

# 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.

### Examples of Misconduct:

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

### Report to:

**Your School Principal, or  
The Executive Director of  
Administrative Services  
(904) 491-9905**

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:

**L**isten  
**E**valuate  
**A**ct immediately  
**D**ocument  
**E**ncourage  
**R**eport