THE LIGHT PREPARATORY ACADEMY, INC.

Standards of Ethical Conduct and Reporting Misconduct Policy

Florida Scholarship Program Compliance Policy

Organization	The Light Preparatory Academy, Inc. (TLPA)
School Address	4481 NW 167th Street, Miami Gardens, Florida 33055
Policy Owner	Chief Executive Officer / School Administration
Board Adoption / Effective Date	September 1, 2026

1. Purpose and Legal Authority

The Light Preparatory Academy, Inc. (TLPA) is committed to maintaining a safe, ethical, professional, and student-centered learning environment. This policy establishes standards of ethical conduct and procedures for reporting misconduct affecting the health, safety, or welfare of students.

This policy is intended to satisfy applicable requirements for Florida private schools participating in state scholarship programs, including section 1002.421(1)(n), Florida Statutes; section 1006.061, Florida Statutes; applicable provisions of chapter 39, Florida Statutes; and the Principles of Professional Conduct for the Education Profession in Florida, Rule 6A-10.081, Florida Administrative Code.

2. Scope

This policy applies to all TLPA educational support employees, instructional personnel, school administrators, owners/operators, employees, volunteers when acting on behalf of the school, and contracted personnel to the extent applicable to their duties. Compliance with this policy is a condition of employment, engagement, or service at TLPA.

3. Standards of Ethical Conduct

All covered personnel shall conduct themselves in a manner that protects students, maintains public trust, supports the integrity of the education profession, and reflects TLPA's responsibility to place student health, safety, welfare, dignity, and educational interests at the center of professional practice.

- Make reasonable efforts to protect students from conditions harmful to learning and/or to students' mental or physical health and safety.
- Maintain professional boundaries with students in person, electronically, on social media, and in all school-related communications.
- Refrain from harassment, discrimination, retaliation, exploitation, grooming behavior, sexual misconduct, inappropriate relationships, or conduct that endangers or adversely affects a student.
- Use professional judgment, honesty, fairness, and integrity when interacting with students, families, colleagues, vendors, donors, and the public.
- Maintain confidentiality of student, family, personnel, and school information as required by law and school policy, while recognizing that confidentiality may never be used to avoid a legally required report.
- Accurately represent professional qualifications, records, student information, school records, financial information, and other official information.

- Avoid conflicts of interest and refrain from using a TLPA position, relationship, property, funds, confidential information, or influence for improper personal gain.
- Safeguard school funds, scholarship funds, property, technology, records, and other resources and use them only for authorized purposes.
- Comply with applicable laws, rules, professional standards, school policies, safety procedures, and lawful directives.
- Cooperate with lawful investigations involving child safety, educator misconduct, background screening, or school compliance.
- For personnel holding Florida educator certification, comply with the current Principles of Professional Conduct for the Education Profession in Florida and all applicable self-reporting obligations.

4. Student Boundaries and Professional Relationships

TLPA personnel must maintain relationships with students that are educationally appropriate and consistent with the employee's or contractor's professional role. Conduct that may reasonably be viewed as grooming, exploitation, favoritism for an improper purpose, sexualization of a student relationship, or an attempt to create secrecy with a student is prohibited.

- Private or secret communications with students outside approved school channels are prohibited unless specifically authorized for a legitimate educational purpose.
- Personnel shall not request or encourage students to conceal communications, meetings, gifts, conduct, or relationships from parents/guardians or school administration.
- Physical contact must be developmentally appropriate, nonsexual, noncoercive, and consistent with legitimate educational, safety, or caregiving purposes.
- Transportation, one-to-one meetings, photography/video, electronic communications, and off-campus contact must comply with TLPA procedures and appropriate supervision expectations.

5. Duty to Report Misconduct Affecting a Student

Every educational support employee, instructional employee, and school administrator has an affirmative duty to report alleged misconduct by another educational support employee, instructional employee, or school administrator when the alleged misconduct affects the health, safety, or welfare of a student. A person should not delay a report in order to conduct his or her own investigation or to obtain proof.

