



Bilingual Christian Academy & Technology, Inc.

3241 S. John Young Parkway

Kissimmee, FL 34746

(407) 530-4227 | Email: bcatschool@bcatschool.com

Misconduct Reporting Procedure

Purpose: This procedure outlines the steps for reporting suspected misconduct by teachers or administrators at Bilingual Christian Academy & Technology, Inc. It is intended to promote a safe, ethical, and professional learning environment.

Section 1: Reporting Teacher Misconduct

1. Immediate Safety Concerns:

If the misconduct poses an immediate threat to safety (e.g., physical abuse, threats), notify school leadership or local authorities immediately.

2. Documentation:

Collect and document relevant information, including:

- Date, time, and location of the incident
- Names of involved parties and witnesses
- Description of the incident
- Any supporting evidence (e.g., emails, photos)

3. Reporting:

Submit the report to the teacher's immediate supervisor or school principal using the official misconduct reporting form.

4. Confidentiality:

All reports will be handled discreetly to protect the identity and privacy of all parties involved.

5. Investigation:

An internal review will begin within 3–5 school days. If warranted, the teacher may be placed on administrative leave during the investigation.

6. HR and Legal Oversight:

Human Resources and/or legal counsel will assist as necessary to ensure procedure compliance.

7. Resolution and Follow-Up:

Corrective actions may include counseling, disciplinary measures, or termination. When appropriate, the individual who filed the report will be informed of the outcome.

Section 2: Reporting Administrator Misconduct

1. Immediate Safety Concerns:

Report any urgent safety threats directly to law enforcement or child protective services.



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2. Documentation:

Gather and record:

- Specifics of the incident (date, time, individuals involved)
- Description of misconduct
- Supporting documentation

3. Reporting:

Submit the report to the Superintendent, Human Resources, or Board of Directors, as appropriate.

4. Confidential and Anonymous Options:

Reports may be submitted anonymously through a designated hotline, secure online form, or trusted intermediary.

5. Initial Review:

The designated authority will review the report and determine next steps.

6. Investigation:

A neutral party will conduct a formal investigation. The administrator may be placed on administrative leave pending the outcome.

7. Review and Action:

Results will be evaluated by the governing body or HR. Disciplinary measures may include written reprimands, suspension, dismissal, or legal referral.

8. Communication:

Updates may be shared with the reporter, as appropriate and permissible under law.

Procedure Review: This procedure will be reviewed annually and updated as needed to ensure compliance with legal standards and best practices.

Approved By: J. Rodriguez, M.Ed.

Date: 04/22/2025