



STANDARDS OF ETHICAL CONDUCT

Code of Ethics for Instructional Personnel, Educational Support Employees, and Administrators

Adapted from the Code of Ethics of the Education Profession in Florida and the Principles of Professional Conduct for the Education Profession in Florida.

1. Commitment to Ethical Conduct

School of Legacy by Prestige values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the development of responsible citizenship.

Essential to the achievement of these standards are the freedom to learn and to teach, the protection and well-being of every student, and the guarantee of equal opportunity for all.

All employees are expected to conduct themselves professionally and ethically and to uphold the mission, values, policies, and standards of School of Legacy by Prestige.

2. Commitment to Students

Our primary professional concern is the student and the development of each student's potential.

Employees shall continually strive for professional growth and shall exercise sound professional judgment, integrity, fairness, compassion, and responsibility when interacting with students.

3. Obligation to the Student

Concern for the student requires that all instructional personnel, educational support employees, and administrators:

- a. Student Health, Safety, and Welfare.** Shall make reasonable efforts to protect students from conditions that are harmful to learning or to a student's mental health, physical health, safety, or welfare.

- b. Independent Learning.** Shall not unreasonably restrain a student from independent action in the pursuit of learning.
- c. Diverse Points of View.** Shall not unreasonably deny a student access to appropriate diverse points of view consistent with applicable law, school policy, curriculum requirements, and the educational mission of the school.
- d. Academic Integrity.** Shall not intentionally suppress, distort, falsify, or misrepresent subject matter relevant to a student's academic program.
- e. Dignity and Respect.** Shall not intentionally expose a student to unnecessary embarrassment, humiliation, ridicule, or disparagement.
- f. Student Rights.** Shall not intentionally violate or deny a student's legal rights.
- g. Harassment and Discrimination.** Shall not engage in unlawful harassment or discrimination against a student on the basis of any status protected by applicable federal or Florida law. Employees shall make reasonable efforts to ensure that every student is protected from unlawful harassment, discrimination, intimidation, bullying, and other conduct that may threaten the student's safety or interfere with the student's educational environment.
- h. Professional Boundaries.** Shall not exploit a relationship with a student for personal gain or advantage. Employees must maintain appropriate professional boundaries with students at all times, including in person, through electronic communications, social media, and other forms of communication.
- i. Confidentiality.** Shall maintain the confidentiality of personally identifiable student information obtained in the course of professional service unless disclosure serves a legitimate professional purpose, is authorized by the student's parent or legal guardian when appropriate, or is required or permitted by law.

4. Obligation to the Profession, Colleagues, Parents, and Community

Aware of the importance of maintaining the respect and confidence of students, parents, colleagues, families, and members of the community, employees of School of Legacy by Prestige are expected to maintain the highest degree of professional and ethical conduct.

This commitment requires that employees:

- a. Honesty.** Shall maintain honesty and integrity in all professional dealings.
- b. Equal Professional Opportunity.** Shall not unlawfully deny a colleague professional benefits, advantages, employment opportunities, or participation in professional activities on the basis of a legally protected status.
- c. Civil and Political Rights.** Shall not unlawfully interfere with a colleague's exercise of his or her political, civil, or other legally protected rights and responsibilities.
- d. Harassment and Discriminatory Conduct.** Shall not engage in harassment or discriminatory conduct that unreasonably interferes with an individual's professional or work responsibilities, interferes with the orderly operation of the school, or creates an unlawful hostile, intimidating, abusive, offensive, or oppressive work or educational environment. Employees shall make reasonable efforts to ensure that students, employees, families, and other members of the school community are protected from unlawful harassment and discrimination.
- e. Statements Regarding Colleagues.** Shall not make malicious, knowingly false, or intentionally misleading statements concerning a colleague, employee, administrator, student, parent, or other member of the school community.
- f. Professional Judgment.** Shall not use institutional privileges or professional authority for improper personal gain or advantage.
- g. Gifts and Favors.** Shall not accept or offer any gratuity, gift, favor, or benefit when doing so could improperly influence, or reasonably appear to influence, professional judgment or provide an improper advantage.

Training Requirement

All instructional personnel, educational support employees, staff members, and administrators of School of Legacy by Prestige are required, as a condition of employment, to receive and complete training regarding these Standards of Ethical Conduct and all applicable policies concerning:

- Professional conduct and professional boundaries
- Student safety and welfare
- Mandatory reporting requirements
- Child abuse, abandonment, and neglect
- Employee misconduct
- Harassment and discrimination
- Confidentiality
- Appropriate employee-student interactions

Employees are responsible for understanding these standards and complying with them throughout their employment.

Reporting Misconduct by Instructional Personnel, Educational Support Employees, and Administrators

All instructional personnel, educational support employees, staff members, and school administrators have an obligation to report suspected misconduct by instructional personnel, educational support employees, or administrators when such misconduct affects or may affect the health, safety, or welfare of a student.

Examples of misconduct may include, but are not limited to:

- Obscene, threatening, or inappropriate language
- Inappropriate drug or alcohol use
- Disparaging or degrading comments toward students
- Prejudice, bigotry, harassment, or discriminatory behavior
- Sexual comments, sexual innuendo, or inappropriate sexual conduct
- Inappropriate electronic or social-media communication with students
- Violations of appropriate professional boundaries
- Cheating, testing violations, or falsification of academic information
- Physical aggression or inappropriate physical contact
- Improperly accepting or offering favors
- Exploitation of a student
- Conduct that endangers a student's physical or emotional well-being
- Failure to properly supervise students
- Failure to report suspected abuse, abandonment, or neglect
- Any other conduct that threatens the health, safety, or welfare of a student

Reports concerning misconduct by an employee should be made immediately to the School Administrator or Executive Director of School of Legacy by Prestige.

