

Code of Conduct

Each employee has an obligation to observe and follow the School's policies and to maintain proper standards of conduct at all times. The conduct of our employees reflects on the School, so employees are encouraged to observe the highest standards of professionalism and integrity. The School expects all its employees to conduct themselves ethically and appropriately.

Note that the following list of Unacceptable Activities is by no means an exhaustive list of all types of conduct that can result in disciplinary action, up to and including suspension without pay and/or termination, and that nothing in this section of the Manual or on this list alters the at-will nature of your employment.

1. Violation of any school rule or policy.
2. Violation of security or safety rules or failure to observe safety rules or the School safety practices; failure to wear required safety equipment; tampering with the School's equipment or safety equipment; unauthorized possession of dangerous or illegal firearms, weapons, or explosives on School property or while on duty.
3. Negligence or any careless action which endangers the life or safety of another person, including careless or negligent operation of a School vehicle.
4. Possession, use, or sale of alcohol or controlled substances (except medications prescribed by a physician that do not impair work performance) during working time or while on School property; being intoxicated or under the influence of alcohol or a controlled substance in any quantity while on School premises.
5. Engaging in acts of violence or making threats of violence toward anyone on School premises or when representing the School; fighting, or provoking a fight on School property, or negligent damage of property.
6. Insubordination or refusing to obey instructions properly issued by your supervisor or the Principal pertaining to your work; refusal to help out on a special assignment.
7. Threatening, intimidating, or coercing fellow employees on or off the premises at any time, for any purpose.
8. Engaging in an act of sabotage; negligently causing the destruction or damage of School property, or the property of fellow employees, suppliers, or visitors in any manner.
9. Theft or unauthorized possession of School property or the property of fellow employees; unauthorized possession or removal of any School property, including documents, from the premises without prior permission from School's management; unauthorized use of school equipment or property for personal reasons; using School equipment for profit.
10. Dishonesty; falsification or misrepresentation on your application for employment, other work records, or status of teacher certification; lying about the need for sick or personal leave; falsifying the reason for a leave of absence or other data requested by the School; alteration of School records or other School documents.

11. Violating the equal employment opportunity, anti-discrimination, or unlawful harassment policies.
12. Violating the confidentiality policy or agreement; giving confidential or proprietary School information to other organizations or to unauthorized School employees; working for an entity that creates a conflict of interest.
13. Immoral conduct or indecency on School property.
14. Unsatisfactory or careless work; failure to meet performance standards as explained to you by the Principal or your supervisor.
15. Unexcused excessive lateness or absences; leaving work before the end of a workday or not being ready to work at the start of a workday without the approval of the Principal or your supervisor; stopping work before the time specified for such purposes.
16. Sleeping or loitering during working hours or excessive use of School telephones for personal calls.
17. Creating or contributing to unsanitary conditions.
18. Obscene or abusive language toward any affiliate of the School; indifference or rudeness towards parents, students or fellow employees; any disorderly/antagonistic conduct on the School premises.
19. Failure to report immediate injury or harm to a student, or damage to or an accident involving School equipment.
20. Alteration or falsification of any timesheets, attendance documents, or other records; failure to accurately record time worked.
21. Violation of the Dignity Act.
22. Having inappropriate contact with students.

13.2 Dignity Act

All pupils have the right to attend schools that are safe, secure, and peaceful environments. The School recognizes that discrimination, such as harassment, hazing, and bullying, are detrimental to student learning and achievement. These behaviors interfere with the mission of the School to educate its students and disrupt the operation of the school. Such behavior affects not only the students who are its targets but also those individuals who participate and witness such acts.

Bullying in schools has historically included actions shown to be motivated by a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional, or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

The Board prohibits all forms of discrimination, such as harassment, hazing, and bullying on school grounds, school buses, and at all school-sponsored activities, programs, and events. Discrimination, harassment, hazing or bullying that takes place at locations outside of school grounds which can be reasonably expected to materially and substantially interfere with the

requirements of appropriate discipline in the operation of the school or impinge on the rights of other students are prohibited and may be subject to disciplinary consequences.

Definitions

1. Bullying

Bullying is understood to be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. In order to facilitate the implementation of this policy, provide meaningful guidance and prevent behaviors from rising to a violation of the law, this policy will use the term bullying (which is usually subsumed under the term "harassment") to describe a range of misbehaviors such as harassment, hazing, intimidation or discrimination. The accompanying regulation provides more guidance regarding the definition and characteristics of bullying.

2. Discrimination

Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs (as enumerated in the *Definitions* section, under Harassment, below).

3. Hazing

Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

4. Harassment

Harassment has been defined in various ways in federal and state law and regulation. The Board recognizes that these definitions are important standards, but the Board's goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The Dignity for All Students Act (§§10-18 of Education Law) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety. The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived:

- race,
- color,
- weight,
- national origin,

- ethnic group,
- religion,
- religious practice,
- disability,
- sex,
- sexual orientation, or
- gender (including gender identity and expression)

In some instances, bullying or harassment may constitute a violation of an individual's civil rights.

