

West Oaks Academy

Reporting Educator Misconduct Procedure

OFFENSES CONSIDERED MISCONDUCT

All employees and agents of West Oaks Academy have an obligation and legal responsibility to report misconduct by instructional personnel and school administrators which affects the health, safety or welfare of a student:

- Being alone with a student in a dark or closed room
- Using forceful or unnecessary physical contact with a student
- Administering discipline not compliant with published school policy
- Prejudice or bigotry
- Sexual innuendo
- Mocking or belittling a student
- Chronically embarrassing a student
- Using profane, offensive, or explosive language in the presence of students
- Accept or offer favors
- Making lewd or suggestive comments or overtures toward a student or colleague
- Suspicion of being under the influence of alcohol or drugs

REPORTING PROCEDURE

If you have witnessed or someone tells you about an alleged misconduct, be a **LEADER**:

- Listen
- Evaluate
- Act immediately
- Document
- Encourage
- Report

The reporting procedure is as follow, depending upon the personnel involved in the misconduct:

Misconduct involving...

- **Teacher** should be reported to the **Assistant Principal** or the **Principal** of the school
- **Admin. staff** should be reported to the **Pastor or Board of Directors** of the church
- **Principal** should be reported to the **Pastor, Board of Directors or Accreditation**

Agency, Florida Coalition of Christian Private Schools Accreditation (FCCPSA)

All misconducts must be reported by using the form below.

EMPLOYEE MISCONDUCT REPORTING FORM

So that we may properly investigate your concern, you are requested to fill out this form as completely as possible. Please use additional sheets of paper where needed. Should you have any questions about the process, please set them forth at the end of this form and we'll do our best to answer them. Thank you.

Employee Name: _____ Title: _____
Department: _____ Supervisor Name: _____

Name of the person you are reporting: _____

Date of the incident: _____

1. Please describe in as much detail as possible the nature of the misconduct. Please provide or identify all known persons, documents and witnesses to your concerns:

3. Please describe any positive solutions you believe can help resolve this misconduct:

4. Please provide any additional comments you wish the company to consider when investigating your misconduct:

I declare that the facts set forth in this complaint form are true and accurate pursuant to the penalty of perjury under the laws of this State.

Employee signature: _____ Date: _____