

BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES

NO. 0026

Title: **Professional Code of Conduct for Employees**

Effective Date: June 14, 2012

Submitted By: Governance Committee

Supersedes Date: June 10, 2009

Approved By: Board of Trustees

Rev. No: 3

1 Purpose

- 1.1 The purpose of this policy is to establish guidelines for maintaining a work environment that is professional and collaborative. All employees are required to exercise respect and professional conduct in all aspects of employment and interaction with the BFCCPS community.

2 Scope

- 2.1 All BFCCPS employees.

3 Responsibility

- 3.1 The Board of Trustees is responsible for interpreting and implementing this policy.
- 3.2 The Head of School (HOS) is responsible for implementing and adhering to the provisions of this policy.

4 Definitions

- 4.1 BFCCPS – Benjamin Franklin Classical Charter Public School
- 4.2 HOS – Head of School

5 Procedure

- 5.1 Obligations to Colleagues

5.1.1 All Employees:

- 5.1.1.1 shall participate in and contribute reasonably to the ongoing development of the faculty, academic programs, the four pillars and BFCCPS in general;

- 5.1.1.2 shall support the efforts of their colleagues on behalf of BFCCPS, students and its community;
- 5.1.1.3 shall offer, accept, and respond positively to constructive criticism;
- 5.1.1.4 when conflict arises, work directly and responsively with colleagues towards its resolution;
- 5.1.1.5 shall work collaboratively;
- 5.1.1.6 shall treat colleagues with respect and dignity and maintain honesty in all professional dealings and shall not make malicious or intentionally false statements about a colleague or any member of the BFCCPS community;
- 5.1.1.7 shall not engage in unlawful harassment or discriminatory conduct in violation of applicable state and federal civil rights laws and in violation of the Employees Procedures Manual. Employees shall follow the school's harassment policy and reporting procedures outlined in the Employees Procedures Manual;
- 5.1.1.8 must report any actions of harassment to the HOS. Employees are encouraged to initially address concerns directly with colleagues and may seek assistance from an administrator.
- 5.1.1.9 shall not seek reprisal against any individual who has reported any allegation or filed any grievance or engaged in any protected, concerted activity;
- 5.1.1.10 shall adhere to policy 0030 – Media Contact as set forth in the Employee Procedures Manual.
- 5.1.1.11 shall adhere to the provisions of the Employee Procedures Manual.

5.2 Obligations to Students and Parents

5.2.1 All Employees:

- 5.2.1.2 must report any suspected violations of this Code of Conduct that involves students to the Head of School or his/her designee;
- 5.2.1.2 shall protect and promote individual learning styles;
- 5.2.1.3 shall allow students to express diverse points of view;
- 5.2.1.3 shall not intentionally expose a student to unnecessary

embarrassment or disparagement and shall endeavor to provide each student with an atmosphere of comfort and concern within the school environment;

5.2.1.4 shall adhere to the reporting requirements under M.G.L. c. 119, sec. 51A and identify these issues to the school's mandated reporter;

5.2.1.5 shall abide by federal and state laws and regulations regarding confidentiality of student record information, disclosing information only when permitted in the course of professional service or when required by law; in addition employees are encouraged to exercise discretion when discussing such information in a public space;

5.2.1.6 shall abide by federal and state special education laws and regulations by providing to students the services mandated by the student's education plan;

5.2.1.7 shall abide by state and federal civil rights laws, and shall not harass or otherwise discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, handicapping condition, or sexual orientation, and shall report allegations of discrimination against a student as set forth in the faculty handbook;

5.2.1.8 shall not exploit a student for personal gain or advantage;

5.2.1.9 shall at all times maintain an environment in the classroom, halls, courtyard, playgrounds, parking lot and all school-sponsored events that is respectful, and in accordance with the mission of the school;

5.2.1.10 shall communicate with a parent/guardian about issues or concerns regarding inconsistencies in his or her child's performance or behavior at BFCCPS.

6 Applicable Forms

7 Related Policy & Procedures or Documents

7.1 Employee Procedures Manual