



Policy and Code of Ethics for Teachers & Administrators

Code of Ethics for Teachers and Administrators

- 1. The educator values the worth and dignity of every person, the pursuit of truth devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship.** Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all
- 2. The educator's primary professional concern will always be for the student and for the development of the student's potential.** The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
- 3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.**

Principles of Professional Conduct for Teachers & Administrators

The following disciplinary rules shall constitute the Principles of Professional Conduct for Agape Christian Academy. Violation of any of these principles shall subject the individual to revocation or suspension of the individual's educator's certificate, or other penalties as provided by law.

- 1. Obligation to the student requires that the individual:**
 - 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.
 - Not unreasonably restrain a student from independent actions in the pursuit of learning
 - Not unreasonably deny a student access to diverse points of view
 - Not intentionally suppress or distort subject matter relevant to a student's academic program
 - Not intentionally expose a student to unnecessary embarrassment or disparagement
 - Not intentionally violate or deny a student's legal rights
 - Not harass or discriminate against any student based on race, color, religion, sex, age, national or ethnic origin, political beliefs, handicapping condition, or social and family background. And ensure that each student is protected from harassment or discrimination.
 - Not exploit a relationship with a student for personal gain or advantage.
 - Keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law
- 2. Obligation to the public requires the individual:**
 - Take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

- b. Not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - c. Not use institutional privileges for personal gain or advantage
 - d. Not accept gratuity, gift, or favor that might influence professional judgment
- 3. Obligation to the profession of education requires that the individual:**
- a. Maintain honesty in all professional dealings
 - b. Not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization
 - c. Not interfere with a colleague's exercise of political or civil rights and responsibilities
 - d. Not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - e. Not make malicious or intentionally false statements about a colleague
 - f. Not use coercive means or promise special treatments to influence professional judgements of colleagues
 - g. Not misrepresent one's own professional qualifications
 - h. Not submit fraudulent information on any document in connection with professional activities
 - i. Not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position
 - j. Not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment
 - k. Provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment
 - l. Not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of education Rules
 - m. Self-report within **forty-eight (48) hours** to appropriate authorities (as determined by the district) any arrest/charges involving the abuse of a child or the sale/possession of a controlled substance. The notice will not be considered an admission of guilt or be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, the individual must self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within **forty-eight (48) hours** after the final judgement. When handling sealed and expunged records disclosed under this rule, school districts must comply with the confidentiality provisions of Sections 943.0585 (4)(c) and 943.059 (4)(c), Florida Statutes.
 - n. Must report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in Section 1012.795(1), Florida Statutes

- o. Must not seek reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- p. Must Comply with the conditions of an order of the Education Practices Commission
- q. As a supervising administrator, cooperate with the Education Practices Commission

As a school all individuals must abide by all school policies and procedures with steadfast adherence to the following:

Immediately report known or suspected child abuse or neglect to the Florida Department of Children and Families Toll-Free hotline (1-800-96-ABUSE)

In accordance with section 39.201, Florida Statutes, any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion to the **Department of Children and Families (DCF) Central Abuse Hotline at 1-800-96-ABUSE**.

Instructional personnel and school administrators may report such information to DCF in unison, but reporting to another school employee does not fulfill the legal obligation to report to DCF

A person who is required by statute to report known or suspected abuse or neglect and fails to do so, is subject to disciplinary action by the employer, by the State Department of Education and/or through criminal prosecution.

In section 39.01(2), Florida Statutes the term "Abuse" means any willful act or threatened act that results in any physical, mental, or sexual injury, or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts of omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.

In section 39.01(44), Florida Statutes, an act of "Neglect" occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired.

In section 39.01(47), Florida Statutes, "other person responsible for a child's welfare" includes the child's legal guardian or foster parent; an employee of any school, public or private child day care center, residential home, institution, facility, or agency; a law enforcement officer employed in any facility, service, or program for children that is operated or contracted by the Department of Juvenile Justice; or any other person legally responsible for the child's welfare in a residential setting; and also includes an adult sitter or relative entrusted with a child's care.

In accordance with section 39.203, Florida Statutes, any person who reports 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.

Reporting Guidelines, Standards & Procedures

1. Every teacher and administrator of Agape Christian Academy has the obligation to report any employee or administrator misconduct that affects the health, safety, or welfare of a student.
2. Employee liability protections are provided under sections 39.203 and 768.095 of the Florida Statutes, a copy of which are attached to this policy.
3. Every teacher and administrator of Agape Christian Academy is required to complete training on the school's adopted Code of Ethics Policy.
4. Confidentiality agreements with teachers or administrators who are dismissed, terminated, or resign are strictly prohibited.
5. Notices are to be posted in an area frequented by school employees that they have a duty to report actual or suspected cases of child abuse, abandonment, or neglect.
6. A notice of the school's policy and procedures for reporting misconduct of schoolteachers and administrators which affects the health, safety or welfare of a student must be posted at the school site and on the school website. **Any misconduct must be brought to the attention to the school's administrator, Ana S. Figueroa or the pastor, Edgar R. Figueroa Sr.**

Prohibition of Bullying and Harassment

All students and school employees have the right to an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and/or harassment, as defined by district policy and section 1006.147, Florida Statutes, are prohibited.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threats
4. Intimidation
5. Stalking
6. Physical Violence
7. Theft
8. Sexual, Religious, or Racial Harassment
9. Public Humiliation
10. Destruction of Property

Harassment means any threatening, insulting, and dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

Bullying or Harassment also include:

Retaliation against a student or school employee by another student employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

Perpetuation of conduct listed in paragraph (A) or paragraph (B) by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student or school employee by:

Incitement or Coercion

Accessing or knowingly causing or providing access to data or computer software through a computer; computer system or computer network within the scope of the district school system; or

Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

Alcohol and Drug Free Workplace

No employee shall possess, consume, sell, distribute, dispense, use or be under the influence of any alcoholic beverage in the workplace, including all school sponsored events that may be on or off school grounds. No employee shall possess, consume, inject, or ingest, sell, manufacture, distribute, dispense, use or be under the influence of, on or off the job, or in the workplace, including all school sponsored events that may be on or off school grounds, any narcotic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in the Controlled Substances Act and as further defined by regulations at 21 CFR 12001.11 through 1300.15 or Florida Statutes Chapter 893, without a lawful prescription. As a condition of employment, each employee will abide by the terms of this policy and notify the Superintendent of any arrest for a criminal drug offense **within forty-eight (48) hours**.

Reasonable Suspicion Tests

As a condition of employment, current employee shall submit to a drug screening when reasonable suspicion exists. That suspicion being that an employee is believed to be using a substance that is impairing the employee and/or his or her job performance.

Job Competency

Continuing evaluation of instructional and administrative staff is necessary to enable the school board to monitor the effectiveness and competence of instructional and administrative staff members. It also is needed to help assist them in the improvement of their professional performance. In accordance with section 1012.34, Florida Statutes, the performance and capacity of instructional and administrative staff shall be evaluated according to procedures established by the Superintendent.