



MANDATORY GUIDELINES FOR A SAFE LEARNING ENVIRONMENT

Maintaining, promoting and educating staff members regarding ethical behavior and adherence to School Board Policies is a priority of the school system to ensure safe, effective, and productive schools/workplaces for our students and employees. The District implements many strategies to heighten awareness, prevent, and address allegations of employee misconduct.

You are required to become familiar with and adhere to the following School Board Policies which respectively refer to administrators, instructional personnel and non-instructional personnel, and may be accessed through the District’s website:

- STUDENT SUPERVISION AND WELFARE - 1213, 3213, 4213
- STANDARDS OF ETHICAL CONDUCT- 1210, 3210, 4210
- CODE OF ETHICS - 1210.01, 3210.01, 4210.01
- ANTI-DISCRIMINATION/HARASSMENT - 1362, 3362, 4362
- ANTI-DISCRIMINATION/HARASSMENT: COMPLAINT PROCEDURES - 1362.02, 3362.02, 4362.02
- CORPORAL PUNISHMENT AND USE OF REASONABLE FORCE - 5630
- STUDENT ABUSE AND NEGLECT – 8462
- MANDATORY REPORTING OF MISCONDUCT BY EMPLOYEES – 8141
- EDUCATOR MISCONDUCT – 1139, 3139

REPORTING REQUIREMENTS

- You **MUST** report any criminal act, and/or disruptive, and/or inappropriate behavior or suspicion of, to your administrator or designee.
- Allegations of child abuse and/or neglect **MUST** also be reported immediately upon knowledge to the Florida Department of Children and Families at 1 800 96ABUSE (1 800 962-2873), School Police at 305 995-COPS (305 995-2677) and the site administrator.
- Failure to immediately report child abuse and/or neglect to the proper authorities will lead to disciplinary action. This includes allegations against School Board employees.

PROFESSIONAL EXPECTATIONS

- Do not engage in unacceptable relationships and/or communications with students, including, but not limited to, dating students; any form of sexual touching or behavior; making sexual, indecent or illegal proposals, gestures or comments; and/or exploiting an employee-student relationship for any reason.
- Never be alone with an individual student.
- Do not discuss your personal life with students (husband, wife, dating, etc.).
- Do not take students off campus without authorization from the site administrator.
- Do not make telephone calls, send text messages or emails of a personal nature to students.
- Do not engage students on personal social media (Facebook, Instagram, Snapchat, etc.).
- Do not harass, discriminate against or threaten students.
- Do not use abusive and/or profane language or display unseemly conduct in the workplace
- Avoid putting yourself in a position where you must defend, explain, or justify your actions.
- Make reasonable efforts to protect students from conditions harmful to learning and/or to the students’ mental and/or physical health and/or safety.
- Violence or the threat of violence by or against students and employees will not be tolerated.
- Corporal punishment is strictly prohibited.

I accept and understand my responsibility as a Miami-Dade County Public Schools (M-DCPS) employee and agree to adhere to School Board Policies as well as the outlined professional expectations.

Staff Member’s Name (Print)	Signature	Date
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The original signed document must be maintained in the employee’s worksite Personnel File.