Administrative Procedure 209

Personnel and Employee Relations

SUPPORT STAFF CODE OF CONDUCT

Background

The Board believes all support staff members are responsible to act in the best interests of students, parents, visitors, and other employees of the Board.

The Board's code of conduct stipulates minimum standards of conduct but is not an exhaustive list of such standards.

Procedures

1. In relation to all persons

    1.1. The staff member behaves in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, color, gender, sexual orientation, physical characteristics, age, ancestry, or place of origin.

    1.2. The staff member treats students, parents or visitors with dignity and respect and is considerate of their circumstances.

2. In relation to students, parents and visitors

    2.1. The staff member may not divulge information about a student, however gained, except as required by law or where, in the judgment of the staff member, to do so is permitted by law and is in the best interest of the student. If the staff member is at all uncertain as to whether disclosure is advisable or permissible, the staff member should seek instructions from the principal.

3. In relation to school authorities

    3.1. The staff member fulfills their contractual obligations to the Board until released by mutual consent or according to law.

    3.2. The staff member does not undermine the confidence that the students and parents have in the integrity of the Board.

4. In relation to other employees

   4.1. The staff member does not undermine the confidence that the students and parents have in the integrity of other employees of the Board.

   4.2. The staff member criticizes the competence of reputation of another employee of the Board only in confidence to proper officials and after, where appropriate, the other employee has been informed of the criticism and in accordance with law.

   The staff member does not take, because of animosity or for personal advantage, any steps to secure the dismissal of another employee of the Board.

Approved: July 2023