



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 to 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.

Crown of Life Christian Academy's Statement of Religious Beliefs and Convictions

Crown of Life Christian Academy (CoLCA) is a member of the Wisconsin Evangelical Lutheran Synod (WELS). As such, CoLCA 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 people 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 Ethic 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

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- Acceptance or offering of favors

Reporting Misconduct by Instructional Personnel and Administrators

All employees, educational support employees, and administrators have an obligation to report 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. 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
- Report

Report of misconduct of employees should be made to:

- Rachel Mikovich, Early Childhood Director & Interim Principal – 239-482-7315

Reports of misconduct committed by administrators should be made to:

- Ryan Vlcko, Education Committee Chairman – 734-927-0654

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office and Professional Practices Services. Policies and procedures for report 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:

www.crownlifeacademy.com

Training Requirement

All instructional personnel, educational support employees, and administrators are required as a condition of employment to complete training on these standards of ethical conduct.



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.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 personal, 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)

Any 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)

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