Harvest Community School –
Faculty Code of Conduct and Principles of Professional and Ethical Conduct 2026 – 2027

I agree to complete reading, training, testing on the ethics and values as required by Harvest Community School

1) I agree that, as part of the qualifications for this position, I am a "born-again" Christian who knows the Lord Jesus Christ as Lord and Savior (John 3:3, 1 Peter 1:23). I accept without verbal or mental reservations the school's Statement of Faith and am committed to upholding it. I also give testimony that teaching is a spiritual calling and that teaching / working as in this Christian school is God's direction for my life for this school year.

2) I agree to manifest by daily example the highest Christian virtue serving as a **Christian role model** (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), parents, and fellow employees. I agree that instruction is not only through rational explanation of formal subject material, but even more powerfully through word, deed, example, and shared experience. I agree to be a role model in judgment, dignity, respect, and Christian living. I acknowledge that this includes, but is not limited to, the refraining from such activities as the use of tobacco, illicit drugs, and the use of vulgar and profane language. I agree to use discretion with alcoholic beverages including refraining from drinking in front of students. (Col. 3:17 KJ, Titus 2:7-8 TLB, 1 Thess. 2:10 TLB, 1 Thess. 5:18, 22-23 KJ, and James 3:17-18)

3) I agree to accept the board's interpretation of biblical standards for my sexual behavior. That any sexual misconduct—including, but not limited to—premarital, extramarital, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children is forbidden and violates the employment requirement of being a **Christian role model**. I agree that such behaviors are grounds for immediate dismissal.

I also agree that the unique roles of the male and female are clearly defined in Scripture, and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12:1-2; 1 Cor. 6:9-20; Ephesians 4:1-11, 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:15-16, 2:15-17; 1 John 3:1-3).

4) I agree to faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school (Hebrews 10:25).

5) I affirm that I have read and will abide by the policies set forth in all of the Administrative, Faculty, Family and Student Handbooks. I also agree to abide by any additions, changes, or deletions made to school policies at the sole discretion of the School Board and Administration without prior notice during this contract year.

6) I agree to provide the Administrator with a copy of my college transcript prior to the first day of school.

7) I agree to have my fingerprints taken and my background check completed before school begins or, if hired during the school year, I will have the check done and results available before my employment begins.

8) I agree that my assignment to room, grade, subject, and extracurricular duties is to be made at the discretion of the Administrator. I agree to maintain a classroom atmosphere that is conducive to learning. This includes maintaining a professional appearance personally, maintaining a clean and organized classroom, striving for professional growth and exercising professional judgment and integrity.

9) I agree to try at all times to understand, appreciate, love, and serve the pupils entrusted to me for instruction, and will to the best of my ability provide for their fullest spiritual, intellectual, physical, and emotional development. I agree to observe appropriate confidentiality in regard to pupil, parent, and school matters.

10) I agree to be on time and prepared for class, and to remain in the building at least fifteen minutes after classes have been dismissed. I also agree to be present for such meetings and conferences as may be called by the administration.

11) I agree to avoid highly debatable topics as much as possible that tend to divide Christians. I agree that a student is to be referred to his/her local church and parents if a debatable topic arises of a theological or moral nature.

12) I agree that any previous agreements, whether written or oral, are fully merged into this agreement and the contract, and that no other agreement, statement, or promise other than those contained in this contract shall be valid or binding on either party.

13) I agree to attempt to resolve differences with others (parents, fellow-workers, administration) by following the biblical pattern of Matthew 18:15-17. Should the teacher have unresolved issues with the employer after utilizing the Matthew 18 principle, I and the employer agree to be bound by the decision of the Harvest Community School Board.

14) I understand that given the possibility of enrollment fluctuation, employment is contingent upon adequate enrollment that makes possible a cost-effective program.

15) Paydays are generally twice each month. However, I understand that there may be times when I will have to wait for my paycheck until the necessary monies are secured to cover salaries.

