

**Ocean Learning Center, LLC.**  
**School #9370**  
**160 Cypress Point Pkwy, #B107**  
**Palm Coast, FL. 32164**

Vision Statement:

Ocean Learning Center, LLC. provides a safe learning environment where individuals are empowered to explore, engage, define, and navigate their future path.

Mission Statement:

Ocean Learning Center, LLC. will shift traditional learning approaches and environments to a safe student driven personalized learning experience. Trained and dedicated program facilitators will provide students and members with the opportunity to develop the skills needed to succeed in a personalized educational program by providing a safe learning environment, Blended Learning and Student-Centered approaches, Life Skills, Health, Vocational Trainings, and student/member driven extracurricular activities.

**Standards of Ethics and Code of Conduct**

The development, safety, and security of our students and members is our primary concern. All agents of Ocean Learning Center, LLC. (Administrators, Instructional Personnel, Educational Support Employees) will therefore strive for professional growth and will seek to exercise the best professional judgement and integrity.

All Administrators, Instructional Personnel, Educational Support Employees:

- a. Shall make reasonable effort to protect students/members from conditions harmful to learning and/or to the student's/members mental and/or physical health and/or safety.
- b. Shall not unreasonably restrain a student/member from independent action in pursuit of learning and participating.
- c. Shall not unreasonably deny a student/member access to diverse points of view.
- d. Shall not intentionally suppress or distort subject matter relevant to a student's/member's academic program.
- e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- f. Shall not intentionally violate or deny a student's/member's legal rights.
- g. Shall not harass or discriminate against any student based on 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 reasonable effort to assure that each student is protected from harassment or discrimination.
- h. Shall not exploit a relationship with a student for personal gain or advantage.
- i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

It is important that the respect and confidence of colleagues, of students, members, of parents, and of the community is maintained by displaying the highest degree of ethical conduct. All Administrators, Instructional Personnel, Educational Support Employees

- a. Shall maintain honesty in all professional dealings.

- b. Shall not discriminate based on race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d. 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 process of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment: and, further, shall make reasonable effort to assure that every individual is protected from such harassment or discrimination.
- e. Shall not make malicious or intentionally false statements about a colleague.

Ocean Learning Center, LLC. Has instituted these policies to ensure that all Administrators, Instructional Personnel, Educational Support Employees can work in an environment free from unlawful harassment, discrimination and retaliation. These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Ocean Learning Center, LLC.. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during trips, meetings and business-related social events.

#### Training Requirement:

All Administrators, instructional Personnel, Educational Support Employees are required as a condition of employment and/or contract to complete training on these standards of ethical conduct.

#### Reporting Misconduct by Instructional Personnel, Educational Support Employees:

All members stated above have the obligation to report misconduct by which affects the health, safety, or welfare of a student/member. 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 of employees should be made to the immediate supervisor or Administrators. Reporting legally sufficient allegations of misconduct by Administrators and/or by Florida certified educators will be reported to the Office of Professional Practices Services.

Policies and procedures for reporting misconduct by Administrators, Instructional Personnel, Educational Support Employees which affects the health, safety, or welfare of a student are posted int the Microsoft 365 Ocean Learning Center Teams files and on our website at [www.OceanLearningCenter.com](http://www.OceanLearningCenter.com)

#### **Reporting Abuse, Neglect, and Exploitation:**

All agents (Administrators, Instructional Personnel, Educational Support 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/>.

#### Signs of Physical Abuse:

The child has unexplained bruises, welts, cuts, or other injuries: broken bones: or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

#### Signs of Sexual Abuse:

The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A Child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

#### Signs of Neglect:

The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

#### Patterns of Abuse:

Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

#### Reporting Abuse, Neglect and Exploitation of a person with a developmental disability:

([www.apd.myflorida.com](http://www.apd.myflorida.com))

“Any person who knows, or has reasonable cause to suspect, that a person with a developmental disability is being abused, neglected, or exploited by a relative, caregiver, or household member, or in the case of self-neglect, by themselves, is required to report such knowledge or suspicion to the **Florida Abuse Hotline at 1-800-96-ABUSE (or 1-962-2873)**.

#### Physical Signs of Abuse:

- Bruises (old and new, clustered on one part of body, or on both upper arms)
- Burns
- Cuts or scars
- Marks left by a gag (or some form of restraint)
- Imprint injuries (e.g., marks shaped like fingers, thumbs, hands, belts or sticks)
- Missing teeth
- Spotty balding (from pulled hair)
- Eye injuries (black eyes or detached retinas)
- Broken bones
- Sprains
- Abrasions or scrapes
- Vaginal or rectal pain
- Bleeding from the ears, nose or mouth
- Frequent urinary tract infections or yeast infections
- Painful urination
- Abrasions, bleeding, or bruising in the genital area
- Incontinence in someone who was previously toilet-trained
- Frequent sore throats
- Sudden onset of psychosomatic complaints (males most frequently complain of stomach aches while females most frequently report headaches)
- Sudden difficulty walking or sitting

### Physical Signs of Neglect (in both the person and their home):

- Dehydration
- Poor or improper hygiene
- Poor grooming (e.g., overgrown fingernails and toenails; uncut, matted, or unclean hair; unshaven facial hair, body crevices caked with dirt)
- Malnourishment/weight loss
- A smell of urine or feces on the person
- Clutter, filth, or bad smell in the home
- Improper sleeping, cooling, or bathing arrangements
- Infestations (e.g., fleas, lice, roaches, rodents)
- Poor skin condition or skin breakdown (such as rashes, bedsores, or open wounds)
- Lack of necessary adaptive aids such as glasses, hearing aids, leg braces walkers etc. or improper medication management
- Needed medical and dental care (including the administration of prescribed drugs) not provided
- Lack of adequate or appropriate supervision

