

Inspire School Programs Code of Conduct

I recognize that my employment and subsequent employee reviews will be subject to agreeing to the following standards of conduct. I understand that termination of employment will be after two written warnings or immediate based on the severity of the infraction.

1. I will be faithful and committed. This means being on time, asking for time off at least two weeks in advance and reporting any emergencies/sickness immediately. I understand that consistent tardiness (as defined by 3 or more times) is grounds for termination.

2. I will be accountable for my time. This means that while I am employed by Inspire, I will use the time for Inspire activities, getting work asked of me completed, starting classes on time, not being on my phone, interacting with students and being engaged when other mentors are leading.

3. I will display a heart of serving. This means I will do whatever mentor program related task is asked of me by lead mentors/directors or school staff as long as it is not immoral or illegal. It also means that I will do it with a humble, kind, positive spirit.

4. I will speak positively of and to fellow mentors, directors, students and school staff. This means I will not name-call, speak disrespectfully or say things that would tarnish the reputation of Inspire, the mentors, the school or related people. I understand that I am to appear friendly and engaged at all times unless dealing with a serious issue.

5. I will be careful with my speech. This means absolutely NO profanity! I understand that it is never appropriate to tell jokes that may be offensive. This includes at the school and at public places. I will be aware that at all times whether on campus or off campus, I represent Inspire.

6. I will behave in a way that is consistent with my role as a mentor and abide by all school rules. This means I will do what the school requires when it comes to mask policies, check-in procedures, bathroom policies and food/drink requirements as well as any other policies the school has regarding staff and students.

7. I will ask questions and not make assumptions. This means if I don't know something or if I am uncomfortable with something, I will ask the lead mentors or directors.

8. I will put trust in the gap. This means that when there is a gap between what I expect and what I experience, I will put trust in the gap until I can address it directly.

9. I will follow the curriculum. This means I will stay on task, follow the direction of the lead mentor, utilize writing on the board when available, keep track of time and make any suggestions/notes/criticism privately and directly.

10. I will keep my social media appropriate and non-offensive. This means modeling positive content and respect even when advocating for causes. I understand that all photos must be appropriate for school administrators to view. I agree to take down any posts that could negatively impact Inspire's ability to mentor students which could include cause related or political content. Inappropriate content is immediate grounds for termination.

11. I will not engage in any illegal activities. I will not become drunk or use drugs. I will not drink if I am under age. I will not smoke tobacco or vape or chew. I understand this is immediate grounds for termination.

12. I will keep my lead mentor/directors informed of personal issues that might affect my ability to be a facilitator. This includes mental health issues, family issues, transportation issues, health issues, etc. I will immediately inform my lead mentor/directors about any incidents with school staff or police.

13. I will not contact students of the opposite sex. This means NEVER. If a student contacts me, I will pass it along to the lead mentor of that student's class. I will not give out my phone number. I will not give out my social media without consent from the school staff.

14. I will inform proper school officials/juvenile justice workers of abuse or suspected abuse.

15. I will be honorable in all my actions. This means I will set the example in classes and in public with all people. I understand that I am modeling positive behavior not trying to be on the student's level to impress or befriend them.

16. I will abide by all school district/ juvenile justice facility policies, including dress code. This means I will not wear graphic t-shirts, tank tops, ripped jeans or look sloppy in my dress code.

17. I will handle controversial topics without violating school district policies in the area of politics, religion, race and/or sexual orientation.

18. I will conduct myself with professionalism in my words and conduct. I will create a professional working environment which means free of harassment, discrimination and inappropriate behavior.

I, _____, understand that violation of any of these policies can lead to my termination as a mentor.

X _____

Date: _____