

**EL CAMINO ACADEMY
SPIRITUAL AND PROFESSIONAL NORMS**

This commitment is intended for all personnel at ECA to be a practical expression of basic biblical and professional ethics that we follow in everyday circumstances. Its purpose is to serve as our guideline in living with integrity and excellence as colleagues in this great missionary cause.

El Camino Academy requires each staff member to carefully read, understand, and sign this document to show agreement with these expectations.

The breaking of the following norms, especially if done intentionally and consistently, could be sufficient cause to begin a probational period, or at worse, to ask a staff member to leave El Camino Academy.

COMMITMENT TO CHARACTER IN MY PERSONAL LIFE

1. I will prioritize and nurture my relationship with Christ through daily Bible reading, prayer, and worship, as well as weekly church attendance.
2. I will follow Christ's example of honesty, unselfish love, and purity of thoughts and action in my public and private life and in my relationships with family and colleagues.
3. I will seek to grow daily in the fruit of the Spirit—love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
4. Recognizing that my body is the temple of the Holy Spirit of God, I will strive to maintain it through proper exercise, healthy eating habits, sufficient rest for physical, mental, and emotional health, and by limiting the use of tobacco and of alcohol within Biblical norms (and never in the presence of students). I will not engage in illegal activities, including the use of illegal drugs.
5. I will ensure through diligent prayer and study that my teaching, counsel, and advice will be theologically sound and meet the needs of the hearers.
6. I will handle stress in my life in healthy ways, depending on God's help to defeat destructive behaviors and seeking help from others when appropriate.
7. With integrity toward the One I serve and those I represent, I will practice stewardship of my time as a diligent laborer in the Lord's service.

COMMITMENT TO MODELING CHRIST-LIKE CHARACTER

1. I will show respect (verbal, non-verbal, physical, and moral) to all members of the community including, parents, co-workers, and students.
2. I will use appropriate vocabulary, without vulgarities, indecencies, offensive swear words, or insinuating messages. My speech will be sensitive and not offensive or overly harsh.

3. I will dress in a respectful and appropriate way. My clothing will be modest and clean and give a professional image as a model to our students. (See Teacher Manual for clarification.)
4. I will not date or have a physical friendship/relationship with a student. I will try to avoid private one-on-one encounters with students of the opposite sex and will take measures to set appropriate boundaries.
5. I will model behavior according to the ECA handbook.

COMMITMENT TO INTEGRITY IN MY RELATIONSHIPS

1. I will treat my immediate and extended family with love and respect, considering their needs and acknowledging my weaknesses.
2. I will treat my colleagues with respect, seeking their advice and friendship, and acknowledging them as fellow workers in Christ.
3. If I disagree with another colleague, I will not show disrespect to that person. I will refuse to participate in slander or gossip, being careful not to misrepresent or misstate another person's words or intentions, or practice any form of character assassination. I will not believe negative gossip or pass along negative information concerning others.
4. In the event that I perceive that a colleague has sinned against me or I am aware that I might have offended a colleague, I commit to seek reconciliation proactively.
5. I will strictly respect what is spoken to me in confidence other than disclosures required by law or ECA policy.
6. I will not speak disrespectfully of those in leadership.

COMMITMENT TO ETHICAL AND BIBLICAL INTEGRITY

1. I will hold myself to the highest standards of biblical and ethical integrity in my attitudes and decisions, not allowing myself to compromise my integrity for personal gain, be distracted, or otherwise be persuaded to deviate from these standards.
2. I will model biblical sexuality, cultivating positive relationships with members of the same and opposite sex. Therefore, I will not engage in homosexual, premarital or extra-marital relationships or expose myself to pornography. I will not say or do anything that could be perceived as sexual harassment.
3. I recognize my responsibility to help guard the sexual purity of the ECA community and to be diligent in protecting members of the ECA community from real or perceived impurity and sin. Therefore, I will communicate with school authorities and follow published guidelines for reporting sexual harassment or inappropriate sexual activity.
4. I will not try to justify wrong attitudes or decisions, or unethical actions which are contradictory to biblical standards or ECA policy.
5. I will strive to adapt to the Colombian culture in which I minister, and the American culture in which I serve, but will not in any way compromise my personal integrity or my witness as a Christian, or bring division to the body of Christ.

6. I will have a grateful heart for God's undeserved grace and blessings in my life. I will not have an attitude of entitlement or take matters into my own hands to reward myself with things I feel I deserve because of injustices I have suffered.

