



People Helping People Become All Christ Calls Them to Be

Professional Ethics Policy & Reporting Professional Misconduct Christ the King Academy

At Christ the King Academy it is important that all workers function as a team so that the rights and interests of both its families and workers are assured. Common sense, good judgment and acceptable personal behavior on the part of all workers will make Christ the King Academy a desirable place to serve.

Statement of Religious Beliefs and Convictions

As a Christian organization and non-profit institution, Christ the King Lutheran Church and Academy reserves the right to refuse employment or to dismiss employees whose personal or family's beliefs and practices conflict with Christ the King Lutheran Church and Academy's understanding of the Word of God. Christ the King Lutheran Church and Academy is affiliated with the Wisconsin Evangelical Lutheran Synod (WELS). The WELS website, www.wels.net, is a helpful resource to more fully understand CTK's teachings and beliefs as revealed in Scripture.

No worker shall at any time contest or undermine the stated purpose of the church and school or its teachings as revealed in Scripture, while at work or in the community. Any employee actively promoting or living a lifestyle contrary to Scripture may be subject to termination.

Ethics Policy

The command of Christ is that His mission for the Church should be carried out according to His will, and that in doing so, we maintain decency and order in our personal and professional lives. No practice or behavior inconsistent with or in conflict with individual moral and ethical conduct required by Scripture shall be tolerated from employees. Any failure to maintain these ethical and moral standards may be grounds for counseling and/or immediate dismissal from employment.

Persons who hold positions of responsibility or positions that put them and Christ the King Church and Academy in the public eye are often regarded as role models and exemplars of Christian leadership. These persons may be held to a stricter standard of behavior and practice than other employees in both their work and their personal lives. Counseling may be required, and these employees may face dismissal for behavior and practices deemed by Christ the King Church and Academy to be inappropriate in fulfilling their function as role model and leader in carrying out Christ's mission on earth.

Standards of Ethical Conduct

1. Christ the King Academy 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. Christ the King Academy's primary concern is the student and the development of the student's potential. Workers will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that Christ the King Academy's instructional personnel:
 - a. Shall 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. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, workers at Christ the King Academy must display the highest degree of ethical conduct. This commitment requires that workers at Christ the King Academy:
 - a. Shall maintain honesty in all professional dealings.
 - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, 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. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d. Shall 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. Shall not make malicious or intentionally false statements about a colleague.

Reporting Professional Misconduct

All workers, instructional professionals, support staff, and administrators, have an obligation to report misconduct by instructional personnel, support staff, 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:

- Principal Eric Brown - ebrown@ctkpalmcoast.com - 605-880-0897 or
- Pastor Daniel Schroeder - dschroeder@ctkpalmcoast.com - 386-287-0342

Reports of misconduct committed by administrators should be made to:

- Christ the King Lutheran Church and Academy Executive Council Chairman Jim Kipp - jim@kippwealthmanagement.com - 386-225-1875

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 on the *workroom bulletin board* and the *family bulletin board* by the school offices and on our website at <https://www.school.ctkpalmcoast.com/ethics-policy>.

Reporting Child Abuse, Abandonment or Neglect

All workers 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/>.

Signs of Physical Abuse

The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse

The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect

The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

Patterns of Abuse

Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

Liability Protections

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

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 or 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 F.S. Chapter 760. (F.S. 768.095)

Annual Training Requirement

Annual in-service training, required for all personnel at Christ the King Academy, will include a review of this policy, highlighting each worker's responsibility to conduct himself/herself in a professional manner and to report alleged professional misconduct following CTK's established procedures.

Source

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)