

## Ocean Learning Center, LLC

#9370

160 Cypress Point Pkwy, B107

Palm Coast, Florida 32164

### Policies and Procedures

#### Standards of Ethics and Code of Conduct

##### Nondiscriminatory Policy:

Ocean Learning Center, LLC will admit students of any race, national and ethnic origin, religion, or sexual orientation and every student will have the same rights, privileges, and programs made available or generally accorded to students at the center. Ocean Learning Center, LLC does not discriminate based on race, national or ethnic origins, religion, or sexual orientation in administration of its education policies, admissions policies, financial programs, and athletic or other center administered programs.

All agents of Ocean Learning Center, LLC. (Administrators, Educational Staff, and Education Service Partners) will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

##### All Administrators, Educational Staff, and Education Service Partners:

- 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, Education Staff, and Education Service Partners:

- 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, Education Staff, and Education Service Partners 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, Education Staff, and Education Service Partners are required as a condition of employment and/or contract to complete training on these standards of ethical conduct.

**Reporting Misconduct by Education Staff, and Education Service Partners:**

All members stated above have the obligation to report misconduct by which affects the health, safety, or welfare of a student/member. Failure to report misconduct may result in penalties up to termination of employment and revocation of an educator's certificate. 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. Reports of misconduct of employees should be made to Heidi A. Jennison (Email:

[hajennison@OceanLearningCenter.info](mailto:hajennison@OceanLearningCenter.info)) or Jason A. Jennison

(Email: [jajennison@OceanLearningCenter.info](mailto:jajennison@OceanLearningCenter.info)). Reporting legally sufficient allegations of misconduct by Administrators and/or by Florida certified educators will be reported to the Office of Professional Practices Service (850-245-0438).

Policies and procedures for reporting misconduct by Administrators, Facilitating Staff, and Respected Contracted Partners which affects the health, safety, or welfare of a student are posted in 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, Education Staff, Education Service Partners) have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report on-line at <http://www.dcf.state.fl.us/abuse/report/>.