



BROWARD
CHRISTIAN ACADEMY

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www.browardkids.org * License # 46354

Broward Christian Academy Standards of Ethical Conduct

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
 - 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 restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. 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. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
 - a. Shall maintain honesty in all professional dealings.
 - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

- d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- e. Shall not make malicious or intentionally false statements about a colleague.

Each employee of Broward Christian Academy is expected to abide by this guidance as it indicated and applied in the BCA Employee Handbook. The following are excerpts taken from the handbook:

Standards of Christian Conduct for Staff

BCA has established a Vision, Core Values, and a Code of Conduct. These are based on and supported by the Word of God to impact Christians and especially the secular community. It is the desire of BCA to hire staff that by affirmation, agree to abide by these statements. BCA takes on the task of providing a work environment where each staff member can grow professionally, personally, and spiritually. Each staff member of BCA is expected to integrate these standards into both their work and personal lives. To ensure each staff member is afforded the broadest opportunity to become truly committed workers for Jesus Christ, BCA holds each employee responsible to abide by the following: -Purity Statement -Safe Place Statement -Social Behavior Restraints

Employee Disciplinary Policy

1. Progressive Discipline

2. Gross Misconduct

Some offenses are so serious that they can result in termination without previous warnings. The following examples are listed for the guidance of all. This list is not intended to be a comprehensive list of all prohibited activities. The following actions may result in immediate termination:

- *Inappropriate behavior toward parents. (All staff is expected to be professional and courteous at all times. If a parent is rude to you, please allow your Director to handle the situation)*
- *Neglect or physical abuse of a child*
- *Withholding of food, nap or other comfort from a child*
- *Failure to report to work three consecutive workdays without proper notification*
- *Falsification of center records (i.e. employment application, time management clock, and your records)*
- *Working under the influence of alcohol or illegal drugs*
- *Conviction of a felony for any offense committed while employed by the Academy.*
- *Fighting, threatening violence or boisterous or disruptive activity in the workplace*
- *Leaving a child unattended (inside or outside)*
- *Allowing a child to leave the center with an unauthorized person*
- *Sleeping while supervising children*
- *Habitual absenteeism or tardiness without notice or unauthorized absences from workstation/classroom during the workday*
- *Sexual or other unlawful or unwelcome harassment*
- *Negligence or improper conduct leading to damage of employer-owned or customer-owned property*
- *Insubordination that show gross disrespect such as threatening, profanity, or yelling at the Director.*
- *Unauthorized use of telephones, mail system, email, computers or other employer-owned equipment.*
- *Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment*
- *Unsatisfactory performance or conduct*
- *Sharing confidential information about the center or any of its employees*
- *Promoting and sharing rumors or negative information about BCA employees*

Staff Trainings

All staff are expected to obtain annual in-service training in the following areas:

- Child Development
- Care of Children with Special Needs
- Adult and Child Health
- Nutrition and Safety
- Curriculum and or Lesson Planning
- Risk Management and Facility Safety
- Classroom Management
- Identification and Care of ill Children
- **Recognition of Child Abuse, Neglect and Sexual Abuse and the Responsibility of reporting any incidents**
- Cultural Diversity
- Character Development in Children
- Professional Development
- **Professional Misconduct and Ethical Standards**
- Other Topics related to Early Childhood Learning and Development (approved by the Office of Early Learning, Family Central or the Dept. of Children and Families)

Abuse and Neglect

While Broward Christian Academy provides a safe environment for children, other types of harm may come to a child despite our best precautions. In particular, the abuse or neglect of a child is of paramount concern.

To this end, all staff are required to read and sign all policies relating to identifying, documenting, and reporting child abuse. Mandatory training sessions on the subject are required.

Mandated Reporting Of Suspected Child Abuse and Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. Florida Child Protective Services 1-800-962-2873

At the time of employment, every BCA Employee is also required to sign the Licensed Child Care Facility Child Discipline Policy and acknowledge receipt of the Identifying and Reporting Professional Misconduct Brochure (pictures below).

Board of County Commissioners, Broward County, Florida
HUMAN SERVICES DEPARTMENT
Community Partnerships Division
Child Care Licensing and Enforcement Section

Licensed Child Care Facility
Child Discipline Policy

I, _____, employed as a child care professional for _____ shall adhere to the following:

- (1) Children shall NOT be subjected to discipline that is severe, humiliating, or frightening.
- (2) No cruel, harsh, physical, or unusual punishments shall be permitted.
- (3) No child shall be delegated or permitted to discipline another child.
- (4) No physical restraints, equipment, devices, or furniture shall be used to confine a child, including, without limitation, swings, walkers, and strollers.
- (5) No child shall be confined in an enclosed area, such as a closet, locked room, box, or bathroom.
- (6) No child shall be subjected to profane language, threats, derogatory remarks, or other verbal abuse.
- (7) No child shall be punished for failure to eat or sleep, or for toileting accidents.
- (8) No child shall be punished by withholding food, rest, or use of the toilet.
- (9) No physical punishment shall be used, such as, but not limited to, spanking, hitting, striking, biting, or pinching.
- (10) No child shall be threatened with any punishment that is prohibited by this paragraph.

Signature _____ Date _____

Identifying & Reporting Professional Misconduct

Who is this brochure for?
This brochure is for all staff members who work in a licensed child care facility.

What is the purpose of this brochure?
The purpose of this brochure is to provide information on how to identify and report professional misconduct.

What are the consequences of professional misconduct?
Professional misconduct can result in suspension, revocation of license, or other disciplinary actions.

How to Report Professional Misconduct:

1. If you feel uncomfortable,
2. If you are unsure,
3. If you are certain.

Apply the same rules

Protect the students and yourself and report.

Additional topics as it relates to Ethical Conduct – Prohibition of Bullying and Harassment, HR Policies, School Policies, Dress Code, Electronic Communications, Social Media, etc. are also addressed on an annual basis.

The Broward Christian Academy Employee Handbook is available in its entirety upon request.

Reporting Misconduct by Instructional Personnel and Administrators

All 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:

Damita London
9191 Orange Drive
Davie, FL 33328
director@browardkids.org

Reports of misconduct committed by administrators should be made to:

Sean Davis
9191 Orange Drive
Davie, FL 33328
HR@southfloridachurch.net

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 classrooms, the Employee and Parent Handbooks and on our Web site at www.browardkids.org

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 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)