



Tampa Bay International School Standards of Ethical Conduct for Instructional Personnel and Administrators

Code of Ethics

All employees, consultants, independent contractors, volunteers and board members of Tampa Bay International School are expected to conduct themselves at all times with the utmost integrity and professionalism and hold themselves to the highest ethical standards. Doing so models appropriate behavior for all students and community members, promotes the continuous establishment of a positive, harmonious school environment, and effectively promotes Tampa Bay International School throughout the local, national, and international community.

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All instructional personnel and administrators of Tampa Bay International School will at all times abide by the following standards, adapted from the **principles of Professional Conduct for the Education Profession in Florida (Rule 6A-10.081, Florida Administrative Code)**

(1) Florida educators shall be guided by the following ethical principles:

- (a) The educator 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.
- (b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
- (c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

For Tampa Bay International School, noncompliance with the principles detailed in this document may result in disciplinary measures including termination of employment:

(a) Obligation to the student requires that the individual:

1. 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.
2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
3. Shall not unreasonably deny a student access to diverse points of view.
4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
6. Shall not intentionally violate or deny a student's legal rights.
7. 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.
8. Shall not exploit a relationship with a student for personal gain or advantage.
9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

(b) Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
3. Shall not use institutional privileges for personal gain or advantage.
4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
5. Shall offer no gratuity, gift, or favor to obtain special advantages.

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.
2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, sexual orientation, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
4. 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.
5. Shall not make malicious or intentionally false statements about a colleague.
6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
7. Shall not misrepresent one's own professional qualifications.
8. Shall not submit fraudulent information on any document in connection with professional activities.
9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt,

withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.

14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Child Abuse and Neglect:

Instructional personnel and administrators of Tampa Bay International School will immediately report known or suspected child abuse or neglect to the Florida Department of children and Families Toll Free hotline (1-800-962-2873.)

In accordance with section 39.201, Florida Statutes, 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, or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion to the Department of Children and Families (DCF) Central Abuse Hotline at 1-800-962-2873.

Instructional personnel and school administrators may report such information to DCF in unison but reporting to another school employee does not fulfill the legal obligation to report to DCF.

A person who is required by statute to report known or suspected abuse or neglect and fails to do so is subject to disciplinary action by the employer, by the State Department of Education and/or through criminal prosecution.

Immunity From Liability in cases of child abuse, abandonment, or neglect

Pursuant to Florida Statute 39.203, any person acting in good faith who reports 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.

No instructor or administrator of Tampa Bay International School may be subjected to reprisal or discharge because of his or her actions in reporting abuse, abandonment, or neglect. Furthermore, instructional personnel and administrators making a report of abuse or neglect shall have a civil cause of action for appropriate compensatory and punitive damages against any person who causes detrimental changes in the employment status of such reporting party by reason of his or her making such report. Any detrimental change made in the employment status of such person, including, but not limited to, discharge, termination, demotion, or reduction in pay or benefits or work privileges, or negative evaluations within a prescribed period of time shall establish a rebuttable presumption that such action was retaliatory.

Employer Immunity from Liability

Pursuant to Florida statute 768.095, instructional personnel and administrators at Tampa Bay International School who disclose information about a former or current employee of the school 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 Tampa Bay International School instructor or administrator was knowingly false or violated any civil right of the former or current employee.

Prohibition of Bullying and Harassment

All students and school employees have the right to an educational setting that is safe, secure, and free from harassment and bullying of any kind. Tampa Bay International School will not tolerate bullying and harassment of any type.

Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve but is not limited to:

1. Teasing
2. Social exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of property

Harassment is defined as any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;

2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or;
3. Has the effect of substantially disrupting the orderly operation of a school

Bullying and harassment also include:

Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

Perpetuation of conduct listed above by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student or school employee by:

- a. Incitement or coercion;
- b. Accessing or knowingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of Tampa Bay International School; or
- c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Bullying and harassment include the above-mentioned acts when performed in any fashion – whether in person or virtually, through electronic means including but not limited to:

1. Email
2. Social media platforms such as Facebook, Instagram, Twitter, Tik Tok and You Tube
3. Virtual conferencing platforms such as Zoom

Discrimination Prohibited

All employees shall abide by Tampa Bay International School's policy on prohibiting discrimination. No person shall on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by Tampa Bay International School.

