



## Code of Professional Conduct CAPE Charter School Certificated Staff

Society and this school community hold teachers to a high standard of conduct. The conduct of a teacher, both on and off duty, bears directly on the community's perception of the ability of teachers to fulfill their unique position of trust and influence.

Therefore, teachers are expected to conduct themselves with due regard to the honour, dignity, welfare, rights and best interests of students, parents, colleagues, their employer, and the profession.

This *Code of Professional Conduct* sets out minimum standards for the conduct of teachers 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.

**Certificated staff** - any employee of CAPE school holding a valid Alberta teaching certificate.

**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.

**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 teacher is expected:**

- to teach 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 grounds, 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 or parent;
- to make all judgments and decisions in the best educational interests of students and in support of optimum learning.

**In relation to parents, the teacher is expected:**

- to provide parents with accurate and objective evaluations of their child's progress;
- to discuss with parents only matters pertaining to the parents' own child;
- to be discreet with information received from parents;
- to be respectful and considerate in communications with and about parents;
- to strive to establish and maintain a trust relationship with parents.

**In relation to colleagues, the teacher is expected:**

- to not undermine the student's confidence in other teachers;
- to criticize the professional competence or professional reputation of another teacher only in confidence to the appropriate administrator and only after the other teacher 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 teacher.

**In relation to the school employer, the teacher is expected:**

- to fulfill the terms of his/her contract of employment;
- to bring to the attention of administration assignments of duties for which the teacher is not qualified and/or conditions that do not allow for appropriate learning;
- to respect the legitimate authority of the administration;
- to encourage and support administrators and board members;
- to foster and maintain open and honest communications;
- 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 teacher cannot in good conscience accept

**In relation to the profession, the teacher is expected:**

- to not engage in activities that adversely affect the quality of the teacher's professional service;
- to act in a manner that maintains the honour and dignity of the profession.

**In relation to the school community, the teacher is expected:**

- to be knowledgeable and 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 of the profession 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, teachers using media in any form through personal or business accounts during personal or payed time are 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.

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References:

*Education Act*

*Freedom of Information and Protection of Privacy Act of Alberta*

*ATA Code of Professional Conduct*

*Alberta Education Code of Professional Conduct: Charter School Teachers*

*Teaching Profession Act*

*Teaching Quality Standard*

*Leadership Quality Standard*

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