

Procedures for Reporting Suspected Abuse/Neglect

If you suspect abuse or neglect:

1. Do not hesitate
2. Report your suspicions to school administrator **Cynthia Cornelius – Principal. Phone Number (813) 885-3424.**
3. School administrator will provide and assist you in filing an abuse report with the Florida Abuse Hotline. Forms are available in the school office. (A copy of this form has been provided in your training package. The Florida Child abuse hotline number is **1-800-96-ABUSE.**
4. If the school administrator is not available make the report using the forms available in the school office and notify your administrator as soon as possible.
5. After the report is filed, cooperate with DCF/Law Enforcement officers who come to the school to investigate.

Educator Misconduct

According to Florida Statutes 1006.061 all school personnel have an obligation to report misconduct by instructional personnel or school administrators. Misconduct may occur against a student, parent, or other school personnel.

A list of behaviors that may involve misconduct can be found in your training package.

Procedures for Reporting Suspected Educator Misconduct

If you suspect misconduct:

1. Do not hesitate.
2. Report your suspicions immediately to **Cynthia Cornelius – Principal. Phone number (813) 885-3424**
3. The “Reporting Professional Misconduct” poster is located in the office on the staff bulletin board. Please refer to the poster if you need further reporting instructions.
4. Document the misconduct on the Educator Misconduct Reporting Forms which may be obtained in the school office.
5. If the misconduct involves an administrator, file the reporting form with the Office of Professional Practices, Florida Department of Education.

All information provided here will be discussed in detail at mandatory ethics training sessions at the start of each school year. Employees will be provided a training package which will include all ancillary materials and forms.

(Updated 1/1/2021)