

Employee Policy #340 Responsibility of Staff

Purpose:

The staff of the SusQ-Cyber Charter School (“Charter School”) has the obligation of certain responsibilities that are necessary for a successfully operating school.

Guidelines:

- Staff responsibilities include regular attendance, conscientious effort in their work, and conformance to charter school rules and regulations. Most of all, staff share with the administration and other faculty the responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- No staff member has the right to interfere with the work of other staff members or the education of his/her students. It is the responsibility of each staff member to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- Staff members are encouraged to express their ideas and suggestions for the improvement of the Charter School.
- It is the responsibility of the staff to conform with the following when relating to students onsite or at any school-related function:
 1. Be aware of all rules and regulations for student behavior and be concerned that students conduct themselves in accord with them.
 2. Staff should assume that until a rule is waived, altered, or repealed in writing, it is in effect.
 3. Volunteer information in all matters relating to health, safety, and welfare of the school and community and the protection of school property.
 4. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
 5. Assist the rest of the school staff in operating a safe school for all students enrolled therein.
 6. Comply with all Commonwealth and local laws.
 7. Exercise proper care when using school facilities and equipment.
 8. Attend work daily and be on time at all work functions.
 9. Report absences promptly when absent from work.
 10. Maintain confidentiality regarding student records and the school in general.
 11. Attend the school functions as required including graduation.
- Staff bears the responsibility to maintain their own credentials.
 1. Pursue and attempt to complete satisfactorily the requirements prescribed by the Commonwealth regarding Act 48.
 2. It is the responsibility of staff to be sure their certifications are current and appropriate.
- If employed elsewhere, do not permit this other work to conflict with Charter School employment.

Delegation of Responsibility:

The CEO has the responsibility to ensure that staff are aware of these responsibilities and enforce them.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.