Confidentiality Agreements Prohibited

Neither Tampa Bay International School administrators nor instructional personnel may enter into a confidentiality agreement, written or verbal, with an instructional personnel member or school administrator who resigns, is terminated, or resigns in lieu of termination due to allegations, in whole or in part, of misconduct related to the health, safety or welfare of a student. Any part of an agreement that has the purpose or effect of concealing misconduct which affects the health, safety or welfare of a student is void and contrary to public policy and shall not be enforced.

Reference Checks

Tampa Bay International School administrators and instructional personnel may not provide instructional personnel or school administrators of other educational settings with employment references or discuss their performance without also disclosing the personnel's or administrator's misconduct. 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.

Alcohol and Drug Free Workplace

Tampa Bay International School is an Alcohol and Drug Free Workplace. No employee shall possess, consume, sell, distribute, dispense, use or be under the influence of any alcoholic beverage in the workplace, including all school sponsored events that may be on or off school grounds. No employee shall possess, consume, inject or ingest, sell, manufacture, distribute, dispense, use or be under the influence of, on or off the job, or in the workplace, including all school sponsored events that may be on or off school grounds, any narcotic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in the Controlled Substances Act and as further defined by regulations at 21 CFR 12001.11 through 1300.15 or Florida Statutes Chapter 893, without a lawful prescription. As a condition of employment, each employee will abide by the terms of this policy and notify the Head of School of any arrest for a criminal drug offense within 48 hours.

Reasonable Suspicion Tests

As a condition of continued employment, current employees shall submit to drug screening when reasonable suspicion exists to believe that an employee is using a substance that is impairing the employee and/or his or her job performance. Perform duties in a competent manner Continuing evaluation of instructional and administrative staff is necessary to enable the school board to monitor the effectiveness and competence of instructional and administrative staff members and to assist them in the improvement of their professional performance. In accordance with section 1012.34, Florida Statutes, the performance and capacity of instructional and administrative staff shall be evaluated according to procedures established by the Superintendent.

Perform Duties in a Competent Manner

Continuing evaluation of instructional and administrative staff is necessary to enable Tampa Bay International School to monitor the effectiveness and competence of instructional and administrative staff members and to assist them in the improvement of their professional performance. The performance of Tampa Bay International School instructional personnel will be annually reviewed by school administration. When areas of improvement are identified, assistance

will be provided by administration to aid instructional personnel in improving in those areas needed and instructional personnel will be given a reasonable time frame to demonstrate improvement. Administrative staff will be annually reviewed by members of the board to ensure that their duties are being carried out in a competent manner. They will likewise be granted assistance and a reasonable time period to improve in areas identified as needing improvement.

Corporal Punishment

Corporal Punishment is not permitted under any circumstances at Tampa Bay International School. No administrator or instructor may use any form of corporal punishment with students. Administrators and instructional personnel shall avoid touching students when angry.

Acceptable Use of School Property and Resources

All employees of Tampa Bay International School shall use school resources, electronic and otherwise, only for duties and activities in support of the educational goals and policies of Tampa Bay International School. Use of such school resources, electronic and otherwise, for purposes not related to the educational goals and policies of the school can result in adverse action against the employee, up to and including termination and, when appropriate, criminal charges.

Weapons

Tampa Bay International School prohibits all staff from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the school including, but not limited to, property leased, owned, or contracted by the school, or a school-sponsored event.

Dress Code

All instructional staff and school administrators shall be physically clean, neat and well-groomed and shall dress in a manner consistent with being a professional.

Tobacco Use in District Facilities

All use of tobacco products in any form are prohibited at Tampa Bay International School and at any facility or property leased by Tampa Bay International School.