COMMITMENT TO RESPONSIBILITY, DEDICATION, AND EFFICIENCY

1. I pledge loyalty to the goals and objectives of ECA and commit to bring questions and problems directly to the administration when appropriate, so that they may be properly considered by those in authority.
2. I will serve when qualified and needed, as able.
3. I will respect the school calendar, attending all scheduled orientation sessions, teacher work days, staff retreats, and school instructional days, including days before and after vacation.
4. I will respect the school schedule, punctually arriving at school and teaching each class bell-to-bell. This includes being on time for daily staff spiritual development times and teacher meetings.
5. I will be at school from 7:15 – 3:00 p.m. even if I do not teach every period. Any necessary change will be communicated beforehand to the head teacher and be noted.
6. I will make off-campus appointments (e.g., medical appointments) for non-class time when within my control.
7. When illness or emergency necessitates my absence, I will notify my head teacher or principal or other designate as early as possible, and not later than 6:30 a.m. the day of my absence.
8. I will seek needed approvals before embarking on a project or purchase, rather than waiting to seek pardon after the fact.
9. I will always try to complete written reports on time or ahead of time, rather than habitually submitting them late and presuming on grace. If I miss a deadline due to extenuating circumstances, I will communicate with the proper office and request an extension. My lack of adequate planning will not constitute an emergency for others with whom I work.

COMMITMENT TO CREDIBILITY AND ACCOUNTABILITY TO ECA

1. I recognize that I have been called by God to serve His people and to help fulfill the Great Commission at El Camino Academy in Bogotá, Colombia.
2. The funds given to me are the Lord's. I will maintain proper stewardship and financial accountability, acknowledging God as my Source, living within my means, and giving according to the teachings of God's Word.
3. I will not use the authority delegated to me to bring disgrace, confusion, or division to the body of Christ and will treat those who are accountable to me with respect as colleagues in the work of Christ.
4. I will respect and obey those under whose authority I serve: my church and/or mission leaders, as well as the El Camino Academy school board and administration. If I disagree with leadership, I will not undermine them but work positively to resolve differences.

5. I recognize that whatever my culture, I am a servant, not superior to any in language, culture or custom, but a bondservant of Jesus Christ, the gospel, and those to whom He has sent me. Therefore, I will model respect for other cultures within our multi-cultural community.

COMMITMENT TO TEAMING WITH PARENTS

1. I will work closely with parents helping my students learn. This includes teaching my part in the full and balanced curriculum, regular reporting, supervision of students and the program, meeting individual needs as much as possible, and cooperating with the home.
2. I understand that administration and teachers work with the parents if there should be a need for disciplining children or dealing with any serious problems.
3. I will attend functions involving participation with the parents whenever possible.
4. I will communicate with the parents and administration if students need more support, knowing that parents must take responsibility if help is needed outside of school time, and that parents' responsibility includes interpreting school-to-home communication, supporting homework assignments, and providing tutoring during summer months or after school if required.

COMMITMENT TO EDUCATIONAL EXCELLENCE

1. I am committed to modeling academic excellence as I teach.
2. I am committed to helping students strive to grow academically as much as they are able.

COMMITMENT TO DISCIPLESHIP

1. I will exhibit the importance of corporate prayer by participating in prayer meetings whenever possible and commit to uphold ECA in personal prayer.
2. I will maintain discipleship as the underlying goal of my ministry at ECA.
3. I will contribute to the maintenance of consistent and healthy discipline, both inside my classroom and throughout the campus according to the ECA handbook.

SIGN THIS FORM AND RETURN IT TO THE ECA OFFICE

In disciplined obedience to God's Word and dependence on the Holy Spirit's help, I pledge to strive to live by the ECA Spiritual Professional Norms.

I commit myself to live intentionally by these, and in any areas in which I may struggle, I will seek the help of the Holy Spirit and my colleagues.

Teacher Name: _____
Teacher Signature: _____ Date: _____

Besides the responsibilities outlined in the teacher job description which I have read and agree to, I understand that my specific duties for the coming/current school year include those things listed below.

_____ Teaching

_____ Coach for

_____ Advisor for

_____ Supervision/study halls

_____ Substitute teaching for two periods a week in Secondary

_____ Student Services

_____ Attending chapel weekly: Elem MS HS

_____ Leading a small group

_____ Aide for: _____

_____ Committee member: _____

_____ Other:

I understand that any other responsibilities that might be needed to be fulfilled will be mutually agreed upon between the administration and myself, and I will not commit to anything or be assigned to anything without mutual consent of the administration and myself.

Teacher Signature: _____ Date: _____

Principal/Director Signature: _____ Date: _____

(Revised, May 2010)