

### **Figure 3.3 Staff Code of Conduct**

We will build a quality school, support every student's learning, and nurture professional relationships by following these expectations:

#### **INTERPERSONAL RELATIONS**

Recognize that each person brings education, experiences, and talents that are unique and valuable.

Demonstrate that *every* job is important and *every* person is deserving of respect.

Show loyalty by representing staff members and our school positively.

#### **CLIMATE**

Create opportunities for team building through schoolwide projects and special activities.

Contribute to school effectiveness by creating an inviting environment, doing our part when help is needed, and maintaining a positive outlook.

Look for humor and laugh a lot.

#### **PROFESSIONAL GROWTH**

Stay current with research, implement *best practices*, and grow professionally.

Support the professional growth of colleagues through mentoring, peer coaching, and collaborative planning.

#### **COMMUNICATIONS**

Be professional in verbal and written communications.

Share views and collaborate constructively.

Respect confidentiality as it pertains to students, parents, and staff.

Demonstrate that parents are vital partners by keeping them informed about their children's education and progress.

#### **CONFLICT MANAGEMENT**

Employ conflict resolution strategies (e.g., "I" messages, agreeing to disagree, facilitators) when concerns arise.

Use *face to face* communication—not e-mail—to present concerns.

Model professionalism by letting go of past hurts.

Stay focused on our goals.

#### **DECISION MAKING**

Recognize that some decisions need to be made by the principal, such as approving budget expenditures, authorizing staff hires, and determining the effectiveness of employee performance.

Seek input from staff members regarding decisions that affect them.

Use nondivisive decision-making strategies (e.g., decision by consensus, surveys, and troubleshooting committees) and work out acceptable compromises.

#### **SCHOOL OPERATIONS**

Contribute to the effectiveness of staff meetings by arriving on time, listening attentively, avoiding side conversations, and sharing information in a *time-conscious* manner.

Keep the staff room a pleasant place by wiping up spills, bussing dishes, and sharing cleanup duties.

Observe schedules (e.g., arrive on time for events, vacate shared spaces punctually, and give notice of schedule changes).

Respect staff members' workspace and property (e.g., ask before taking, return items in good condition).

Show consideration for neighbors by keeping the volume down on AV equipment, moving students through shared areas *quietly*, and keeping family members—such as children—out of another's work space.