16) If I have children enrolled at Harvest, I agree to allow tuition, fee, and book payments to be deducted from my paycheck.

17) I understand that I will not receive a paycheck until my employment contract and all other required paperwork is signed and returned to the school office and that the failure to log my working hours will negatively effect my paycheck.

18) New teachers and coaches to the staff agree to an orientation period of three months in which to prove their teaching ability and classroom leadership to the satisfaction of the Administrator and School Board. All communication (lesson plans/Tests/quizzes and emails) must be presented to and approved by the administrator before they are sent/posted. Should teaching/coaching not prove to be satisfactory as determined by the Administrator, the employee understands that his/her employment terminates at that time without further obligation by either party.

19) I agree not to enter into responsibilities or other employment that will conflict with my teaching assignment.

20) I agree that if at any time during my period of employment that I find myself out of harmony or sympathy, or in discord or disagreement with the Vision, Mission, Statement of Faith, Educational Philosophy, standards, or administration of the school, that I will immediately make that fact known to the Administrator. I further agree to voluntarily withdraw from this employment, or be subject to termination, if the lack of harmony, discord, or disagreement continues.

21) I agree that if there are deficiencies in my job or personal performance, the Administration, at its sole discretion, may determine that certain acts, deficiencies, or situations are so grave that they may result in immediate dismissal. I understand and agree that there is no right to renewal of this contract.

22) Harvest Community School has been classified as a 501(c)(3) nonprofit organization and has chosen not to participate in the Federal Unemployment Tax Act. Therefore, upon termination of employment, regardless of the reason(s), I understand that unemployment benefits are not available.

23) I agree that if any provision of this agreement is declared invalid, illegal or unenforceable, its invalidity or unenforceability shall not affect any other provision of this agreement.

24) I understand and agree that failure to comply with any of the above is grounds for immediate dismissal.

25) **To the Students I commit to:**
* praying for them regularly
* not gossiping about any student to another student, parent or faculty member
* never discussing the grade of one student with another student, including announcing grades in class in front of other students
* never intentionally exposing a student to embarrassment or disparagement for any reason including poor work or a poor grade
* never “calling out” a particular student in front of the class, but instead asking the student to stay after class in order to discuss a particular behavior modification
* always expecting the best from a student and I demonstrate that expectation in my positive speech and the non-verbal cues I give to each student
* always being prepared for class and not relying on my “wing-it” gifting to run class.

26) **To the Parents I commit to:**
* praying for them regularly
* not gossiping about any parent to another parent, student or faculty member
* staying positive in meetings called by parents to discuss my class, my grading, or my style of teaching because I know there is always growth in feedback
* remembering that I am not the parent of the student; they have parents who should be holding them accountable first to spiritual, academic and emotional maturity
* sharing any important information that a student reveals to me with the parent when necessary
* remembering that parents are working tirelessly to provide the tuition money for their student and therefore I will work tirelessly to provide a quality education to the student

27) **To the Faculty Team I commit to:**
* praying for them regularly
* not gossiping about any team member to another team member, student or parent
* not competing with my team members to try and make myself look better or higher
* learning from different team members and exercising on their strengths

28) **To the Vision of Harvest Community School, I commit to:**
* abstaining from alcoholic beverages at all Harvest events, including field trips, overnight fellowships, athletic events (including end of game / season celebrations), and faculty fellowships
* mentoring and disciplining all students on the campus, not just students that I currently teach
* uphold and support the vision and mission of Harvest Community School
* always teaching from a Biblical World View no matter what the subject
* refraining from profanity as I mentor and disciple through my actions more than my good intentions
* growing in Christ through the sanctification of Jesus and His anointing in me

ETHICAL CONDUCT OF INSTRUCTIONAL PERSONNEL AND SCHOOL ADMINISTRATORS

Training Required

All instructional personnel, educational support employees, and school administrators are required as a condition of employment to complete training on these standards of ethical conduct. Training may be provided or conducted as determined appropriate by the school, but at a minimum must include (1) examples of violations of the Code of Ethics and Principles of Professional Conduct and potential penalties, (2) information on how to properly identify and report child abuse or neglect, (3) procedures on how to report misconduct of other instructional personnel and school administrators, (4) requirements of self-reporting criminal charges, (5) the nature and consequences of disqualifying offenses, (6) the importance of being a role model, and (7) the fiduciary responsibility of being an educator.

