

# Reporting Misconduct

## Policies & Procedures

Employees at Creative Learning have an obligation/duty to students, society and the institution to report alleged employee or administrator misconduct that affects the health, safety, or welfare of a student.

- a. The procedure for reporting employee or administrator misconduct is:
  - (1) Contact the school's director (in writing) of the specific nature of the alleged misconduct including information on the employee(s) involved, witness(es), and victim(s).
  - (2) Retain a copy of the written allegation (which has been signed by the administrator) so that there is a written record of the date and time the report was made.
  - (3) Through the Educator Misconduct Form, the school will contact the Florida Department of Education, Office of Professional Practices Services, for all legally sufficient allegations within 30 days.
  - (4) *If the school has not filed an Educator Misconduct Form for an allegation you feel should have been reported, you are ethically obligated to report the incident directly using an Educator Misconduct Form (a copy of which has been attached below).*
- b. **There are employee liability protections** provided under ss. 39.203 and 768.095, F.S. that apply to all employees who report alleged employee or administrator misconduct. An employee cannot and will not be terminated or held liable for any suspected misconduct that they report.

Creative Learning staff has an ethical obligation to the students in our program. That ethical obligation requires that staff:

- a. Shall make a 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 personal identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

Creative Learning Employees are MANDATORY reporters of suspected child abuse, and have an obligation/duty to students and families to report any suspected abuse. They are required to report abuse to the ABUSE HOTLINE at 1-800-96-ABUSE.

All instructional personnel and administrators of Creative Learning are required to complete training on the adopted standards of ethical conduct, as well as, verify YEARLY that they still qualify to work at the school by being in compliance with all aspects of the Principles of Professional Conduct.

Creative Learning prohibits confidentiality agreements with instructional personnel or school administrators who are dismissed, terminated, or resign in lieu of termination due to misconduct that affects the health, safety, or welfare of a student, and any reference provided to a potential employer in an educational setting will disclose the misconduct.

**Violation of any of these principles shall constitute grounds for immediate termination of employment with Creative Learning and reporting to any applicable state or local agencies including but not limited to: School Board of Brevard County, Department of Education of Florida, Cocoa Police Department, and Department of Children and Families. Violation of any of these principles shall also subject the employee to other penalties as provided by law.**

# EDUCATOR MISCONDUCT REPORTING FORM

Office of Professional Practices Services

**REPORTER INFORMATION:**

Public School    Charter School    Private School    FSDB    Lab School

**REPORTER CONTACT INFORMATION:**

School/District:

Contact Person Name and Title:

Contact Address and Telephone:

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**INFORMATION REGARDING THE EDUCATOR BEING REPORTED**

EDUCATOR'S NAME:

ADDRESS:

HOME PHONE:                      WORK PHONE:                      CELL PHONE:

SSN:                      DATE OF BIRTH                      DOE CERTIFICATE #

ASSIGNED SCHOOL:

POSITION:                      SUBJECT/GRADE LEVEL:

YEARS EXPERIENCE:

CONTRACTUAL STATUS:

CURRENT EMPLOYMENT STATUS:

**SUMMARY OF THE ALLEGATION:**

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**Reporting Directions**

For questions, contact our office at 850.245.0438

**In addition to the reporting form, submissions to the Office of Professional Practices Services should include:**

1. All investigative materials, reports, evidence, documents or related materials (Examples include, victim or witness statements, arrest reports or court documents, newspaper articles, computer evidence, video or audio tapes, text messages or cell phone records, photographs, grade books or calendars, gifts/items, statements, arrest report(s), court documents, local investigative reports, termination or disciplinary documents, letter of resignation, district disciplinary action documents, DOAH Orders, and class rosters). **Do not send sanitized or redacted documents.**
2. The educator's current certification information and any applications processed or renewed at the local level.
3. Name and contact information for all victims and witnesses (see and duplicate page two as necessary).

**Direct all correspondence via regular mail to:**

Florida Department of Education, Office of Professional Practices Services,  
325 West Gaines Street, Suite 224-E, Tallahassee, Florida 32399-0400

EDUCATOR MISCONDUCT REPORTING FORM  
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VICTIMS

Name:

Name:

Address:

Address:

Telephone:

Telephone:

DOB:

DOB:

Current School:

Current School:

WITNESSES

Name:

Name:

Address:

Address:

Telephone:

Telephone:

DOB:

DOB:

Current School:

Current School:

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Name:

Name:

Address:

Address:

Telephone:

Telephone:

DOB:

DOB:

Current School:

Current School: