



School Climate and Ethics Training Checklist

In order to be able to concentrate on the fun and excitement of helping children learn, it is important that you have an idea of what kind of behavior is expected of you before you begin working in the schools.

To ensure the safety of students, faculty and staff, schools operate under different principles and rules than private and governmental organizations do. This checklist is designed to give an overview of some ethical and practical issues that you may encounter in the classroom. It is not meant to be an all encompassing guide, but rather, a means of establishing a dialogue with your partner school and partner teacher. You are encouraged to ask questions and clarify possible issues with your individual school.

In general, if you ever find yourself in what could be perceived as questionable situation, talk to your school point of contact as well as your Department of Defense point of contact. Document your concerns, and do not allow yourself to be placed in a situation where there is no way to corroborate your actions.

General School Procedures and Rules

- Exchange contact information with your school point of contact.
 - Determine the procedures for rescheduling sessions.
- Meet with the administration or main office staff of the school to determine the check-in and check-out policy for the school.
 - Determine if there are additional requirements for your presence in the school (Identification, TB testing, Fingerprinting)
- Know the general emergency procedure policies of the school
 - Discuss the procedure for fire drills with your school point of contact, and be aware that fire drills usually apply to all personnel within the school, regardless of responsibility for children
 - Discuss the procedure for handling student, staff or faculty injuries with the school point of contact, realizing the capabilities and limitations of the on-site nursing staff
 - Discuss the procedures for additional emergency situations with your school point of contact. These could include
 - Building security lock-down procedures
 - Drug searches
 - Environmental Hazards such as tornado, power outage, etc.



STEM EDUCATION ALLIANCE

- Be aware that certain common items such as: laser pointers, pocket knives, cell phones, and cameras may be prohibited in the school
 - Some states have regulations regarding tobacco possession and use on school property.
 - Be aware that food allergies may restrict what you can bring into the classroom
- Discuss with your school point of contact what type of clothing you should wear in the classroom
- Discuss with your school point of contact what titles you will use to refer to each other in the classroom. (i.e. Mr. Smith, Miss Jones)
- Determine the policy and procedures for lunch in your school
- Determine the location of the nearest faculty bathroom to your classroom
- Discuss the school's sexual harassment policy with your school point of contact or school administrator prior to entering the classroom. Some general rules to prevent even the appearance of impropriety
 - Do not allow yourself to ever be alone with students.
 - Be cautious of your physical proximity with students.
 - As a general rule, do not touch students.

General Rules of Student Interaction

- Discuss with your school point of contact the rules specific to the classroom. Rules for discussion could include:
 - How students will share resources
 - How students will verbally share their ideas
- Be aware that student records, grades and discipline must be kept in confidence.
- Discuss your authority to direct students with your school point of contact. Classroom management topics to discuss include:
 - Your authority to allow the students to take a bathroom/water break
 - Your role in classroom discipline
- Be aware that topics of a religious, political or sexual nature are not appropriate for the classroom.
 - Discuss with your school point of contact ways of steering the conversation away from these topics.
- Be aware that students may want to have positive relationships with you outside of the classroom.
 - Direct all communications to the student through a parent or guardian
 - Do not provide direct contact information to the student
 - Be aware that students may try to determine your presence on social networking sites and ensure that your profiles are kept private.
- Be aware of the diverse socio-economic backgrounds of students.
 - Avoid language that indicates a bias
 - Do not denigrate any possible career choice, it may be that the student with whom you are working has a relative that makes their living that way