

**All employees and administrators 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, and accepting or offering favors. Reports of misconduct of employees should be made to Heart to Heart Christian Academy, 8247 Ramona Blvd W., Jacksonville, Florida 32221, 904-783-8638, Dr. Juanita White. Reports of misconduct committed by administrators should be made to The New Life Church at Jacksonville, 8247 Ramona Blvd W., Jacksonville, Florida 32221, 904-783-8638, Bishop Billy W. White, Sr.**

**Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in Heart to Heart Christian Academy Faculty Handbook and on our Web site at [h2hacademy.com](http://h2hacademy.com).**