99% LIST

1) Professional conduct
    a) Establish and maintain professional boundaries with students and colleagues
    b) Keep students safe by upholding the rules and regulations outlined in the Faculty and Student Handbooks
    c) Never interact with students or colleagues in a professional setting while under the influence of drugs or alcohol
    d) Dress, grooming, and personal hygiene should be professional
    e) Avoid profanity, inappropriate language, or touching students inappropriately
    f) Meet deadlines for grades, comments, letters, and other requests for information
    g) Report any suspected harassment, gender-based violence, assault, bullying or discrimination
    h) Serve as a mandated reporter
2) Communication
    a) Support students and colleagues by communicating constructively and respectfully with one another. Millbrook will not tolerate behavior – verbal, physical, or digital – that disregards the self-esteem of other employees or students. Examples of inappropriate behavior include, but are not limited to: obscene or suggestive remarks or jokes; uninvited sexual activity whether explicit or implicit; displaying offensive or demeaning materials; hazing, threats; comments which are demeaning to race, religion, ethnic origin, gender, sexual orientation or any other category protected by law.
    b) Respond to emails/phone calls within a reasonable time (approximately 24 hours during class days) while school is in session
    c) Complete within appropriate deadlines all
        i) required advisor communication with families and advisees
        ii) Official Note updates as requested by the academic office
        iii) required comments and grades
        iv) evaluation reports as requested by the academic office or academic center
3) Be present
    a) Arrive to all obligations prepared and on time
    b) Attend forums, assemblies, and other all-school events as well as faculty and department meetings. Communicate with the dean of faculty and relevant supervisor if unable to attend any required obligation.
4) Teaching
    a) Post all assignments and grades on Blackbaud on the day assigned
    b) Grade and return student work in a timely manner
    c) Meet classes on time, for the duration, and let students out on time
    d) Uphold academic and department policies

    e) Report students who are absent from class through the attendance system as soon as possible and no later than by the end of the class day.
    f) Write formal comments.
5) Uphold the guidelines and policies outlined in the coaching and residential life handbooks when applicable
6) Engage in annual professional growth and reflection through Folio
7) Keep classroom, office, and residential spaces clean, neat and professional.