



# NAPLES CHRISTIAN ACADEMY

## ETHICS IN EDUCATION POLICY

In order to assure the health, safety and welfare of all students; to create an environment where biblical principles are adhered to; to comply with the requirements of Senate Bill 1712 (the Ethics in Education Act) and to provide an ethical and professional environment for the successful ministry of Naples Christian Academy the following ethics policy for the operation of this ministry is hereby adopted:

### **Ethics in Education Reporting**

All employees and agents of a public school district, charter school or private school have an obligation and legal responsibility to report misconduct by instructional personnel and school administrators which affects the health, safety or welfare of a student.

Such conduct includes such items as drug and alcohol use, disparaging comments, obscene language, prejudice or bigotry, sexual innuendo, physical aggression, etc. Failure to report misconduct may result in penalties up to termination of employment and revocation of an educator's certificate.

Forms for such reporting are available in the main office of Naples Christian Academy and such **reports are to be filed with the Headmaster within 24 hours of observing the infraction.** In the event he/she is not available the report should be filed with the *Board Chairman*. The **Headmaster contact is Dr. Phillip Tingle at (239) 566-4853 or [tingle@ncanaples.com](mailto:tingle@ncanaples.com).** Reports of misconduct committed by administrators should be made to William Haughey, President of the Board of Trustees at [whaughey@gmail.com](mailto:whaughey@gmail.com).

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 the mailroom, main office, and media center of the Gaynor Building and in the Office of the Early Education Building as well as on the school website at [napleschristian.net](http://napleschristian.net).**

### **Ethics in Education Training**

All regular employees of NCA (both full and part-time) must engage in annual training on the standards of ethical conduct and the policy for reporting misconduct. Training will be provided as determined by the Headmaster and Board but at a minimum must include examples of violations of the Code of Ethics and Principles of Professional Conduct and potential penalties, information on how to properly identify and report child abuse and neglect, procedures on how to report misconduct of other instructional personnel and school administrators, requirements of self-reporting criminal charges, the nature and consequences of disqualifying offenses, the importance of being a role model, and the fiduciary responsibility of being an educator.

### **Employee Expectations and Requirements**

#### 1) **Conditions of Employment.**

- a) Employee will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) to the students both in and out of school (Luke 6:40), and as an example to parents and fellow faculty members in judgments, dignity, respect and Christian living, so as to avoid contradicting and frustrating the policies or principles of Naples Christian Academy.
- b) Employee will read the most recent editions of the *Faculty/Staff Handbook* and the *Student/Family Handbook*, and agrees to abide by the requirements listed.
- c) The employee agrees to attempt to resolve differences or conflicts by following the biblical pattern of addressing the conflict in private with the employer, administrator, or coworker, consistent with Matthew 18:15.
- d) Employee agrees that the Bible dictates standards of sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the bona fide occupational requirements of being a Christian role model. Engaging in or supporting behavior which is a deviation from the scripturally acceptable standards of sexual behavior is grounds for termination. (Romans 12:1-2; 1 Corinthians 6:9-20; Ephesians 4:1-11; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:1-6, 2:15-17; 1 John 3:1-3).

2) **Duties of Employee.** Employee shall report to the Headmaster or his/her designee. In that regard, Employee shall perform the following duties and others as may be requested by the Headmaster or his/her designee.

**Spiritual:** The teacher shall ...

- a. Seek to be a role model in attitude, speech and actions through a consistent daily walk with Christ.
- b. Strive to live a lifestyle that is above reproach having a desire to study God's Word, maintain an attitude of prayer, and impart the Christian life to others.
- c. Follow the Matthew 18 principle in dealing with students, parents, faculty, staff and administration.
- d. Motivate students to accept God's gift of salvation and to grow in their faith.
- e. Be sensitive to students struggles, concerns and pressures. Lead students to a realization of their self-worth in Christ.

**Instructional:** The teacher shall ...

- a. Recognize the role of parents as being primarily responsible before God for their child's education and assist them in the task. Maintain consistent, frequent, and ongoing communication with parents. Respect or maintain confidentiality in communication regarding students.
- b. Teach classes as assigned following prescribed scope and sequence of academic content as scheduled by the administration, using the prescribed curriculum and focus calendar according to the school's philosophy and administrative directive.
- c. Challenge students to reach their full potential in every area of learning while being sensitive not to frustrate them by asking more than they are developmentally ready to do.
- d. Return all graded tests and student work in a timely manner.

**Non-Instructional:** The teacher shall ...

- a. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
- b. Notify the administration of any policy he/she is unable to support.
- c. Maintain a clean, attractive, well-ordered classroom without any clutter. Display only items that are consistent with school policy and the school's mission.
- d. Use internal e-mail communication system every school day to check for messages and memos. Respond daily to electronic and phone messages.
- e. Use caution and good judgment when using electronic communications and social networking sites.

**Professional:** The teacher shall ...

- a. Utilize educational opportunities and evaluations for professional growth.
- b. Seek the counsel of administration, colleagues, and parents while maintaining a teachable attitude.
- c. Refuse to use or circulate confidential information inappropriately.
- d. Perform any other duties that may be assigned by the administration.

- e. Endeavor to attain and maintain professional (non-temporary) ACSI and Florida State Certification. Seek continuing education for professional growth.
- f. Assist in assuring the security of all national norm-referenced achievement tests and other standardized tests utilized by the school.
- g. **Self-report within forty-eight (48) hours to appropriate authorities any arrests/charges involving the abuse of a child or the sale and /or possession of a controlled substance. The teacher shall also self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of 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 judgment.**
- h. **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. (Immediately report to the district designee any alleged misconduct that affects the health, safety or welfare of a student, by other instructional personnel or school administrators)**
- i. **Seek no 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.**
- j. **Comply with the conditions of an order of the Education Practices Commission.**
- k. **As the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.**
- l. **Immediately report known or suspected child abuse or neglect to the Florida Department of Children and Families Toll Free Hotline (1-800-96-ABUSE).**
- m. Confront and/or report any incidence of bullying or harassment.
- n. Participate in additional in-service and professional development opportunities related to the specific field of teaching.

Personal: The teacher shall ...

- a. Value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition to knowledge, and the nurture of democratic citizenship.
- b. Seek to guarantee equal opportunity for all.
- c. Possess a primary concern for the student and the student's potential.
- d. Respectfully submit and be loyal to constituted authority.
- e. Be aware of the importance of maintaining the respect and confidence of colleagues, students, parents, and other members of the community.
- f. Recognize the need for excellent public relations. Represent the school in a favorable and professional manner to the constituency and general public.
- g. Place the teaching ministry ahead of outside or volunteer work.
- h. Refrain from the possession and/or use of alcoholic beverages (at any school related events).
- i. Refrain from the possession, use (in any manner), manufacture, distribution, or dispensing either on or off the job of any controlled substance (as defined in the Controlled Substance Act) without a lawful prescription.
- j. Refrain from the use of tobacco products in any form on school property.
- k. Shall not engage in conduct which creates a conflict of interest.
- l. Shall not engage in the use of corporal punishment of any student.

## **Reporting Child Abuse, Abandonment or Neglect**

**All employees and agents 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.def.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: 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 Protection**

**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)**

## **Confidentiality Agreements**

Confidentiality agreements with instructional personnel or school administrators who are dismissed, terminated, or resign in lieu of termination due to misconduct that affects the health, safety, or welfare of a student are strictly prohibited. Any reference provided to a potential employer in an educational setting in the State of Florida must disclose the nature of the misconduct.

The employer is immune from liability per ss 768.095 *“Employer 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 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 chapter 760.”* (F.S. 768.095)