

## St. Peter Catholic School, DeLand Code of Ethics

### Summary of Educational Support, Instructional Personnel and School Administrators Training

I, \_\_\_\_\_, employee of \_\_\_\_\_, verify that I received training at my school and will adhere to the following principles on the Ethics in Education Act and the Diocese of Orlando's Code of Ethics. All instructional personnel and administrators are required as a condition of employment or complete training on these standards of ethical conduct. The training included the following:

1. I value 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. My primary professional concern will always be for the student and for the development of the student's potential. I will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. I am aware of the importance of maintaining the respect and confidence of my colleagues, of students, of parents, and of other members of the community. I will strive to achieve and sustain the highest degree of ethical conduct.
4. I understand that I have an affirmative duty and legal responsibility to report any alleged instructional personnel or school administrator misconduct that affects the health, safety or welfare of a student. I also understand that a failure to report such misconduct may result in penalties up to termination of employment and/or revocation of any applicable licenses or certifications. I understand that examples of misconduct that may affect the health, safety or welfare of a student include but are not limited to: obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating, testing violations, physical aggression or accepting or offering favors.
5. I further agree to abide by the following procedures when reporting alleged misconduct of an instructional personnel or school 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:
  - a. Immediately report all allegations or any suspicion of misconduct that affects the health, safety, or welfare of a student engaged in by any instructional personnel to the school principal; or immediately report all allegations or any suspicion of misconduct that affects the health, safety, or welfare of a student engaged in by any school administrator to the school principal, Ms. Charlotte Funston; or immediately report all allegations or any suspicion of misconduct that affects the health, safety, or welfare of a student engaged in by the school principal or supervising principal to the Superintendent of Schools, Mr. Henry Fortier. Ms. Funston may be contacted via phone (386) 822-6010, email [cfunston@stpeter-deland.org](mailto:cfunston@stpeter-deland.org) or during office hours at 421 W New York Avenue, DeLand FL 32720. Mr. Fortier may be contacted via phone (407) 246-4905, email [hfortier@orlandodiocese.org](mailto:hfortier@orlandodiocese.org) or during office hours at 50 E. Robinson Street, Orlando, FL 32801;
  - b. Thoroughly document the activities and details of the allegations or event; and
  - c. Secure evidence (if applicable).
  - d. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affect the health, safety or welfare of a student are posted on the wall of the Faculty Lounge of St. Peter School, on the Diocesan Intranet site at <https://intranet.orlandodiocese.org/> and on the Diocesan Web site at <https://www.orlandodiocese.org/wp-content/uploads/2016/05/Safe-Environment-DIOCESAN-POLICY-ENGLISH-November-2016.pdf> and school website at [www.stpeter-deland.org](http://www.stpeter-deland.org)
6. I further understand that I have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect to Florida Department of Children and Families either by phone at 1-800-96Abuse or online at [www.dcf.state.fl.us/abuse/report/](http://www.dcf.state.fl.us/abuse/report/).
  - a. 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.
  - b. 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.
  - c. 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.
  - d. 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.
7. We understand that consistent with Fla. Stat. 39.203, any person, official or institution, including employees, who report in good faith any instance of misconduct, child abuse, abandonment, or neglect will be immune from any civil or criminal liability. Additionally, as provided by F.S. Chapter 760. (F.S. 768.095), any employer who discloses information about a former or current employee in response to a request or inquiry is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed was knowingly false or violated any civil right of the employee.
8. I further understand that every school that accepts scholarship students under the John McKay Scholarship for Students with Disabilities (Fla. Stat. § 1002.39) or the Corporate Tax Credit Scholarship Program (Fla. Stat. § 220.187) must comply with the terms of the Ethics in Education Act. In addition, acknowledge that all Instructional Personnel and School Administrators are required as a condition of employment to complete training on this Code of Ethics.