

Facilitator Notes for Principle 3: Accurate Reporting

The facilitator notes include discussion points for scenarios that raise awareness and increase understanding of *Principle 3* of the *Licensure Code of Professional Conduct*. Please reference the [Facilitator Instructions](#) to help you prepare professional development using these scenarios.

Scenario 1

An educational aide notices bruises on a student’s back that appear to be caused by a belt. When asked about these marks, the student confides in the instructional aide and tells him that his mother lost her temper when the student refused to clean up his room. Because the instructional aide is trying to build rapport and trust with this student, he promises not to tell anyone about this incident at home.

Area of Concern Under Principle 3	<ul style="list-style-type: none"> This scenario violates Principle 3f because the educational aide did not make a mandated report, violating Ohio law.
Primary Users	<ul style="list-style-type: none"> All licensed educators
Key Considerations	<ul style="list-style-type: none"> If the educational aide does not report the incident, he is criminally liable. The student could go home and suffer further injuries or abuse. The educational aide may not know the full extent of the injuries. The student could need medical attention. The responsibility of the educational aide to be an adult, not a “buddy.”
Strategies to Mitigate Risk	<ul style="list-style-type: none"> Report it! Immediately! Refer student to the proper school counselor. It remains educators’ obligation to report, but they should be able to rely on support from the school and district’s administration. Communicate with administration in accordance with your local board policy.
Related Code of Conduct Principles	<ul style="list-style-type: none"> N/A
Resources	<ul style="list-style-type: none"> Ohio Revised Code <ul style="list-style-type: none"> ORC 2151.421 Reporting child abuse or neglect ORC 2151.99 Penalty for failing to report abuse or neglect Preventing Abuse and Neglect in Remote Learning Environments Tip Sheet #5—The Top 10 Professional Conduct Concerns

Scenario 2

A student comes to school late most days and should be counted as being tardy. The attendance secretary knows that this student arrives late because she helps get her younger siblings on the bus since there aren't any adults at home to do this. To avoid disciplinary action being brought against the student's family, the principal looks the other way when the student comes to school late.

Area of Concern Under Principle 3	<ul style="list-style-type: none"> • In this scenario, there are problems related to Principle 3a because this is falsification of student data. • This is also a concern under Principle 3d for inaccurate reporting regarding the evaluation of students. • This could also lead to concerns under Principle 3f if the student is suffering from abuse or neglect.
Primary Users	<ul style="list-style-type: none"> • All licensed educators
Key Considerations	<ul style="list-style-type: none"> • Educators could face legal ramifications that could lead to criminal convictions for tampering with student records. • Many school systems in Ohio have been involved in public scandals as a result of falsifying attendance data. • There may be underlying issues related to abuse and/or neglect associated with the student's tardiness. • The school should not ignore the student's situation. Instead, it should explore how it can support the student and her family.
Strategies to Mitigate Risk	<ul style="list-style-type: none"> • Don't ignore the situation and report accurately. • Assess what resources your school or district may have available to support the student and her family. • If there is reasonable suspicion of neglect and/or abuse, then you have an obligation to report. • Refer the student's situation to the school counselor, truancy officer, or the appropriate educator/administrator who is responsible for student attendance.
Related Code of Conduct Principles	<ul style="list-style-type: none"> • N/A
Resources	<ul style="list-style-type: none"> • Ohio Revised Code <ul style="list-style-type: none"> ○ ORC 2913.42 Tampering with Records

Scenario 3

An intervention specialist, who has been with the district for a long time, held one-on-one meetings with parents. As the submission deadline approaches, in order to remain in compliance, the intervention specialist goes to each team member to get their signatures before submitting the final paperwork. She assures the team members that she has followed through on all the requirements of students' individualized education programs (IEP) and parents are satisfied with the plans.

Area of Concern Under Principle 3	<ul style="list-style-type: none"> In this scenario, the actions of the intervention specialist cause concern under Principle 3a and 3d regarding the falsification of data regarding the student.
Primary Users	<ul style="list-style-type: none"> All licensed educators
Key Considerations	<ul style="list-style-type: none"> A signature in the meeting attendance section indicates that the required participant was in attendance. The actions of the intervention specialist put into question the district's compliance with federal law under the Individuals with Disabilities Education Act (IDEA). To best serve the needs of students, all responsible parties must participate.
Strategies to Mitigate Risk	<ul style="list-style-type: none"> Work with your school or district and ODE Office for Exceptional Children for guidance. Know who needs to be present at meetings and who needs to sign various documents. Some participants may be able to be properly waived from attending. Always make sure waivers and any other deviation in processes for addressing the needs of special education students are documented in writing. Be an advocate for yourself. Familiarize yourself with requirements and stick to them. Do not sign IEPs if you are not at the meeting.
Related Code of Conduct Principles	<ul style="list-style-type: none"> N/A
Resources	<ul style="list-style-type: none"> IDEA Regulations <ul style="list-style-type: none"> Sec. 300.321 IEP Team Tip Sheet #6—Testing and Academic Integrity