STANDARDS OF ETHICAL CONDUCT

Our goal is an ethical work environment for all. Our employees are expected to understand and develop a commitment to ethical conduct throughout their duties and activities.

Our employees exhibit honesty, integrity, just management, fairness, trust, safety, and respect to coworkers, superiors, subordinates, those we serve and those who provide service to us.

Our employees promote a positive work environment. Behaviors such as unscrupulous communications and gossip are destructive and not appropriate in our workplace.

Our employees are good citizens of the community, reflecting well upon The Cornerstone School.

Our employees are faithful to The Cornerstone School and respectful of its leadership.

Our employees support our commitment to pursuing sound business growth with fair competition while providing quality products and services, delivered on time and within budget.

Our employees are entrusted with Cornerstone confidences. Respect these confidences. We expect that proprietary information will be protected and secure and will not be disclosed to anyone without proper authorization.

We respect cultural diversity and recognize the value of a diverse workplace.

We are committed to providing a drug-free, safe, and healthy work environment, and to observe environmentally sound business practices. We strive to do no harm and where possible, make the community a better place to live.

Our employees maintain accurate and complete business and transactional records. All information is to be factually represented in a timely manner.

We tell our customers the truth. All statements, communications, and representations to current and prospective customers is accurate and forthright.

We avoid the appearance of wrongdoing. Our employees neither accept nor provide any courtesies or gifts that are or could be perceived as “in exchange” for business inducements.

We are fiscally responsible. We guard against waste. We use and protect The Cornerstone School's assets wisely.

We provide training to our employees making them aware of the obligations and commitments of serving children and working in community with one another.
TRAINING REQUIREMENTS
All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

REPORTING MISCONDUCT BY INSTRUCTIONAL PERSONNEL AND ADMINISTRATORS
All 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. 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 either the Division Head or the Head of School. Reports of misconduct committed by administrators should be made to the Head of School or if the Head of School is the one being reported, the Board President. 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 employee breakroom and on our website at www.thecornerstoneschool.org.

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/

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

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)
Reporting Professional Misconduct

All employees and agents of a public school district, charter school or private school have an obligation and legal responsibility to report misconduct by instructional personnel and school administrators which affects the health, safety or welfare of a student.

Failure to report misconduct may result in penalties up to termination of employment and revocation of an educator’s certificate.

Obscene language
Drug and alcohol use
Disparaging comments
Prejudice or bigotry
Sexual innuendo
Cheating or testing violations
Physical aggression
Accept or offer favors

If someone tells you about misconduct, be a LEADER:

- Listen
- Evaluate
- Act immediately
- Document
- Encourage
- Report

Report to: (your school or district contact information below)

Name: Division Heads- Jenni Hager, Anne Doyle
or
Head of School- Ingrid Wasserfall
Phone: 352-351-8840

[Image of a student sitting down, possibly in a locker room, with a basketball and a ball nearby.]
Signs of Physical Abuse
The child may have unexplained:
- bruises, welts, cuts or other injuries
- broken bones
- 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
- 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
- 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
- run away from home

Signs of Neglect
The child may have:
- unattended medical needs
- little or no supervision at home
- poor hygiene
- appear underweight
A child experiencing neglect may:
- be frequently tired or hungry
- steal food
- appear overly needy for adult attention

Look for the Patterns
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.

If a child tells YOU about abuse:
Be a good listener. Show that you understand and believe what the child tells you. Encourage, but don’t pressure him/her to talk. Ask open ended questions.

Be supportive. Tell the child he/she did the right thing by coming to you. Stress that he/she is not to blame. Let the child know that you want to help.

Don’t overreact. This can frighten the child or prevent him/her from telling you more. Do not talk negatively about the suspected abuser in front of the child.

Document and report it. Document your conversation as soon as you can. If possible, write down the child’s exact words.

Don’t delay. Never assume someone else will report the abuse. The sooner it’s reported, the sooner the child and their family can be helped.

WHO MUST REPORT ABUSE?
Doctors
Nurses
Social Workers
Police Officers
Child Care Workers
Any Witnesses
Any/All School Personnel

Call or Report it online at: http://wwwDCFstate FL us/abuse/report/