

Section: 2000 - Faculty and Staff

Title : Guidelines for Conduct

Number: 2180

Status: Active

Adopted: August, 2013

GUIDELINES FOR CONDUCT

Rules exist that should not be violated under any circumstances. Violation of these rules may lead to discipline, up to and including immediate termination. The following list is not all-inclusive and there may be other circumstances for which employees may be disciplined up to and including immediate termination. Questions about these rules or what Thomas Jefferson Classical Academy - A Challenge Foundation Academy, Inc., expects of its employees should be discussed with the Headmaster and/or Dean of Students.

THE SCHOOL'S IDENTIFICATION OF THESE RULES DOES NOT ALTER THE AT-WILL NATURE OF EMPLOYMENT. EMPLOYEES HAVE A RIGHT TO TERMINATE EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE OR NOTICE AND THOMAS JEFFERSON CLASSICAL ACADEMY - A CHALLENGE FOUNDATION ACADEMY, INC., INC. HAS THE RIGHT TO TERMINATE EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE OR NOTICE.

1. **Substance Abuse.** Substance abuse will not be tolerated. The drug and alcohol policy explains the position of Thomas Jefferson Classical Academy: A Challenge Foundation Academy, Inc., Inc. regarding alcohol and illegal drug use, as well as the use of other intoxicants and mind-altering substances.
2. **Insubordination.** It is a violation of policy for any employee to refuse to follow the directions of a supervisor or administrator or to treat a supervisor or administrator in an insubordinate manner in any respect. Documentation will be provided to the employee specifying the basis for insubordination.
3. **Courtesy.** Courtesy is the responsibility of all employees of Thomas Jefferson Classical Academy - A Challenge Foundation Academy, Inc. All employees are expected to be courteous, polite and friendly at all times and to all persons. The use of profanity, inflammatory language, argumentative tones or confrontational behavior damages the reputation and image of Thomas Jefferson Classical Academy - A Challenge Foundation Academy, Inc. and is, therefore, strictly prohibited.
4. **Attitude.** Every employee should display a positive attitude toward their job and their job assignments. A poor attitude creates a difficult working environment and prevents Thomas Jefferson Classical Academy - A Challenge Foundation Academy, Inc. from providing a quality, problem-free educational environment for students.
5. **Performance.** Employees are expected to make every effort to perform their duties and to do so to the best of their abilities and at a level that satisfactorily meets or exceeds the expectations of supervisors.
6. **Theft.** In the interest of protecting all employees, visitors and students Thomas Jefferson Classical Academy - A Challenge Foundation Academy, Inc., reserves the right to inspect and search all purses, briefcases, toolboxes, lockers, desks, bags, vehicles, e-mailboxes, backpacks, computer disks and other data storage devices located on school property.

7. **Threats and Weapons in the Workplace.** Thomas Jefferson Classical Academy - A Challenge Foundation Academy, Inc., does not allow fighting, threatening words or behavior or possession of weapons of any kind on the school premises or in any vehicle either personally owned or owned by the school, except for those permitted by law.
8. **Damage to Property.** Deliberate or careless damage to school property or the property of co-workers, students, visitors or others is prohibited.
9. **Safety.** Thomas Jefferson Classical Academy - A Challenge Foundation Academy, Inc., is committed to providing a safe workplace for all employees and has established a safety program to ensure that everyone understands the importance of safety. Employees are expected to exercise good judgment and common sense in the workplace with regard to safety
10. **Harassment.** Thomas Jefferson Classical Academy - A Challenge Foundation Academy, Inc., Inc. strictly prohibits any and all kinds, forms and types of harassment. Employees are required to sign and adhere to the Harassment Policy.
11. **Absenteeism and Tardiness.** Excessive or unauthorized absenteeism or any absence with or without notice is not conducive to a responsible, productive learning environment and will not be tolerated. Employees are not permitted to leave work during their regularly scheduled hours unless specifically authorized to do so by the Headmaster or his/her designee and adheres to policy of signing in and out.
12. **Misuse of Property.** No employee should misuse or use without authorization equipment, vehicles or other school property or property owned by students, co-workers or visitors.
13. **Fraud, Dishonesty and False Statements.** No employee or applicant should ever falsify any application, medical history, record, invoice, paperwork, timesheet, time card or any other documents. Violations should be reported immediately to the Headmaster and/or Dean of Students.
14. **Detrimental Activities.** Employees are not permitted to engage in any kind of activity that reflects detrimentally or adversely on the school's reputation or image.
15. **Honesty.** Misrepresentation of any kind by an employee of Thomas Jefferson Classical Academy - A Challenge Foundation Academy, Inc., Inc. is a violation of professional ethics and is prohibited.
16. **Violation and/or Lack of Enforcement of School Rules.** All employees are the mentors of students and are responsible for the enforcement and observance of all school rules, policies and procedures as found in the Student/parent Handbook and any other document or memorandum.
17. **Confidentiality.** All records and files of the School are property of the School and considered confidential. No employee is authorized to copy or disclose any file or record. Confidential information includes all letters or any other information concerning personnel records of past or present employees, including your own, financial records of the School, and all records pertaining to every aspect of the School and in particular school records. Please refer to the Confidentiality of Information policy.