



Effective January 24, 2023

### Code of Ethics

All members of the School Board, administrators, teachers and all other employees of GraceWay Academy, regardless of their position, because of their dual roles as servants and educators are to be bound by the following Code of Ethics. Adherence to the Code of Ethics will create an environment of honesty and integrity and will aid in achieving the common mission of providing a safe and high-quality education to all students.

### Application

This Code of Ethics applies to all members of the Board, administrators, teachers, and all other employees regardless of full or part time status as well as contractors and volunteers. It also applies to all persons who receive any direct economic benefit such as membership in Board funded insurance programs.

Employees are subject to various other laws, rules, and regulations. To the extent not in conflict with any laws, Board policies or governmental regulations, this Code of Ethics shall control with regard to conduct. In the event of any conflict, the law, regulation or Board policy shall control.

### Fundamental Principles

The fundamental principles upon which this Code of Ethics is predicated are as follows:

- Citizenship – Helping to create a society based upon democratic values (e.g., rule of law, equality of opportunity, due process, reasoned argument, representative government, checks and balances, rights and responsibilities, and democratic decision-making).
- Cooperation – Working together toward goals as basic as human survival in an increasingly interdependent world.
- Fairness – Treating people impartially, not playing favorites, being open-minded, and maintaining an objective attitude toward those whose actions and ideas are different from our own.
- Honesty – Dealing truthfully with people, being sincere, not deceiving them nor stealing from them, not cheating nor lying.
- Integrity – Standing up for their beliefs about what is right and what is wrong and resisting social pressure to do wrong.
- Kindness – Being sympathetic, helpful, compassionate, benevolent, agreeable, and gentle toward people and other living things.
- Pursuit of Excellence – Doing their best with their talents, striving toward a goal, and not giving up.
- Respect – Showing regard for the worth and dignity of someone or something, being courteous and polite and judging all people on their merits. It takes three (3) major forms: respect for oneself, respect for other people, and respect for all forms of life and the environment.

- Responsibility – Thinking before acting and being accountable for their actions, paying attention to others and responding to their needs. Responsibility emphasizes our positive obligations to care for each other.

Each employee and board member agrees and pledges:

- To abide by this Code of Ethics, making the well-being of the students and the honest performance of professional duties core guiding principles.
- To obey local, State, and national laws, codes and regulations.
- To support the principles of due process to protect the rights and interests of all individuals.
- To treat all persons with respect and to strive to be fair in all matters.
- To take responsibility and be accountable for his/her actions.
- To avoid conflicts of interest or any appearance of impropriety.
- To cooperate with others to protect and advance GraceWay Academy and its students.
- To be efficient and effective in the performance of job duties.

#### 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 Andeni Small, [Andeni@GraceWayAcademy.org](mailto:Andeni@GraceWayAcademy.org). Reports of misconduct committed by administrators should be made to Selena Garrison, [SelenaTGarrison@gmail.com](mailto:SelenaTGarrison@gmail.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 on bulletin board and on our Web site at [www.GraceWayAcademy.org](http://www.GraceWayAcademy.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.