The ACA Employee Code of Ethics

Aletheia teachers, administrators and staff members are called by God to help raise up the young in the ways of faith and to provide them with the academic skills and tools they need to succeed. The employee's *primary* professional concern will always be the physical and spiritual well-being of the student and the development of the student's God-given abilities.

Obligations to ACA employees. The employee will:

1. Use Matthew 18:15-22 procedures in dealing with disagreements, offenses, or violations of ACA policies.
2. Show respect and Biblical love to fellow workers in the ACA ministry.
3. Not gossip or slander a fellow worker, supervisor, administrator, or the ACA Board of Directors.

In addition to the above, two Florida Statutes are relevant. FL Statute 768.095 provides immunity for an employer providing references to a prospective employer regarding a former or current employee. FL Statute 39.203 provides immunity for an employee from any civil or criminal liability for reporting in good faith suspected child abuse, abandonment, or neglect to proper authorities. (see attached statutes)

Obligations to the school. The employee will:

1. Avoid criticizing ACA policies and decisions to parents or those outside the school. If a problem arises, refer the person to appropriate authority.
2. 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.
3. Follow the moral requirements listed in the Teacher/Staff/Coach contract and in the Employee Lifestyle Statement.
4. Report 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. Reports of misconduct of employees should be made to Jordan Laxton, Administrator, at (850) 969-0088. Reports of misconduct committed by administrators should be made to Van Aldred, Board President, at (850) 983-9862.

   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 workroom and on our Web site at https://www.acalions.org/resources/teacher-misconduct.cfm
5. Report 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.

6. Participate in annual training. All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

Obligations to the parents. The employee will:

1. Use Matthew 18:15-22 procedures in dealing with disagreements or offenses.
2. Distinguish between personal views and the ACA Statement of Faith.
3. Refuse to accept gifts or favors which will influence professional judgment.
4. Avoid using your position at ACA for personal gain or advantage.
5. Establish a written policy regarding your grading system consistent with school policies and give a copy of it to students and parents at the beginning of the year (or when they begin your unit of instruction).
6. Establish a written policy regarding classroom behavior expectations, and give a copy of it to students and parents at the beginning of the year (or when they begin your unit of instruction).

Obligations to students. The employee will:

1. Use Matthew 18:15-22 procedures in dealing with disagreements or offenses.
2. Commit to academic openness, justice, honesty, and objectivity with students.
3. AVOID harassment of, humiliation of, or discrimination against students.
4. Establish a written policy regarding your grading system consistent with school policies and give a copy of it to students at the beginning of the year (or when they begin your unit of instruction).
5. Establish a written policy regarding classroom behavior expectations, and give a copy of it to students at the beginning of the year (or when they begin your unit of instruction).
6. Keep in confidence personal information regarding a student.
7. Maintain wholesome teacher-student relationships per the guidelines found in the Faculty Manual.