### Behavioral Signs:

- CHANGES in the way affection is shown, especially if unusual or inappropriate
- Suddenly fears being touched
- Sudden onset of nightmares
- CHANGES in sleep patterns; difficulty sleeping
- Sudden regression to childlike behaviors (i.e., bed-wetting, thumb-sucking)
- Sudden unusual interest in or knowledge of sexual matters (including excessive masturbation)
- Cruelty to animals
- Sudden fear of bathing or toileting
- Sudden fear of a person or place
- Depression, withdrawal, or mood swings
- ANY UNEXPLAINED CHANGE IN BEHAVIOR

### Behaviors of Caregivers who may be Abusers:

As you interact with caregivers, you should always be on the lookout for certain behaviors that may be indicators that this person is an abuser. Caregiver behaviors to look for include:

- Refusal to follow directions or complete necessary personal tasks
- Displaying controlling attitudes and behaviors
- Showing up late or not at all
- Working under the influence of alcohol or illegal drugs
- Abusing or harming pets or service animals
- Using threats or menacing looks/body language as a form of intimidation
- Impulsive
- Using vehicle, money or other resources without consent
- Socially isolating person with a disability (including limiting educational and/or employment opportunities)
- Devalues the person with developmental disabilities

- Frequently switches health care providers
- Speaks for the person with developmental disabilities
- Displays unwelcoming or uncooperative attitude during home visits
- Frequently makes attempts to be alone with a particular individual for no apparent legitimate purpose”

#### “Types of Emotional Abuse and Neglect:

Emotional abuse is the most difficult form of abuse to identify. Even though emotional abuse often happens along with other forms of abuse, it can also occur by itself.

Care givers who have power and influence over others’ lives can use that power to harm or exploit, rather than to support and nurture. This can be especially devastating for children in their developmental years, but it can be harmful for anyone.

Emotional abuse can take the form of threats, insults harassment, and less noticeable forms that are difficult to detect. These can be perpetrated by individuals or by representatives of caregiving systems. Here are some of the most common types of emotional abuse and neglect:

- Exposure to domestic violence
- Insults and harassment
- Denial of conditions necessary for physical and emotional well-being
- Denial of communication
- Denial of right to family life
- Denial of social interaction and inclusion
- Denial of economic stability
- Denial of rights, necessities, privileges, and opportunities
- Denial of ordinary freedoms

#### Physical Abuse in Caregiving:

- Rough physical handling
- Sudden movements of bedding
- Pushing and pulling
- Over-medication
- Unnecessary or excessive use of restraints
- Ignoring dietary restrictions
- Toileting abuse (leaving someone on the toilet too long or not taking them to the bathroom when they need to use it)
- Bathing in water that is too hot or too cold”

#### Signs and Symptoms of Exploitation:

Taking advantage of individuals with a developmental disability can rob them of their independence and the ability to afford the basic necessities of life, such as food, rent payments and medicine. It’s also a crime and should be reported right away to the Florida Abuse Hotline.

In particular, financial exploitation often goes unreported or is reported long after the damage is done. When that happens, the suspect is far more likely to get away with the crime and move on to other victims. Here are a few signs to watch for:

- Sudden decrease in bank account balances
- Sudden change in banking practices (such as making several large withdrawals from a bank account or ATM over a period of several days instead of one small withdrawal each week)
- Sudden problems paying bills or buying food or other necessities
- Sudden changes in wills or other financial documents
- The person begins to act very secretly. (Telephone con artists often try to isolate their victims to avoid detection by telling the victim not to let anybody know about their calls.)
- Unexplained disappearance of money or valuable possessions
- Substandard care being provided or bills which are late or unpaid despite the availability of adequate financial resources.
- Concerns expressed by a person with a developmental disability that he or she is being exploited
- Lack of money early in the month (when disability or other types of government benefits are paid)

If you notice any of these signs or suspect that a person with a developmental disability might be a victim of exploitation, please contact the Florida Abuse Hotline immediately.”

“Conditions of People with Developmental Disabilities That Can Sometimes Look Like Abuse or Neglect:

There are a number of conditions that may lead you to incorrectly think that someone with a developmental disability has been abused or neglected. Here are some of the most common:

- Injuries due to falls
- Sensory impairments
- Skin breakdown from appliances or orthopedic equipment
- Self-injurious behavior (SIB)
- Poor growth and failure to thrive
- Fractures
- Sensory integration problems: Some people with different kinds of disabilities may be overly sensitive to touch, textures, taste, or temperature. These persons may resist hugs, face washing or other harmless/innocent types of touch. This can also look like failure to thrive or significant behavioral problems.
- Mongolian spots: Mongolian spots which are bluish or bruised-appearing areas that are usually seen on the lower back or buttocks. These spots are harmless and occur more commonly in persons of color. They may remain for months or years.”
- and cry excessively both when she leaves him and when she returns
- The person who has been abused may be uncomfortable with physical contact with anyone”

For further training on “Common Signs and Symptoms of Abuse, Neglect, and Exploitation” of someone with a developmental disability or a child- visit [www.apd.myflorida.com](http://www.apd.myflorida.com)

**Liability Protections:**

Any person, official, or institution participating in good faith in any act authorized or required by law or reporting in good faith any instance of child/person with a developmental disability abuse, abandonment, or neglect [and/or exploitation] 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. (F.S. 39.203)

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 of 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 protect under F.S. Chapter 760. (F.S. 768.095)

I have read and understand the policies and procedures presented in this document.

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Printed Name

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Signature

Date

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Position within Organization (Administrators, Instructional Personnel, Educational Support Employees)

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Administrative Witness

Date