

# Standards of Ethical Conduct and Reporting Procedures

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## 1. Reporting Misconduct by Personnel

All employees and agents of **Summit Elevate Academy** have an affirmative duty to report all actual or suspected cases of ethical misconduct by instructional personnel or school administrators that affect the health, safety, or welfare of a student.

### Examples of misconduct include:

- Unnecessary physical contact or aggression.
- Romantic or sexual relationships with students.
- Use of lewd, profane, or offensive language.
- Falsifying student records or testing data.
- Being alone with a student in an unobservable area.

## 2. How to Report

Allegations of misconduct should be reported immediately to:

- **Contact Person:** Paula Turner
- **Title:** School Director/Educator
- **Phone:** 574-253-1167
- **Email:** info@gosummitacademy.com

*If the allegation involves the School Director, the report should be made to Karena Morrison*

## 3. Mandatory Child Abuse Reporting

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect.

- **Call the Florida Abuse Hotline:** 1-800-96-ABUSE (1-800-962-2873)
- **Report Online:** <http://www.dcf.state.fl.us/abuse/report/>

## 4. Penalties for Failure to Report

Failure to report suspected child abuse or misconduct is a violation of Florida law and school policy.

- **Employment:** Personnel may face immediate termination of employment.
- **Certification:** Certified educators may face sanctions, suspension, or revocation of their Florida Educator Certificate.
- **Legal:** Knowingly failing to report child abuse is a **third-degree felony** in Florida.