



Private School

## **EMPLOYEE ETHICAL POLICY**

### **WELCOME TO DISCOVERY ZONE PRIVATE SCHOOL**

Discovery Zone Private School employee handbook serves as an important guide for both new and long-term employees. As you read through this handbook, you will see that our programs are designed with you in mind. All of us have needs for job security, pleasant working conditions, the opportunity to be heard, fair and equal treatment and a sense of accomplishment.

Keep this handbook handy, since it contains a wealth of information on company policies, procedures and services which we believe are important to the smooth operation of our center. As an information source, the handbook has been designed to enhance our day-to-day work environment.

We are an outstanding company because you and your fellow employees have continually demonstrated the capacity to respond to the changing needs of our families. Together we can make a great difference in the lives of tomorrow's leaders.

Miriam Zuluaga  
Director/President

## **PHILOSOPHY**

“I believe that these early years are critical in a child’s learning development. Therefore, we encourage our students to Explore, Discover, Discovery, Imagine, and Learn through a fun, safe, and developmentally appropriate environment. We provided a clean, healthy environment. Our enriched curriculum will provide each child the opportunity to stretch their imagination, explore and discover their world. It I our goal to provide a variety of exciting, and age appropriate activities each day so every child can gain self-confidence, self-esteem, and be inspired to become confident learners”.

## **VISION**

- Provide the most effective early education to facilitate optimum school readiness.
- Offer content-rich, developmentally appropriate programs that support active learning and promote children’s progress in all development areas.
- Provide the right foundation for each child to receive the fundamental skills necessary to foster greater self-esteem and a strong foundation for future success in academics and life.
- Provide a safe and secure environment by maintaining the highest standard and security.
- Maintain an environment that inspire and nurtures through love, joy, and respect for one another and ultimately inspires a love of learning.

## **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Discovery Zone Private School to provide equal employment opportunity to qualified individuals regardless of their race color, religion, sex, or national origin. This policy of equal opportunity covers all aspects of your employment relationship, including, hiring, promotion, transfer, state, training, and compensation.

## **SEXUAL HARASSMENT POLICY**

It is the continuing policy of Discovery Zone Private School to provide employees a workplace free from any form of sexual harassment. Sexual harassment is to be promptly reported and thoroughly investigated. Corrective action as warranted by the results of the investigations is to be taken promptly; any may include disciplinary action up to and including immediate termination.

As with statements concerning other matters, employees deliberately making false claims are subject to disciplinary action up to and including immediate termination.

## **CHILD ABUSE PREVENTION POLICY**

Discovery Zone Private School strives in providing a safe, warm, and loving environment for every child in our care. This policy seeks to assure that our center is continually working towards providing an environment safe from physical and sexual abuse for those participating and receiving childcare services. All employees shall seek to provide open lines of communication with parents. We will operate with an open-door policy allowing parent access to programs at any time. When those who are employed at Discovery Zone Private School engage in any types of child abuse, sexual exploitation, or sexual harassment, they violate the terms of their employment.

## **REPORTING ABUSE AND NEGLECT**

Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare is a mandatory to report s39,201(1)(a) Florida Statutes. To report an allegation in Spanish or Creole, call 1-800-96-ABUSE: 1-800-962-2873 or report online at <http://www.dcf.state.fl.us/abuse/report>. This toll-free number is available 24 hours a day, 7 days a week with counselors waiting to assist you.

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 the 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 from adult attention.

Patterns of Abuse: Serious abuse usually involves 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.

As an employee, you are responsible of reporting any suspected child abuse, maltreatment of a child, neglect, or abandonment and reports of known or suspected abuse, neglect, by any employee/co-worker of Discovery Zone Private School. To report an allegation, call 1-800-962-2873, 1-800-96-ABUSE.

## **GROSS MISCONDUCT**

Some offenses are so serious that they can result in termination without previous notice. The following actions may result in immediate termination:

- Inappropriate behavior toward parents. (all staff is expected to be professional and courteous at all time) If a parent is rude to you, please allow the Director to handle the situation.
- Intentionally expose violate or deny a student's legal rights
- Intentionally expose a student to unnecessary embarrassment or disparagement.
- Deny a student from independent action in pursuit of learning or diverse points of view.
- Expose a child to unnecessary embarrassment or disparagement.

- Neglect or physical abuse of a child.
- Withholding of food, nap or other comfort from a child
- Failure to report to work.
- Falsification of center records (employment application, time clock, and your records)
- Working under the influence of alcohol or illegal drugs or smoking.
- Conviction of a felony for any offense committed while employed by the center.
- Fighting, threatening violence, disruptive activity in the workplace
- Leaving a child unattended (inside or outside)
- Failure to report any abuse, neglect of a child
- Allowing an unauthorized, contentious or intoxicated/impaired parent/guardian/family members inside the preschool and/or to remove the child/children from the Preschool.
- Failure to adhere to the employee handbook policy and/or teacher orientation manual

#### Reporting Misconduct by Instructional Personnel and Administrators

All 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 the above topics as well as 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:

Ms. Berry Velicu; assistant director and Reports to misconduct committed by administrators should be made to Ms. Miriam Zuluaga.

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 and welfare of a student will be elevated to police and to Department of Children and Families.

## **ETHICAL CONDUCT**

Discovery Zone Private School values its employees and attempts to make every effort to provide the opportunity to help you reach your fullest potential.

Discovery Zone Private School (DZPS) expects adheres to the current Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida.

Discovery Zone Private 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.

Our primary concern is the student and the development of the student's potential. Our employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity for each child.

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, national origin, family structure, sex, religion, gender identity, sexual orientation, disability, 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 personal identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

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 adhere to the following:

\*Shall protect the privacy of each family enrolled and are prohibited from discussing any children or family issues with other staff members or families. All children enrolled at DZPS is considered confidential.

Shall maintain honesty in all professional dealings

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.

Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

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.

Shall not make malicious or intentionally false statements about a colleague

If a staff member or a child on or off site has an accident or due to prolonged illness occurs resulting in death; 911 will be notified, DCF and staff's emergency contact or child's parent will be notified. The incident will be documented. The employee who witnessed the event or aware of the death, will also notify the Director and make sure children are calm and away from the incident.

## **LIABILITY PROTECTION**

Any person, official, or institution participation 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 of the former or current employee is immune from civil liability from 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)