



Ethics in Education Policies and Procedures

1. The basic criterion for all decisions in the school is the student's welfare
2. Our school will not discriminate on the basis of race, religion, national or ethnic origin in the administration of its admission or hiring policies. Sex and religious discrimination will be avoided except where the services to children are enhanced or stated admission dictates it.
3. Our school will meticulously carry out all promises made to students, patrons, teachers, staff members or any other person, school organization or the general public.
4. Our school will carefully avoid misleading statements about its philosophy, stated mission and status.
5. Our school will make clear all dates concerning the admission procedure and adhere to those dates. A candidate for admission and the parents will be informed of the complete costs of the forthcoming year and the applicable payment schedules.
6. We will not knowingly initiate attempts to bring about the transfer of a student from another independent school.
7. Our school recognizes the right of its enrolled students or families to visit and consider other schools without notifying the present school. It also recognizes and respects the right of another school to hold preliminary discussions about the possibility of admission without notifying the present school.
8. Our school will not accept a student for enrollment without first requesting from the current school all pertinent information concerning the student's academic and personal records and the reason for transfer. The transfer of students from another city, state or country may be an exception. Upon receipt of a request for information or for a transcript from a recognized or FCIS member school, the FCIS School will comply promptly, if compliance is not possible or advisable, the reason will be given.
9. Our school will allow each candidate for admission reasonable time to accept an offer of a place or properly notify the candidate of existing time constraints.
10. Our school recognizes its obligation to keep, protect and preserve the records of a student's attendance and achievement. We will take all reasonable and lawful measures to maintain the confidentiality of reports and information exchanged among schools concerning the students and parents.
11. When awarding financial aid based on need, reasonable efforts should be made to ensure that such an award does not exceed the demonstrated need of the family, and an FCIS school is encouraged to require adequate documentation of family financial resources.
12. Our school respects the right of a teacher to visit and consider employment in another school without notifying his/her present school, and it recognizes and respects the right of another school to hold preliminary discussions about the possibilities of employment without notifying the present school. No binding contractual arrangement should be formalized, however, without communication with the current employer.
13. Officials (Trustees and Administrators, as well) of a school will not seek to encourage a teacher or administrator from another school to break a contract.



ETHICS TRAINING AND REPORTING

1. Reporting of Ethical Misconduct is required by law and is our duty as professionals entrusted with the safety and welfare of students every day. Florida Statute Section 39.203 and Section 768.095 protect the person reporting ethical misconduct from reprisal by the individual reported or the employer if the report was made in good faith without malicious intent. The Genesis Schools require that every employee reports any issue that could currently or potentially impact the health safety or welfare of its students and The Genesis Schools employees.
2. The process for reporting is as follows. Any incident that so that an employee believes is potentially harmful to a student or another employee should be immediately reported to their immediate supervisor, the Head of School or in the absence of those persons to the main office. Any employee who knowingly fails to report misconduct or abuse will be subject to discipline, up to and including termination.
3. Parents, students and employees should regularly visit the public registry to review it for individuals who may have prior criminal records and sex offences. Information concerning registered sex offenders and predators in Florida may be obtained by visiting <http://www.fdle.state.fl.us>, the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free number **1-888-FL- PREDATOR (1-888-357-7332)**.
4. The Genesis Schools perform criminal background checks on its employees and volunteers with unsupervised access to children, but cannot attest to the background of the various parents with whom the children may associate away from the school.
5. In cases of suspected Physical Abuse, Sexual abuse or Neglect the employees should report those issues immediately to the 1-800-96ABUSE hotline.
6. Notice: All employees are required to complete the ethics training on an annual basis as a condition of their employment with The Genesis Schools.