Prevention

The school setting provides an opportunity to teach children, and emphasize among staff, that cooperation with and respect for others, which are key values of the School. A program geared to prevention is designed to not only decrease incidents of bullying but to help students build more supportive relationships with one another by integrating the bullying prevention program into classroom instruction. Staff members and students will be sensitized, through professional development and instruction, to the warning signs of bullying, as well as to their responsibility to become actively involved in the prevention of bullying before overt acts occur.

In order to implement this program the Principal will designate a Dignity Act Coordinator (DAC) on an annual basis. The role of the DAC is to coordinate dissemination of information on anti-bullying, implement strategies to prevent bullying, and enforce this policy. In addition, committees consisting of staff, administration, students, and parents will be created to assist the administration in developing and implementing specific prevention initiatives, including early identification of bullying and other strategies. Lastly, the program will include reporting, investigating, remedying, and tracking allegations of bullying.

Intervention

Intervention by adults and bystanders is an important step in preventing escalation and resolving issues at the earliest stages. The intervention will emphasize education and skill-building.

Successful intervention may involve remediation. Remedial responses to bullying and harassment include measures designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target. Remediation may be targeted to the individual(s) involved in bullying behavior or environmental approaches.

In addition, an intervention will focus on the safety of the target. Staff is expected, when aware of bullying, to either refer the student to designated resources for assistance or to intervene in accordance with this policy and regulation.

Provisions for Students Who Don't Feel Safe at School

The Board acknowledges that, notwithstanding actions taken by staff, intervention may require a specific coordinated approach if the child does not feel safe at school. Students who do not feel safe at school are limited in their capacity to learn and reach their academic potential. Staff, when aware of bullying, should determine if accommodations are needed in order to help ensure the safety of the student and bring this to the attention of the Principal. The Principal, other appropriate staff, the student, and the student's parent will work together to define and implement any needed accommodations.

The Board recognizes that there is a need to balance accommodations that enhance student safety against the potential to further stigmatize the targeted student. Therefore, each case will be handled individually, and the student, parent/guardian, and school administration will collaborate to establish safety provisions that best meet the needs of the targeted student. Follow-up discussion and/or meetings will be scheduled, as needed, to ensure that safety concerns have been adequately addressed and to determine when and if accommodations need to be changed or discontinued.

Training

The Board recognizes that in order to implement effective bullying prevention and intervention program, professional development is needed. The Principal and/or appointed staff member will incorporate training to support this program in new teacher orientation and the annual professional development plan, as needed. Training opportunities will be provided for all staff, including but not limited to staff that has contact with students. The DAC will be trained in accordance with state requirements and will continue their professional development so as to successfully support this policy and program.

Reporting and Investigation

Although it can be difficult to step forward, the Board can't effectively address bullying if incidents aren't reported. Students who have been bullied, parents whose children have been bullied, or other students or staff who observe bullying behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided. At all times, complaints will be documented, tracked, and handled in accordance with the regulations and procedures accompanying this policy, or, if applicable, [0100, Equal Opportunity and Nondiscrimination, or 0110, Sexual Harassment]. If a staff person is unsure of the reporting procedure, he/she is expected to inquire about how to proceed by speaking with the Principal or Director of Operations. All incidents of bullying will be reported to the New York State Education Department on at least an annual basis so that the state can evaluate the School's performance under the policy. Such incidents may be included in the Violent and Disruptive Incident Reporting (VADIR) system, as applicable.

There shall be a duty for all school personnel to report any incidents of student-to-student and staff-to-student bullying that they observe to the Principal or Social Worker who supervises their employment. In addition, there shall be a further duty for all school personnel to report any

incidents of student-to-student and staff-to-student bullying of which they are made aware by students to the Principal or other administrator who supervises their employment.

The results of the investigation shall be reported back to both the target and the accused in accordance with the accompanying regulation. If either of the parties disagrees with the results of the investigation, they can appeal the findings in accordance with the regulations that accompany this policy.

Disciplinary Consequences/Remediation

While the focus of this policy is on prevention, bullying acts may still occur. In these cases, student offenders will be given a clear message that their actions are wrong and the behavior must improve. Student offenders will receive in-school guidance in making positive choices in their relationships with others. If appropriate, disciplinary action will be taken by the administration as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted.

Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors, and must be consistent with both the district's and the School' Code of Conduct.

Non-Retaliation

All complainants and those who participate in the investigation of a complaint in conformity with state law, as well as the districts and the School' policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

False Claims

Students who make false claims of harassment or bullying will be subject to disciplinary action as defined by this policy.

