



## Professional Code of Conduct

Christ the King Catholic School's teachers and staff follow a Professional Code of Conduct. If anyone, whether paid employee or parent, who witnesses misconduct by an employee or suspects misconduct by an employee, they are encouraged to report it.

### How To Report Misconduct

- Report allegations or suspicions of misconduct by any instructional personnel to the school administrator.
- Document the activities or details of the event in question.
- Secure evidence if applicable.

### Who To Report To

- Stephanie Engelhardt – School Administrator 904-724-2954
- Father James Boddie – Pastor 904-724-0080
- Diocese of St. Augustine Office of Educational Services o Deacon Scott Conway 904-262-3200
- Office of the Bishop/Diocese of St. Augustine o Bishop Felipe Estevez 904-262-3200
- Department of Children and Family Services – 1-800-96-ABUSE

### Open Admission Policy

Christ the King Catholic School has an open admission policy. No person, on grounds of race, color, gender, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

### Anti-Harassment Statement

Christ the King Catholic School is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must



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immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of St. Augustine. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.



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Pastor: **Father James R. Boddie, Jr.**      Principal: **Stephanie Engelhardt**