Abide by all school policies and procedures with steadfast adherence to the following:

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/.

In accordance with section 39.201, Florida Statutes, any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion to the Department of Children and Families (DCF) Central Abuse Hotline at 1-800-96-ABUSE. ALL EMPLOYEES HAVE A DUTY TO REPORT ALL ACTUAL OR SUSPECTED CASES OF CHILD ABUSE, ABANDONMENT OR NEGLECT. You may call the number above or report online at http://www.dcf.state.fl.us/abuse/report/.

A person who is required by statute to report known or suspected abuse or neglect and fails to do so, is subject to disciplinary action by the employer, by the State Department of Education and/or through criminal prosecution.

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 disclosed 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 FS Chapter 60 (F.S. 768.095)

MISCONDUCT

Immediately report any alleged misconduct that affects the health, safety or welfare of a student, by other instructional personnel or school administrators.

Reporting Misconduct by Instructional Personnel and Administrators

All instructional personnel, educational support employees, and school administrators have an obligation to report misconduct by instructional personnel, educational support employees, and school administrators which affects the health, safety or welfare of a student. Examples of misconduct include obscene language, drug/alcohol abuse, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Report may be done by email or in person.

Reports of misconduct of employees should be made to:

KERI JACOBO, LOWER SCHOOL ADMINISTRATOR, KJACOBO@HCSJAX.ORG
JANA STRICKLIN, UPPER SCHOOL ADMINISTRATOR, JSTRICKLIN@HCSJAX.ORG
KIM KEEPERS, FINE ARTS ADMINISTRATOR, KKEEPERS@HCSJAX.ORG
DAVID MEDDINGS, ATHLETIC DIRECTOR, DMEDDINGS@HCSJAX.ORG

Reports of misconduct committed by administrators should be made to:

PATTY WILCOX, SCHOOL ADMINISTRATOR, PWILCOXTC@GMAIL.COM
JACKSON WILCOX, EXECUTIVE DIRECTOR, JWILCOX@HCSJAX.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 the **gym lobby**, on the bulletin board in the Lower School hallway, and on our website at HTTPS://WWW.HCSJAX.ORG/TEACHER-MISCONDUCT/

I acknowledge that I have read this document and received training on these standards.

I agree to report Misconduct by any member of Harvest personnel, or administrators which affects the health, safety, or welfare of a student and that I know how and to whom I should report.

I understand, if the Misconduct is my own that the school *will* disclose the information upon request by prospective employers.

I agree to observe students daily and report all actual or suspected cases of child abuse, abandonment or neglect.

I understand that I am immune from civil or criminal liability when reporting instances of child abuse in good faith.

_____ _____

Staff Name (please print) Staff Signature

This document is five pages long. Be sure you have read a complete copy.

HARVEST COMMUNITY EDUCATOR MISCONDUCT REPORTING FORM

DATE: _____

REPORTER INFORMATION (WITNESSES SHOULD TURN IN SEPARATE REPORTS)

NAME: _____ TITLE: _____

INFORMATION REGARDING THE EDUCATOR BEING REPORTED

NAME: _____ TITLE: _____

SUMMARY OF THE ALLEGATION
Please include all witnessed materials such as newspaper articles, video or audio recordings, text or cell phone records, photographs, grade books,

VICTIM NAME: _____

MISCONDUCT

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INCLUDE ADDITIONAL PAGES AS NEEDED

THIS FORM SHOULD BE SUBMITTED TO YOUR ADMINISTRATOR OR THE EXECUTIVE DIRECTOR AS SOON AS POSSIBLE FOLLOWING THE ALLEGED INCIDENT