



FRENCH AMERICAN
INTERNATIONAL SCHOOL
OF BOCA RATON

POLICY ON ETHICAL CONDUCT OF INSTRUCTIONAL
PERSONNEL AND SCHOOL ADMINISTRATORS

Workplace standards and policies

ETHICAL CONDUCT OF INSTRUCTIONAL PERSONNEL AND SCHOOL ADMINISTRATORS

As a representative of the school, personnel and administrators must demonstrate and uphold standards of ethical conduct both in and outside of the classroom. As an employee and a role model to students, instructional personnel and school administrators have a duty, at all times, to:

Abide by the Code of Ethics of the Education Profession in Florida (Rule 6B-1.001, F.A.C.)

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgement and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Uphold the Principles of Professional Conduct for the Education Profession in Florida (Rule 6B-1.006, F.A.C.)

1. **Obligation to the student requires that the individual:**
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student of race, color, religion, sex, age, national or ethnic origin, political beliefs, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protect from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.

- i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

2. Obligation to the public requires that the individual:

- a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
- b. Shall not intentionally distort or misrepresent facts concerning and educational matter in direct or indirect public expression.
- c. Shall not use institutional privileges for personal gain or advantage.
- d. Shall accept no gratuity, gift, or favor that might influence professional judgement.
- e. Shall offer no gratuity, gift, or favor to obtain special advantages.

3. Obligation to the profession of education requires that the individual:

- a. Shall maintain honesty in all professional dealings.
- b. Shall not on the basis or race, color, religion, sex or age, national or ethnic origin, political beliefs, handicapping condition of otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of profession or work responsibilities or with the orderly processes of education or which creates a hostile, intimidation, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- e. Shall not make malicious or intentionally false statements about a colleague.
- f. Shall not use coercive means or promise special treatment to influence professional judgements of colleagues.
- g. Shall not submit fraudulent information on any document in connection with professional activities.
- h. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional reason.
- i. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- j. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

- k. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- l. Shall self-report within forty-eight (48) hours to appropriate authorities and school administration any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgement. When handling sealed and expunged records disclosed under this rule, the school shall comply with the confidentiality provisions of Sections 943.0585(4)c and 943.059(4)c, Florida Statutes.
- m. Shall report to appropriate authorities and school administration any known allegation of a violation of the State Board of Education Rules as defined in 1012.795(1), Florida Statutes.
- n. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.

Abide by all school policies and procedures with steadfast adherence to the following:

Immediately report known or suspected child abuse or neglect to the Florida Department of Children and Families Toll-Free Hotline (1-800-96-ABUSE)

In accordance with section 39.201, Florida Statutes, any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion to the Department of Children and Families (DCF) Central Abuse Hotline at 1-800-96-ABUSE.

Instructional personnel and school administrators may report such information DCF in unison, but reporting to another school employee does not fulfill the legal obligation to report to DCF.

A person who is required by statutes, the term "Abuse" means any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal

discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.

In section 39.01(44), Florida Statutes, an act of “Neglect” occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child’s physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired.

In section 39.01(47), Florida Statutes, “Other person responsible for a child’s welfare” includes the child’s legal guardian or foster parent; an employee of any school, public or private child day care center, residential home, institution, facility, or agency; a law enforcement officer employed in any facility, service, or program for children that is operated or contracted by the Department of Juvenile Justice; or any other person legally responsible for the child’s welfare in a residential setting; and also includes an adult sitter or relative entrusted with a child’s care.

In accordance with section 39.203, Florida Statutes, any person who reports in good faith any instance of child abuse, abandonment, or neglect to the Department of Children and liability which might otherwise result by reason of such action.

Immediately report to the district designee any alleged misconduct that affects the health, safety or welfare of a student, by other instructional personnel or school administrators.

In accordance with section 1012.795(1)(b) Florida Statutes, any instructional personnel or school administrator must report alleged misconduct that affects the health, safety or welfare of a student by instructional personnel or school administrators. If instructional personnel or school administrators have knowledge of a violation of section 1012.795 or the Principles of Professional Conduct or the district code of conduct, designated employees shall immediately report the nature of the misconduct to the district designee.

Instructional personnel or school administrators who fail to report misconduct of other instructional personnel or school administrators that affect the health, safety or welfare of students shall be subject to disciplinary action up to and including termination of employment and revocation of their Florida Educator Certificate.

