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:

1) Uphold and implement the Catholic philosophy of the school
2) Keep confidential any matters which require it
3) Be accurate and prompt with reports requested by the principal
4) Offer constructive criticism on school policies through appropriate mechanisms
5) Present criticism of the administration to the administration
6) Make suggestions at faculty meetings and ask for clarifications if needed
7) Inform the principal of exceptional academic or disciplinary cases
8) Be receptive to suggestions on ways to improve performance
9) Enforce and implement school policies
10) Differentiate between personal views and views of the administration in discussion with parents, students, and other faculty members
11) Never criticize or ridicule school policies to students and/or parents
12) Conduct business, grievances, etc., through the established procedures
13) Follow the instructional program of the school
14) Assume academic and disciplinary responsibility for the students assigned to the teacher
15) Attempt to improve the method and content of instruction
16) Attend all faculty meetings
17) If ill, follow the procedures outlined by the principal
18) Give prompt attention to all bulletins and announcements and observe regulations and recommendations
19) Keep informed on procedures to be followed in case of fire, tornado, or other disasters or emergencies
20) Take proper care of all school property
21) Participate in professional inservice and institutes when recommended
22) 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

1) Conduct all business in a professional way as a member of a Christian community
2) Settle personal grievances through face-to-face dialogue before talking to another teacher or the administrator
3) Never discuss with students or parents any grievances one has with another faculty member
4) Keep confidential matters about other teachers or students which require confidentiality
5) 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