Dissemination, Monitoring, Review, and Reporting

This policy, or a plain language summary, shall be published in student registration materials, student, parent, and employee handbooks. A bullying complaint form will be available on the School's website. The School will ensure that reporting of information to the public will be in a manner that complies with student privacy rights under the Family Educational Rights and Privacy Act (FERPA).

Discipline

If a staff member violates the within policy, corrective disciplinary measures will be taken, subject to the School's discretion, up to and including termination. Decisions to discipline will be based on an assessment of relevant factors.

13.3 Political Activities

Employment shall not be offered as a consideration or reward for the political support of any political party or candidate for public office. Furthermore, no employee may engage in any political activity at any time as a representative of the School. This will be kept in the file of each employee.

No employee may use work time, property, or materials of the School to try to affect proposed legislation. The School may respond to requests for information from local, state, and federal officials. All such responses shall be issued from the Principal's office.

13.4 Appearance & Personal Hygiene

Employees serve as role models for students of successful and serious professionals and should always demonstrate this through their appearance and actions. This helps to create a professional atmosphere and projects a positive image of both you and the School. Employees are expected to present a neat, professional appearance at all times. A neat appearance and personal hygiene are required regardless of whether you are a member of the administrative staff or work in a classroom. Guidelines for personal hygiene, grooming, and attire are outlined below. Any employee that requires a reasonable accommodation with regard to this Appearance & Personal Hygiene policy for reasons based on religion or disability should contact his/her supervisor and/or the School Operations Leader in accordance with the School's accommodation policies. The School prohibits any form of discipline, reprisal, intimidation, or retaliation for a good faith request for reasonable accommodation.

Hygiene

- Maintain personal cleanliness
- No heavily scented perfumes, colognes, and lotions in order to consider student and colleague allergies and reactions
- Wash hands after eating or using the restrooms.

Grooming

- Clothing must be clean and in good condition and fit appropriately.
- Clothing must not interfere with the safe operation of equipment or active movement that comes with working with young children.
- Before wearing any jewelry, please think about how likely it may be to get caught on things or be pulled. For your own safety, please avoid jewelry that's more likely to catch on things or be pulled.

Dress Code

Employee work attire should complement a workplace environment that is professionally operated, efficient, orderly, pleasant, and fun. The School reserves the right to change, extend, revise, revoke, or continue this policy at its discretion. Any questions about interpreting our dress code should be directed to the Director of Operations or Principal.

Neat and Well-Groomed - Employees should appear neat and professional at all times. Employees are expected to be suitably attired and well groomed, and to ensure that their clothing is clean, ironed, and not torn, ripped or stained.

Professional Attire - Storefront Academy's professional attire is business casual. Employees should use common sense and good judgment in determining what to wear to work. Generally, if the employee is doubtful about some clothing, it is not appropriate. Examples of appropriate work attire include:

- Dress shirts with collars or banded collars
- Neckties are worn around the neck
- Button down shirts
- Blouses
- Polo Shirts
- Pullover or cardigan sweaters
- Vests with shirts
- Slacks, trousers or khakis
- Dresses or skirts of an appropriate length
- Comfortable dress or active dress shoes and socks or stockings

Prohibited Attire - Some attire is unacceptable for work. The following are examples, not an exhaustive list, of what is prohibited:

- Jeans, sweatpants, workout pants, athletic attire or shorts
- T-shirts, rugby shirts, sweatshirts,
- Sneakers, work boots, sandals, flip-flops, moccasins, slippers, crocs, etc.
- Shoes with holes, tears, or excessive stains
- Inordinately revealing, tight or suggestive clothing
- Hats, caps, headgear for non-religious or non-cultural purposes, doo-rags, bandanas, etc.
- Halter tops, tube tops, tank tops, cropped shirts, shirts with spaghetti straps, off the shoulder tops or low-cut tops
- Lycra stretch pants, leggings or spandex pants
- Shorts or skorts of any kind
- Short dresses or mini skirts
- Any clothing that reveals the employee's stomach, full back, cleavage or chest, or otherwise revealing/suggestive attire
- Beachwear including flip flops

Violations of these guidelines may subject employees to disciplinary action, up to and including termination of employment. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work dressed and groomed in an appropriate manner.

Nothing in this policy is designed or intended to, nor should it be construed to, interfere with, restrain, prevent, or dissuade employees from engaging in legally protected activities, including those protected by the National Labor Relations Act, such as discussing wages, benefits, or other terms and conditions of employment, raising complaints about working conditions, and/or engaging in other activities for their and their fellow employees' mutual aid or protection. School employees have the right to engage in or refrain from such activities.

