

**St. James Cathedral School, Orlando**  
**Code of Ethics**

**Instructional Personnel, Educational Support Staff and School Administrator Training**

I, \_\_\_\_\_, employee of ST JAMES CATHEDRAL SCHOOL, verify that I received training at my school and will adhere to the following principles on the Ethics in Education Act and the Diocese of Orlando's Code of Ethics. The training included the following:

1. I value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. My primary professional concern will always be for the student and for the development of the student's potential. I will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. I am aware of the importance of maintaining the respect and confidence of my colleagues, of students, of parents, and of other members of the community. I will strive to achieve and sustain the highest degree of ethical conduct.
4. I understand that I have an affirmative duty and legal responsibility to report any alleged misconduct by instructional personnel, educational support employees and administrators that affects the health, safety or welfare of a student. I also understand that a failure to report such misconduct may result in penalties up to termination of employment and/or revocation of any applicable licenses or certifications. I understand that examples of misconduct that may affect the health, safety or welfare of a student include but are not limited to: drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating, testing violations, physical aggression or accepting favors from students.
5. I further agree to abide by the following procedures when reporting alleged misconduct of instructional personnel, educational support employees and administrators:
  - a. Immediately report all allegations or any suspicion of misconduct that affects the health, safety, or welfare of a student engaged in by any instructional personnel, educational support employees to the school principal; or immediately report all allegations or any suspicion of misconduct that affects the health, safety, or welfare of a student engaged in by any school administrator to the school principal, Mrs. Jayme Hartmann; or immediately report all allegations or any suspicion of misconduct that affects the health, safety, or welfare of a student engaged in by the school principal or supervising principal to the Superintendent of Schools, Mr. Henry Fortier. Mrs. Jayme Hartmann may be contacted via phone (407) 841-4432, email [Jayme.Hartmann@stjcs.com](mailto:Jayme.Hartmann@stjcs.com), or during office hours at 505 E. Ridgewood Street, Orlando, FL 32803. Mr. Fortier may be contacted via phone (407) 246-4905, email [hfortier@orlandodiocese.org](mailto:hfortier@orlandodiocese.org) or during office hours at 50 E. Robinson Street, Orlando, FL 32801;
  - b. Thoroughly document the activities and details of the allegations or event; and
  - c. Secure evidence (if applicable).
6. I further understand that I have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect to Florida Department of Children and Families either by phone at 1-800-96Abuse or online at [www.dcf.state.fl.us/abuse/report/](http://www.dcf.state.fl.us/abuse/report/).
7. We understand that consistent with Fla. Stat. 39.203, any person, official or institution, including employees, who report in good faith any instance of misconduct, child abuse, abandonment, or neglect will be immune from any civil or criminal liability. Additionally, as provided by Fla. Stat. 768.095, any employer who discloses information about a former or current employee in response to a request or inquiry is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed was knowingly false or violated any civil right of the employee.
8. I further understand that every school that accepts scholarship students under the John McKay Scholarship for Students with Disabilities (Fla. Stat. § 1002.39) or the Corporate Tax Credit Scholarship Program (Fla. Stat. § 220.187) must comply with the terms of the Ethics in Education Act. In addition, acknowledge that all Instructional Personnel and School Administrators are required as a condition of employment to complete training on this Code of Ethics.
9. Policies and procedures for reporting misconduct by instructional personnel, educational support employees and administrators which affect the health, safety or welfare of a student are posted on a bulletin board in the teachers' lounge of St. James Cathedral School, on the school website at <https://stjcs.com/home/child-protect/>, on the Diocesan Intranet site at <https://intranet.orlandodiocese.org/> and on the Diocesan Web site at <https://www.orlandodiocese.org/wp-content/uploads/2016/05/Safe-Environment-DIOCESAN-POLICY-ENGLISH-November-2016.pdf>

*Revised 5/25/2022*

\_\_\_\_\_  
School Employee Signature