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Phone: 407-777-0421 | Website: www.schooloflegacy.com

If the allegation involves the individual to whom a report would ordinarily be made, the report should be directed to another appropriate member of school administration or governing leadership.

No employee shall interfere with, discourage, prevent, or retaliate against a person for making a good-faith report of suspected misconduct.

Legally sufficient allegations of misconduct involving a Florida-certified educator shall be reported, when required by law, to the Florida Department of Education, Office of Professional Practices Services.

School policies and procedures regarding the reporting of misconduct affecting the health, safety, or welfare of students shall be made available to employees and posted in an appropriate location at the school and/or on the School of Legacy by Prestige website.

Reporting Child Abuse, Abandonment, or Neglect

All employees and agents of School of Legacy by Prestige have an affirmative duty to report actual or suspected cases of child abuse, abandonment, or neglect in accordance with Florida law.

A school employee does not need to investigate or prove abuse before making a report. When an employee knows or has reasonable cause to suspect that a child has been abused, abandoned, or neglected, the employee must make the appropriate report.

1-800-96-ABUSE | 1-800-962-2873

Online: reportabuse.myflfamilies.com

TTY: 711 or 1-800-955-8771 | Fax: 1-800-914-0004

If a child appears to be in immediate danger or there is an emergency, call 911 immediately, followed by the appropriate report to the Florida Abuse Hotline.

Reporting suspected abuse to a supervisor or school administrator does not replace an employee's individual legal obligation to make a report when required by law.

Signs of Physical Abuse

Possible physical signs may include:

- Unexplained bruises, welts, cuts, marks, or other injuries
- Broken bones or unexplained fractures
- Burns
- Injuries that appear inconsistent with the explanation provided
- Frequent or repeated injuries

Possible behavioral signs may include a child who:

- Appears withdrawn or depressed
- Appears unusually fearful
- Is afraid to go home
- Attempts to run away
- Shies away from physical contact
- Exhibits unusual aggression
- Wears clothing that appears intended to conceal injuries

The presence of one sign does not necessarily establish abuse. Employees should remain alert to patterns, explanations, behaviors, and other circumstances that create reasonable suspicion.

Signs of Sexual Abuse

Possible physical signs may include:

- Torn, stained, or bloody underclothing
- Difficulty walking or sitting
- Unexplained pain, irritation, or itching in the genital area
- Sexually transmitted infections or other unexplained medical symptoms

Possible behavioral signs may include a child who:

- Demonstrates sexual knowledge or behavior that appears inappropriate for the child's age or developmental level
- Exhibits sudden fear of a particular individual
- Appears withdrawn, fearful, anxious, or depressed
- Experiences unexplained significant changes in behavior, appetite, or weight
- Shies away from physical contact
- Attempts to run away
- Exhibits sudden academic or behavioral changes

Signs of Neglect

Possible signs of neglect may include:

- Unattended medical or dental needs
- Inadequate supervision
- Poor hygiene
- Inadequate or inappropriate clothing
- Appearing significantly underweight or malnourished
- Frequent tiredness
- Frequent hunger
- Stealing or hoarding food
- Excessive absenteeism or tardiness when associated with suspected neglect
- Appearing unusually needy for adult attention
- Being left in circumstances inappropriate for the child's age or developmental level

Patterns of Abuse or Neglect

Serious abuse or neglect may involve a combination of physical, behavioral, emotional, or environmental indicators.

Although an isolated sign may not necessarily indicate abuse or neglect, a pattern of concerning physical or behavioral signs should be taken seriously and reported when there is knowledge or reasonable cause to suspect abuse, abandonment, or neglect.

Employees should not attempt to independently investigate allegations or repeatedly question a child. The employee's responsibility is to protect the child, document information as required by school policy, and make all legally required reports.

Confidentiality and Non-Retaliation

Reports and information relating to suspected child abuse, abandonment, neglect, or employee misconduct shall be handled with appropriate confidentiality and shared only with individuals who have a legitimate professional or legal need to know.

School of Legacy by Prestige prohibits retaliation against any employee, student, parent, or other person who makes a good-faith report, participates in an investigation, or fulfills a legal reporting obligation.

Liability Protections

Under Florida Statutes § 39.203, a person, official, or institution participating in good faith in an act authorized or required under applicable child-protection law, or reporting in good faith an instance of child abuse, abandonment, or neglect to the appropriate governmental agency or law enforcement agency, is afforded immunity from civil or criminal liability as provided by Florida law.

Florida law also provides protections against certain forms of retaliation arising from good-faith reporting of child abuse, abandonment, or neglect.

Under Florida Statutes § 768.095, an employer who, upon request, discloses information regarding a current or former employee to a prospective employer is generally afforded immunity from civil liability for the disclosure or its consequences unless clear and convincing evidence demonstrates that the information disclosed was knowingly false or violated a civil right protected under Chapter 760, Florida Statutes.

Employee Acknowledgment

I acknowledge that I have received, read, and understand the School of Legacy by Prestige Standards of Ethical Conduct.

I understand that compliance with these standards, school policies, and all applicable federal and Florida laws and regulations is a condition of my employment.

I further acknowledge my responsibility to report suspected misconduct affecting the health, safety, or welfare of a student and my individual legal obligation to report suspected child abuse, abandonment, or neglect as required by Florida law.

I understand that failure to comply with these standards or applicable reporting obligations may result in disciplinary action, up to and including termination of employment, and may also result in reporting to appropriate governmental, licensing, certification, or law-enforcement authorities when required.

Employee Name	_____
Employee Signature	_____
Position/Title	_____
Date	_____
Administrator/Witness	_____
Signature / Date	_____

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Creating footprints that will mark tomorrow's legacy.