

PERFORMANCE EVALUATION FOR STAFF

The Teacher's evaluation is an integral part of the learning cycle and a critical element for the attainment of the educational goals of the organization. The Principal and Academic Dean are responsible for overseeing the evaluation process.

Please refer to the *STEMS Performance Management Guidebook*.

STEM CODE OF ETHICS AND CODE OF CONDUCT

STEMS expects the highest standards of conduct from its faculty, all staff are expected to:

- Act in accordance with the Islamic/Universal standards of integrity.
- Strive to complete their work and deliver results to the best of their ability.
- Exhibit the highest standards of excellence in their professional field through preparation for classes and timely evaluation of student work.
- Competence, creativity, and an ability to work well with colleagues are expected of all faculty members.
- Maintain the strictest confidence when dealing with the personal lives of students and parents.
- Hold in confidence all information obtained about the school and the students.
- Respect the privacy of all students, staff members, volunteers and donors.
- Be available on the school campus at all times throughout the school day. Meet all classes and fulfill all record keeping responsibilities on time.
- Attend all functions/activities during school hours.
- Make every effort to attend events that take place beyond the regular school day, such as specified PTO meetings and events.
- All Faculty are required to attend graduation/promotion programs.
- Attend additional professional development workshops on weekends if necessary.
- Do not discuss any student with other students, in public, or in private, or belittle or demean any student or cause a student to be ridiculed.
- Set an example for students through personal conduct during and after school hours.
- Observe the no-smoking policy. Smoking is not allowed on the school campus or during any school related event..
- Have weekly lesson plans appropriate to their subject or subjects. These must be up-to-date at all times and will be reviewed by the Academic Dean every Monday.
- Support the school, the administration and colleagues.
- Refrain from initiating and actively discourage the participation of others in any nonproductive discussions between employees or with members of the community at large. Conversations regarding school issues including rumors, substantiated, opinions, personal or otherwise, about policies, salaries, students, parents, other staff or community members is deemed unprofessional. Any concerns should be addressed directly with administration.

Obligation to Report Misconduct

All employees and agents of private schools, charter schools, or public school districts have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student.

Principal as Designee

Any staff member aware of or observing misconduct should report it to the Principal/Administrator Office immediately. Instructional personnel or school administrators who have knowledge and fail to report misconduct of other instructional personnel or school administrators that affect the health, safety, or welfare of students shall be subject to disciplinary action up to and including termination of employment and revocation of their Florida Educator Certificate. Anyone who is aware of or observed misconduct should inform the Principal.

Professional Misconduct

The following may be indicative of misconduct and should be reported if you have observed any employee committing any of these acts:

- Being alone with a student in a dark or closed room or secluded area.
- Behaving in an overly friendly or familiar way or failing to maintain an appropriate professional boundary with a student.
- Using forceful or unnecessary physical contact with a student.
- Administering discipline not compliant with school policy.
- Accepting or offering gifts for return of a favor or privilege.
- Mocking or belittling a student.
- Displaying prejudice or bigotry against a student.
- Suspicion of being under the influence of drugs or alcohol.
- Failing to properly supervise students or to ensure student safety.
- Cheating or falsifying information on testing.
- Retaliating against a student or colleague for reporting misconduct.
- Directing or using profane, offensive, or explosive language in the presence of students.
- Making lewd or suggestive comments or advances toward a student or colleague.

Reporting, Counseling and Resolution Procedures Including Possible Termination

The following procedures will be followed upon receipt of complaint:

- Submission to the Principal of an Incident Report including details of the event and any substantiating evidence.
- The report should contain the name(s) of the employee(s) and the student(s) involved in the alleged incident. The report should also include dates, times, and locations of alleged incidents and any other information the reporting person believes may be helpful with respect to the investigation.

- The Principal will immediately initiate an investigation of all complaints
- The Principal will then be responsible for initiating direct and appropriate investigation into the alleged incident, including the notification of law enforcement personnel if needed.

Prohibitions

- All discussions and questions regarding Islam should be supported by evidence from the Qur'an and Sunnah.
- Doubtful matters should be referred to the Imam/Principal.
- All personal references to romance, love, boy/girl relationships and/or sexual subjects should NOT be discussed in the school. If the topics are in class material they should be discussed according to the teachings of the Qur'an and Sunnah.