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# **Macleans College - POLICIES & DIRECTIVES**

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SECTION NO: <b>1200</b>	POLICY NO: <b>1202</b>	ISSUE DATE:	03/05/99
TITLE: <b>STAFF EMPLOYMENT POLICIES</b>		ISSUE NO:	1
		PAGE:	1 OF 2

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## **Staff Code of Conduct**

### **STAFF DRESS:**

Teachers are role models and as professionals should dress appropriately when carrying out professional duties in accordance with the Staff Dress Code.

### **SCHOOL PROCEDURE:**

- Staff should attend appropriate meetings.
- Contribute to discussion at meetings.
- Attend school assemblies.
- Share the load for attending school socials/functions.
- Help out where possible when groups are fundraising or performing.

### **RELATIONSHIPS WITH STUDENTS:**

Staff should retain a professional relationship, and:

- avoid physical contact
- avoid swearing/colloquial language
- avoid heavy sarcasm
- avoid unduly threatening behaviour
- avoid discussing students or staff
- refrain from smoking, or drinking alcohol in the presence of students
- support students in class
- support students in extra-curricular and co-curricular activities
- refrain from personal arguments with students in front of others
- display gender, racial and religious equality in all situations
- act as an appropriate role model for students

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## **PUBLIC RELATIONS:**

Staff should:

- display a respect for the school
- display professional loyalty
- display respect for parents
- advertise the best qualities of the school
- refrain from discussing negative staff or student issues outside school or in the presence of visitors to the school

## **STAFF RELATIONSHIPS:**

Staff should:

- display consideration and respect for each other
- share problems and successes in a neutral environment
- avoid talking negatively about others
- adopt reasonable conflict resolution procedures away from other staff
- share resources and ideas that will benefit the school
- enjoy a collegial environment

## **OWNERSHIP OF RESOURCES:**

- Photocopied materials paid for by departments should remain the property of the school.
- Intellectual property remains the property of the staff member.
- Teachers should follow the school procedures for borrowing equipment.