

## ***OUT-OF-TOWN FIELD TRIP CHAPERONE AGREEMENT***

- I affirm that I have read, understood, and will abide by The Geneva School Code of Ethics, The Geneva School Child Abuse Prevention Policy, 2011 Florida Statute 39.203, The Principles of Professional Conduct of The Education Profession in Florida, The Code of Ethics of The Education Profession in Florida.
- I affirm that at no time in the past have I been guilty of engaging in conduct that would fall within the definition of child abuse or professional misconduct.
  - ☐ Yes ☐ No
- I will submit to a background check, at my own expense (\$53.25), if one has not already been done. Information regarding getting a background check will be emailed once this form is turned in.

Understood and Agreed:

\_\_\_\_\_  
**CHAPERONE'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CHAPERONE'S NAME (printed)**

## ***CHAPERONE CONFIDENTIALITY AGREEMENT***

- The nature of services provided by The Geneva School requires that information be handled in a private, confidential manner.
- While attending as a chaperone on a field trip, a parent may hear, see, have access to, work with and be responsible for projects and information that are proprietary and confidential. Chaperones are directed, therefore, not to discuss, reveal or divulge in any way proprietary information with or to other chaperones or employees of The Geneva School or persons outside the employment of The Geneva School. Examples of proprietary information include but are not limited to family situations, medical conditions, and financial status of students and/or employees.
- The undersigned individual agrees to follow this confidentiality agreement and will speak to his or her supervisor if there are questions regarding the disclosure of information.

\_\_\_\_\_  
**CHAPERONE'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CHAPERONE'S NAME (printed)**

# THE GENEVA SCHOOL CODE OF ETHICS

1. To maintain the Christian witness of the school, all members of the Board, administration and faculty (as well as all delegated representatives of the school) must conform to biblical ethical standards at all times.
2. All employees have an obligation and legal responsibility to report misconduct by school employees which affects the health, safety or welfare of a student.
  - Report allegations or suspicion of misconduct to the Headmaster or Dean of Faculty.
  - Document the activities or details of the event.
  - Secure evidence (if applicable)

The Headmaster and the Dean of Faculty will review any reported misconduct and determine what action is needed. The Headmaster will be responsible for completing the Educator Misconduct Reporting Form and submitting to the Florida Department of Education.

3. Employees will be immune from liability in accordance with Florida Statutes 39.203 and 768.095.
4. Training on the Employee Standards of Ethical Conduct will be done during Teacher Training. All instructional personnel and administrators will sign off that they have received this training.

## THE GENEVA SCHOOL CHILD ABUSE PREVENTION POLICY

**PURPOSE:** It is the purpose and intent of The Geneva School to provide a safe, secure environment to teach and care for the students of our school family.

**GOALS:** Our goals are to protect children from sexual abuse, child molestation or any type of inappropriate sexual behavior by employees or volunteers in this school; to protect employees and volunteers from false accusations; and to make the staff aware of signs that may indicate abuse by others.

### DEFINITIONS

A **Minor Child** is any individual under the age of 19 years.

**Abuse** means any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.

**Neglect** occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired. Neglect of a child includes acts or omissions.

**Abandoned** or "abandonment" occurs when the parent or legal custodian of a child or, in the absence of a parent or legal custodian, the caregiver, while being able, makes no provision for the child's support and has failed to establish or maintain a substantial and positive relationship with the child.

### CHILD ABUSE: WHAT TO LOOK FOR

Child Abuse manifests itself in a number of ways, including physical, emotional, sexual, and neglect issues.

### **Signs of Physical Abuse**

The Child may have unexplained:

- bruises, welts, cuts, or other injuries
- broken bones
- burns

A child experiencing physical abuse may:

- seem withdrawn or depressed
- seem afraid to go home, may run away or show anxiety when approaching school campus or classroom
- shy away from physical contact
- be nervous or show hostile behavior toward adults
- wear inappropriate clothing to hide injuries

### **Signs of Neglect**

The child may have:

- unattended medical needs
- little or no supervision at home
- poor hygiene
- appear underweight

A child experiencing neglect may:

- be frequently tired or hungry
- steal food
- appear overly need for adult attention

## **WHAT IS CHILD SEXUAL ABUSE?**

### **1. Child Sexual Abuse is a Crime**

“Child sexual abuse is a criminal behavior that involves children in sexual behavior for which they are not personally, socially, and developmentally ready.” (Church Law & Tax Report, Reducing the Risk of Child Sexual Abuse in Your Church, 1993, p. 13)

### **2. General Definition**

A general definition of child sexual abuse consists of “any form of sexual contact or exploitation in which a minor is being used for the sexual stimulation of the perpetrator.” (Church Law & Tax Report, Reducing the Risk of Child Sexual Abuse in Your Church, 1993, p. 13)

### **3. Common Definition**

“Any sexual activity with a child—whether in the home by a caretaker, in a day care situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four (4) years older than the victim.” (National Resource Center on Child Abuse, 1992)

### **Signs of Sexual Abuse**

The child may have:

- torn, stained or bloody underwear
- trouble walking or sitting
- pain or itching in genital area
- 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
- run away from home

### **Look for the Patterns**

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.

