All employees and agents of a public school district, charter schools or private schools 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.

**OBSCENE LANGUAGE**
**DRUG AND ALCOHOL USE**
**DISPARAGING COMMENTS**
**PREJUDICE OR BIGOTRY**
**SEXUAL INNUENDO**
**TESTING VIOLATIONS**
**PHYSICAL AGGRESSION**
**ACCEPT OR OFFER FAVORS**
**CHEATING**

If someone tells you about misconduct be a LEADER.
LISTEN
EVALUATE
ACT IMMEDIATELY
DOCUMENT
ENCOURAGE
REPORT

Failure to report misconduct may result in penalties up to termination of employment and revocation of an educator’s certificate.

REPORT TO:
Mr. Henry Fortier,
Superintendent of Catholic Schools
(407) 246-4905
Also report to the principal of your school