The First Academy, Inc.
Standards of Ethical Conduct

Christian Role Model Requirements

Realizing that students, once trained, should be like the influencers in their lives, and realizing that teaching occurs not only through the formal explanation of subject matter but even more powerfully through word, deed, example, and shared experience, all members of the administration, faculty, and staff are expected to manifest by daily example the highest Christian virtue, maintaining the Christian witness of The First Academy and serving as a Christian Role Model, both in and out of school, in judgment, dignity, respect, and Christian living. (I Tim. 4:12, Rom 12:1-2, Col 3:17, I Jn. 2:15-16). This includes, but is not limited to, refraining from sexual misconduct – premarital, extramarital, and homosexual activity; use or viewing of inappropriate websites or material; use or abuse of illegal or illicit drugs, and use of vulgar or profane language. Employees should conduct themselves in a Christ-like manner at all times, conforming to expected Biblical conduct standards, regardless of location, both in and out of The First Academy.

As a Christian Role Model, individuals must agree to accept The First Academy's interpretation, of acceptable Biblical conduct standards, as determined by the school in its sole discretion, including, but not limited to, morality standards.

TFA maintains the highest standards of integrity and ethics. Each individual is expected to represent The First Academy in a manner consistent with its standards and religious beliefs. Engaging in conduct that is unethical, dishonest, or which violates the school's morality or other expected Biblical conduct standards, which the employee or school or which raises the appearance of impropriety is not permitted and may be grounds for disciplinary action, including, but not limited to, suspension and/or termination.

Employee Standards

The successful business operation and reputation of TFA is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of TFA is dependent upon trust and is dedicated to preserving that trust. Employees owe a duty to TFA to act in a way that will merit the continued trust and confidence of the parents. Employees who are also parents should be cautious concerning information shared, as they are a representative of TFA bound by guidelines of confidentiality and professionalism when speaking as a parent to another parent. TFA will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. Each school year, the Business Office has every employee read and sign the TFA Statement of Doctrinal Beliefs.

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 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 Gloria Leeks, Director of Human Resources at glorialeeks@thefirstacademy.org. Reports of misconduct committed by administrators should be made to Dr. Steve Whitaker, Head of School at stevewhitaker@thefirstacademy.org.

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 breakrooms and on our website at www.thefirstacademy.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/.

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)