

# Reporting Professional Misconduct



All employees and agents of a public school district, charter school or private school have an obligation and legal responsibility to report misconduct by instructional personnel and school administrators which affects the health, safety or welfare of a student

Failure to report misconduct may result in penalties up to termination of employment and revocation of an educator's certificate

If someone tells you about misconduct, be a LEADER:

Listen | Evaluate  
Act immediately | Document  
Encourage | Report

Obscene language  
Drug and alcohol use  
Disparaging comments  
Prejudice or bigotry  
Sexual innuendo  
Cheating or testing violations  
Physical aggression  
Accept or offer favors

Report to:

(your school or district contact information below)

Name: Luke Butler  
Title: Head of School  
Phone: 352-854-2999





# CHILD ABUSE

## Look for the signs

## Dial 1-800-96-ABUSE

### Signs of Physical Abuse

**The child may have unexplained:**

- bruises, welts, cuts or other injuries
- broken bones
- 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- seem withdrawn or depressed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
- 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 in genital area
- 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- seem withdrawn or depressed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
- run away from home

### Signs of Neglect

**The child may have:**

- unattended medical needs
- little or no supervision at home
- poor hygiene
- appear underweight

**A child experiencing neglect may:**

- be frequently tired or hungry
- steal food
- appear overly needy for adult attention

### Look for the Patterns

Serious abuse usually involves a 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.

#### If a child tells YOU about abuse:

**Be a good listener.** Show that you understand and believe what the child tells you. Encourage, but don't pressure him/her to talk. Ask open ended questions.

**Be supportive.** Tell the child he/she did the right thing by coming to you. Stress that he/she is not to blame. Let the child know that you want to help.

**Don't overreact.** This can frighten the child or prevent him/her from telling you more. Do not talk negatively about the suspected abuser in front of the child.

**Document and report it.** Document your conversation as soon as you can. If possible, write down the child's exact words.

**Don't delay.** Never assume someone else will report the abuse. The sooner it's reported, the sooner the child and their family can be helped.

### WHO MUST REPORT ABUSE?

Doctors  
Nurses  
Social Workers

Police Officers  
Child Care Workers  
Any Witnesses

Any/All School Personnel

Call or Report it online at: <http://www.dcf.state.fl.us/abuse/report/>

