

Standards of Ethical Conduct – St. Andrew’s Academy

I. Purpose

The purpose of these Standards of Ethical Conduct is to establish clear expectations for professional behavior, ethical decision-making, accountability, and the protection of students. All school employees are expected to maintain the highest standards of honesty, integrity, professionalism, and respect while performing their duties.

II. Scope

These standards apply to all school employees, including administrators, teachers, instructional personnel, support staff, substitutes, volunteers acting in an employee capacity, contractors who interact with students, and any individual acting on behalf of the school.

III. Ethical Standards

A. Commitment to Students

Employees shall:

1. Protect students from conditions harmful to learning, health, safety, or welfare.
2. Maintain professional boundaries with students at all times.
3. Treat students with dignity, fairness, and respect.
4. Promote an environment free from discrimination, harassment, bullying, intimidation, and retaliation.
5. Maintain student confidentiality in accordance with applicable laws and policies.
6. Refrain from exploiting relationships with students for personal, financial, political, or other gain.

B. Professional Integrity

Employees shall:

1. Act honestly and ethically in all professional matters.
2. Accurately report information related to student records, attendance, grades, assessments, and personnel matters.
3. Comply with all applicable laws, regulations, board policies, and administrative procedures.
4. Avoid conflicts of interest and disclose potential conflicts when they arise.
5. Use school property, funds, and resources responsibly and only for authorized purposes.
6. Refrain from falsifying documents, records, reports, or information.

C. Professional Relationships

Employees shall:

1. Treat colleagues, parents, guardians, and community members with professionalism and respect.
2. Cooperate with investigations and administrative inquiries.
3. Maintain confidentiality of personnel matters and sensitive information.
4. Refrain from harassment, discrimination, retaliation, or abusive conduct toward others.

D. Professional Boundaries

Employees shall not:

1. Engage in inappropriate communication with students.
2. Exchange personal gifts, money, or favors that may compromise professional judgment.
3. Use personal social media or electronic communications in a manner that creates inappropriate relationships with students.
4. Engage in conduct that may reasonably be perceived as exploiting the employee-student relationship.

IV. Mandatory Training Requirements

All employees shall complete annual training addressing these standards of ethical conduct. Employers shall document such training.

V. Duty to Report Misconduct

A. Reporting Requirement

Employees have an affirmative duty to report:

1. Violations of these Standards of Ethical Conduct.
2. Suspected child abuse or neglect.
3. Student safety concerns.
4. Criminal conduct occurring on school property or involving students.
5. Fraud, theft, misuse of school resources, or financial misconduct.
6. Harassment, discrimination, retaliation, or other unlawful conduct.
7. Any conduct that may endanger the health, safety, welfare, or rights of students.

B. Timeliness

Reports shall be made immediately, or as soon as reasonably possible, but no later than twenty-four (24) hours after becoming aware of the concern, unless otherwise required by law.

C. Good Faith Reporting

Employees who report concerns in good faith shall be protected from retaliation, even if the allegation is not substantiated following investigation.

D. False Reports

Knowingly making false allegations or intentionally providing misleading information may result in disciplinary action.

VI. Procedures for Reporting

A. Emergency Situations

If a student or individual is in immediate danger:

1. Contact emergency services (911) immediately.
2. Notify the school administration: Kathy Grant, Director.

B. Reporting Employee Misconduct

Employees may report concerns through any of the following channels:

1. Immediate supervisor.
2. School director or department administrator.

3. Confidential reporting hotline or online reporting system, if available.

C. Mandatory Child Abuse Reporting

All employees have the duty to report suspected child abuse or neglect by calling 1-800-96-ABUSE or online at www.dcf.state.fl.us/abuse/report, and notify school administration.

VIII. Protection Against Retaliation

Any employee participating or reporting in good faith in any act authorized by law, including reports of child abuse or neglect, to any law enforcement agency, shall be immune from civil or criminal liability. (F.S. 39.203). An employer who discloses information about a former or current employee upon request of the prospective employer or the employee is immune from civil liability unless it is shown by clear and convincing evidence that the information is knowingly false or violated any civil right of the employee. (F.S. 768.095)

VI. Corrective and Disciplinary Action

Violations of these Standards of Ethical Conduct may result in:

1. Verbal or written reprimand.
2. Mandatory retraining.
3. Suspension.
4. Reassignment.
5. Termination of employment.
6. Reporting to licensing, certification, or regulatory authorities.
7. Referral to law enforcement when appropriate.

X. Acknowledgment

All employees shall annually acknowledge that they have received, reviewed, and agree to comply with these Standards of Ethical Conduct and related policies.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____