**Standards of Ethical Conduct**

**Academy of Excellence**

All employees of Academy of Excellence School are deemed mandatory reporters and have an obligation to report any and all types of abuse. Proof of abuse or neglect is not required to make a report; “reasonable cause to suspect” is all that is required. It is the responsibility of the Department of Children and Families to determine whether or not the abuse or neglect is actually occurring and to take protective action on behalf of the child. In the event that a staff member expects abuse, he/she must report all known information immediately to his/her direct division administrator. The administrator will then contact the appropriate authorities.

AOE is committed to maintaining a work environment in which all individuals treat each other with dignity and respect, which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. AOE is prepared to act to prevent and correct any violations of this policy.

Employees who observe personnel conduct of a harassing nature, are to promptly report the matter to one of the school officials designated below. All complaints will be promptly investigated. The privacy of the person issuing the complaint, of the person accused, and the steps taken in the investigation will be protected to the extent possible, except that we will report findings to the person making the complaint and to the person or persons who are claimed to be involved.All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

1. Eunice Williams, Vice President

2 Lureen Kee, School Administrator K5-12

3. Laura Buchanan, School Administrator Daycare, VPK, EL

Anyone who violates this policy or fails to report misconduct in the workplace will be subject to discipline, up to and including termination.

All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.