Prohibition of Bullying and Harassment

All students and school employees have the right to an educational setting that is safe, secure, and free from harassment and bullying of any kind. The school will not tolerate the bullying and harassment of any type. Conduct that constitutes bullying and/or harassment, as defined by school policy and section 1006.147, Florida Statutes, are prohibited.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious or racial harassment
9. Public humiliation
10. Destruction of Property

Harassment means any threatening, insulting, or dehumanizing gesture, use of date or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

Bullying and harassment also include:

Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

Perpetuation of conduct listed in paragraph (a) or paragraph (b) by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student or school employee by:

- a. Incitement or coercion;
- b. Accessing or knowingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
- c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Discrimination Prohibited

All employees shall abide by the school's policy on prohibiting discrimination. No person shall, on the basis of race, color religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual

orientation, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school, except as provided by law.

Confidentiality Agreement Prohibited

In accordance with section 1001.42(6), Florida Statutes, neither the school board nor any employee of the school board may enter into a confidentiality agreement, written or verbal, with an instructional personnel or school administrator who resigns, is terminated, or resigns in lieu of termination due to allegations, in whole or in part, of misconduct related to the health safety or welfare of a student. Any part of an agreement that has the purpose or effect of concealing misconduct which affects the health, safety or welfare of a student is void and contrary to public policy and not be enforced.

Reference Checks

In accordance with section 1001.42(6), Florida Statutes, neither the school board nor any employee of the school board may provide instructional personnel or school administrators with employment references or discuss their performance with prospective employers from another educational setting without also disclosing the personnel's or administrator's misconduct.

In accordance with section 768.095, Florida Statutes, 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 protect under chapter 760, Florida Statutes.

Alcohol and Drug Free Workplace

No employee shall possess, consume, sell, distribute, dispense, use or be under the influence of any alcoholic beverage in the workplace. No employee shall possess, consume, inject or ingest, sell, manufacture, distribute, dispense, use or be under the influence of, on or off the job, or in the workplace, including all school sponsored events that may be on or off school grounds, any narcotic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in the Controlled Substances Act and as further defined by

regulations at 21 CFR 12001.11 through 1300.15 or Florida Statutes 893, without a lawful prescription. As a condition of employment, each employee will abide by the terms of this policy and notify the Head of School of any arrest for a criminal drug offense within 48 hours.

Reasonable Suspicion Test

As a condition of continued employment, current employees shall submit to drug screening when reasonable suspicion exists to believe that an employee is using a substance that is impairing the employee and/or his or her job performance.

Perform duties in a competent manner

Continuing evaluation of instructional administrative staff if necessary to enable the school board to monitor the effectiveness and competence of instructional administrative staff members and to assist them in the improvement of their professional performance. In accordance with section 1012.34, Florida Statutes, the performance and capacity of instructional and administrative staff shall be evaluated according to procedures established by the Head of School.

Physical Examinations and Medical Evaluations

The Head of School may require a physical, psychological, and/or psychiatric examination by a physician licensed in the state of Florida when in the Head of School's judgement such an examination is relevant to the teaching performance or employment status of the school board employee. The Head of School shall select the physician(s), psychologist(s), or psychiatrist(s) and shall pay all costs incurred in the examination(s). The employee shall allow the report of the physician, psychologist, or psychiatrist to be submitted to the Head of School with a copy being forwarded to the employee.

Conflicts of Interest

No employee shall engage in conduct, which creates a conflict of interest. A conflict of interest shall be defined as a situation in which regard for a private interest tends to lead to disregard of a public duty or interest.

Corporal Punishment

Pursuant to section 1002.20(4)c, Florida Statutes, corporal punishment of a student may only be administered by a teacher or school principal within the guidelines of and in accordance with section 1003.32(1)(k), Florida Statutes.

Reasonable Force

In accordance with sections 1003.32, 1006.11 and 1012.75, Florida Statutes, reasonable force, as defined by State Board of Education Rule, may be used by school district personnel in order to maintain a safe and orderly learning environment.

Acceptable Use of School Property and Resources

All employees shall use resources, electronic and otherwise, only for duties and activities in support of the educational goals and policies of the school board. Use of such resources, electronic and otherwise, for purposes not related to the educational goals and policies of the school board can result in adverse action against the employee, up to and including termination and, when appropriate, certification action and/or criminal charges.