Internal misconduct reporting

Reports of alleged employee or administrator misconduct affecting a student's health, safety, or welfare shall be made immediately to:

Kimberly Negron, Chief Executive Officer / Co-Founder
The Light Preparatory Academy, Inc.
4481 NW 167th Street, Miami Gardens, FL 33055

If the allegation involves the Chief Executive Officer, the report shall be made directly to the Chair of the TLPA Board of Directors or the Board's designee. TLPA will maintain an alternate reporting route so no employee is required to report misconduct solely to the person who is the subject of the allegation.

An internal report does not replace any person's independent legal obligation to report suspected child abuse, abandonment, or neglect to the Florida Abuse Hotline when required by law.

6. Mandatory Reporting of Child Abuse, Abandonment, or Neglect

All TLPA employees and agents have an affirmative duty to report actual or suspected child abuse, abandonment, or neglect as required by chapter 39, Florida Statutes. A person who knows, or has reasonable

cause to suspect, that a child has been abused, abandoned, or neglected must make the required report promptly. Reporting a concern only to a supervisor, colleague, administrator, or Board member does not substitute for a legally required report to the Florida Abuse Hotline.

FLORIDA ABUSE HOTLINE: 1-800-962-2873 (1-800-96-ABUSE)

For an immediate emergency or immediate danger, call 911 first. Personnel must cooperate with child protective investigations and other lawful child-protection processes. TLPA administration will serve, or designate the principal/school administrator to serve, as liaison to the Department of Children and Families and the Child Protection Team when required.

7. Good-Faith Reporting, Confidentiality, and Non-Retaliation

TLPA prohibits retaliation against a person who, in good faith, reports suspected misconduct, child abuse, abandonment, neglect, unsafe conduct, or a violation of this policy; participates in an investigation; or cooperates with an authorized agency.

Reports will be handled as confidentially as reasonably possible, consistent with student safety, due process, mandatory reporting obligations, investigative needs, and applicable law. TLPA will not promise confidentiality when disclosure is required by law.

Florida law provides liability protections in specified circumstances for good-faith reporting and for certain employment disclosures. Employees will receive training regarding the protections referenced in sections 39.203 and 768.095, Florida Statutes.

8. Prohibition on Concealing Misconduct

TLPA will not enter into or enforce an agreement whose purpose or effect is to conceal misconduct by an educational support employee, instructional employee, or school administrator that affects the health, safety, or welfare of a student.

When an employee is terminated, dismissed, or resigns in lieu of termination based in whole or in part on such misconduct, TLPA will not use a confidentiality agreement to conceal the misconduct and will comply with Florida law governing employment references and disclosure of the misconduct to prospective employers in another educational setting.

9. Investigations and Administrative Response

Upon receiving an allegation, TLPA will take reasonable steps to protect students, preserve evidence, comply with mandatory reporting requirements, and determine the appropriate administrative response. Internal fact-finding must not interfere with or delay a report required by law or an investigation by law enforcement, the Department of Children and Families, the Florida Department of Education, or another authorized agency.

- TLPA may place personnel on administrative leave, modify duties, restrict student contact, or take other interim protective measures when appropriate.
- Personnel must preserve relevant records and cooperate honestly with authorized investigations.
- Knowingly interfering with a lawful investigation, retaliating against a reporter, concealing relevant evidence, or directing another person not to make a required report is prohibited.

10. Failure to Report and Other Violations

Failure to report suspected or actual child abuse as required by law, failure to report alleged misconduct affecting a student's health, safety, or welfare as required by this policy or Florida law, retaliation, concealment, or other violations of these standards may result in disciplinary action up to and including

termination of employment or contract, referral to law enforcement or child-protection authorities, and/or reporting to the Florida Department of Education or other appropriate agencies when required.

Personnel holding Florida educator certification may also be subject to action affecting their educator certificate as provided by Florida law and State Board of Education rules.

11. Training and Annual Acknowledgment

TLPA shall require educational support employees, instructional personnel, and school administrators to complete training on these standards of ethical conduct. Training shall occur upon hire or engagement and thereafter on a schedule established by TLPA, with annual refresher training as the school's standard practice.

- Ethical standards and professional boundaries.
- Recognition and reporting of misconduct affecting student health, safety, or welfare.
- Mandatory reporting of child abuse, abandonment, and neglect.
- Good-faith reporting and applicable liability protections.
- Non-retaliation and prohibition against concealing misconduct.
- Current TLPA reporting contacts and procedures.

