
Code of Professional Conduct CAPE Charter School Non-Certificated Staff

Society and the school community hold school personnel to a high standard of conduct. The conduct of an educational assistant and an administrative/executive assistant bears directly on the community's perception of the ability of the individual to fulfill his or her unique position of trust and influence.

Therefore, educational assistants and administrative/executive assistants are expected to conduct themselves with due regard to the honour, dignity, welfare, rights and best interests of students, parents, colleagues, and their employer.

This *Code of Conduct* sets out minimum standards for the conduct of educational assistants, but is not an exhaustive list of such standards.

In relation to students,

the assistant is expected:

- to assist or support the instructional staff in a manner that respects the dignity and rights of all persons and is considerate of their circumstances;
- to not profit from any learning activities of students in his/her school, accept pay for tutoring students during school hours within school premises, or profit from the sale of goods or services to students in his/her school;
- to not divulge information received in confidence or in the course of professional duties about a student except as required by law or where, in the judgment of the teacher, to do so is in the best interest of the student;
- to encourage students in positive ways and make them feel welcome in our school;
- to not criticize students nor discuss behavioural issues of students.

In relation to parents, the assistant is expected;

- to direct parents to the teacher for any information regarding their child's progress;
- to be discreet with information received from parents;
- to be respectful in communications with and about parents;
- to strive to establish and maintain a trust relationship with parents or parent.

In relation to colleagues, the assistant is expected;

- to not undermine the confidence of the student, parent or other staff in teachers, assistants or any other support personnel;

- to criticize the competence or professional reputation of another teacher or assistant only in confidence to the appropriate administrator and only after the other person has been informed of the criticism;
- to not take, because of animosity or for personal advantage, any steps to secure the discipline or dismissal of another staff member.

In relation to the school employer, the assistant is expected

- to fulfill the terms of his/her contract of employment;
- to bring to the attention of administration conditions that, in the opinion of the assistant, do not allow for appropriate learning;
- to bring to the attention of administration concerns from students, parents or staff;
- to recognize areas that, in the opinion of the assistant, may benefit from improvement and suggest a course of action for consideration;
- to foster and demonstrate a collegial work environment;
- to respect the legitimate authority of administration;
- to encourage and support teachers, assistants, administrators and board members;
- to foster and maintain open and honest communications with all stakeholders;
- to appropriately and constructively express his/her opinions and suggestions regarding the administration of the school using proper channels;
- to express concern through proper channels, and to recognize his/her duty to protest through proper channels, any administrative policies and practices which the assistant cannot in good conscience accept.

In relation to school professional community, the assistant is expected;

- to not engage in activities that adversely affect the quality of the assistant's service.
- to act in a manner that maintains the honour and dignity of the school community.

In relation to the school community, the assistant is expected:

- to be knowledgeable and able to communicate accurately about his/her school's philosophy, mission and policies;
- to conduct himself/herself in such a manner as to maintain the honour and the good reputation of the school;
- to conduct himself/herself in a manner that is respectful of the norms and values of the school community.

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