Electronic Communications and Social Networking Sites

Instructional Personnel and School Administrators shall use caution and good judgment when using electronic communications and social networking sites. Any information relayed to students via electronic communications shall be professional in nature and related to a student's academic progress. Any information posted to or communicated through a social networking site shall not

bring disfavor, embarrassment or condemnation to the employee, student or Tampa Bay International School.

Training Required

All instructional personnel and school administrators must engage in annual training on the standards of ethical conduct and the policy for reporting misconduct. Training may be provided or conducted as determined appropriate by the school, but at a minimum must include examples of violations of the Code of Ethics and Principles of Professional Conduct and potential penalties, information on how to properly identify and report child abuse or neglect, procedures on how to report misconduct of other instructional personnel and school administrators, requirements of self-reporting criminal charges, the nature and consequences of disqualifying offenses, the importance of being a role model, and the fiduciary responsibility of being an educator.

Confidentiality

Instructional personnel and administrators are expected to respect the confidentiality of students, teachers, parents, board members, and any and all stakeholders and community members, at all times. When a party is unsure as to whether confidentiality is expected on a particular matter, they will err on the side of caution, by not sharing information they suspect may be confidential. This expectation extends to their communication with others online, including, but not limited to, email, text messages, Facebook, and other platforms for communication in the digital age.

Duty to Report

Instructional personnel and school administrators have a duty to report all instances of known or alleged misconduct committed by other instructional personnel and school administrators, when that misconduct affects the health, safety, and welfare of one or more students, instructors, and administrators. Alleged instances of misconduct carried out by instructional personnel shall be reported directly to the school Head. Alleged instances of misconduct carried out by a school administrator shall be reported to the school Head. Alleged or known misconduct carried out by the school Head shall be reported to the officers of the Tampa Bay International School Board of Directors. All reports of alleged misconduct must be reported in writing.

Conflict of Interest

Instructional personnel and administrators are at all times expected to abide by the Tampa Bay International School policy on Conflict of Interest:

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Conflict of Interest

The purpose of the conflict of interest policy of Tampa Bay International School is to protect the interests of the School when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers, directors, or employees, including instructional personnel, administrators, consultants and independent contractors, that might otherwise result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable Florida and federal laws governing conflict of interest applicable to nonprofit and charitable corporations and is not intended as an exclusive statement of responsibilities.

A) Definitions:

Unless otherwise defined, the terms used in this section have the following meanings:

1. "Interested Persons" - Any employee, including consultants and independent contractors, directors, principal officers, or members of a committee with the Board delegated powers, which has a direct or indirect financial interest, as defined below, is an interested person.
2. "Financial Interest" - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 1. (a) An ownership or investment interest in any entity with which Tampa Bay International School has a transaction or arrangement;
 2. (b) A compensation arrangement with Tampa Bay International School or with any entity or individual with which the school has a transaction or arrangement;
or
 3. (c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the School is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate Board or committee decides that a conflict of interest exists.

B) Procedures

1. Duty To Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the administration of the school and Board Directors, who are considering the proposed transaction or arrangement.

2. Determining Whether A Conflict Of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the Board may elect to hold a meeting to consider whether a conflict of interest exists. The interested person shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

3. Procedure For Addressing The Conflict Of Interest

In the event that the Board determines that a proposed transaction or arrangement presents a conflict of interest, the Board shall take the following actions:

1. (a) An interested person may make a presentation at the Board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. (b) The President of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. (c) After exercising due diligence, the Board shall determine whether the School can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. (d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interests of Tampa Bay International School, for its own benefit, and whether it is fair and reasonable. It shall make its decision as to whether to enter into the transaction or arrangement in conformity with this determination.

4. Violations Of The Conflict Of Interest Policy

If the Board has reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, it shall inform the interested person of the basis for such belief and afford the interested person an opportunity to explain the alleged failure to disclose.

If, after hearing the interested person's response and after making further investigation as warranted by the circumstances, the Board determines the interested person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

5. Records And Procedures: The minutes of the Board shall contain:

- (a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.
- (b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.