

Ethical Conduct For Grandview Employees

Grandview values each employee as a vital partner in fulfilling its mission of providing an individualized learning experience by pairing timeless ethics with modern thought and personal attention with global consciousness while preparing students for college and life beyond.

As per Rule 6A-10.081 of the Florida Administrative Code, Grandview requires each employee to uphold the Employee Code of Professional Ethics. To that end, all Grandview employees will:

1. Observe all established lines of management and supervision out of respect for colleagues and for the good of the organization;
2. Handle all confidential and sensitive information with the utmost discretion to engender trust among all of their colleagues;
3. Conduct themselves at all times in a manner that demonstrates and promotes respect, fairness, and good faith;
4. Demonstrate and promote a genuine and unconditional respect for the proprietorship of Grandview;
5. Neither engage in nor condone harassment or discrimination of any kind;
6. Strive to provide the highest quality of professional service by continually enhancing knowledge and skills in order to perform responsibilities in accordance with the highest standards of professional practices and with the highest degree of personal integrity;
7. Exhibit a genuine interest in all students and courses and commit to supporting and assisting school staff in building strong and successful programs;
8. Support the work of all colleagues and assist them as appropriate in the efficient and successful completion of common tasks;
9. Participate as appropriate in the development of policies and procedures that will promote the efficiency, effectiveness, and success of Grandview;
10. Comply with all Florida and Federal laws and the Principles of Professional Conduct for the Education Profession in Florida;
11. Exercise care and perform work operations in accordance with safety rules and regulations
12. Reporting Misconduct by Instructional Personnel and Administrators – All employees, educational support, instructional personnel 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. All employees, educational support, instructional personnel and administrators must comply with the following procedures when reporting alleged misconduct of instructional personnel 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 Jacqueline Westerfield, Head of School, at jackiew@grandviewprep.net; or

- b. 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 Desiree Tobin, Director of Family Relations, at dtobin@grandviewprep.net; and
 - c. 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 employees, educational support, instructional personnel or school administrators which affect the health, safety, or welfare of a student are posted in the copy/mail room, and on the Grandview website, www.grandviewprep.net/about/employment.cfm.
 - d. Thoroughly document the activities and details of the allegations or events; and
 - e. Secure evidence (if applicable).
13. Duty to Report Child Abuse, Abandonment, or Neglect - Dutifully report all actual or suspected cases of child abuse, abandonment, or neglect to the Florida Department of Children and Families either by phone at 1-800-96ABUSE or online at dcf.state.fl.us/abuse/report/.
- a. 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.
 - b. Signs of Sexual Abuse: The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in the 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.
 - c. 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.
 - d. 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.
14. Liability Protections – Consistent with Fla. Stat. 39.203, any person, official, or institution, including employees, who report in good faith any instance of misconduct, child abuse, abandonment, or neglect will be immune from any civil or criminal liability. Additionally, as provided by Fla. Stat. 768.095, any employer who discloses information about a former or current employee to a prospective employer is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed was knowingly false or violated any civil right of the employee.
15. Every school that accepts scholarship students under the John McKay Scholarship for Students with Disabilities (Fla. Stat. § 1002.39) or the Corporate Tax Credit Scholarship Program (Fla. Stat. § 220.187) or any other scholarship program sponsored by the State of Florida must comply with the terms of the Ethics in Education Act.
16. Training Requirement – All employees, educational support, instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.