



Merit Academy Employee Communication Policy

Purpose

The purpose of this policy is to define the communication process for the staff at Merit Academy. This policy defines how employees of Merit Academy can communicate a suggestion or a concern to the school and ultimately participate in the solution. The process is designed so that the school will respond to employee input in a timely and efficient manner.

Communication Process

Merit Academy is a cooperative enterprise: families, teachers, administrators, directors, and staff share the responsibilities and rewards of operating the school. Faculty and staff play an essential role as advocates for their students and professionals in education, thereby enriching our school community with their ideas, interests, talents, resources and concerns. Faculty and staff input is valued and encouraged.

Communication should take place in the following order:

- 1) Contact the lead instructor for your grade or department, if applicable.
- 2) If you still have questions, contact your supervisor.
- 3) If you still have questions, contact the Dean of Schools.

Conflict Resolution Process

If any student, faculty and staff, staff member, or community member is involved in a conflict with another member of the Merit Academy community, he or she must follow the following communication process:

- 1) Discuss the conflict with the other party.
- 2) If the issue cannot be resolved with the other party, discuss the issue with your supervisor.
- 3) If the issue cannot be resolved at the supervisor level, discuss the issue with the Dean of Schools.



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4) If the issue cannot be resolved at the school level, bring the issue to the Board of Directors.

Professionalism in Communication

Merit Academy holds its students to a high standard of character, and accordingly, high standard of behavior towards others. Merit Academy also holds its staff to this same high standard, and expects all communications, whether in person or in writing, to be conducted with the utmost professionalism, mutual respect and kindness towards one another. Each staff member is expected to exercise a mature and appropriate management of one's emotions and reactions, commensurate with the experienced and talented professionals that comprise the Merit Academy staff.

Parent Communication

Staff members should always respond to parent communications in a professional, positive, and appropriate manner, regardless of the tone or content of the parent's communication. If a staff member is confronted with an upsetting or disrespectful communication, that staff member should consult with the appropriate supervisor to assess an appropriate response.