



Creative Minds Higher Learning Academy

2. Our Professional Ethics Commitment

Creative Minds Higher Learning Academy believes that educators are more than instructors. They are role models, mentors, advocates, leaders, and trusted members of a child's support system.

All employees and representatives of the Academy are expected to:

- Act with honesty, integrity, and professionalism.
 - Place student safety and well-being at the center of decision-making.
 - Treat every child with dignity, patience, kindness, and respect.
 - Maintain appropriate professional boundaries.
 - Protect confidential student and family information.
 - Support an inclusive and respectful learning environment.
 - Communicate honestly and professionally.
 - Model appropriate behavior for students.
 - Maintain high professional standards.
 - Follow school policies, procedures, and applicable laws and regulations.
 - Accept responsibility for their professional decisions and actions.
 - Continually seek opportunities for professional growth.
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3. Respect for the Whole Child

Creative Minds Higher Learning Academy is committed to developing the whole child academically, socially, emotionally, physically, creatively, and spiritually within the mission and values of the Academy.

Educators shall recognize that students have individual:

- Learning styles
- Strengths and abilities
- Personalities and temperaments



- Academic needs
- Social-emotional needs
- Interests and talents
- Family backgrounds and experiences

Staff shall avoid labeling, humiliating, stereotyping, or publicly comparing students.

Students should be encouraged to develop confidence, independence, leadership skills, communication skills, critical thinking, creativity, and a positive attitude toward learning.

4. Professional Conduct

All employees and representatives are expected to conduct themselves in a manner that reflects positively on Creative Minds Higher Learning Academy.

Professional conduct includes:

- Arriving prepared and on time.
- Following assigned schedules and responsibilities.
- Dressing appropriately for the educational environment.
- Using professional language and communication.
- Maintaining appropriate classroom management practices.
- Being prepared to provide meaningful and intentional instruction.
- Completing required documentation accurately.
- Following health and safety procedures.
- Communicating concerns through appropriate channels.
- Maintaining professional relationships with students, families, and colleagues.

Employees shall not engage in conduct that could reasonably damage the trust placed in them as educators or representatives of the Academy.

5. Student Safety and Protection

Student safety is a fundamental responsibility of every employee.

All employees shall:



- Maintain appropriate supervision of students.
- Follow school safety procedures.
- Report suspected abuse, neglect, exploitation, or other concerns involving student safety in accordance with applicable law and school procedures.
- Immediately report significant safety concerns to school administration.
- Follow emergency procedures.
- Never knowingly place a student in an unsafe situation.
- Follow appropriate procedures regarding student release and authorized pickup.

Employees are never permitted to ignore a safety concern because they believe someone else will report it.

6. Professional Boundaries

Employees must maintain appropriate professional boundaries with students at all times.

Staff shall not:

- Engage in inappropriate physical contact with students.
- Develop inappropriate personal relationships with students.
- Communicate with students through unauthorized personal social media accounts.
- Exchange inappropriate personal messages with students.
- Meet privately with students outside authorized school activities without administrative approval and appropriate safeguards.
- Share inappropriate personal information with students.
- Use students to meet personal, financial, social, or emotional needs.
- Engage in romantic or sexual conduct involving students.

Physical affection, when appropriate, must always be age-appropriate, student-centered, and consistent with school policy and professional expectations.

7. Positive Guidance and Student Discipline



Creative Minds Higher Learning Academy believes discipline should teach, guide, redirect, and help students develop self-regulation and responsibility.

Staff shall use developmentally appropriate and respectful approaches to behavior guidance.

Prohibited practices include:

- Physical punishment.
- Humiliation or ridicule.
- Threatening or intimidating students.
- Verbal abuse.
- Name-calling.
- Public shaming.
- Deliberately withholding basic needs.
- Using fear as a classroom management strategy.
- Punishing an entire group for the actions of one student when inappropriate.
- Any disciplinary practice that compromises the dignity or safety of a student.

Staff should focus on identifying the behavior, understanding the underlying need when appropriate, teaching replacement behaviors, and providing students with opportunities to repair and learn from mistakes.

8. Equity, Inclusion, and Respect

Creative Minds Higher Learning Academy is committed to providing students with equitable access to learning opportunities and a respectful educational environment.

Employees shall not discriminate against, harass, demean, or intentionally exclude a student, family, or colleague.

Students should be supported according to their individual educational needs while maintaining the Academy's academic standards and expectations.

Staff are expected to demonstrate cultural awareness, professional respect, compassion, and appropriate sensitivity when working with students and families.



