

Professional Conduct

Purpose

This policy governs professional conduct by Tapestry Public Charter School (TPCS) employees.

Policy

SECTION 1. Decorum

- a. TPCS expects all employees to maintain the highest standards of conduct and act in a mature and responsible manner at all times. Each staff member is expected at all times to perform the responsibilities of her/his position to the best of her/his ability. Employees shall not engage in activities that violate federal, state, or local laws or that diminish TPCS in any way.
- b. Decorum by all staff should mirror teaching by example. Proper language, gestures, emotional control, and mannerisms should be fit those of a role model for students and parents.

SECTION 2. Ethics and Conduct

All staff members are reminded that the welfare of the child is the very first concern of our school. It is the responsibility of all staff members to support programs and activities when in public. Staff members may not criticize colleagues, families, or school programs to parents and community members. Any criticism of colleagues, families, or school programs should be discussed in instructional teams and all criticisms should be constructive and made in a professional manner. Any criticisms should be directed to the Principal / Assistant Principal.

SECTION 3. Communicable Diseases

- a. If your medical condition poses a substantial health or safety risk to the school students and staff, you must leave the premises until your attendance on duty no longer poses a threat.
- b. TPCS relies upon public health and medical experts' written documentation to determine whether to require your removal and when to permit your return to work.

SECTION 4. Confidentiality of Parents and Student

. All conversations regarding students and families should be done in a professional manner. Staff members should focus these conversations on school matters and not gossip or otherwise engage in speculation about the home environment . The faculty lounge and public places are inappropriate locations for any discussions regarding students or families. Breaches of confidentiality will be subject to disciplinary action.

SECTION 5: Conversations About Colleagues

TPCS is a professional educational institution in which all members are treated with respect and dignity. To that end, Tapestry employees are to refrain from gossiping, demeaning, or talking poorly about any employee to another colleague. Staff is encouraged to speak directly to other employees regarding issues that arise rather than spreading hurtful information.

SECTION 6. Dress and Appearance Standards

TPCS recognizes that professional attire helps set the tone of an educational system. Faculty and staff are expected to dress professionally as befits their teaching activity and should be in keeping with expectations held for students. Dressing in an appropriate manner for student learning and as a model for all students does not include the wearing of sweatpants, yoga pants or tight fitting or revealing clothing. T-shirts, sweatshirts or other clothing with statements on them (unless a TPCS shirt) are not allowed. No undergarments should be able to be seen through or outside of clothing.

SECTION 7: Use of Social Media

TPCS staff members are to use Tapestry social media to share information regarding activities and events at Tapestry. Staff members may not post pictures of students or Tapestry events on their own personal social media accounts. Public discussion about events and issues at Tapestry are not appropriate postings for social media. Staff members are to bring all issues to the administration.