

School Policies that Relate to Employee Interactions with Pupils

Mission

Mark Day School discovers and nurtures what is finest in each child in a vibrant, inclusive learning community. Innovative and full of heart, Mark Day School strives to develop well-rounded critical thinkers in a challenging program that fosters academic excellence and responsible world citizenship.

Philosophy

Mark Day School is committed to recruiting, retaining and developing outstanding teachers and leaders who will contribute to the stewardship and advancement of the school and its mission. Mark Day School faculty and administrators establish strong, caring, ethical relationships with students, colleagues, and parents, exhibit curiosity and passion in their profession, actively seek out professional growth and leadership, work collaboratively with peers, and embrace and lead the thoughtful innovation that continually advances Mark Day's program.

Code of Conduct (excerpts from Personnel Policy Manual)

Mark Day School expects the highest standards of conduct from all members of its community, faculty, staff, students, and parents. Employee responsibilities go beyond a "job description" and extend to a style of professional life that exemplifies the high expectations of all parents, students, and colleagues. There is a breadth of experience and talent within the employees that should benefit members of our community, especially our students and your colleagues.

Mark Day School is committed to maintaining a work and learning environment free of harassment and disrespectful or other unprofessional conduct. Employees are expected to observe high standards of job performance and good conduct.

We expect all employees to avoid conduct that is unprofessional or detrimental to Mark Day School's interests, or the interests of its employees, students, or community. The list below is intended only to provide examples of the kind of conduct that is unacceptable, and is not intended to constitute an all-inclusive list of the types of infractions that may result in discipline up to and including discharge.

1. Unlawful harassment or retaliation (as described in the School's harassment/discrimination policy).
2. Being insubordinate, threatening, intimidating, or disrespectful of or assaulting a supervisor, coworker, student, or anyone in contact with the School
3. Criminal conduct adversely affecting your credibility or reputation or the School's reputation, whether or not related to job performance.
4. Non-professional and inappropriate associations with students.

5. Sexual conduct between all employees and students is absolutely prohibited.
6. No sexual behavior, invited or otherwise, by any employee towards students, will be tolerated.
7. Not exercising appropriate discretion when using social networks for personal communications with the knowledge that adult behavior on social networks may be used as a model by our students and must not reflect poorly on your reputation or, by extension, the reputation of the School.
8. Not using network resources in accordance with Mark Day School's Seven Pillars of Character and the ethos of Mark Day School and in a manner that is responsible, considerate, ethical, and legal.
9. Violating any safety or health rule or procedure
10. Violation of any School policy or rule.
11. Appearance of impropriety, which includes, but is not limited to, improper socializing with students, drinking of alcoholic beverages or using controlled substances with students.
12. Inappropriate touching or physical contact with students.

Reporting Channels

Mark Day School strongly urges you to report all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. The School is committed to take action when it learns of potential sexual harassment or harassment.

The above shares portions of the School policies, which are included in the School's Personnel Policy Manual, including language relating to interactions between pupils and employees.