



Pentecostals of Cooper City (POCC) and Cooper City Christian Academy and Preschool (CCCA) Standards of Ethical Conduct

1. Our school and church 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 saint and the development of the student and saint'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 and saint requires that our instructional personnel:
 - a. Shall make reasonable effort to protect the student and saint 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 or saint from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student or saint 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 or saint's legal rights.
 - g. Shall not harass or discriminate against any student or saint 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 or saint 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, of saints, and of the community, employees of our school and church 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.

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 or ministerial personnel and school administrators which affects the health, safety, or welfare of a student or saint. 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 of the church should be made to:

Paul Volan (Director) 954-557-0401, 954-680-0710
paul_volan@yahoo.com

Reports of misconduct of employees of the school should be made to:

Gary Trzcinski (Principal) 419-343-4645, 954-779-6221
Gtrzcinski@coopercitychristian.com

Reports of misconduct committed by administrators should be made to:

Paul Volan (Director) 954-557-0401, 954-680-0710
paul_volan@yahoo.com

Or

Barbara Flynn (Peoples First Inc, HR) 954-587-6100
bflynn@peoplesfirstinc.com

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 the front entrance of the school, by the main office and on our Web site at *coopercitychristian.com*.

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)

POCC and CCCA's employees are expected to perform their duties and responsibilities ethically, morally and according to the Christian and Biblical Lifestyle. Everyone must carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

POCC and CCCA's employee's continued ability to successfully reach people depends, in large part, on the trust of its members, attendees, visitors, and the community. All staff members are expected to act in ways that earn that trust and confidence.

As an organization, POCC and CCCA will comply with all applicable laws and regulations. All officers, directors, and other staff are expected to conduct business in accordance with the letter, spirit, and intent of all relevant laws, not doing anything that is illegal, dishonest, or unethical.

Use of good judgment and high ethical principles will aid the staff member in making good decisions. However, if a staff member is not sure if an action is ethical or proper, they should discuss the matter openly with their ministry area leader and if necessary, the Executive Pastor.

It is the responsibility of every church staffs' member to comply with POCC and CCCA's policy of ethics and conduct including living to the best of their ability in a Christian and Biblical lifestyle. Staff who ignore or do not comply with these guidelines may be subject to corrective action, up to and including termination of employment.

I have read and agree to abide by the POCC and CCCA's policy of ethics and conduct.

Signature

Date

Printed Name

Witness

Date

Printed Name