St. Paul Catholic School, Leesburg
Code of Ethics

Summary of Instructional Personnel, Educational Support Employees and School Administrators Training

I, _____, employee of _____, verify that I received training at my school and will adhere to the following principles on the Ethics in Education Act and the Diocese of Orlando's Code of Ethics. The training included the following:

1. I value 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. My primary professional concern will always be for the student and for the development of the student's potential. I will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

3. I am aware of the importance of maintaining the respect and confidence of my colleagues, of students, of parents, and of other members of the community. I will strive to achieve and sustain the highest degree of ethical conduct.

4. I understand that I have an affirmative duty and legal responsibility to report any alleged instructional personnel, educational support employees or school administrator misconduct that affects the health, safety or welfare of a student. I also understand that a failure to report such misconduct may result in penalties up to termination of employment and/or revocation of any applicable licenses or certifications. I understand that examples of misconduct that may affect the health, safety or welfare of a student include but are not limited to: drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating, testing violations, physical aggression or accepting favors from students.

5. I further agree to abide by the following procedures when reporting alleged misconduct of an instructional personnel, educational support employees or school administrators:

    a. Immediately report all allegations or any suspicion of misconduct that affects the health, safety, or welfare of a student engaged in by any instructional personnel to the school principal; or immediately report all allegations or any suspicion of misconduct that affects the health, safety, or welfare of a student engaged in by any school administrator to the school principal, Ms. Monica Matthews or immediately report all allegations or any suspicion of misconduct that affects the health, safety, or welfare of a student engaged in by the school principal or supervising principal to the Superintendent of Schools, Dr. Erika Wikstrom. Ms. Monica Matthews may be contacted via phone (352) 787-4657, email mmatthews@saintpaulschool.com, or during office hours at 1320 Sunshine Avenue, Leesburg, FL 34748. Dr. Wikstrom may be contacted via phone (407) 246-4905, email ewikstrom@orlandodiocese.org or during office hours at 50 E. Robinson Street, Orlando, FL 32801;
    b. Thoroughly document the activities and details of the allegations or event; and
    c. Secure evidence (if applicable).

6. I further understand that I have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect to Florida Department of Children and Families either by phone at 1-800-96Abuse or online at www.dcf.state.fl.us/abuse/report/.

7. We understand that consistent with Fla. Stat. 39.203, any person, official or institution, including employees, who report in good faith in any act authorized or required by law, or reporting in good faith any instance of misconduct, child abuse, abandonment, or neglect to the department of any law enforcement agency, will be immune from any civil or criminal liability which might otherwise result by reason of such action. Additionally, as provided by Fla. Stat. 768.095, any 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 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.

8. I further understand that every school that accepts scholarship students under the FES UA Scholarship for Students with Disabilities (Fla. Stat. § 1002.39) or the Corporate Tax Credit Scholarship Program (Fla. Stat. § 220.187) must comply with the terms of the Ethics in Education Act. In addition, acknowledge that all Instructional Personnel, Educational Support Employees and School Administrators are required as a condition of employment to complete training on this Code of Ethics.

9. Policies and procedures for reporting misconduct by instructional personnel, educational support employees, or school administrators which affect the health, safety or welfare of a student are posted in the teachers' lounge, and main office of St. Paul Catholic School, on the school website at http://www.saintpaulschool.com/admissions/protection-of-children/, on the Diocesan Intranet site at https://intranet.orlandodiocese.org/ and on the Diocesan Web site at https://www.orlandodiocese.org/wp-content/uploads/2019/07/Safe-Environment-DIOCESAN-POLICY-ENGLISH-July-2019.pdf

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School Employee Signature

Revised 7/15/2024