

BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES

NO. 0026

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

Effective Date: June 10, 2009

Submitted By: Governance Committee

Supersedes Date: June 8, 2006

Approved By: Board of Trustees

Rev. No: 2

1 Scope

- 1.1 BFCCPS was built upon the principles of developing and enhancing character education. Character education is the guiding precept that runs through the curriculum, and governs our interactions with students, parents, teachers, and the community (defined as students, employees, parents, volunteers, partners, guests). The virtues that form the foundation of our school community are prudence, fortitude, temperance and justice. To effectively teach character education and virtues to our students, it is imperative that we model these virtues in all of our scholastic and administrative activities.
- 1.2 BFCCPS also strives to maintain a work environment that is professional and conducive to open and direct communication. All employees (defined as all individuals receiving compensation at BFCCPS) shall exercise respect and professional conduct in all aspects of employment and interaction with the BFCCPS community. BFCCPS recognizes that there may be situations when disagreements or grievances develop. Therefore, BFCCPS has developed a Code of Ethics, a Code of Conduct, a Progressive Discipline Procedure, and a Grievance Solving Procedure which are all included in the Employee Handbook. These policies establish the basic standards for our daily interactions as well as all communications with the community.

2 Code of Ethics

- 2.1 The primary professional concern of employees will always be for the students and for the development of the students' potential. Employees will strive for professional growth and seek to exercise professional judgment and integrity.
- 2.2 Employees will maintain the respect and confidentiality of their colleagues, of students, of parents, and of members of the community unless disclosure is required by law or by school policies and/or directives and employees shall strive to model the mission of the school.
- 2.3 Employees should not engage in activities that create a conflict of interest in violation of M.G.L. c. 268A. This includes but is not limited to accepting outside employment which is inherently incompatible with the responsibilities associated with their school employment, or using the position to secure unwarranted privileges or exemptions which are of substantial value. Employees are encouraged to become familiar with the conflict of interest law so as to avoid actual conflicts or the appearance of conflicts. If employees believe they potentially have a professional conflict, they must disclose the

potential conflict and obtain written permission of the Head of School or his/her designee before taking action.

- 2.4 Employees should also take care to avoid activities that do not create a conflict, but may nevertheless adversely affect their ability to perform their job duties as outlined in the letter of employment or job description. If there is disagreement between the employee and school administration regarding such activities the employee should use the grievance procedure set forth in the Employee Handbook to resolve the disagreement.

3 Code of Conduct

- 3.1 BFCCPS strives to hire and retain employees who are committed to the mission of the school and who demonstrate this commitment in all areas of their employment including their interactions with students, parents and colleagues. To that end, the following principles and rules shall constitute the code of professional conduct for employees. It is the obligation of all employees to adhere to this code. Violation of any of these principles may subject the individual to progressive discipline or immediate suspension pending possible termination pursuant to the Employee Handbook, as well as other penalties as provided by law.

3.2 Obligations to Students and Parents

- 3.2.1 All employees must report any suspected violations of this code of conduct that involves students to the Head of School or his/her designee.

3.2.2 All Employees:

- 3.2.2.1 shall protect and promote individual learning styles;
- 3.2.2.2 shall allow students to express diverse points of view;
- 3.2.2.3 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;
- 3.2.2.4 shall adhere to the reporting requirements under M.G.L. c. 119, sec. 51A and identify these issues to the school's mandated reporter
- 3.2.2.5 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;
- 3.2.2.6 shall abide by federal and state special education laws and regulations by providing to students the services mandated by the student's education plan;

- 3.2.2.7 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;
- 3.2.2.8 shall not exploit a student for personal gain or advantage;
- 3.2.2.9 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;
- 3.2.2.10 shall communicate with a parent/guardian about issues or concerns regarding inconsistencies in his or her child's performance or behavior at BFCCPS.

3.3 Obligations to Colleagues and the Education Profession

- 3.3.1 Employees are encouraged to report any acts of harassment to the Head of School or his/her designee.. Employees are also encouraged to initially address concerns directly with colleagues and may seek assistance from an appropriate administrator. In exercising personal responsibility and independence, all employees should observe the following principles of collegiality.
- 3.3.2 All Employees:
 - 3.3.2.1 shall participate in and contribute reasonably to the ongoing development of the faculty, academic programs, the four pillars and BFCCPS in general;
 - 3.3.2.2 shall reasonably support the efforts of their colleagues on behalf of BFCCPS, students and its community;
 - 3.3.2.3 shall offer, accept, and respond positively to constructive criticism, and, when conflict arises, work directly and responsively with colleagues towards its resolution according to the grievance solving procedures set forth in the employment handbook;
 - 3.3.2.4 shall work collaboratively;
 - 3.3.2.5 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;
 - 3.3.2.6 shall attend faculty meetings and training sessions and shall participate consistently and professionally unless prior approval is obtained from the Head of School or his/her designee. Part-time employees are required to attend faculty meetings and trainings sessions under the provisions outlined in their employment

agreement, unless prior approval is obtained from the Head of School or his/her designee;

- 3.3.2.7 shall not engage in unlawful harassment or discriminatory conduct in violation of applicable state and federal civil rights laws and in violation of the faculty handbook. Employees are expected to be familiar with the school's harassment policy and reporting procedures outlined in the faculty handbook;
- 3.3.2.8 shall not seek reprisal against any individual who has reported any allegation or filed any grievance or engaged in any protected, concerted activity;
- 3.3.2.9 shall adhere to the Media Notification Policy set forth in the Employee Handbook.