

Tree of Life School Acknowledgment of Employee Rules and Responsibilities

Note: The following outlines and provides written notice to employees the primary rules and responsibilities of all staff as they pertain to continued employment at Tree of Life School.

1. **Professional Code of Conduct and Curriculum Development:** All teachers, employees, and or volunteers to Tree of Life School are expected to conduct themselves with the highest professional code of conduct as it pertains to their ongoing and daily interactions with students and parents at all times. This includes the disciplining and correcting of students, rights to protect student privacy, and non-disclosure to parents pertaining to other students and or events at the school. **Note: All teachers are expected to continuously provide rigorous and meaningful learning experiences for students through curriculum planning and lesson development in the area of designated instruction.**

2. **Ongoing Student Supervision:** All teachers, employees and or volunteers of Tree of life School are expected to continuously focus on student safety at all times and provide supervision for their designated and or assigned students. No students are to be outside unsupervised for any reason and at any time. **Note that unsupervised students may result in disciplinary action towards employees in the form of verbal warning or written notice.**

3. **Disciplinary Procedures:** All teachers, employees and or volunteers of Tree of Life School will **be subject to disciplinary procedures as they pertaining to adherence of all Tree of Life staff rules and responsibilities and as they are outlined below.**
 - **A: Violation of Procedures Management:** All employees may be subject to three warnings regarding a violation of all staff rules and responsibilities: This includes a verbal warning, and two written notices. When an employee receives three warnings that employee may be subject to review and at which time continued employment at Tree of Life School will be determined by management.
 - **B: Parent and or Student Complaint:** In the event of a parent or student complaint an employee of Tree of Life School may be suspended for a period of one or two weeks while an investigation is conducted. At the closure of the investigation a meeting will be held with the employee to discuss the findings of the investigation and or determine outcomes as they pertain to the continued employment of the employee at Tree of Life School.
 - **Gross Negligence and or Violation of California State Law:** Any employee that is found to be in gross negligence of adherence to staff rules and responsivities and or violation of California state laws as they pertain to Bullying, Sexual Harassment, and or Violence may be subject to immediate termination.

4. **Teacher Evaluations:** All teachers of Tree of Life School will be subject to two formal written evaluations and three drop by informal observations to be conducted by management. Written Evaluations will be conducted at the beginning and end of the academic school year. Informal observations may be conducted at any time. The purpose of evaluations is to maintain a written record of teacher performance and to provide suggestions and or area of growth.

Employee Acknowledgement:

I _____ Date:

understand all the rules and responsibilities of employees at Tree of Life School as they have been explained to me by management and do hereby agree to adhere to them at all times as they pertain to my continued to employment at Tree of Life School.

Relevant Signatures:

Employee Signature: _____ Date:

Assistant Principal: _____ Date

Principal: _____ Date:

美国树人学院员工规则和责任的规章

注意：以下概述并向员工发出的书面通知，说明了所有员工在树人学院就业有关的主要规则和责任。

5. 专业行为准则和课程开发：因为老师与学生和家长的持续和每日互动，树人学校的所有教师，员工和/或志愿者都应时时遵守最高的专业行为准则。这包括对学生进行约束和纠正，保护学生隐私的权利，以及不向家长提供与其他学生和/或学校活动有关的信息。注：所有教师都应自己提供教学领域的课程规划和课程开发，不断为学生提供严谨而有意义的学习体验。
6. 正在进行的学生监督：树人的所有教师，员工和/或志愿者应时时关注学生的安全，并监督自己指定的学生或教室或外面场地提供监督。任何学生都不会因任何原因而在室外无人监督。请注意，如发现学生在户外无人监管的情况，可能会以口头警告或书面通知的形式告知员工。
7. 纪律处分程序：树人的所有教师，员工和/或志愿者将遵守如下纪律章程。 以下章程和责任适用在所有树人的工作人员的义工，并在下面概述。
 - A: 违反程序管理：所有员工可能会受到三次违反所有员工规则和责任的警告：这包括口头警告和两份书面通知。当员工收到三条警告时，员工可能会接受处理，由树人的管理层决定是否可以继续工作。
 - B: 家长和/或学生投诉：如果父母或学生投诉，树人的员工在进行调查期间可能会被停职一到两周。在调查结束时，将与员工举行会议，讨论调查结果，或确定与该学校员工是否继续工作。
 - 严重疏忽和/或违反加利福尼亚州法律：任何被发现严重疏忽遵守员工规则和责任以及违反加利福尼亚州法律的员工，如涉及欺凌，性骚扰和/或暴力行为可立即终止工作。
8. 教师评估：树人的所有教师将接受两次正式的书面评估，三次非正式树人管理层的观察。书面评估将在学年开始和结束时进行。非正式观察可以随时进行。评估的目的是保持教师业绩的书面记录，并提供建议和/或增长领域。
9. 学校公共财物：请爱惜学习财物。所有课本，复印材料，学习用具属学校所有，请负责收好，并且爱护使用。