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Chief Executive Officer

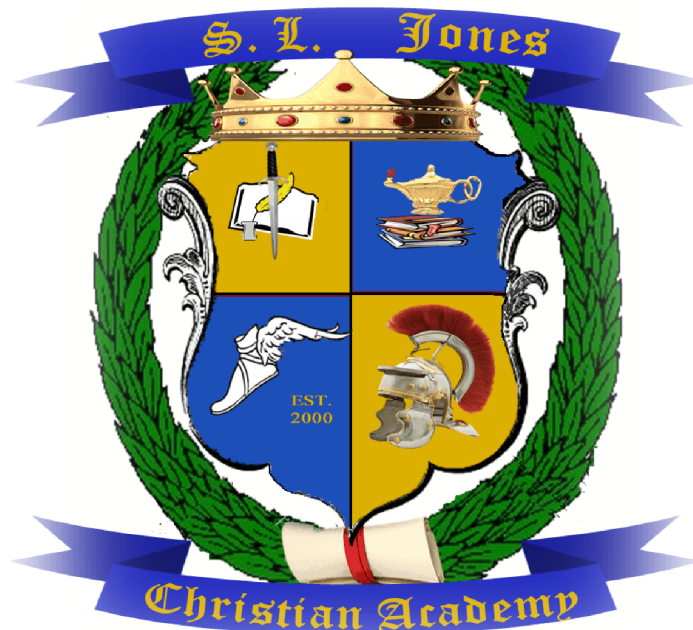
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S. L. Jones Christian Academy Ethics Policy



In accordance with Senate Bill 1712, effective January 5, 2009, all S. L. Jones employees are required to read and comply with the full intent of this policy. Bi-Annual Training will be conducted at the beginning and mid-year for all employees.

Ethics in Education Act

Senate Bill 1712 (Chapter Law 2008-108). the Ethics in Education Act became effective July 1, 2008, and impacts certain operational procedures for private schools participating in the McKay and Corporate Tax Credit Scholarship Programs.

The Act amends **Section 1002.421, Florida Statutes**, related to participating private school accountability, by adding new requirements to the employee screening process. **All instructional personnel and school administrators in a position that requires direct contact with students are subject to the new screening standards.** The private school accountability statute has also been amended to require private schools to develop standards of ethical conduct for the school's instructional personnel and administrators. Institutional personnel and school administrators are defined by **Sections 1012.01 (2) and (3), Florida Statutes**.

Finally, the Act amends **Section 1006.061, Florida Statutes**, related to the state's child abuse, abandonment, and neglect policy. Private and charter schools are now required to comply with these policies.

An explanation of the new requirements, instructions for implementation and links to additional resources have been provided for your convenience.

Employment Screening

1. **S. L. Jones Christian Academy must disqualify from employment any instructional personnel or school administrator who is convicted of an act listed under Section 1012.315, Florida Statutes. (See Attachment A)**

To comply with this requirement , **S. L. Jones Christian Academy** will review the level 2 criminal history report received for each employee (obtained through the VECHS program) and disqualify any employee convicted of an offense listed in **Section 1012.315, Florida Statutes**. **S. L. Jones Christian Academy** will continue to screen employees for the offenses listed in **Section 435.04, Florida Statutes**. (See Attachment 8)

2. **S. L. Jones Christian Academy must conduct an employment history check before employing instructional personnel or school administrators in any position that requires direct contact with students.**

This is completed by contacting the individual's previous employer and documenting the findings. If unable to contact a previous employer, S. L. Jones Christian Academy will document its efforts.

S. L. Jones Christian Academy will document in writing and maintain the findings in the individual employee's file.

3. **S. L. Jones Christian Academy will screen new instructional personnel or school administrators using the two employee screening tools developed by the Department of Education. New instructional personnel or school administrators are those individuals employed after the law became effective on July 1, 2008.**

A. Professional Practices Database of Disciplinary Action

This database provides access to final orders issued by the Education Practices Commission and displays a summary of any disciplinary action taken against an individual's Florida educator certificate. S. L. Jones Christian Academy will begin using this tool immediately to search the names of all instructional personnel and school administrators hired after July 1, 2008, and document the findings.

B. Teacher Certification Database (BEC PASS) *UPDATED*****

This database (also known as the Bureau of Educator Certification Partnership Access & Services System – **BEG-PASS**) provides information related to an educator's current certification status and employment history data.

Access to this database is available through the **Employment Screening Request** link on the quick navigation bar when logged in as a private school. The link will redirect the user to the Educator Certification Web site.

