

# Reporting Misconduct

## Procedure for Reporting Educator Misconduct

Personnel and/or administrators who fail to report abuse or misconduct that effects the health, safety or welfare of a student will be subject to appropriate disciplinary action whether in the form of a written reprimand, suspension without pay, or termination of employment.

1. Report allegations or suspicion of misconduct by a classroom teacher, paraprofessional, substitute teacher, librarian, or other Ambleside staff member to the Ambleside School Principal or Dean of Students.
2. Report allegations or suspicions of misconduct by the Ambleside School Principal, administration or any Board member to the Ambleside Schools International Executive Director.
3. Document the activities or details of the event.
4. Secure evidence, if applicable. (Examples include victim or witness statements, arrest reports or court documents, newspaper articles, computer evidence, video or audio tapes, text messages or cell phone records, photographs, grade books or calendars, gifts/items, statements, arrest report(s), court documents, local investigative reports, termination or disciplinary documents, letter of resignation, administrative disciplinary action documents, and class rosters).
5. Please note that legally sufficient allegations of misconduct by Florida certified educators must be reported to the Office of Professional Practices Services.
6. The Principal or Dean shall file in writing with the department all legally sufficient complaints within 30 days after the date on which the complaint comes to the attention of the school.

## Contacts for Reporting Purposes:

Jill Romine, Principal &/or Esther Olwagan, Dean of Students  
Ambleside School of Ocala  
507 SE Broadway Street  
Ocala, FL 34471  
(352) 694-1635

Dean Peterson, Executive Director  
Ambleside Schools International  
1 (855) 338-5433

Florida Dept. of Education  
Office of Professional Practices Services  
325 W. Gaines Street, Suite 224-E  
Tallahassee, FL 32399-0400  
(850) 245-0438

# Reporting Professionals' 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

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

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:

**Listen**

**Evaluate**

**Act immediately**

**Document**

**Encourage**

**Report**

**Report to:**

(your school or district contact information below)

Name: Jill Romine &/or Esther Olwagen  
ASI: Dean Peterson, Executive Director 1-855-338-5433

Title: Principal &/or Dean of Students

Phone: 352-694-1635