Weapons

Except as provided in sections 790.115, 790.06 and 1006.12, Florida Statutes, the School prohibits all staff from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the School Board including, but not limited to, property leased, owned, or contracted by the board, or a school-sponsored event.

Dress Code

All instructional staff and school administrators shall be physically clean, neat and well-groomed and shall dress in a manner consistent with being a professional.

Electronic Communications and Social Networking Sites

Instructional Personnel and School Administrators shall use caution and good judgement when using electronic communications and social networking sites. Any information relayed to students via electronic communications shall be professional in nature and related to a student's academic progress. Any information posted to or communicated through a social networking site shall

not bring disfavor, embarrassment or condemnation to the employee, student or school.

Training Required

All instructional personnel and school administrators must engage in annual training on the standards of ethical conduct and the policy for reporting misconduct. Training may be provided or conducted as determined appropriate by the school, but at a minimum must include examples of violations of the Code of Ethics and Principles of Professional Conduct and potential penalties, information on how to properly identify and report child abuse or neglect, procedures on how to report misconduct (including sexual harassment) of other personnel and school administrators, requirements of self-reporting criminal charges, the nature and consequences of disqualifying offenses, the importance of being a role model, and the fiduciary responsibility of being an educator.

Abuse and Molestation Staff Policy

General Definitions

Types of abuse

Physical abuse is injury that is intentionally inflicted upon a person (student)

Sexual abuse is any contact of a sexual nature that occurs between a student and an adult

Emotional abuse is mental or emotional injury to a student that results in an observable and material impairment in the student's growth, development, or psychological functioning.

Neglect is the failure to provide for a student's basic needs or the failure to protect a student from harm.

Code of Conduct with Student

The following policies are intended to assist staff and volunteers in making decisions about interactions with students. For clarification of any guideline, or to inquire about the behaviors not addressed here, contact your supervisor.

French American International School (FAIS) is committed to creating an environment for students that is safe, nurturing, empowering, and that promotes growth and success.

No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from FAIS. All reports of suspicious or inappropriate behavior with students or allegations of abuse will be taken seriously. FAIS will fully cooperate with authorities if allegations of abuse are made that require investigation.

The Conduct with Student outlines specific expectations of the staff and volunteers as we strive to accomplish our mission together.

1. Students will always be treated with respect
2. Students will be treated fairly, regardless of race, sex, sexual orientation, gender identification, age, or religion.
3. Staff and volunteers will adhere to uniform standards of displaying affection as outlined by FAIS.
4. Staff and volunteers will avoid affection with students that cannot be observed by others.
5. Staff and volunteers will adhere to uniform standards of appropriate and inappropriate verbal interactions as outlined by FAIS.
6. Staff and volunteers will not stare at or comment on students' bodies (unless comments are specifically related to established physical fitness training and goals).
7. Staff and volunteers will not date or become romantically involved with students.
8. Staff and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of students.
9. Staff and volunteers will not have sexually oriented materials, including printed or online pornography, on FAIS property.
10. Staff and volunteers will not have secrets with students and will only give gifts with prior permission.
11. Staff and volunteers will comply with FAIS' policies regarding interactions with students outside of our programs.
12. Staff and volunteers will not engage in inappropriate electronic communication with students
13. Staff and volunteers are prohibited from working one-on-one with students in a private setting without a supervisor's approval. Otherwise, staff and volunteers will use common areas when working with individual students.
14. Staff and volunteers will not abuse students in anyway including (but not limited to) the following:
 - Physical abuse: punching, shaking, slapping, unnecessary restraints*
 - Verbal abuse: degrading, threatening, cursing*
 - Sexual abuse: inappropriate touching, exposing oneself, sexually oriented conversations*
 - Mental abuse: shaming, humiliation, cruelty*
 - Neglect: withholding food, water, shelter*
15. FAIS will not tolerate the mistreatment or abuse of one student by another student. In addition, FAIS will not tolerate any behavior that is classified

under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.

Bullying is prohibited and defined by the state of Florida. Examples of what constitutes bullying are outlined in the FAIS Rules and Regulations.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all students, staff and volunteers.