On the Educator Certification Web site, S. L. Jones Christian Academy may search for a candidate by Social Security number, DOE number, or First and Last Name. If you search by Name and find too many applicants, you can further narrow your search by adding a Date of Birth to the search criteria.

After submitting a candidate for screening, **S. L. Jones Christian Academy** will print the results.

S. L. Jones Christian Academy will screen all instructional personnel and school administrator employed after July 1, 2008. The findings may be used to support informed decision making, and S. L. Jones Christian Academy will maintain the findings in the individual employee's file.

Employee Standards of Ethical Conduct

1. **S. L. Jones Christian Academy has adopted policies establishing standards of ethical conduct for instructional personnel and school administrators.**
 - A. **S. L. Jones Christian Academy's** standards of ethical conduct must establish the **duty to report**, and **procedures for reporting**, alleged employee or administrator misconduct that affects the health, safety, or welfare of a student.
 - B. The standards provide a copy of the **explanation of the employee liability protections** provided under ss. **39.203** and **768.095**, F.S. (See attachment C and attachment D)
 - C. The standards require **S. L. Jones Christian Academy** instructional personnel and administrators to **complete training** on the adopted S. L. Jones Christian Academy standards of ethical conduct. Documentation demonstrating that training was completed by each employee and school administrator will be required as part of the compliance application/renewal process.

2. **S. L. Jones Christian Academy prohibits confidentiality agreements with instructional personnel or school administrators who are dismissed, terminated, or resign in lieu of termination due to misconduct that affects the health, safety, or welfare of a student**

Any reference provided to a potential employer in an educational setting must disclose the misconduct.

3. **S. L. Jones Christian Academy has posted a notice at the school stating that all employees have a duty to report actual or suspected cases of child abuse, abandonment, or neglect.**

The notice includes the statewide toll-free abuse hotline number **(1-800-96ABUSE)**. Employees have immunity from liability if they report and will have a duty to comply with child protective investigations.

4. **S . L. Jones Christian Academy has posted at the school site the policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student**

The posting includes a contact person *to* whom the report is made and a statement about the penalties for personnel and administrators who fail to report abuse or misconduct.

Legally sufficient allegations of misconduct by **S. L. Jones Christian Academy** educators must be reported to the S. L. Jones Christian Academy's Board of Directors who, in turn, will forward an official report to the Office of Professional Practices Services using the **Educator Misconduct Reporting Form**.
(See Attachment E)

Implementation

S. L. Jones Christian Academy Board of Directors have adopted this policy and will begin implementing these new requirements immediately.

EDUCATOR MISCONDUCT REPORTING FORM

Office of Professional Practices Services

REPORTER INFORMATION:

___ Public School ___ Charter School ___ Private School ___ FSDB ___ Lab School

REPORTER CONTACT INFORMATION:

School/District: _____

Contact Person Name and Title: _____

Contact Address and Telephone: _____

INFORMATION REGARDING THE EDUCATOR BEING REPORTED:

EDUCATOR'S NAME _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

SSN: _____ DATE OF BIRTH _____ DOE CERTIFICATE # _____

ASSIGNED SCHOOL: _____

POSITION: _____ SUBJECT/GRADE LEVEL: _____

YEARS EXPERIENCE: _____

CONTRACTUAL STATUS: _____

CURRENT EMPLOYMENT STATUS: _____

SUMMARY OF THE ALLEGATION:

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Reporting Directions For questions, contact our office at 850-245-0438

- In addition to the reporting form, submissions to the Office of Professional Practices Services should include:
1. All investigative materials, reports, evidence, documents or documents or related materials (Examples include, witness statements, arrest reports or court documents, newspaper articles, computer evidence, video or audio tapes, text messages or cell phone records, photographs, grade books or calendars, gifts/items, statements, arrest report(s), court documents, local investigative reports, termination or disciplinary documents, letter of resignation, district disciplinary action documents, DOAH Orders, and class rosters)/ **Do not send sanitized or redacted documents.**
 2. The educator's current certification information and any applications processed or renewed at the local level.
 3. Name and contact information for all victims and witnesses (see and duplicate page two as necessary).

Direct all correspondence via regular mail to:
Florida Department of Education, Office of Professional Practices Services,
325 West Gaines Street, Suite 224-E, Tallahassee, Florida 32399-0400

EDUCATOR MISCONDUCT REPORTING FORM

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VICTIMS

Name _____

Name _____