



CAPE (Public Charter) School Code of Professional Conduct Secretary-Treasurer

Society and the school community hold school personnel to a high standard of conduct. The conduct of a staff member 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, a staff member is expected to conduct himself or herself 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 an employee, but is not an exhaustive list of such standards.

In relation to students,

the employee is expected:

- to assist or support the staff in a manner that respects the dignity and rights of all persons and is considerate of their circumstances;
- to not profit from any activities of 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 administration, to do so is in the best interest of the student;

In relation to parents, the employee is expected;

- to support parents in the area of finance;
- to be discreet with financial and other information received from parents;
- to be respectful in communications with and about parents;
- to strive to establish and maintain a trust relationship with parents.

In relation to colleagues, the employee is expected;

- to not undermine the confidence of the student, parent or other staff in teachers, assistants or any other personnel;
- to criticize the competence or professional reputation of another staff member 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;
- to support colleagues in the area of finance and any other area.

In relation to the school employer, the employee 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 employee, negatively impact the learning and/or the financial stability of the organization;
- to bring to the attention of administration concerns from parents or staff in the area of finance;
- to recognize areas that, in the opinion of the employee, 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 employee cannot in good conscience accept.

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

- to not engage in activities that adversely affect the quality of the services provided;
- to act in a manner that maintains the honour and dignity of the school community.

In relation to the school community, the employee 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.

Adopted: February 25, 2015

Motion: #2015-2-25-5