Policy and Procedure for Reporting Alleged Misconduct by Instructional Personnel or School Administrators

I. Purpose

This policy and procedure aims to provide a clear and consistent process for reporting alleged misconduct by instructional personnel or school administrators that affects the health, safety, or welfare of a student at **Faith Baptist Academy**. This policy is in accordance with Section 1006.061(2), Florida Statutes, and is designed to create a safe and supportive learning environment for all students.

II. Definitions

- **Instructional Personnel:** Includes any person employed by the school in an instructional capacity, such as teachers, counselors, paraprofessionals, and coaches.
- **School Administrator:** Includes any person employed by the school in an administrative capacity, such as the principal, assistant principals, and deans.
- **Misconduct:** Any conduct by instructional personnel or school administrators that:
    - Violates any law, rule, or regulation.
    - Endangers the health, safety, or welfare of a student.
    - Constitutes abuse, neglect, or exploitation of a student.
    - Creates a hostile environment for a student.
    - Involves any form of discrimination or harassment.

III. Reporting Procedures

A. Who to Report to:

Scott Ashley - Principal

Phone - 954-513-0797

Email: admin@fbcmargate.com

B. Who Must Report:

All school employees, including instructional personnel, school administrators, and support staff, have a legal and ethical obligation to report suspected child abuse or neglect to the Florida Department of Children and Families (DCF). Additionally, all school employees are encouraged to report any other alleged misconduct by instructional personnel or school administrators that affects the health, safety, or welfare of a student.

C. How to Report:

1. **Oral Report:** Make an oral report to the designated contact person as soon as possible. The designated contact person for **Faith Baptist Academy** is **Scott Ashley, Principal**.
2. **Written Report:** Submit a written report to **Scott Ashley, Principal**, within 24 hours of the oral report. The written report should include:
   - The name of the alleged victim(s).
   - The name of the alleged perpetrator(s).
   - The date, time, and location of the alleged misconduct.
   - A detailed description of the alleged misconduct.
   - The names of any witnesses.
   - Any other relevant information.

C. Confidentiality:

All reports of alleged misconduct will be treated confidentially to the extent permitted by law. The identity of the reporter will be protected to the extent possible. However, reporters may be required to testify in any subsequent investigation or legal proceedings.

IV. Investigation and Action

All reports of alleged misconduct will be promptly investigated by the school administration. The investigation may include interviews with the alleged victim, the alleged perpetrator, and any witnesses. Based on the findings of the investigation, the school administration will take appropriate disciplinary action, which may include:

- Verbal or written reprimand.
- Suspension.
- Termination of employment.
- Referral to law enforcement.

V. Penalties for Failure to Report

Failure to report suspected child abuse or neglect is a misdemeanor under Florida Statute 39.201. Additionally, the Education Practices Commission can take disciplinary action against an educator's certificate for failure to report misconduct under Florida Statute 1012.795.

VI. Retaliation Prohibited

Retaliation against any person who reports alleged misconduct is prohibited. Any employee who retaliates against a reporter may be subject to disciplinary action.

VII. Dissemination and Training

This policy and procedure will be:

- Posted in prominent locations throughout the school.
- Published on the school's website.
- Included in the school's employee handbook.
- Reviewed with all employees during annual training.

VIII. Review and Updates

This policy and procedure will be reviewed and updated periodically to ensure it remains current with any changes in law or best practices.