



STANDARDS OF ETHICAL CONDUCT

The Carrie Brazer Center for Autism

1. The Carrie Brazer Center for Autism (the Center) 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 judgment 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. 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:
 - 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 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.
- e. Shall not make malicious or intentionally false statements about a colleague.

Training Requirement

All instructional personnel and education support employees, administrators are required as a condition of employment to complete training on these standards of ethical conduct.

H. REPORTING MISCONDUCT BY INSTRUCTIONAL PERSONNEL AND ADMINISTRATORS

All instructional personnel and education support employees, 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 on misconduct of employees should be made immediately to the executive director, **Carrie Brazer at (305) 401-0640 in the administrator's office**. She/he will assist in reporting to the Department of Children and Family Service's abuse hotline, on the single statewide toll-free telephone number **1-800-96-ABUSE (1-800-962-2873)**. **TDD (Telephone Device for the Deaf): 1-800-453-5145**. The teacher or staff member may also, for their own documentation and protection file a Child Abuse Incident Referral Report.

Reports of misconduct committed by administrators should be made to Isabel Rizo **(786-412-1073)**. In the case of misconduct committed by Carrie Brazer, report should be made Isabel Rizo at **(786-412-1073)** Employees may also report misconduct to Department of Children and Family Service's abuse hotline, on the single statewide toll-free telephone number **1-800-96-ABUSE (1-800-962-2873)**. **TDD (Telephone Device for the Deaf): 1-800-453-5145**.

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 affect the health, safety, or welfare of a student are posted in prominent areas around the center and on our Web site at www.cbc4autism.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)

Fingerprinting

All employees at the Carrie Brazer Center for Autism must be fingerprinted according by a Florida licensed VECHS fingerprinting agency. (VECHS is an acronym for the Volunteer & Employee Criminal History System at the Florida Department of Law Enforcement (FDLE). The VECHS program was implemented in 1999 and is authorized by the National Child Protection Act (NCPA) (1993), as amended, and Florida Statute 943.0542 (1999).

The mission of the program is to protect children, the elderly, and the disabled.

Through the VECHS program, FDLE and the Federal Bureau of Investigation (FBI) provide to qualified organizations (not individuals) in Florida state and national criminal history record information on applicants, employees, and volunteers. With this criminal history information, the organizations can more effectively screen out those current and prospective volunteers and employees who are not suitable for contact with children, the elderly, or the disabled.

Reporting Educator 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

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

If someone tells you about misconduct, be a LEADER:

Listen
Evaluate
Act immediately
Document
Encourage

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

Report to:

(your school or district contact information below)

Name: Carrie Brazer or	Isabel Rizo	Report
Title: Director	Assistant Director	
Phone: (305) 401-0640	(786) 412-1073	

FLORIDA ABUSE HOTLINE

1-800-96-ABUSE

1-800-962-2873

www.dcf.state.fl.us/abuse/report/

RECOGNIZING AND REPORTING CHILD ABUSE



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 | Police Officers |
| Nurses | Child Care Workers |
| Social Workers | Any Witnesses |
| Any/All School Personnel | |



Call or Report it online at: <http://www.dcf.state.fl.us/abuse/report/>