TLPA shall maintain records of completed training and signed acknowledgments.

12. Required Posting and Publication

TLPA shall post, in a prominent place at the school site and on the school's website, its policies and procedures for reporting alleged misconduct by educational support employees, instructional personnel, or school administrators that affects the health, safety, or welfare of a student, including the designated reporting contact and applicable consequences for failure to report.

TLPA shall also display the child-abuse reporting notices required by section 1006.061, Florida Statutes, including the required English and Spanish student-facing information and the statewide Florida Abuse Hotline number. At least one required student-facing poster shall meet the statutory size and placement requirements.

13. Review and Updates

The Chief Executive Officer or designee shall review this policy periodically and recommend revisions when Florida statutes, State Board of Education rules, Florida Department of Education guidance, or TLPA operations change. Where this policy conflicts with a controlling legal requirement, the controlling law governs and the policy shall be revised promptly.

14. Board Adoption

Adopted by the Board of Directors of The Light Preparatory Academy, Inc. on _____ and effective _____.

Board Chair	**Date**
_____ Signature	_____ Date
Chief Executive Officer	Date

Employee Ethics & Reporting Acknowledgment

I acknowledge that I have received, reviewed, and understand The Light Preparatory Academy, Inc.'s Standards of Ethical Conduct and Reporting Misconduct Policy. I understand my duty to maintain professional boundaries, protect students, report alleged misconduct affecting student health, safety, or welfare, and independently report suspected child abuse, abandonment, or neglect when required by Florida law.

I understand that reporting a child-safety concern only to a supervisor does not replace a legally required report to the Florida Abuse Hotline. I understand that retaliation, concealment of misconduct, and failure to make required reports may result in disciplinary action and other consequences provided by law.

Employee/Contractor Name	
Position/Role	
Signature	
Date	
Training Completed On	

REPORTING EDUCATOR MISCONDUCT & CHILD ABUSE

THE LIGHT PREPARATORY ACADEMY, INC.

All TLPA employees and agents are responsible for protecting the health, safety, and welfare of students.

Report employee/administrator misconduct

Alleged misconduct by an educational support employee, instructional employee, or school administrator that affects the health, safety, or welfare of a student should be reported immediately to:

Kimberly Negron, Chief Executive Officer / Co-Founder
4481 NW 167th Street, Miami Gardens, FL 33055

If the allegation involves the Chief Executive Officer, report it to the Chair of the TLPA Board of Directors or the Board's designee.

Report suspected child abuse, abandonment, or neglect

Florida Abuse Hotline

1-800-962-2873 (1-800-96-ABUSE)

IMMEDIATE DANGER OR EMERGENCY: CALL 911

A report to TLPA administration does not replace a legally required report to the Florida Abuse Hotline.

Failure to report

Failure to report suspected or actual child abuse or alleged employee/administrator misconduct as required may result in disciplinary action, including termination, and may carry additional consequences under Florida law and educator-certification rules.

Protection for good-faith reporting

TLPA prohibits retaliation against individuals who make good-faith reports or cooperate with authorized investigations. Florida law provides specified liability protections for good-faith reporting and certain employment disclosures.

Compliance Reference Sheet

This policy was prepared as a school governance and compliance document using the following authorities current as of September 1, 2026:

- Section 1002.421(1)(n), Florida Statutes - scholarship-participating private schools must adopt ethical-conduct standards, require training, establish reporting duties/procedures, explain specified liability protections, and may not conceal student-safety misconduct.
- Section 1006.061, Florida Statutes - required school-site and website misconduct-reporting notices; child-abuse reporting notice; DCF liaison responsibility; and specified student-facing posting requirements.
- Rule 6A-10.081, Florida Administrative Code - Principles of Professional Conduct for the Education Profession in Florida; latest final version listed by Florida Administrative Rules as effective October 28, 2025.
- Chapter 39, Florida Statutes - child-protection and mandatory-reporting framework.
- Sections 39.203 and 768.095, Florida Statutes - liability protections referenced by section 1002.421(1)(n).

Implementation note: TLPA should review the final policy with its Florida counsel or compliance advisor before Board adoption and should verify that the designated reporting contact, Board alternate, website posting, employee training records, and required school posters remain current.