the prospective employer or 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. 786.095)