



## NEWMAN LEADERSHIP ACADEMY

### PROFESSIONAL CONDUCT AND DISCIPLINE POLICY

#### PROFESSIONAL CONDUCT

##### *Code of Professionalism*

The Board of Directors expects Newman Leadership Academy faculty and staff members to be a group of professionals actively committed to a collective mission and vision. The staff is enthusiastically involved in the planning, implementation, and evaluation of the instructional program and school operation. They are accountable for students' academic and social growth.

NLA does not discriminate on the basis of affiliations, political or religious acts or opinions, race, national origin, ancestry, gender, actual or perceived sexual orientation, marital status, physical disability, mental disability, medical condition or age. The Board of Directors expects that all NLA employees will act in accordance.

The following Code of Ethics, adapted from the California Educational Code, Title 5, Section 80130, applies to all faculty and staff members:

All Employees of NLA will respect the worth and dignity of all human beings. Employees will recognize the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic citizenship. Employees will recognize, essential to these goals, are the protection of freedom to learn and to teach, and the guarantee of equal educational opportunity for all. Employees accept the responsibility to practice "education" according to the highest ethical standards.

#### Commitment to the Students

Employees will work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfilling this commitment, all members will:

- a. Encourage students to independent action in the pursuit of learning and provide access to varying points of view.
- b. Prepare the subject matter carefully, present it to the students without distortion and, within the limits of time and curriculum, give all points of view a fair hearing.
- c. Protect the health and safety of students.
- d. Honor the integrity of students and influence them through constructive criticism rather than by ridicule, harassment, intimidation, or placing students and their parents in the middle of adult issues and/or needs.
- e. Provide for participation in educational programs without regard to race, color, creed, gender, sexual orientation, or national origin, both in what is taught and how it is taught.

- f. Neither solicit nor involve students or their parents in schemes for commercial gain, thereby insuring that professional relationships with students shall not be used for private advantage.
- g. Keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

#### Commitment to the Public

Employees will respect their particular responsibility for the development of policy relating to the extension of educational opportunities for all, and for interpretation of educational programs and policies to the public. In fulfilling these goals, Employees:

- a. Have an obligation to support education and the NLA and not to misrepresent them in public discussion. When being critical in public, all members have an obligation not to distort the facts. When speaking or writing about policies, all members must take adequate precautions to distinguish members' private views from the official position of the NLA.
- b. Do not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
- c. Ensure that institutional privileges shall not be used for private gain. Do not exploit pupils, their parents, colleagues, nor the school system itself for private advantage. Do not accept gifts or favors that might impair professional judgment nor offer any favor, service, or thing of value to obtain special advantage.

#### Commitment to the Profession

Employees will respect that the quality of their services directly influences the nation and its citizens. Employees therefore exert every effort to raise standards, to improve service, to promote a climate in which the exercise of sound personal and professional judgment is encouraged, and to achieve conditions that attract persons worthy of trust to careers in education. In fulfilling these goals, all members:

- a. Accord just and equitable treatment to all members in the exercise of their rights and responsibilities.
- b. Do not use coercive means or promise special treatment in order to influence professional decisions of colleagues.
- c. Do not use profanity, sarcasm, threats, or direct hostility towards other members.
- d. Do not misrepresent one's own professional qualifications.
- e. Do not misrepresent the professional qualifications of their colleagues; discuss these qualifications fairly and accurately when discussion serves professional purposes
- f. Use honest and effective methods of administering educational responsibilities; conduct professional business through proper channels; use time granted for its intended purposes.
- g. Do not misrepresent conditions of employment; live up to the letter and spirit of contracts.

Administrators have the responsibility to enforce the Code after checking the validity of any allegation and providing opportunities for representation.

#### *Leaving Work Areas or Premises*

Employees are expected to notify their Supervisor(s), Executive Director/Principal, or Designee, if the need arises to leave the work area or school premises prior to the end of the workday. Leaving without

the prior approval of supervisors will result in disciplinary action, which may include termination.

#### *Confidential Information Regarding Parents, Students, or Employees*

Any information regarding students, parents or employees must be considered confidential. Employees are prohibited from disseminating confidential information to anyone without specific authorization as outlined below:

1. Refer inquiries about students, parents or employees to Administration.
2. Refer inquiries from government or private agencies to the Executive Director/Principal
3. Do not provide parents' contact information to other parents without express written permission from the parent, along with approval from the Executive Director/Principal.
4. When sending an email to a group of parents, blind copy all parents to prevent inadvertent distribution of parent contact information.

