

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 the <u>Executive Director</u>, Amy O'connor at amy@montessorikeywest.com.

Reports of misconduct committed by administrators should be made to the Board <u>of Directors President</u>, Evan Haskell at president@montessorikeywest.com.

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 our <u>Parent/Student Handbook</u> and in our <u>Staff Handbook</u>.