

Code of Ethics/Conduct for Employees Policy

All employees of the MicroSociety Academy Charter School are expected to maintain high standards in their conduct both on and off duty. School employees are responsible for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. To these ends, the Board adopts the following statements of standards.

The NH Code of Conduct/Ethics for NH Educators contains 5 Principles:

Principle I—Responsibility to the Education Profession and Educational Professionals

Principle II—Responsibility to Students

Principle III—Responsibility to the School Community

Principle IV—Responsible and Ethical Use of Technology

Principle V—Duty to Report

In response to HB 432, The MicroSociety Academy Charter School Board of Trustees will ensure the following:

The School Executive Director, or his/her administrative designee will:

- Participate in a NHDOE Code of Conduct/Ethics training The Executive Director will follow the duty to report principle as defined in Ed 510.05
- Conduct an annual staff-wide professional development and informational session which covers the Code of Conduct/Ethics;
- Ensure the Code of Conduct/Ethics is added to Employee Handbook
- Establish system for reporting, investigation and resolution of Code of Conduct/Ethics concerns

All school employees will ensure they are following all principles as defined in Ed 510.01, 510.02, 510.03, 510.04 including and, but not limited to, the following:

- Undergo yearly training on Code of Ethics and Conduct and Make the well-being of students the fundamental value of all decision-making and actions.
- Acknowledgement/commitment to Code of Conduct/Ethics letter signed by all staff members as part of annual employment contract.
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
- Fulfill their job responsibilities with honesty and integrity.
- Direct any criticism of other staff members toward improving the School. Such constructive criticism is to be made directly to the building administrator.
- Obey all local, state, and national laws.
- Implement the School Board's policies, administrative rules and regulations.
- Avoid using position for personal gain through political, social, religious, economic, or other influence.
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.

- Honor all contracts until fulfillment or release.
- Maintain all privacy and confidentiality standards as required by law.
- Exhibit professional conduct both on and off duty, including via online social networking mediums.

Employees are put on notice that this list is not intended to be exhaustive or complete. Employees who fail to abide by the terms of this policy may be non-renewed and/or face discipline up to and including termination. Any action taken regarding an employee's employment with the School will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

Legal References:

RSA 189:13, Dismissal of Teacher

RSA 189:14-a, Failure to Be Renominated or Re-elected

RSA 189:14-d, Termination of Employment

RSA 189:31, Removal of Teacher

NH Code of Administrative Rules, Section Ed 511, Denial, Suspension or Revocation of Certified Personnel

NH Code of Administrative Rules, Section Ed 510.01, 510.02, 510.03, 510.04 , 510.05

https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/code_conduct.pdf

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