



The Principles of Professional Conduct for Employees at Community Christian School

1. The following policies establish the Code of Ethics for all Community Christian School employees.
2. Violation of any of these principles shall subject the individual to suspension or termination of employment.
3. Obligation to students requires that the CCS employee:
 - 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 deny a student access to diverse points of view.
 - c. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - d. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - e. Shall not intentionally violate or deny a student's legal rights.
 - f. Shall not harass or discriminate against any student on the basis of race, color, sex, age, national or ethnic origin, political beliefs, handicapping condition, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - g. Shall not exploit a relationship with a student for personal gain or advantage.
 - h. 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. Obligation to the constituents requires that the CCS employee:
 - a. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - b. Shall not use institutional privileges for personal gain or advantage.
 - c. Shall accept no gratuity, gift, or favor that might influence professional judgment.
 - d. Shall offer no gratuity, gift, or favor to obtain special advantages.
5. Obligation to colleagues requires that the CCS employee:
 - a. Shall maintain honesty in all professional dealings.
 - b. Shall not make malicious or intentionally false statements about a colleague.
 - c. Shall not use coercive means or promise special treatment to influence professional judgment of colleagues.
 - d. Shall not misrepresent one's own professional qualifications.
 - e. Shall not submit fraudulent information on any document in connection with professional activities.
 - f. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
 - g. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

- h. Shall report within 48 hours to appropriate authorities any arrests/charges other than a minor traffic violation.
- i. Shall report to appropriate authorities any known allegation of a violation of the CCS Code of Ethics.

The following behavior may be indicative of misconduct that should be reported:

- Being alone with a student in a dark or closed room or secluded area
- Behaving in an overly friendly or familiar way or failing to maintain an appropriate professional boundary with a student or colleague
- Using forceful or unnecessary physical contact with a student
- Administering discipline not compliant with school policy
- Accepting or offering of gifts for return of a favor or privilege from students or colleagues
- Badgering or habitually teasing a student
- Mocking or belittling a student
- Chronically embarrassing a student
- Displaying prejudice or bigotry against a student
- Suspicion of being under the influence of drugs or alcohol
- Failing to properly supervise students or to ensure student safety
- Cheating, falsifying information or testing violations
- Retaliating against a student or colleague for reporting misconduct
- Directing or using profane, offensive, or explosive language in the presence of students
- Making lewd or suggestive comments or overtures toward a student or colleague.

All employees and agents of Community Christian School have an obligation and legal responsibility to report misconduct by instructional or support personnel and school administrators which affects the health, safety or welfare of a student.

Report to: David Pinson, Headmaster, 850 893-6628
 Alex Buck, Board President, 850-570-4844

6. **Training Requirement** All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.
7. **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)