

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 through the Christian education imparted by us, the Sisters should hold their work in the highest esteem and prepare themselves for it thoroughly and diligently. For the love of Christ, they shall strive to become skillful in the art of teaching and, through prayer, study, and self-denial, render themselves fit in heart and mind for this office.
2. In all things, the faithful teacher sets before her pupils the brightest image and a noble pattern of life. She regards the training of the will and the establishment 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 steadfast spirit of self-control and self-denial, for example is far 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 within her power, all that endangers their morality. Nevertheless, this supervision should never become excessive or unreasonable.
5. She shall obey the Mistress of Studies in all matters relating to studies and school discipline. Without her advice, she should neither choose a book for class nor excuse anyone from the common class exercises.
6. The teacher should assign a variety of exercises, now one type, now another, suited to the grade of her class, for nothing slackens youthful diligence more than monotony. Classes shall be taught in a two-week cycle, and every other Friday all material from the cycle is to be reviewed.

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.

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 that affects the health, safety, or welfare of a student. Examples of misconduct include: Obscene language, Drug or alcohol use, Disparaging comments, Prejudice or bigotry, Sexual innuendo, Cheating or testing violations, Physical aggression, Accepting or offering favors. Reports of misconduct by employees should be made to: 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 that affects the health, safety, or welfare of a student are posted in the QAS Teacher Collaborative Notebook and on the school website at qasonline.org.

Reporting Child Abuse, Abandonment, or Neglect

All employees, educational support employees, and administrators have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call: 1-800-96-ABUSE. Website: <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 often 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 of Children and Families or to any law enforcement agency, shall be immune from any civil or criminal liability that might otherwise result from such action.

(F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer, upon request of the prospective employer or the 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 was knowingly false or violated any civil right of the employee protected under Florida Statutes, Chapter 760.

(F.S. 768.095)