

CODE OF PROFESSIONAL PRACTICE AND ETHICAL CONDUCT

I General Policy Statement

The purpose of this policy is to establish and uphold uniform standards of conduct for employees at Oakland School for the Arts. These rules shall be binding on every person employed by OSA. The standards of conduct listed in Section II of this policy are minimum standards; OSA expects all employees to exhibit the highest standards of honesty, integrity, morality, and fairness in all dealings with colleagues, parents/guardians, students, and the community.

OSA expects the staff to serve as positive role models for students and to engage only in conduct and behavior that will contribute to a healthy school atmosphere. Employees are expected to perform their jobs in a competent and ethical manner without violating the public trust or applicable laws, policies, and/or regulations. Employees are expected to avoid engaging in any conduct that creates or gives the appearance to the public of creating a conflict of interest with their job responsibilities with OSA.

II. Standards of Professional Conduct

OSA expects all employees practice the professional standards of federal, state, and local governing bodies. A deliberate disregard of generally recognized professional standards in the following areas is a violation of OSA's ethical standards:

1. Service as a positive role model for students, parents, and the community;
2. Assessment, treatment, instruction, or supervision of students;
3. Employment or evaluation of personnel; and
4. Management of funds or property.

OSA expects all employees to act honestly and with an appropriate duty of care for the students, community, and school. The employee shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of duties.

All employees are expected to represent their own or others' experience or credentials accurately. This includes avoiding misrepresentation of Student performance. Employees shall not deliberately falsify, misrepresent, or omit material information concerning any of the following:

1. Statement of professional qualifications
2. Application or recommendation for employment, promotion, or licensure
3. Representation of completion of college or staff development credit
4. Evaluation or grading of students or personnel;
5. Application or recommendation for college or university admission or scholarship, grant, academic award or similar benefit;
6. Submission of financial or program compliance reports submitted to state, federal, or other governmental or oversight agencies;
7. Submission of information in the course of an official inquiry by the OSA Board or leadership
8. Submission of information in the course of an investigation by a law enforcement agency, child protective services, or any other agency with the right to investigate.

Employees are prohibited from improper financial arrangements and conflicts of interest.

1. Employees may not engage in or have financial interest, directly or indirectly, in any activity that conflicts with their duties and responsibilities at OSA.
2. Employees may not solicit current students or parents/guardians of students to purchase equipment, supplies, or services in a private remunerative capacity.
3. A teacher shall not tutor for remuneration students currently assigned to their class(s), unless approved by the Principal or Artistic Director. An employee shall not accept any compensation, benefit, or thing of any value other than the regular compensation for the performance of any service that they are required to offer in the normal scope of employment at OSA.

4. No school employee may accept gifts from any person or group desiring to do or doing business with OSA unless such gifts are instructional products or advertising items of nominal value that are widely distributed.
5. Employees may accept gifts or tokens of minimal value offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.
6. The employee shall not misuse public funds or property, funds of a school-related organization, or colleague's funds. The employee shall account for funds collected from students, colleagues, or parents/legal guardians. The employee shall not submit fraudulent requests for reimbursement, expenses, or pay.
7. Obviously, overtime or supplemental services at the request of the immediate supervisor are acceptable.

STANDARDS OF CONDUCT

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by OSA. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and OSA's operations also may be prohibited. Employees may be disciplined, up to and including termination, for any of the following reasons:

- Failure by the Employee to show up for work.
- Failure by the Employee to substantially perform their duties
- Falsifying employment records, employment information, or other OSA records
- Theft and deliberate or careless damage or destruction of any OSA property, or the property of any employee or student
- Removing or borrowing OSA property without prior authorization
- Unauthorized use of OSA equipment, time, materials, or facilities
- Failure to comply with the Electronic and Social Media Policy
- Provoking a fight or fighting during working hours or on OSA property
- Violent or threatening conduct
- Participating in horseplay or practical jokes on OSA time or on OSA premises
- Carrying firearms or any other dangerous weapons on OSA premises at any time
- Engaging in criminal conduct whether or not related to job performance
- Conviction of a felony or any crime involving moral turpitude
- Causing, creating or participating in a disruption of any kind during working hours on OSA property
- Insubordination, including but not limited to intentional failure or refusal to follow reasonable directions or instructions or perform tasks given by a supervisor or member of management, or the use of abusive, disrespectful or threatening language toward a supervisor or member of management
- Harassment of any form of another individual;
- Using abusive language at any time on OSA premises
- Failing to notify proper supervisor when unable to report to work
- Unreported absence of three consecutive scheduled workdays
- Failing to obtain permission to leave work for any reason during normal working hours
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when requested or required to do so
- Sleeping or malingering on the job
- Working overtime without authorization or refusing to work assigned overtime
- Wearing disturbing, unprofessional or inappropriate styles of dress or hair while working
- Violating any safety, health, security or school policy, rule or procedure
- Violating any law applicable to OSA educational facilities and their employees
- Committing a fraudulent act or a breach of trust under any circumstances

- Committing or involvement in any act of unlawful harassment of another individual
- Consuming illegal substances on campus
- Working or reporting to work while under the influence of alcohol or any illegal drug
- Being present on campus for a public event involving students and parents while under the influence of alcohol or illegal drugs, this extends to any offsite school sponsored performance, event or activity involving students and parents from OSA
- Possession, sale or use of illegal drugs at OSA
- Dishonesty
- Immoral or unprofessional conduct at OSA or at OSA sanctioned event
- Conduct which is materially detrimental to OSA or that substantially damages the reputation of OSA
- Any other action that would cause a reasonable person to conclude that Employee's employment should be terminated.

Off-Duty Conduct

While OSA does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with OSA's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect OSA's or their own integrity, reputation or credibility. Illegal, off-duty conduct by an employee that adversely affects OSA's legitimate interests or the employee's ability to perform their job will not be tolerated.

While employed by OSA, employees are expected to devote their energies to their jobs with OSA. For this reason, for full-time employees, second jobs are strongly discouraged. Employees are expected to avoid outside situations that cause:

- conflicts with an employee's work schedule, duties and responsibilities at OSA
- conflicts of interest or is incompatible with the employee's position with OSA
- a detrimental effect on the employee's work performance with OSA
- the employee to conduct work or related activities on OSA's property during the employer's working hours or using OSA's facilities and/or equipment
- a direct or indirect conflict with the interests of OSA. Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the Executive Director explaining the details of the additional employment. If the additional employment is authorized, OSA assumes no responsibility for it. OSA shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time. Outside employment must in no way violate OSA's Electronic & Social media policy.

Confidentiality

Each employee is responsible for safeguarding the confidential information obtained during employment. In the course of work, employees may have access to confidential information. Employees have the responsibility to prevent revealing or divulging any such information unless it is absolutely necessary for the performance of duties. Access to confidential information should be on a "need-to-know" basis and must be properly authorized. Any breach of this policy will not be tolerated and OSA may take legal action.