

## **Standards of Ethical Conduct**

### **Harvard Academy**

All employees of Harvard Academy ("HA") shall adhere to the following Standards of Ethical Conduct.

#### **A. Standards**

##### **1. Concern for students** requires that our instructional personnel:

- a. Shall make reasonable efforts to protect students from conditions harmful to learning and/or to students' mental and/or physical health and/or safety.
- b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
- c. Shall explore diverse points of view in a spirit of kindness, thoughtfulness, and respect.
- 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, sarcasm, 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, sex, age, national or ethnic origin, political beliefs, handicapping condition, or social and family background, and shall make reasonable efforts to ensure 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.

##### **2. Professional Conduct and Collegial Responsibility**

Aware of the importance of maintaining the respect and confidence of colleagues, students, parents, and the community, employees of Harvard Academy must display the highest degree of ethical conduct. This commitment requires that employees:

- a. Shall maintain honesty in all professional dealings.
- b. Shall not, on the basis of race, color, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, or social and family background, deny 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 creates a hostile, intimidating, abusive, offensive, or oppressive environment; and shall make reasonable efforts to ensure that each individual is protected from such harassment or discrimination.
- e. Shall not make malicious or intentionally false statements about a colleague.

#### B. Training Requirement

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

#### C. Reporting Misconduct by Instructional Personnel and Administrators

All employees, educational support 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.

Reports of misconduct should be made to:

Kristy Perez  
misskristy@harvard-academy.com  
954-748-0006

#### D. 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 in accordance with the procedures set forth in WCA's Abuse Prevention and Reporting Policy.

- 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.

E. 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).