



Bayshore Christian School Ethics Policy

ABUSE PREVENTION POLICIES AND PROCEDURES

Purpose: It is the purpose and intent of Bayshore Christian School (BCS) to provide a safe, secure environment for our students.

Goal: To make every reasonable effort to protect each student from conditions that affect a student's health, safety, or welfare.

The policy and procedure set forth will apply to all people who give supervision or have custody of minors or who have opportunity to have contact with minors in BCS facilities or sponsored activities. This policy will address four areas that are critical for the protection of our students, our employees, and our school: Selection Process, Protection Policy, Reporting Procedures, and Responses to Allegations.

1. Selection Process

a. Current employee

1. Complete a confidential application form (if not already on file)
2. Complete a consent to release confidential information (if not already on file)
3. Background records check
4. Possible criminal records check (may include drug testing via urine sample)

b. New employee (effective April 1, 2014)

1. Complete a confidential application form
2. Complete a consent to release confidential information
3. Background records check
4. Personal interview with appropriate BCS staff member
5. References checked and verified
6. Received appropriate clearances on all checks to work with minors
7. Criminal records check, to include drug testing via urine sample

All records, forms, and reports will become a part of the employee's confidential personnel file.

c. Volunteer (effective May 1, 2014)

1. Complete a confidential volunteer application form
2. Complete a consent to release confidential information

3. Background records check
4. Interview by appropriate BCS staff member
5. Possible criminal records check

2. Protection Policy

- a. More than one single BCS staff member will be present, or nearby, and available in areas where minors are present. Reasonable efforts will be made to ensure that one adult is not left alone with one minor.
- b. Reasonable efforts will be made to place students in rooms with plain view windows or doors for school related activities.
- c. Extra-curricular activities
 1. All BCS employees are required to comply with all BCS policies, including, but not limited to, those outlined in the Abuse Prevention Policies and Procedures, during BCS sponsored events. Such events to include over-night activities, within town activities, and out-of-town activities.
 2. All student participants should have written parental consent and a notarized medical release form on file. Consent and medical release forms may be completed for a one-year period and should be renewed annually. All consent forms will be considered valid until renewed.

3. Reporting Procedures

- a. Reporting Misconduct by Instructional Personnel and Administrators: All BCS employees, educational support, instructional personnel, 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, but are not limited to, obscene language; drug and alcohol use; disparaging comments; prejudice or bigotry; sexual innuendo, advances, or contact; cheating or testing violations; physical aggression; and accepting or offering favors.
- b. Reports of misconduct by employees should be made to one of the following BCS administrators:
 1. Melanie Humenansky, Head of School
(mhumenansky@bayshorechristianschool.org)
 2. Angie Bailey, Dean of Administration
(abailey@bayshorechristianschool.org)
 3. Antoinette Kolbe
(akolbe@bayshorechristianschool.org)
- c. Reports of misconduct by administrators should be made to the BCS Head of School, Melanie Humenansky (mhumenansky@bayshorechristianschool.org).
- d. Reports of misconduct by BCS Head of School should be made to the president of the BCS School Board, Kevin Donlon (kdonlon@bayshorechristianschool.org).
- e. 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 in the teacher copy room.
- f. Policies and procedures for reporting misconduct by staff and administrators which affect the health, safety, or welfare of a student are posted in the school office and on the school website at <https://www.bayshorechristianschool.org/about-us/faculty-staff.cfm>.
 - g. All employees and agents of BCS 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/>. Information about reporting child abuse is posted in the school office.
 - 1. 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.
 - 2. 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.
 - 3. 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.
 - 4. 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.

4. Responses to Allegations

- a. All allegations (both oral and written) will be taken seriously and BCS administrators will take appropriate action in accordance with the laws of the State of Florida, BCS Faculty and Staff Handbook, BCS Student Handbook, insurance policy requirement, and advice of legal counsel.
- b. BCS staff will document in writing all efforts in the handling of any incident.
- c. As a general rule, Bayshore Christian School, its administrators, employees, agents, volunteers, and board maintain a zero tolerance for internal misconduct that affects the health, safety, or welfare of a student. Anyone violating this policy will be subjected to appropriate remedial actions at the sole discretion of BCS administrators and/or school board. Such actions may include, but are not limited to, discharge of employment status. Such discharge will immediately constitute an appropriate dissolution of employment contract, with any and all future obligations by the school under such contract to immediately cease.

5. Liability Protections

a. **Immunity from liability in cases of child abuse, abandonment, or neglect.** (F.S. 39.203)

1.a. Any person, official, or institution participating in good faith in any act authorized or required by this chapter, 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.

1.b. Except as provided in this chapter, nothing contained in this section shall be deemed to grant immunity, civil or criminal, to any person suspected of having abused, abandoned, or neglected a child, or committed any illegal act upon or against a child.

2.a. No resident or employee of a facility serving children may be subjected to reprisal or discharge because of his or her actions in reporting abuse, abandonment, or neglect pursuant to the requirements of this section.

2.b. Any person making a report under this section shall have a civil cause of action for appropriate compensatory and punitive damages against any person who causes detrimental changes in the employment status of such reporting party by reason of his or her making such report. Any detrimental change made in the residency or employment status of such person, including, but not limited to, discharge, termination, demotion, transfer, or reduction in pay or benefits or work privileges, or negative evaluations within a prescribed period of time shall establish a rebuttable presumption that such action was retaliatory.

b. **Employer immunity from liability; disclosure of information regarding former or current employees.** (F.S. 768.095)

1. 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.

CODE OF ETHICS AND PRINCIPLES

(adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school 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. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgement and integrity.
3. Concern for the student requires that our instructional personnel:
 - 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 on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected 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.
4. Awareness of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
 - a. Shall maintain honesty in all professional dealings.
 - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if 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 or professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, 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.

Training Requirement

All employees, education support, instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct. Receipt of these standards of ethical conduct will be documented when new employees complete new hire paperwork. Annual training and receipt of these standards of ethical conduct will be documented when existing employees attend pre-planning sessions in the days leading up to a new academic year.