



Standards of Ethical

Conduct

HI FIVE ACADEMY ACADEMY

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school 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. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
 - 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. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:

- 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.

Training Requirement All employees, educational support employees, and administrators have an obligation to report misconduct by instructional personnel and school administrators, which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors.

Reporting Misconduct by Instructional Personnel and Administrators All employees, educational support employees, and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to : **Myrna Hernandez. Licensing of Broward County. (954) 3577520**

In case of Teachers: The director is the person in charge to receive and handle all the Teachers/Drivers complaints.

Reports of misconduct committed by administrators should be made to :

Douglas Parra and/or Elizabeth Monzonis.

954-4794533/954-4794557

douglasparra@gmail.com

elizabethmonzonis@gmail.com

The owners are the people in charge to receive and handle the complaints.

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in the parents bulletin board, facebook, instagram and on our Web site at Hifive-academy.com

Reporting Child Abuse, Abandonment or Neglect 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/>.

Also they can leave a voice message at: 1800-7700953 and Fax to; 1800-914-0004

Signs of Physical Abuse The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or 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, or run away from home.

Signs of Neglect The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

Patterns of Abuse: 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.

Liability Protections Any person, official, or institution participating in good faith in any act authorized or required by law, 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. (F.S. 39.203)

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 F.S. Chapter 760. (F.S. 768.095)

2. CODE OF CONDUCT

HI FIVE ACADEMY has a high ethical and professional standards of conduct as an integral part of its mission, the promotion of learning. Each employee should demonstrate

respect for the rights of others. Each employee is accountable for his or her actions. The Code of Conduct describes standards to guide employees in daily child care center activities.

2.1 Standards of Professional Conduct

HI FIVE ACADEMY also is committed to the highest ethical and professional standards. These standards include competence, courtesy, cooperation, responsiveness, accuracy, effectiveness, efficiency and compassion on the part of all employees. Accordingly, employees must be aware of their responsibilities to the child care center and to co-workers.

Supervisors and managers are responsible for organizing and directing the work of employees so that optimum quality and productivity can be achieved and maintained.

2.2 Confidentiality

The Center requires that all the employees privately maintain all information about children, family and about the staff inside and outside the work place. The Center is not responsible by commentaries that can arise by occasional conversations. All the truthful information will be given by office manager, director or owners.

2.3 Grievances Procedures

An employee who has a grievance should talk to the Director at the earliest possible time, before involving other staff or parent in an individual concern.

Staff who have concerns about established routines, changes in organization or with other members of the team, must approach the issue with professionalism and offer solutions. It is convenient to write a problem description and possible solutions to enable the Director to handle the concern speedily.

2.4 Dress Code.

The attitude in the uniform, must reflect pride to belong to the Center. They are required to dress comfortably, recognizing that they work in an atmosphere of early childhood, requiring the freedom of movement without impediments.

The HI FIVE ACADEMY's staff uniform must be a plain color scrub and solid color polo with the logo of the Academy and blue jean long pants by Friday. All employees are expected to present a clean and professional appearance, whether in or outside the center. Exhibited Tattoos that incite violence, are not approved.

The clothes must be clean and in good conditions, without obvious spots or holes. The clothes must be modest. The clothes cannot to present/display tobacco products, alcohol, drugs, violence, or sexual hint.

Safe and practical footwear must be always used (the "water shoes" can be used during water play day at the patio and water parks). The shoes must be robust, under-incline, and in good repair. For reasons of safety, some types of footwear, such as flip-flops, are not allowed footwear.

A Director can require an employee to improve or to correct her appearance. (Clean and good state uniform). The employees will ask whose personal aspect, the personal hygiene or the behavior is not appropriate the work to register towards outside and returning to work dress appropriately.

2.5 Policy Against Abusive Conduct

HI FIVE ACADEMY is looking for an environment free from all forms of conduct that can be considered harassing, threatening or intimidating. Abusive conduct is behavior that creates an intimidating environment and is likely to interfere with an individual's work or education.

2.5.1 Conduct that may be considered abusive include but are not limited to:

- Threatening or intimidating behavior or words (written or oral).
- Obscenities/profanities (verbal or gestures) directed at a person.
- Threatening or obscene gestures, jokes or cartoons.
- Degrading a person or a group on the basis of a personal or cultural characteristic
- Screaming and/or yelling at or around others.
- Insulting someone, especially in the presence of others. Endangering the safety of an individual or individuals.

- Abusive conduct must be distinguished from behavior which, even though unpleasant or disconcerting, is appropriate to carrying out certain instructional, advisory, or supervisory responsibilities. It is the Center's goal to employ child care professionals who are committed to the highest standards of ethical behavior.
- To ensure the health and safety of young children in care, a mandatory policy of **"Zero Tolerance for Child Abuse" is strictly enforced.**

HI FIVE ACADEMY administration can respond to specific instances and allegations of abusive conduct only if it is aware of them and therefore encourages anyone who believes that he or she has experienced abusive conduct to come forward promptly with inquiries, reports or complaints and to seek assistance. In addition, any faculty member, manager or employee who becomes aware of instances or allegations of abusive conduct by or against a person under his or her supervisory authority is required to report it to the director or other similar administrator. Once a complaint is received, it is the responsibility of the director or similar administrator to respond to the allegations and reports of abusive conduct and take corrective action, if appropriate.

Florida Abuse Hotline: 1-800-96-ABUSE

2.6 No Sexual Harassment

HI FIVE ACADEMY does not tolerate the harassment of any employee by any other employee or supervisor for any reason. The Center is committed to a work environment in which all individuals are treated with respect and dignity and expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. In addition, harassment on the basis of sex is a violation of state and federal laws which subject the individual harasser to liability for any such unlawful conduct.

Sexual harassment is considered to exist whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature when

- Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, hostile, or offensive to the employee.

Sexual Harassment: Civil Rights Division. 954-357-7800

2.7 No Weapons

HI FIVE ACADEMY does not allow firearms at the center, neither the storage of arms or the ammunition in storage, at nor vehicle of our property.

2.8 No Smoking, No Alcohol, No Drugs.

HI FIVE ACADEMY does not allow any type of alcoholic drink to the Center. Alcohol consumption is not allowed within the center and not allowed either when a teacher is working, or remains in the center. Teachers can not be under the influence of any alcohol.

HI FIVE ACADEMY does not allow the entrance of any type of drugs that is previously not prescribed by a doctor. A member of personnel are not allowed who is under the effects of some illicit drug in the Center. Such as, cocaine, marijuana, heroin, xtasis, crack and others of illegal distribution.

Personnel are not allowed to smoke cigarettes in the facilities of the Center, nor either in the proximities, where it can be observed by the children, parents and members of the staff.