



Standards of Ethical Conduct

Purpose and Core Values

Coastal Preparatory School is a Florida-based, non-profit school dedicated to serving children with autism and related developmental differences. This Ethical Code of Conduct establishes clear expectations to protect students, families, staff, and the organization, and to ensure all actions reflect the highest standards of professionalism, integrity, and compassion.

This Code applies to all employees, teachers, contractors, volunteers, interns, board members, and any individual acting on behalf of Coastal Preparatory School.

Commitment to Students

The primary responsibility of all Coastal Preparatory School employees is the safety, well-being, and development of students. Employees are expected to maintain high professional standards, pursue continued growth, and exercise sound professional judgment at all times.

Ethical Responsibilities Toward Students

All instructional and support personnel shall:

- Make reasonable efforts to protect students from conditions harmful to learning or to a student's physical, emotional, or mental health and safety.
- Respect and support a student's right to learn and grow independently.
- Provide access to diverse perspectives appropriate to the student's educational program.
- Present instructional content accurately and without intentional distortion or suppression.
- Refrain from actions that intentionally embarrass, demean, or disparage a student.
- Respect and uphold all legal rights afforded to students.
- Refrain from harassment or discrimination based on race, color, religion, sex, sexual orientation, national origin, disability, age, or social or family background, and actively protect students from such conduct.
- Avoid exploiting relationships with students for personal or professional gain.
- Maintain confidentiality of personally identifiable student information, except when disclosure is required by law or serves legitimate professional purposes.

Professional Conduct Among Colleagues

Recognizing the importance of trust and collaboration, all employees must demonstrate the highest ethical standards in their interactions with colleagues, students, families, and the community. Employees shall:

- Conduct all professional activities with honesty and integrity.
- Refrain from denying colleagues professional opportunities or benefits based on protected characteristics.
- Respect the civil and political rights of colleagues.
- Avoid harassment, intimidation, or discriminatory conduct that interferes with professional responsibilities or creates a hostile or disruptive environment.
- Refrain from making knowingly false or malicious statements about colleagues.

Required Training

All instructional personnel, educational support staff, and administrators are required, as a condition of employment, to complete training on these Standards of Ethical Conduct.

Reporting Misconduct

All employees and administrators have a duty to report misconduct that may affect the health, safety, or welfare of a student. Examples of reportable misconduct include, but are not limited to:

- Obscene or inappropriate language
- Drug or alcohol use
- Disparaging comments
- Prejudice or bigotry
- Sexual innuendo or misconduct
- Cheating or testing violations
- Physical aggression
- Offering or accepting favors

Reports involving employees should be made to the immediate supervisor or the **Executive Director**. Allegations involving Florida-certified educators that meet legal reporting thresholds will be forwarded to the Florida Office of Professional Practices Services (OPPS).

Failure to report misconduct may result in disciplinary action, up to and including termination of employment and revocation of an educator's certificate.

Reporting Child Abuse, Abandonment, or Neglect

All employees and agents of Coastal Preparatory School are mandatory reporters and are legally required to report any known or suspected child abuse, abandonment, or neglect.

Reports must be made immediately by calling **1-800-96-ABUSE** or by submitting an online report through the Florida Department of Children and Families.

Employees acting in good faith when reporting are protected from civil and criminal liability under Florida law.

Leadership Responsibility

If misconduct is observed or reported, employees are expected to act promptly and responsibly by:

- Listening carefully
- Evaluating the information
- Acting immediately
- Documenting concerns
- Encouraging appropriate reporting
- Reporting through proper channels

Report to:

Margaret Trujillo

Executive Director

850-376-5624