

**CODE OF ETHICS FOR EMPLOYEES OF CATHOLIC SCHOOLS  
DIOCESE OF LINCOLN SCHOOLS POLICY HANDBOOK  
POSTED NOVEMBER 21, 2016**

**Appendix M**

**Code of Ethics**

The following points apply to **all employed by the Catholic Schools** in any capacity, as they may be appropriate to their positions, including administrators, teachers, maintenance staff, office personnel, food service, guidance personnel, or others

*Responsibilities toward Administration:*

- a) Uphold and implement the Catholic philosophy of the school
- b) Keep confidential any matters which require it
- c) Be accurate and prompt with reports requested by the principal
- d) Offer constructive criticism on school policies through appropriate mechanisms
- e) Present criticism of the administration to the administration
- f) Make suggestions at faculty meetings and ask for clarifications if needed
- g) Inform the principal of exceptional academic or disciplinary cases
- h) Be receptive to suggestions on ways to improve performance
- i) Enforce and implement school policies
- j) Differentiate between personal views and views of the administration in discussion with parents, students, and other faculty members
- k) Never criticize or ridicule school policies to students and/or parents
- l) Conduct business, grievances, etc., through the established procedures
- m) Follow the instructional program of the school
- n) Assume academic and disciplinary responsibility for the students assigned to the teacher
- o) Attempt to improve the method and content of instruction
- p) Attend all faculty meetings
- q) If ill, follow the procedures outlined by the principal
- r) Give prompt attention to all bulletins and announcements and observe regulations and recommendations
- s) Keep informed on procedures to be followed in case of fire, tornado, or other disasters or emergencies
- t) Take proper care of all school property
- u) Participate in professional inservice and institutes when recommended
- v) Be constantly aware of the legal requirement that all students must be supervised at all school related activities, in regular class, in groups, or after school hours

*Responsibilities toward Fellow Faculty Members*

- a) Conduct all business in a professional way as a member of a Christian community
- b) Settle personal grievances through face-to-face dialogue before talking to another teacher or the administrator
- c) Never discuss with students or parents any grievances one has with another faculty member
- d) Keep confidential matters about other teachers or students which require confidentiality
- e) Never compromise the reputation of a student

*Responsibilities toward Oneself*

- a) Cultivate a pleasing and pleasant personality imitating Christ
- b) Maintain a pleasant expression and good posture
- c) Give evidence of both physical and mental vigor
- d) Manifest a genuine pride in one's profession and school
- e) Dress in a professional and modest way
- f) Be aware of current educational thought
- g) Grow professionally through continuing education and reading

*Responsibilities toward Parents*

- a) Show an appreciation for the choice parents have made for a Catholic education
- b) Give parents specifics of their child's progress, avoiding generalizations
- c) Inform parents of both their child's improvements and problems
- d) Help parents appreciate and exercise their role in the student's life
- e) Help parents appreciate the role of the school in the student's life

*Responsibilities toward Students*

- a) Emphasize the need and importance of religious Faith
- b) Safeguard the reputation of a student in the school community
- c) Work positively to better one's rapport with students
- d) Approach a student without preconceived ideas
- e) Be fair in grading and assessing achievements
- f) Set an example of leadership modeling Christian living
- g) Assist each student in terms of academic guidance and counseling
- h) Vary instruction style to reach the various learning styles of one's students