



Bright Imaginations Preparatory Schools

Standards of Ethical Conduct Policy

Authority: s. 1002.421(1)(n), F.S.; s. 39.203, F.S. (good-faith reporting immunity); s. 768.095, F.S. (employer reference immunity); s. 1006.061, F.S. (child abuse reporting/postings).

Purpose & Scope

This policy establishes the Standards of Ethical Conduct for instructional personnel, educational support employees, and school administrators. It includes a mandatory training requirement; a duty to report and procedures for reporting alleged misconduct affecting the health, safety, or welfare of a student; and an explanation of Florida's liability protections for good-faith reporting and employment references.

Standards of Ethical Conduct

- Student safety and welfare are paramount; maintain professional boundaries and appropriate communications (in person and digital).
- Prohibit discrimination, harassment, and retaliation; follow nondiscrimination and Title VI/IX-equivalent procedures.
- Protect student privacy and confidential records; use data only for legitimate educational purposes.
- Avoid conflicts of interest; do not solicit or accept gifts that influence professional judgment.
- Report alleged misconduct by educational support employees, instructional personnel, or administrators that affects the health, safety, or welfare of a student immediately using the procedures below.
- Cooperate in investigations and preserve evidence; do not interfere or retaliate.
- Follow all safety, supervision, and mandated-reporting requirements.

Mandatory Training

All covered staff must complete training on these Standards: (a) upon hire and before unsupervised student contact; and (b) annually thereafter. Training includes the duty-to-report, how to report, prohibited retaliation, and Florida's liability protections (s. 39.203 and s. 768.095). Attendance is tracked and acknowledgements are retained.

Duty to Report & Reporting Procedures

Any employee who knows or reasonably suspects misconduct by other educational support employees, instructional personnel, or school administrators that affects a student's health, safety, or welfare must report immediately using the internal and external routes outlined in the SOP. Reports may be made without fear of retaliation.

Liability Protections (Florida Law)

- s. 39.203, F.S. – Provides civil/criminal immunity to persons who, in good faith, make required or authorized reports of suspected child abuse, abandonment, or neglect, or who cooperate with investigations.
- s. 768.095, F.S. – Provides immunity to an employer who discloses information about a former or current employee to a prospective employer upon request unless the employer knowingly provides false information or violates civil rights laws.

Prohibition on NDAs Concealing Misconduct

Consistent with s. 1002.421(1)(n), F.S., the School prohibits confidentiality, non-disparagement, or settlement provisions that have the purpose or effect of concealing misconduct affecting student health, safety, or welfare. The School will disclose such misconduct when responding to reference checks from educational employers.

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Code of Ethics – Statement of Values

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.

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 judgment and integrity.

Student-Focused Standards

- 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.
- Shall not unreasonably restrain a student from independent action in pursuit of learning.
- Shall not unreasonably deny a student access to diverse points of view.
- Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- Shall not intentionally violate or deny a student's legal rights.
- 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.
- Shall not exploit a relationship with a student for personal gain or advantage.
- Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

Professional Conduct with Colleagues

Aware 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:

- Shall maintain honesty in all professional dealings.
- 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.
- Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of 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.
- Shall not make malicious or intentionally false statements about a colleague.

Reporting Misconduct (Duty & Procedures)

All instructional personnel, educational support employees, and school administrators have an obligation to report misconduct by instructional personnel, educational support employees, and school administrators which affects the health, safety, or welfare of a student.

Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors.

- Reports of misconduct of employees should be made to Alecia Everett-Hollinger (407) 928-8511.
- Reports of misconduct committed by administrators should be made to Alecia Everett-Hollinger (407) 928-8511.
- 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 parent area, Parent, Student & Staff handbooks and on our website found at <https://brightimaginationpreparatoryschools.com/>

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Reporting Child Abuse, Abandonment or Neglect

All employees and agents 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/>.

Recognizing Abuse – Signs & Patterns

- **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 Protections (Statutory Reminder)

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)