

Code of Professional Conduct **CAPE Charter School 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.

Definitions:

Code - a set of rules about how people should behave or about how something must be done.

Community - a group of people living in the same place or having a particular characteristic in common; specifically, the Medicine Hat and surrounding area.

Conduct - the manner in which a person behaves; especially on a particular occasion or in a particular context, a mode or standard of personal behaviour especially as based on moral principles.

Colleague - a person with whom one works in a profession or business; specifically refers to a person with whom one works in education and related fields.

Employer - specifically refers to CAPE school and the CAPE Board of Directors

Profession - specifically refers to the teaching profession.

Standards - a level of quality, achievement, etc., that is considered acceptable or desirable; something set up and established by authority as a rule for the measure of quantity, weight, extent, value, or quality.

Media - the main means of mass communication (broadcasting, publishing, and the Internet), regarded collectively.

Technology - methods, systems, and devices which are the result of scientific knowledge being used for practical purposes and/or communication; specifically refers to any computer, tablet, phone, laptop, and related tools for communication, data collection, word processing, etc..

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.

In relation to communication and media, a secretary-treasurer using media in any form through personal or business accounts during personal or payed time is expected:

- to use social media as means of promoting collaboration and co-operation between the school and the community it serves;
- to post information that reflects positively on the school, the Board of Directors, the administration, the staff, the students, and their parents;
- to post only information that is in the public domain and not of a private and confidential nature;
- to ensure that no pictures, videos, or personal information of students with media restrictions are posted;
- to refrain from making inflammatory, derogatory, disrespectful statements that reflect negatively on themselves, the CAPE school community and the profession.

Consequences of non-adherence to this code of conduct could include disciplinary actions such as letter of reprimand, suspension with pay, suspension without pay, dismissal, or legal action.

References:

Education Act

Freedom of Information and Protection of Privacy Act of Alberta

Rules of Professional Conduct with Guidance Chartered Professional Accountants of Alberta

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