

First Lutheran School Policy for Reporting Suspected Misconduct



I. Policy

It is the policy of First Lutheran School for all employees to report suspected misconduct by instructional personnel and administrators. The following misconduct is reportable and is not all inclusive:

1. Obscene language
2. Drug & alcohol use
3. Disparaging comments
4. Prejudice or bigotry
5. Sexual innuendo
6. Cheating or testing violations
7. Physical aggression
8. Accepting or offering favors

II. Procedure

1. If misconduct is suspected of a teacher, teacher's aide, or other school personnel it should be immediately reported to the School Administrator.
2. If the School Administrator is not available it should be reported to the Board of Christian Education.
3. If misconduct is suspected or observed of other staff (non-school) it should be reported as soon as possible to their immediate supervisor.

III. Training

Training will be conducted annually for recognizing and reporting misconduct.

IV. Non-Confidentiality Disclosure

If a staff member is terminated or resigns in lieu of termination secondary to misconduct that affects the health, safety or welfare of a student pursuant to Florida statutes, this must be disclosed to any educational employer seeking a reference. This information is **not** confidential.

V. Magnitude

Failure to report misconduct may result in disciplinary action including up to termination.

January 6, 2009