### **If a child tells YOU about abuse:**

- Be a good listener. Show that you understand and believe what the child tells you. Encourage, but don't pressure him/her to talk. Ask open ended questions.
- Be supportive. Tell the child he/she did the right thing by coming to you. Stress that he/she is not to blame. Let the child know that you want to help.
- Don't overreact. This can frighten the child or prevent him/her from telling you more. Do not talk negatively about the suspected abuser in front of the child.
- Document and report it. Document your conversation as soon as you can. If possible, write down the child's exact words.
- Don't delay. Never assume someone else will report the abuse. The sooner it's reported, the sooner the child and their family can be helped.

### **EMPLOYEE DEFENSE COST BENEFIT**

The Geneva School agrees to indemnify the "employee" for "defense costs" for alleged abusive conduct with a maximum benefit of \$25,000. If, however, there is an adverse judgment, the "employee" agrees to repay The Geneva School or their insurance carrier for said costs.

### **EMPLOYEE DUTIES**

All employees must report any actual or suspected child abuse, abandonment or neglect to the Headmaster or Dean of Students. This contact person will discuss the situation to ensure that the appropriate reports, if any are needed, are completed. They will also call the statewide toll-free abuse hotline number (1-800-96-ABUSE) or report it online at: <http://www.dcf.state.fl.us/abuse/report>, if needed. Employees will comply with child protective investigations.

## **THE 2011 FLORIDA STATUTES**

### **39.203: Immunity from liability in cases of child abuse, abandonment, or neglect**

- (1) (a) Any person, official, or institution participating in good faith in any act authorized or required by this chapter, 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.
- (b) Except as provided in this chapter, nothing contained in this section shall be deemed to grant immunity, civil or criminal, to any person suspected of having abused, abandoned, or neglected a child, or committed any illegal act upon or against a child.

- (2) (a) No resident or employee of a facility serving children may be subjected to reprisal or discharge because of his or her actions in reporting abuse, abandonment, or neglect pursuant to the requirements of this section.
- (b) Any person making a report under this section shall have a civil cause of action for appropriate compensatory and punitive damages against any person who causes detrimental changes in the employment status of such reporting party by reason of his or her making such report. Any detrimental change made in the residency or employment status of such person, including, but not limited to, discharge, termination, demotion, transfer, or reduction in pay or benefits or work privileges, or negative evaluations within a prescribed period of time shall establish a rebuttable presumption that such action was retaliatory.

**History:** ss. 1, 2, 3, 4, 5, 6, ch. 63-24; s. 941, ch. 71-136; ss. 1, 1A, ch. 71-97; s. 32, ch. 73-334; s. 65, ch. 74-383; s. 1, ch. 75-101; s. 1, ch. 75-185; s. 4, ch. 76-237; s. 1, ch. 77-77; s. 3, ch. 77-429; ss. 1, 2, ch. 78-322; s. 3, ch. 78-326; s. 22, ch. 78-361; s. 1, ch. 78-379; s. 181, ch. 79-164; s. 1, ch. 79-203; s. 27, ch. 88-337; s. 55, ch. 90-306; s. 63, ch. 94-164; s. 73, ch. 97-103; s. 33, ch. 98-403; s. 12, ch. 99-193.

**Note:** Former ss. 828.041, 827.07(7); s. 415.511.

[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_mode=Display\\_Statute&Search\\_String=39.203&URL=CH0039/Sec203.HTM](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=39.203&URL=CH0039/Sec203.HTM)

**768.095: Employer immunity from liability; disclosure of information regarding former or current employees.**

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 chapter 760.

**History:** s. 1, ch. 91-165; s. 17, ch. 99-225

[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_mode=Display\\_Statute&Search\\_String=768.095&URL=CH0768/Sec095.HTM](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=768.095&URL=CH0768/Sec095.HTM)

State Board of Education Rule 6B-1.006, FAC

## **The Principles of Professional Conduct of The Education Profession in Florida**

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
3. Obligation to the student requires that the individual:
  - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

- f. Shall not intentionally violate or deny a student's legal rights.
  - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
  - h. Shall not exploit a relationship with a student for personal gain or advantage.
  - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Obligation to the public requires that the individual:
- a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
  - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
  - c. Shall not use institutional privileges for personal gain or advantage.
  - d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
  - e. Shall offer no gratuity, gift, or favor to obtain special advantages.
5. Obligation to the profession of education requires that the individual:
- a. Shall maintain honesty in all professional dealings.
  - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
  - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
  - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
  - e. Shall not make malicious or intentionally false statements about a colleague.
  - f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
  - g. Shall not misrepresent one's own professional qualifications.
  - h. Shall not submit fraudulent information on any document in connection with professional activities.
  - i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
  - j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
  - k. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
  - l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
  - m. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of

- a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.
- n. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
  - o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
  - p. Shall comply with the conditions of an order of the Education Practices Commission.
  - q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

State Board of Education rule 6B-1.001, FAC

## **The Code of Ethics of The Education Profession in Florida**

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Adams v. State of Florida Professional  
Practices Council, 406 So 2<sup>nd</sup> 1170 Fla.  
1<sup>st</sup> DCA 1981

“By virtue of their leadership capacity, teachers are traditionally held to a high moral standard in a community.”

For further information call or write:  
Bureau of Educator Recruitment,  
Development and Retention  
325 West Gaines Street, Suite 124  
Tallahassee, FL 32399  
850-245-0441, SUNCOM 205-0441