

Reporting Procedures

Good Shepherd Lutheran School

Reporting Misconduct by Instructional Personnel and Administrators

All employees have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include:

- obscene language
- drug and alcohol use
- disparaging comments
- prejudice or bigotry
- sexual innuendo
- cheating or testing violations
- physical aggression
- accepting or offering favors

Reports of misconduct committed by employees and or leadership should be made to Mrs. Ann Marie Collard and/or Pastor Robert Davis in person, by telephone 239-995-7711, or email amcollard@goodshepofnfm.com / pastordavis@goodshepofnfm.com

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*