

Code of Ethical Conduct Queen of all Saints Academy

General Rules

- 1.** Since the end of our Congregation is to devote ourselves not only to the perfection of our own souls with God's grace, but also to the salvation of our neighbor by means of the Christian education imparted by us, the Sisters should have the very highest esteem for their work, and prepare themselves for it thoroughly and diligently. For the love of Christ, they shall strive to become very skillful in the art of teaching, and by prayer, and study, and self-denial, render themselves fit in heart and mind for this office.
- 2.** In all things the faithful teacher ever sets before her pupils the brightest image and a noble pattern of our life; she regards the training of the will and the establishing of character as of far greater importance than the mere acquiring of knowledge.
- 3.** The teacher must set before her students the good example of her religious life. She must be a model of the noble and manful spirit of self-control and self-denial, for example is much more powerful than words, especially with the young.
- 4.** The teacher has a sacred duty to watch over her charges and to remove, as far as lies in her power, all that endangers their morality. Nevertheless, this supervision should never become excessive so as to become unreasonable.
- 5.** She shall obey the mistress of studies in all that relates to studies and school discipline. Without her advice she should not choose a book for class or excuse anyone from the common class exercise.
- 6.** The teacher should assign a variety of exercises, now one type, now another, suited to the grade of his class; for nothing slackens youthful diligence more than monotony. The classes shall be taught in a two-week cycle, every other Friday all the material of the cycle is to be reviewed.

Training Requirement

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

Reporting Misconduct by Instructional Personnel and Administrators

All 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. 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 of misconduct of employees should be made Sister Mary Francis, Mistress of Studies (srmaryfrancis@qasonline.org 352-428-0550). Reports of misconduct committed by administrators should be made to Sister Mary Theresa (administration@qasonline.org 352-428-4847). 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 affects the health, safety, or welfare of a student are posted in QAS Teacher Collaborated Notebook and on our website at qasonline.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 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 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)