



Snake River Montessori School
nurturing potential

POL-21 Rev. 01

Employee Conduct Policy

Purpose

The purpose of this policy is to set forth guidelines for Snake River Montessori School (SRMS) employee conduct.

Responsibility

Board of Directors
Head of School
SRMS Employees

Description

It is the desire of Snake River Montessori School that all staff members should conduct themselves and perform their duties in an exemplary fashion, commensurate with the position of leadership they have undertaken.

Approval

Kari Lasco-Sanders
President of the SRMS Board

Barbara Turner
Secretary of the SRMS Board

Date Approved: April 19, 2017
Revised Date:
Review Date: April 2026

Employee Conduct Procedure

Employee Conduct: this Policy establishes standards of conduct expected of each staff member as follows:

1. Support the mission and purpose of SRMS, as reflected in its Articles of Incorporation.
2. Be diligent in preparation for, attendance at, and participation in official school functions.
3. Act in good faith and in the best interests of SRMS.
4. While employees are ambassadors to SRMS, employees may not individually act on behalf of SRMS.
5. Act with dignity and integrity, reflecting SRMS's high standards for ethical behavior and professionalism.
6. Take no action that could discredit the reputation or credibility of SRMS.
7. Give open and fair consideration to diverse and opposing viewpoints.
8. Refrain from negative characterizations of the official positions or policies of the school.

CONFIDENTIALITY

- All staff members will maintain confidentiality on sensitive matters or those specifically declared to be confidential.

PUBLIC STATEMENTS

- An employee may not speak publicly on behalf of SRMS unless authorized by the Head of School to do so.
- Except where authorized, a staff member communicating publicly, regarding SRMS, in a public forum must ensure that his/her statements are clearly identified as personal opinions and that he/she is not speaking on behalf of SRMS in any official capacity or expressing the views or positions of the SRMS Board of Directors or Head of School.