Employees are expected to maintain the integrity of confidential information and in doing so should remember:

1. Do not discuss a student outside of professional business regarding the student and then only with authorized personnel.
2. Discuss issues directly with the people involved, refrain from spreading gossip
3. Employees are directed not to discuss pay related topics with other employees.

Dissemination of Confidential information, either inadvertently or intentionally may result in verbal or written discipline or termination.

#### *Dress Standards*

As an educational institution, it is essential that employees of NLA project a professional image to students, parents, and the surrounding community. All faculty and staff are expected to maintain a neat, clean and professional appearance, which in no way detracts from the learning process. The following represent the minimum requirements staff is expected achieve on a daily basis:

1. Undergarments are not visible (through your clothing or hanging out of clothing)
2. Skirts and/or shorts should be a modest length (at a minimum, should reach the tip of your thumb when arms are extended to your side)
3. Midriffs are to be covered at all times
4. Shoes must be appropriate to safely perform your regular work
5. Images, texts, and symbols on clothing or in tattoos should represent a professional, cooperative and law abiding nature.

If an employee arrives at work improperly dressed or groomed, the employee may be asked to go home to change and the time lost will be deducted from your paycheck. During school sponsored off campus ventures, all school personnel are expected to wear official apparel of NLA.

Violations of these dress standards will result in a verbal or written disciplinary warnings and are grounds for termination.

#### *Absenteeism and Tardiness*

Employees who do not report for work on time, or who miss all or part of a day's work, place an extra burden on their fellow employees as well as NLA. In order to avoid that unfair burden on others, NLA will follow these guidelines regarding absences and tardiness:

1. If an employee is repeatedly tardy, and/or repeatedly absent for reasons other than military, jury, or approved medical leave of absence, they will receive a written discipline and possibly termination. This applies regardless of whether some or most of the absences are excused.
2. Failure to show immediate and significant improvement after receiving a written warning will be grounds for termination.
3. In addition, a "no-show, no call" for two consecutive work days, or any falsification or other serious violation of the Employees' attendance obligation to their fellow employees and NLA, will also result in termination. Certificated personnel **MUST** be on campus thirty minutes prior to instruction daily.

#### *Call-In Procedures*

If an employee finds it necessary to be absent from work, the employee must report the absence no less than one hour prior to beginning the work day. Absences must be reported to a Supervisor.

Failure to abide by call in procedures will result in written discipline and is grounds for termination.

#### *Prohibited Conduct*

Racial or ethnic remarks, slurs, or jokes will not be tolerated. In addition, sexual harassment is prohibited. Sexual harassment is considered to exist whenever there are unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, or physical conduct of a sexual nature when:

1. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee
3. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, hostile, or offensive to the employee. For example, sexually oriented jokes, remarks, gestures, or pictures may be offensive to other employees, and thus are prohibited. In addition, employees with supervisory responsibility may not have a dating or sexual relationship with any employee with whom they assign work, evaluate, or influence employment or compensation decisions without both parties advising the Executive Director/Principal or a Board Member of such a relationship, so that appropriate assurances and arrangements may be made to assure mutual consent and no adverse impact in the workplace.

#### Prevention

If an employee believes that they have been or may be subjected to any violation of this policy, they are urged to contact the Executive Director/Principal or a Board Member immediately so investigative, corrective, and preventative actions can be taken promptly. Any employee, supervisor, or manager who becomes aware of any violation of this policy by any employee, supervisor, manager, vendor, or customer should immediately advise the Executive Director/Principal or a Board Member to assure that such conduct does not continue. Any manager, supervisor, or employee who engages in any violation of this policy is subject to

termination. No employee will be retaliated against for bringing such conduct to NLA's attention.

#### *Harassment*

NLA does not tolerate the harassment of any employee for any reason by any other employee, supervisor or person with whom NLA does business. In addition, harassment for any discriminatory reason, such as race, sex, national origin, disability, or religion, is a violation of various state and federal laws, which subject the individual harasser to liability for any such unlawful conduct. An employee found to be participating in the harassment of any individual or entity connected to NLA is subject to termination of employment.

Violations of this policy will result in a verbal or written disciplinary warnings or termination.

#### *Fraternizing with Students*

In order to protect not only NLA's reputation and well-being, but also every employee's reputation and well-being, all employees - both faculty and staff - must follow these simple rules in regard to contact with our students:

1. Avoid being alone in a closed windowless room with a student. Otherwise, prop open the door of the windowless room
2. Never place hands on a student's private areas
3. Never rub a student. Always err on the side of caution. Each individual must be concerned about physical contact or verbal innuendoes, which could be misunderstood.

Violations of this policy will result in a verbal or written disciplinary warning or termination.