

# **THE GENEVA SCHOOL**

## **GUIDELINES AND PROCEDURES FOR REPORTING PROFESSIONAL MISCONDUCT**

All employees have an obligation and legal responsibility to report misconduct by school employees which affects the health, safety or welfare of a student.

The following behavior may be indicative of misconduct that should be reported:

- being alone with a student in dark or closed room or secluded area
- behaving in an overly friendly or familiar way or failing to maintain an appropriate professional boundary with a student
- displaying verbal or non-verbal sexual behavior with a student
- dating any of the students
- using forceful or unnecessary physical contact with a student
- administering discipline not compliant with school policy
- accepting or offering of gifts for return of a favor or privilege from students or colleagues
- badgering or habitually teasing a student
- mocking, belittling or chronically embarrassing a student
- displaying prejudice or bigotry against a student
- suspicion of being under the influence of drugs or alcohol
- failing to properly supervise students or to ensure student safety
- cheating, falsifying information or testing violations
- retaliating against a student or colleague for reporting misconduct
- bantering or engaging in colloquial or slang communications with a student
- directing or using profane, offensive, or explosive language in the presence of students
- making lewd or suggestive comments or overtures toward a student or colleague

How to report misconduct:

- Report allegations or suspicion of misconduct by school staff or volunteers to the Headmaster or Dean of Faculty
- Report allegations or suspicion of misconduct by Headmaster to the Board of The Geneva School
- Document the activities or details of the event
- Secure evidence (if applicable)

Possible penalties for failure to report may include: written reprimand, suspension with or without pay or termination of employment.

The Headmaster and the Dean of Faculty will review any reported misconduct and determine what action is needed. For any legally sufficient allegations of misconduct, The Educator Misconduct Reporting Form will be completed and sent to the Florida Department of Education, Office of Professional Practices Services, 325 West Gaines St., Suite 224-E, Tallahassee, FL 32399-0400