

## **Forest Lake Education Center Standards of Ethical Conduct**

The Forest Lake Education Center (FLEC) employee is intended to be an exemplar to the pupils, the school, and the community, and shall therefore fulfill the following responsibilities.

1. **The FLEC employee has the personal responsibility to:**
  - a. Consistently practice the ideals of the Seventh-day Adventist Church
  - b. Have a high sense of loyalty to the aims and ideals of Christian education, particularly to the Seventh-day philosophy of education
  - c. Recognize the dignity and worth of every person, and the right of opportunity for all, according to their ability, without discrimination
  - d. Look upon Christian teaching as a holy vocation ministry
  - e. Strive for excellence in teaching methods and techniques to effectively serve students
  - f. Support Adventist education, including the enrollment of the employee's own school-age children enrolled in the K-12 constituent school (Exceptions to this policy have to be approved according to local conference policy)
  
2. **The FLEC employee has the responsibility to the fellow employees to:**
  - a. Give encouragement and moral support to associates or the school staff
  - b. Appropriately recognize lines of authority, the duties and responsibilities assigned to other staff members, and the functions of administrators
  
3. **The FLEC employee has the responsibility to the students to:**
  - a. Meet promptly and faithfully all appointments with classes, individual students, and students group
  - b. Cultivate friendly relationships with students and students groups
  - c. Give all students the freedom to express their views and the assurance of careful and objective consideration of their opinions
  - d. Hold in professional confidence the ideas, needs, weaknesses, and failures of students
  - e. Refrain from discussing personal problems with students
  - f. Provide redemptive discipline, avoiding the use of corporal punishment, sarcasm, and harshness
  - g. No shaming or abusing students in any way – verbally, physically, or sexually

4. **The FLEC employee has the responsibility to the school to:**
  - a. Demonstrate loyalty to the school by observing its regulations and policies
  - b. Participate in activities and programs sponsored by the school, and willingly accept and carry assigned responsibilities
  - c. Refrain from discussing confidential or official information with unauthorized persons
  - d. Carry out job assignments, and follow a supervisor's reasonable orders, directives, and recommendations, direct or implied
  
5. **The FLEC employee has the responsibility to parents/guardians to:**
  - a. Provide regular communication with the home regarding:
    1. Academic, social, and spiritual progress
    2. School events
  - b. Provide effective customer service

### **Training Requirement**

All instructional personnel, educational support employees and administrators are required as a condition of employment to complete training on these 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 school administrators which affects the health, safety, or welfare of a student. 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: Mr. Jeff Foote (407) 862-7688 ext. 222.

Reports of misconduct committed by administrators should be made to: Mr. Frank Runnels, Vice-President for Education, Florida Conference Department of Education, (407) 644-5000.

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 affects the health, safety, or welfare of a student are posted on the workroom bulletin board and on our Web site at [www.myflec.com](http://www.myflec.com).

## **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 underweight. A child experiencing neglect may be frequently 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, 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. 768.095)