

## **Christian Heritage Academy Standards of Ethical Conduct**

### General Policy

As a Christ-centered school, Christian Heritage Academy expects all administrative and instructional personnel to exhibit the highest standards of ethical conduct. We believe that the highest ethical professional behavior is required from Christian educators to protect each student's health, welfare and safety while encouraging them to develop their individual abilities, strengths and full potential. Each employee is required to sign a "Statement of Faith" on an annual basis. Each employee is expected to adhere to biblical principles in all their dealings with students, parents, co-workers and employees.

### Employment Standards and Candidate Screening

The qualifications for employment as an administrator or teacher are detailed in Human Resources Regulations and Procedures 2.2.2 "Qualifications for Employment – General and Professional." Christian Heritage Academy has established the following procedures to insure compliance with the amendments to Section 1002.421 of the Florida Statutes made by The Ethics in Education Act (Senate Bill 1712):

1. No candidate will be considered for employment as a teacher or administrator who would be deemed ineligible under Section 1012.315 ("Criminal Offenses") of the Florida Statutes.
2. Prior to employment, the Business Manager or Administrator will check with a candidate's previous employer regarding any "Criminal Offenses" and document these findings.
3. In addition, each candidate will be screened using the Department of Education's screening tool which will be available to private school administrators through a secure log-in at the Department of Education website.
4. Christian Heritage Academy will not enter into confidentially agreements with any terminated or dismissed instructional personnel, administrator or employee (including those who resign in lieu of termination), based on unethical conduct that affects the health, safety, or welfare of a student. In addition, school personnel will not recommend any such terminated individual to another school or ministry without disclosing the misconduct.

### Standards of Ethical Conduct

1. General standards for professional conduct are detailed in Human Resources Regulations and Procedures 2.2.2 "Qualifications for Employment – General and Professional."
2. All employees, educational support employees, and administrators are expected to comply with the provisions of Human Resources Regulations and Procedures 2.2.17 "Discrimination and Harassment Policy."
3. All employees, educational support employees, and administrators are expected to comply with the provisions of Human Resources Regulations and Procedures 2.2.26 "Reporting Indications of Child Abuse."
4. All employees, educational support employees, and administrators are expected to comply with the guidelines detailed in the "Professional Faculty Standards" section of the Faculty Manual.

5. All employees, educational support employees, and administrators are expected to comply with The Code of Ethics of The Education Profession in Florida as specified in State Board of Education Rule 6B-1.001, FAC. Annually administrators and instructional personnel will be required to sign a statement that they have read and understand these ethical standards. This obligation to students requires that the individual:
  - a. Make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Not unreasonably restrain a student from independent action in the pursuit of learning.
  - c. Not intentionally suppress or distort subject matter relevant to a student's academic program.
  - d. Not intentionally expose a student to unnecessary embarrassment or disparagement.
  - e. Not intentionally violate or deny a student's legal rights.
  - f. Not harass or discriminate against any student on the basis of race, color, national or ethnic origin and make reasonable effort to assure that each student is protected from harassment or discrimination.
  - g. Not exploit a relationship with a student for personal gain or advantage.
  - h. Keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

#### Reporting Misconduct by Instructional Personnel and Administrators

All employees, educational support employees, and administrators have an obligation to report any 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. The reporting procedures are as follows:

1. Report allegations of misconduct by school staff or volunteers to the Administrator (Daniel Pride, (904) 733-4722 Ext. 113) or as provided in the Human Resources Regulations and Procedures referred to above.
2. Report allegations or suspicion of misconduct by the Administrator to the Chairman of the School Board (Beverly Strickland: (904) 303-5223).

Policies and procedures for reporting misconduct by all employees, educational support employees, and administrators which affects the health, safety or welfare of a student are posted in the school office, teacher lounge, copy room and cafeteria.

And on our website at: [www.chajax.org](http://www.chajax.org).

Failure to report ethical misconduct by all employees, educational support employees, and administrators will result in disciplinary actions, which may include:

1. Written reprimand added to personnel file.
2. Additional required training in applicable policies and procedures.
3. Suspension without pay.
4. Termination of employment.

#### Reporting Child Abuse, Abandonment or Neglect

All employees, educational support employees, and administrators have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at:  
<http://www.dcf.state.fl.us/abuse/report/>.

### Employee Liability Protections

The following Florida Statutes provide liability protections for reporting misconduct by instructional personnel and school staff.

#### **Section 768.095 Immunity from liability; disclosure of information regarding former or current employees.**

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under Chapter 760 of the Florida Statutes.

#### **Section 39.203 Immunity from liability in cases of child abuse, abandonment, or neglect.**

(1)(a) Any person, official, or institution participating in good faith in any act authorized or required by Chapter 39, or reporting in good faith any instance of child abuse, abandonment, or neglect to the Department of Children and Families or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action.

(1)(b) Except as provided in Chapter 39, nothing contained in this section shall be deemed to grant immunity, civil or criminal, to any person suspected of having abused, abandoned, or neglected a child, or committed any illegal act upon or against a child.

(2)(a) No resident or employee of a facility serving children may be subjected to reprisal or discharge because of his or her actions in reporting abuse, abandonment, or neglect pursuant to the requirements of this section.

(2)(b) Any person making a report under this section shall have a civil cause of action for appropriate compensatory and punitive damages against any person who causes detrimental changes in the employment status of such reporting party by reason of his or her making such report. Any detrimental change made in the residency or employment status of such person, including, but not limited to, discharge, termination, demotion, transfer, or reduction in pay or benefits or work privileges, or negative evaluations within a prescribed period of time shall establish a rebuttable presumption that such action was retaliatory.

### Training Requirement

All administrative, educational support employees, and instructional personnel are required as a condition of employment to attend a training session on applicable policies and procedures regarding Christian Heritage Academy's Standards of Ethical Conduct and the requirements of Chapters 39 and 768 of the Florida Statutes. Completion of this training will be documented and maintained on file for each applicable employee.