

# MERIT ACADEMY STAFF CODE OF CONDUCT AGREEMENT

Please read the following, print and complete as instructed.

As an employee of Merit Academy, I agree that I will:

- \* Uphold and support the mission, vision, virtues, and curriculum of Merit Academy.
- \* Adhere to and enforce all adopted policies and procedures objectively, fairly and consistently, and in accordance with appropriate consequences.
- \* Treat every student, staff member, parent and volunteer with respect, kindness, and courtesy, even when disagreements arise.
- \* Give positive reinforcement and constructive criticism.
- \* Respect differences in thought, culture, abilities, and point-of-view.
- \* Abide by the Merit Academy Code of Honor.
- \* Be an ambassador for Merit Academy, with actions that are founded in our core virtues.
- \* Respect parent feedback and concerns.
- \* Clearly communicate the classroom discipline policies to the students, parents and administrators.
- \* Abide by the Merit Academy communication policies.
- \* Communicate and interact in a positive and professional manner, in keeping with the best interests of Merit Academy; avoid gossiping.
- \* Not use social media in any way that compromises my professionalism; in particular I will not “friend” current students or engage in inappropriate communication against or about colleagues, parents, students, or community members.
- \* Have regular attendance and punctuality.
- \* Contribute to the solution, not the problem.
- \* Report inappropriate behavior by students, staff, and volunteers to the appropriate personnel.
- \* Respect student confidentiality.
- \* Handle matters of personal belief discreetly outside of the school and not as a matter of instruction.
- \* Not solicit staff, students, parents or volunteers in affairs pertaining to the sale of goods or services for non-school related activities in a way that disrupts the professional working environment
- \* Not use staff mailboxes, email or voicemail for distribution of business, religious or political flyers.
- \* Not contact Merit Academy parents (as a Merit Academy employee) pertaining to events or concerns that are irrelevant to the objectives of the school.
- \* Not use information in the school directory, including emails, for unauthorized uses.

PRINTED NAME: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_