



Crown of Life Christian Academy Professional Ethics Policy & Reporting Professional Misconduct Procedures

At Crown of Life Christian Academy (CoLCA) it is important that all employees work together as a team so that the rights and interests of both its families and employees are assured. Common sense, good judgment and acceptable personal behavior on the part of all employees will make CoLCA a desirable place to serve. Annual in-service training, required for all personnel at CoLCA, 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 CoLCA's established procedures. All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

CROWN OF LIFE CHRISTIAN ACADEMY'S STATEMENT OF RELIGIOUS BELIEFS AND CONVICTIONS

Crown of Life Christian Academy is a member of the Wisconsin Evangelical Lutheran Synod (WELS). As such, Crown of Life Christian Academy believes, teaches, confesses and holds firmly to all the teachings of Holy Scripture. All workers, volunteers, and students are expected to conduct themselves in accordance with Holy Scripture and uphold the mission and educational philosophy of CoLCA. The promotion of activities and/or teachings that are inconsistent with WELS doctrine and practice will result in disciplinary action which may include dismissal, because such behavior violates the scriptural principles of the CoLCA 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 CoLCA 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 CoLCA to be inappropriate to fulfilling their function as role model and leader in carrying out Christ's mission on earth. Acts of professional misconduct and violations to CoLCA's Ethics Policy include but are not limited to:

- Using obscene language
- Use of illicit/illegal drugs

- Use of alcohol on school grounds
- Displaying prejudice or bigotry
- Using sexual innuendo in conversation with students or coworkers
- Cheating or testing violations
- Displays of physical aggression
- Acceptance or offering of favors

Reporting Violations

All employees and administrators of Crown of Life Christian Academy (CoLCA) 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. Failure to report misconduct may result in penalties up to termination of call/employment and revocation of an educator's certificate and/or professional credentials. If a coworker or student confides in you, be a LEADER.

- Listen
- Evaluate
- Act Immediately
- Document
- Encourage
- Reports of misconduct of employees should be made to:

Hank Hoenecke, Principal 239-482-7315
 Laura Shilling, Preschool Director 239-482-7315

Reports of misconduct committed by administrators should be made to:

Martin Luchterhand, Pastor 239-482-7315

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 bulletin board in the copier room and on our website at the following link:

<https://crownlifeacademy.com/wp-content/uploads/2021/04/Crown-of-Life-Professional-Ethics-Policy.pdf>

Report on 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.dcf.state.fl.us/abuse/report/>.

Annual training is conducted to educate all employees for signs of physical or sexual abuse.

*Reporters are protected from liability under provisions listed in FL ss. 39.203 and 768.095