9. Students With Additional Educational Needs

Creative Minds Higher Learning Academy recognizes that students may have varying developmental, academic, behavioral, or learning needs.

Staff shall:

- Treat students with dignity and respect.
- Avoid stigmatizing or labeling students.
- Follow approved accommodations and educational supports.
- Communicate concerns through the appropriate administrative process.
- Collaborate professionally with families and appropriate educational professionals.
- Maintain confidentiality regarding student needs.

No student shall be mocked, isolated, embarrassed, or treated as less capable because of an identified or suspected educational need.

10. Confidentiality and Privacy

Employees have a responsibility to protect confidential information concerning students, families, employees, and the Academy.

Confidential information may include:

- Student records.
- Academic information.
- Behavioral information.
- Family information.
- Medical or health-related information.
- Individual educational needs.
- Enrollment information.
- Personnel information.
- Private communications.

Confidential information shall only be shared with individuals who have a legitimate educational, administrative, or legal need to receive the information.



Employees shall not discuss confidential student or family information:

- In public areas.
 - On personal social media.
 - Through unauthorized messaging platforms.
 - With friends or family members.
 - With other parents.
 - With individuals who do not have a legitimate need to know.
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11. Social Media and Digital Professionalism

Employees represent Creative Minds Higher Learning Academy both inside and outside of the classroom when identifying themselves as employees of the Academy.

Employees shall use professional judgment when posting, sharing, commenting, or communicating online.

Employees shall not:

- Post confidential student information.
- Share private student records.
- Publish inappropriate photographs or videos of students.
- Identify students in unauthorized social media content.
- Make inappropriate comments about students, families, or coworkers.
- Use social media to address confidential school matters.
- Engage in online conduct that creates an inappropriate relationship with students.

Official school communications and student media shall follow Academy authorization and media-release procedures.

12. Technology and Electronic Communication



Technology should be used to enhance instruction, communication, creativity, collaboration, and student learning.

Employees shall:

- Use school-approved technology and communication systems when required.
- Protect passwords and login information.
- Maintain appropriate digital boundaries with students.
- Protect student data.
- Use technology for legitimate educational or professional purposes.
- Follow school procedures regarding online learning and virtual instruction.

Employees shall not use school technology to access, distribute, or display inappropriate or unauthorized material.

13. Professional Relationships With Families

Families are valued partners in the education of students.

Employees shall communicate with families in a manner that is:

- Respectful.
- Professional.
- Timely.
- Honest.
- Solution-focused.
- Free from unnecessary judgment.

Staff should listen to family concerns and seek appropriate solutions.

Employees should not argue with parents or guardians, make promises outside their authority, or discuss confidential information about other students.

Concerns that cannot be resolved at the classroom level should be referred to school administration.



14. Conflicts of Interest

Employees must avoid situations in which personal interests interfere, or appear to interfere, with professional responsibilities.

Employees shall disclose potential conflicts of interest to administration when appropriate.

Employees should not use their position at Creative Minds Higher Learning Academy to:

- Obtain personal financial gain.
 - Solicit inappropriate personal business from families.
 - Pressure families into personal purchases or services.
 - Give preferential treatment to individuals for personal benefit.
 - Misuse school property, resources, or confidential information.
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15. Gifts and Favors

Employees should maintain professional boundaries regarding gifts, money, favors, and personal benefits from students and families.

Employees may not request personal gifts, money, services, or favors from students or families.

Any gift that could reasonably create an expectation of preferential treatment should be declined or reported to administration.

16. Professional Competence and Continuous Growth

Creative Minds Higher Learning Academy expects educators to remain committed to professional growth.

Employees are expected to:

- Participate in required professional development.



- Remain current with effective educational practices.
- Reflect on their teaching practices.
- Seek feedback.
- Use student information appropriately to improve instruction.
- Prepare meaningful learning experiences.
- Demonstrate knowledge of school curriculum and expectations.
- Take responsibility for improving areas of professional weakness.

A growth mindset is expected from both students and educators.

17. Academic Integrity

Academic integrity is essential to the mission of Creative Minds Higher Learning Academy.

Employees shall:

- Maintain accurate student records.
- Provide honest academic feedback.
- Avoid falsifying documentation.
- Avoid altering student work or records inappropriately.
- Properly acknowledge sources and educational materials.
- Model honesty and ethical decision-making.
- Encourage students to complete work honestly.

Students shall be taught that integrity is more important than simply receiving a particular grade or outcome.