13.5 Cell Phone

While you are at work, you are expected to perform your job duties and responsibilities. Please do not use your personal electronic devices (i.e., cell phones, smartphones, blackberries, etc.) for non-work tasks, especially during facetime with students, meetings, and professional development workshops. You may use your device(s) during non-working time, such as during meal and break periods. Flexibility will be provided in emergency circumstances demanding immediate attention. The use of any such devices must not interfere with the normal course of the School day and must not interfere with your job duties or School policies.

The School is not liable for the loss of or damage to personal cellular phones in the workplace.

13.6 Personal Use of School-Provided Technology

Where job or School needs demand immediate access to an employee the School may issue a School-owned cell phone or laptop to an employee for work-related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only. However, this does not prohibit or limit an employee's right to use a School-owned cell phone or laptop to engage in legally protected activities, including those protected by the National Labor Relations Act, such as discussing wages, benefits, or other terms and conditions of employment, raise complaints about working conditions, and/or engage in other activities for their and their fellow employees' mutual aid or protection. Phone logs will be audited regularly to ensure appropriate use.

Employees in possession of School equipment are expected to protect it from loss, damage or theft. Employees are required to immediately notify the School Operations leader if the equipment is lost or damaged. The Employee may be responsible for the cost of replacing or repairing the equipment. At any time, the employee may be asked to produce the equipment for return or inspection.

There should be no expectation of privacy for School-owned/School-provided technology and the School reserves the right to search, monitor, review, and read all such content on the technology at any time, with or without notice.

13.7 Cameras & Photographs

Cameras, cameras on cell phones, or cameras on PDAs may not be used to take photographs of students except by an employee who is specifically required to do so. Due to privacy concerns, employees cannot post photographs on the School's social media site(s) unless authorized by the Principal. Anyone improperly using electronic devices during work hours or placing photographs of students, co-workers, or any other aspect of the School without permission on social media may be subject to disciplinary action.

13.8 Substance Abuse

The School seeks to maintain a safe workplace and learning environment by eliminating the hazards to health and safety created by alcohol and other drug abuse. Therefore, all employees and contractors are prohibited from the use, manufacture, distribution, sale and/or possession of any illegal drug, controlled substance or alcoholic beverage during work hours (including lunch and break time) in the School, on School property or in a School vehicle. Employees are prohibited from being under the influence of, selling, offering to sell, trading, purchasing, using or possessing any illegal drug or alcohol while performing School business or job-related duties, while on school property or while operating School equipment or vehicles. [Note: School-sponsored activities that may include the service of alcoholic beverages are not included in this provision.] In addition, employees are prohibited from consuming prescription drugs that are not prescribed in their name on School property or while performing School business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

Employees who engage in the above-prohibited activities in violation of this policy are subject to disciplinary action, up to and including termination of employment.

Each employee taking a legal drug which could affect job safety or performance is responsible for notifying the School's Human Resources Department without disclosing the identity of the substance and for providing a physician's certificate stating the substance does not adversely affect the employee's ability to safely and efficiently perform the employee's job duties and/or provide any work restrictions. This certificate must be provided to the School's Human Resources Department before the employee reports to his/her work area.

The School reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of all school property and personal items brought onto school property, shelves, desks or other suspected areas of concealment, as well as an employee's personal property when the School has reasonable suspicion to believe that the employee has violated this substance abuse policy.

13.9 Relationship with Parents

The School's success depends upon the quality of the relationships between the School, our educators, parents, students, and the general public. The parents' impression of the School and their interest and willingness to enroll their children in such an establishment depends to a large extent on the people who serve them. In a sense, regardless of your position, you are the School's ambassador. The more goodwill you promote, the more parents and students will respect and appreciate the School and the quality of the education that the School provides. Below are several things you can do to help give parents and students a good impression of the School. These are the building blocks for our continued success.

1. Engage with families and students in a courteous and respectful manner.
2. Follow up on concerns and questions promptly, and provide professional replies to inquiries and requests.
3. Take great pride in your work and enjoy doing your very best.
4. The School strongly discourages romantic relationships with parents.

Employees are prohibited from giving, offering, or promising, directly or indirectly, anything of value to any currently enrolled student's parents.

All visits made by employees to a student's home must be pre-approved by the Principal.

13.10 Relationships with Students

School employees are strictly prohibited from engaging in personal relationships with students, which are outside the scope of a professional adult/student relationship or which may give the appearance of being outside the scope of a professional adult/student relationship. This prohibition applies both on and off school grounds, including on social media unless prior permission is obtained from the School Operations leader.

Employees are prohibited from giving, offering, or promising, directly or indirectly, anything of value to any currently enrolled student.

Employees who violate this policy may be subject to disciplinary action, up to and including immediate termination. Employees who violate this policy may also be subject to being reported to law enforcement authorities if the conduct is believed to constitute a crime under state law. If disciplinary action is taken against an employee, a report will be made to law enforcement and/or a child abuse report will be made for violation of this policy. In addition, the parents of the student involved will be notified of the situation, and the actions taken by the School.