

# **Employee Code of Professional Conduct**

## **Purpose**

This Employee Code of Professional Conduct establishes expectations for staff behavior at Shaarei Chinuch Day School. It ensures a safe, respectful, and professional environment for students, colleagues, and the school community. Employees are expected to uphold the highest ethical and professional standards in accordance with the school's values, Faith's Law, and applicable laws and regulations.

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## **1. Professional Behavior & Ethical Standards**

- Employees must uphold Jewish and Torah values, ensuring that their interactions with students, colleagues, and families reflect kindness, respect, and professionalism.
- All staff members must maintain appropriate professional boundaries with students, avoiding any behavior that could be construed as favoritism, undue familiarity, or misconduct.
- Discrimination, harassment, or retaliation based on any protected classification, including race, color, sex, age, religion, disability, or national origin, is strictly prohibited.

## **2. Safe and Respectful Interactions with Students**

- Employees must always communicate with students in a respectful, calm, and positive manner.
- Physical contact with students should be appropriate, necessary, and limited to maintaining student safety and well-being.
- Employees must ensure students are supervised at all times and never leave them unattended.

## **3. Confidentiality & Privacy**

- Staff members must respect the privacy of students, families, and colleagues and refrain from sharing personal or sensitive information without appropriate authorization.
- Discussions regarding students should only take place in appropriate professional settings and with authorized individuals.

## **4. Communication & Parent Engagement**

- All communication with parents should be professional, timely, and positive.
- Employees must adhere to the school's guidelines for responding to emails and discussing student concerns, ensuring transparency and professionalism.
- Any discussions regarding a student's academic or behavioral progress should be initiated by lead teachers or administrators.

## **5. Professionalism & Workplace Conduct**

- Staff must adhere to the school's dress code, ensuring modest and professional attire at all times.
- Employees are expected to arrive on time and be fully present during working hours.
- Personal cell phone use during instructional time is strictly prohibited except in emergencies.
- Employees must sign in and out daily and maintain accurate records of attendance.

## **6. Mandated Reporting & Student Safety**

- All staff are mandated reporters and must immediately report any suspicion of child abuse or neglect to the appropriate authorities.
- Employees must follow the school's procedures for handling incidents, including documenting and reporting any student injuries or safety concerns.
- Staff must participate in required training on child protection, CPR, and first aid as scheduled by the school.

## **7. Conflict Resolution & Grievances**

- Employees should first address workplace concerns respectfully with the involved parties or their immediate supervisor.
- If unresolved, formal complaints should be submitted to school leadership in writing for further review and resolution.
- A culture of respect and collaboration is expected, and staff should avoid gossiping or engaging in workplace negativity.

## **8. Use of School Property & Technology**

- School resources, including electronic devices, materials, and facilities, must be used responsibly and solely for school-related purposes.
- Employees must protect student data and comply with all school policies regarding information security.

## **9. Compliance & Accountability**

- Employees are expected to comply with all school policies, state and federal regulations, and Faith's Law requirements.
- Non-compliance with this Code of Conduct may result in disciplinary action, including termination of employment.
- All staff members must review and sign this Code of Conduct annually to acknowledge their commitment to its principles.

## **Acknowledgment**