18. Professional Communication

Employees are expected to communicate respectfully with colleagues, students, families, and administration.

Professional communication should:

- Focus on facts and solutions.
- Avoid gossip.



- Avoid personal attacks.
- Maintain confidentiality.
- Address concerns through appropriate channels.
- Reflect the values and mission of the Academy.

Disagreements should be handled privately and professionally rather than in front of students, families, or other employees.

19. Workplace Respect

Creative Minds Higher Learning Academy is committed to maintaining a professional workplace where employees are treated with dignity and respect.

Bullying, harassment, intimidation, threats, retaliation, or intentionally hostile behavior are not consistent with the Academy's professional standards.

Employees are encouraged to report concerns through the appropriate administrative process.

Retaliation against an individual who raises a good-faith concern or participates in an investigation is prohibited.

20. Reporting Ethical Concerns

Employees who observe conduct that may violate this policy should report the concern to school administration as soon as reasonably possible.

Depending on the nature of the concern, employees may be required to report directly to an appropriate governmental, regulatory, law-enforcement, or child-protection authority as required by applicable law.

Employees should never attempt to independently investigate allegations involving student safety, abuse, neglect, or other serious misconduct beyond their professional role.

The Academy will take appropriate steps to review reported concerns and determine an appropriate response.

21. Investigation and Response

When an ethical concern is reported, Creative Minds Higher Learning Academy may:

1. Document the concern.
2. Review relevant information.
3. Interview appropriate individuals.
4. Review applicable policies and procedures.
5. Determine whether additional reporting is required.
6. Take appropriate corrective or disciplinary action.
7. Implement additional training or supervision when appropriate.
8. Follow up as necessary to protect students and maintain professional standards.

Employees are expected to cooperate honestly with authorized investigations.

22. Violations of Professional Ethics

Violations of this policy may result in corrective action, additional supervision, retraining, written disciplinary action, suspension, termination of employment, or other appropriate action consistent with school policy and applicable law.

Serious violations involving student safety, abuse, harassment, fraud, criminal conduct, confidentiality, or professional boundaries may result in immediate administrative action.

Nothing in this policy limits the Academy's responsibility to comply with applicable federal, state, or local laws and regulations.

23. Leadership Responsibility

School leadership is responsible for modeling the professional standards established in this policy.

Administrators shall:

- Lead with integrity.
- Treat employees and families respectfully.
- Maintain appropriate confidentiality.
- Address concerns promptly.
- Provide appropriate guidance and support.
- Promote professional development.
- Apply policies consistently.
- Maintain appropriate documentation.
- Encourage ethical decision-making.

Leadership understands that ethical culture begins with the example set by those in positions of authority.

24. Professional Ethics Decision-Making Guide

When faced with a difficult professional situation, employees should ask:

1. Is this safe?

Could this decision negatively affect a student's safety or well-being?

2. Is this respectful?

Does this action protect the dignity of the student, family, or colleague?

3. Is this professional?

Would I be comfortable explaining this decision to my administrator or family?

4. Is this confidential?

Am I sharing information with someone who has a legitimate need to know?

5. Is this consistent with policy?

Does this decision follow Academy procedures and applicable requirements?

6. Is this in the student's best interest?

Am I making this decision because it supports the student's learning and development?



7. Would I want this documented?

If the decision were reviewed later, could I clearly explain and defend my actions?

When in doubt, employees should seek guidance from school administration before proceeding.

25. Our Ethical Commitment to Students

At Creative Minds Higher Learning Academy, we believe that every child deserves to learn in an environment where they feel:

Safe. Seen. Valued. Respected. Supported. Challenged. Encouraged. Empowered.

Our educators have the privilege and responsibility of helping students discover their strengths, develop confidence, build character, become responsible leaders, and pursue academic excellence.

We believe education is not simply about what students know. It is also about **who they are becoming**.

Therefore, every interaction matters.

Every conversation matters.

Every classroom experience matters.

Every relationship matters.

Our professional ethics are a reflection of our commitment to developing the **whole child** and creating a school community built on excellence, integrity, compassion, responsibility, leadership, and purpose.

26. Policy Acknowledgment

All employees, contractors, and other individuals required by the Academy to acknowledge this policy are expected to review, understand, and follow the Creative Minds Higher Learning Academy Professional Ethics in Education Policy.



Failure to follow the standards established in this document may result in corrective or disciplinary action.

School: Creative Minds Higher Learning Academy

Policy: Professional Ethics in Education

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