

H.E.L.P. MIAMI STANDARDS of ETHICAL CONDUCT

*(Adapted from the Code of Ethics of the Education Profession in Florida
and Principles of Professional Conduct for the Education Profession.)*

H.E.L.P. Miami is a unique program that addresses children on an individual basis, catering to their specific academic needs. This is completely different than the “modern cookie-cutter schooling” offered in most public and private schools, whereas students are crowded into classrooms and “passed” without truly mastering the skills, resulting in low morale and apathetic students.

Teachers may not advance a student until that student has proven that he/she fully understands the material studied and can apply what was learned to real life situations.

H.E.L.P. Miami does not participate in current public school state-mandated testing. We use the TerraNova Complete Battery of Basic Skills.

H.E.L.P. Miami is licensed by Applied Scholastics International and utilizes APS Int for staff training courses and training materials. We use the Applied Scholastics Reading Program for students in the 4th grade or below.

H.E.L.P. Miami acknowledges that children are individuals and should be treated as individuals. We believe that education should take into account the student's individual interests and goals. We feel education ONLY benefits a student if he or she can actually use it on a personal level. Therefore we NEVER base our instruction on “passing a test.”

H.E.L.P. Miami does not label or believe that medication is a sane solution to poor academic performance. Further, we will not assist in any student evaluations that we feel result in a degrading label given to the student or the student feeling that he or she cannot learn.

H.E.L.P. Miami's academic success is attributed to the implementation of L. Ron Hubbard's study technology. Mr. Hubbard believed that children should be taught in small groups and that the subject should be presented in its most interesting form. Therefore, we do not rely on text books as our only source of information and encourage our teachers to get the students involved in discussions, projects and demonstrations relating to what they are learning.

We encourage our students to challenge data and come up with their own ideas of how education can resolve the problems of living.

Teachers, administrators, and staff should treat each child with dignity and respect. We realize that our students are, in fact, men and women that have not attained full growth, and that difficulties encountered should be handled with politeness and positive direction that grown men and women deserve. (Think of how one would treat the President's children as an example.) Concern for the student requires that our school personnel:

- a) Shall make reasonable effort to protect from conditions harmful to learning and/or to the student's mental health and/or physical health and/or safety.
- b) Shall not unreasonably restrain a student from independent action in pursuit of learning.
- c) Shall not unreasonably deny a student access to diverse points of view.

- d) Shall do everything possible to ensure that the student fully understands the subject being taught. In the event the student does not respond to the academic program, the teacher must bring it to the attention of the school director immediately.
- e) Shall only accept students that want help and shall reject any student that does not want help or refuses to uphold the school rules.
- f) Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- g) Shall not present subject matter in a way that is biased to the teacher's views or customs, but to allow the student to make up his or her mind about the subject.
- h) Shall not intentionally expose a student to embarrassment or disparagement.
- i) Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make a reasonable effort to assure that each student is protected from harassment or discrimination.
- j) Shall not exploit a relationship with a student for personal gain or advantage.
- k) Shall keep in confidence all personal identifications, addresses, phone numbers of the student, unless disclosure serves a professional purpose or is required by law. This includes but is not limited to giving out phone numbers, emails, addresses and so on.
- l) Shall maintain a professional relationship with the student at all times, which includes proper language, appropriate dress, and maintaining proper topics of conversation. This includes but is not limited to texting, email, or any social media platform.
- m) Shall not discuss personal matters with any student at any time.
- n) Shall never engage in a sexual relationship or date a student.
- o) Shall never make sexual advances or remarks toward a student, or in the presence of a student.

Note: These rules are in effect during school hours and after school hours, including field trips, sporting events, or non-related school activities.

Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of the school must display the highest degree of ethical conduct. This commitment requires that our staff:

- a) Shall maintain honesty in all professional dealings.
- b) Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- c) Shall do their best to keep the parent of the student(s) informed of academic performance or behavior as it relates to school.
- d) Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- e) Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- f) Shall not make malicious or intentionally false statements about a colleague.
- g) Shall not exploit a relationship with a parent or professional for personal gain or advantage.

Note: These rules are in effect during school hours and after school hours, including field trips, sporting events, or non-related school activities.

Reporting Misconduct by Instructional Personnel, Administrators and Staff

All school employees have an obligation to report misconduct by fellow staff members which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct should be made to:

H.E.L.P. Miami
School Director/Founder Barbara Rivera
13828 SW 56 Street
Miami, Florida 33175
305-752-4003

If the school director is not available, a report can be made to:

Applied Scholastics International
11755 Riverview Drive
St. Louis, Missouri 63138
1-877-755-3276

In the event the misconduct is such that another is harmed or put at risk, please call 911.

Reporting Misconduct by Instructional Personnel, Administrators and Staff

All school employees have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call **1-800-96-ABUSE** or report online at:
<http://www.dcf.state.fl.us/abuse/report/>.

Failure to Report Misconduct by Instructional Personnel, Administrators and Staff

In Florida, the crime of Failure to Report Child Abuse or Neglect is a Third Degree Felony and punishable by up to five (5) years in prison, five (5) years of probation, and a \$5,000 fine.

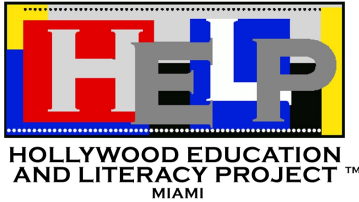
Policies and procedures for reporting misconduct by H.E.L.P. Miami staff which affects the health, safety, or welfare of a student are posted in the supply room, next to our communication system and are posted on our website.

helpmiami.org

13828 SW 56 Street Miami, Florida 33175 305-752-4003 Fax:305-752-2611



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H.E.L.P. MIAMI STANDARDS of ETHICAL CONDUCT ADDENDUM Liability Protections

Florida Statute 786.095

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760.

Florida Statute 39.203

1. a) Any person, official, or institution participating in good faith in any act authorized or required by this chapter, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action.

b) Except as provided in this chapter, nothing contained in this section shall be deemed to grant immunity, civil or criminal, to any person suspected of having abused, abandoned, or neglected a child, or committed any illegal act upon or against a child.

2. a) No resident or employee of a facility serving children may be subjected to reprisal or discharge because of his or her actions in reporting abuse, abandonment, or neglect pursuant to the requirements of this section.

b) Any person making a report under this section shall have a civil cause of action for appropriate compensatory and punitive damages against any person who causes detrimental changes in the employment status of such reporting party by reason of his or her making such a report. Any detrimental change made in the residency or employment status of such person, including, but not limited to, discharge, termination, demotion, transfer, or reduction in pay or benefits or work privileges, or negative evaluations within a prescribed period of time shall establish a rebut-able presumption that such action was retaliatory.

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