16. All staff must follow state specific mandatory reporting requirements. Staff should be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicious of mistreatment and abuse. Staff will:
 - a. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
 - b. Know and follow organization policies and procedures that protect students against abuse.
 - c. Report suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws.
 - d. Follow up to ensure that appropriate action has been taken.
17. Staff and volunteers will report concerns or complaints about other staff, volunteers, adults, or student to their FAIS Directors (supervisors).
18. FAIS cooperates fully with the authorities to investigate all cases of alleged abuse. Any staff or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.
19. Staff and volunteers may not have engaged in or been accused or convicted of student abuse, indecency with a student, or injury to a student.

Policies

Policies define the range of acceptable behavior in an organization. Because offenders often violate the policies to gain access to students, when staff know and understand policies, they can identify, interrupt, and report policy violations. Simply interrupting a policy violation can prevent a false allegation of abuse or put an offender on notice that no one works in private, the rules apply to everyone, and violations will be detected.

Physical Contact

FAIS's physical contact policy promotes a positive, nurturing environment while protecting students and staff. FAIS encourages appropriate physical contact with students and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by staff towards

students in the organization’s programs will result in disciplinary action, up to and including termination of employment.

The school’s policies for appropriate and inappropriate physical interactions are:

Appropriate Physical Interactions	Inappropriate Physical Interactions
<ul style="list-style-type: none"> - Side hugs - Shoulder-to-shoulder or “temple” hugs - Pats on the shoulder or back - Handshakes - High-Fives and hand slapping - Verbal praise - Pats on the head when culturally appropriate (but not with an object) - Arms around shoulders - Holding hands (with younger children in escorting situations) 	<ul style="list-style-type: none"> - Full-frontal hugs - Kisses - Showing affection in isolated areas - Lap sitting - Wrestling - Piggyback rides - Allowing a student to cling to an employee’s or volunteer’s leg - Any type of massage given to or by a student - Any form of affection that is unwanted by the student - Compliments relating to physique or body development - Touching bottom, chest, or genital areas

Interaction

Staff and volunteers are prohibited from speaking to students in a way that is, or could be construed by most observers as harsh, coercive, threatening, intimidation, shaming, derogatory, demeaning, or humiliating. Staff and volunteers must not initiate sexually oriented conversations with students. Staff and volunteers are not permitted to discuss their own sexual activities with students.

FAIS’ policies for appropriate and inappropriate verbal interactions are:

Appropriate Verbal Instructions	Inappropriate Verbal Interactions
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<ul style="list-style-type: none"> - Positive reinforcement - Appropriate jokes - Encouragement - Praise 	<ul style="list-style-type: none"> - Name-calling - Discussing sexual encounters or in any way involving students in the personal problems or issues of staff and volunteers - Secrets - Cursing - Off-color or sexual jokes, political or ethic/racial/gender jokes - Shaming - Belittling - Derogatory remarks - Harsh language that may frighten, threaten or humiliate students - Derogatory remarks about the student or his/her family
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One-on-One

Most abuse occurs when an adult is alone with a student. FAIS aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the organization administration.

Training

All FAIS personnel is required to undergo an annual training certification on the detection, prevention and reporting of Child Abuse and Molestation, through the school's program Abuse Prevention Systems.

Reporting Misconduct or abuse

All personnel and administrators have the obligation to report misconduct by personnel and administrators, which affects the health, safety, or welfare of a student.

Reporting should be made to :

Celine Von May – Director

Celine@faisbr.org tel. (561) 990-9636

And/or

Amelie Dalco – Director

Amelie@faisbr.org tel. (561) 305-1925

(reports of misconducts of one particular administrator should be made to the alternate administrator)

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 personnel or administrators which affects the health, safety, or welfare of a student are posted on the Posters affixed at school entrance, office and breakroom.

www.faisbr.org www.FrenchAmericanSchoolBocaRaton.org

Reporting Child Abuse, Abandonment or Neglect – All personnel 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 Protection

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)



FAIS POLICY ON ETHICAL CONDUCT OF INSTRUCTION PERSONNEL

Received, Read and Approved by FAIS Personnel member:

Name (Print) : _____

Signed: _____

Dated: _____

PLEASE RETURN SIGNED PAGE TO SCHOOL ADMINISTRATOR

PLEASE RETAIN THIS POLICY FOR FUTURE REFERENCE