



## Staff Code of Conduct – Policy Statement

Last Updated on 6 December 2012

# Contents

---

|                                                   |   |
|---------------------------------------------------|---|
| 1. Preface.....                                   | 3 |
| 2. Rights and Responsibilities.....               | 4 |
| 3. Professional Responsibilities and Conduct..... | 6 |

## **Preface**

Collegiate School is committed to providing education to its students in an environment which is conducive to learning for students, staff, parents and community partners. Good order and discipline are essential to effective education and to the ability of students and school staff to work cooperatively toward mutually recognized and accepted goals.

## **Purpose of the Code**

The Staff Code of Conduct is designed to give clear guidance on the standards of behavior that all school staff is expected to observe and the school should notify staff of this code and the expectations therein. The document codifies what are the ethical practices in the profession and its purpose is to:

- a. provide a set of principles which will guide staff members in their everyday conduct and assist them to solve ethical dilemmas.

The staff members should ensure that they are familiar with the specific policies and procedures that underpin these behaviors through reference to this Code as well as other policy documents. If these documents are not provided during the induction, they can ask the school for a copy.

## **Scope of the Code**

Staff Code of Conduct applies to all Collegiate School Staff. School staff is in a unique position of influence and must adhere to behavior that sets a good example to all the members of the school community. The Code is enforced when they are on school property and in attendance at school or any other school sponsored and/or school supported activity.

The Code of Conduct forms a part of the staff member's contract. Failure to comply with it and with the associated school policies may result in disciplinary action being taken and the school reserves the right to take legal action against the members where breaches of the Code warrant such action.

All employees have personal and legal responsibilities, including; treating others with dignity and respect; acting honestly, using school funds and school equipment appropriately, adhering to health and safety guidelines and practicing equal opportunities at all times.

It is the responsibility of all the staff members of the school to be aware of and abide by the Staff Code of Conduct and to support the fair and impartial monitoring of the rules.

It is the responsibility of the school to convey information regarding school policies and procedures to all the members of the school community via relevant documents and/or through other appropriate means.

## Section 1. Rights and Responsibilities

**1.1 Responsibilities of Staff:** Principal plays a leadership role in the daily operation of the school and thus, has the responsibility to demonstrate commitment to academic excellence and conducive teaching and learning environment. The staff members shall have the responsibility to:

- 1.1.1 treat students fairly and consistently;
- 1.1.2 promote a safe, orderly and engaging school environment, supporting active teaching and learning.;
- 1.1.3 follow the school policies and procedures of the school regarding their roles and responsibilities;
- 1.1.4 advise instructional and administrative personnel of potential violations of this Code of Conduct; and
- 1.1.5 maintain a climate of mutual respect and dignity with co-workers, which will strengthen students' self- concept and promote confidence to learn.

All the members of the school staff have the responsibility to abide by Code of Conduct and other school policies and procedures fairly and consistently.

**1.2 Rights of Staff:** The staff members shall have the right to:

- 1.2.1 expect the support of school administration and other staff in conducting their professional duties;
- 1.2.2 expect that the school environment will be orderly and cooperative for efficiently conducting their professional duties; and
- 1.2.3 expect the cooperation of students in matters related to school.

**1.3 Responsibilities of Students:** Along with the school staff and administration, the students of the school have equal responsibility to develop a safe and conducive environment for learning within the schools. All the students of Collegiate Schools shall have the responsibility to:

- 1.3.1 have knowledge of and conform to school rules and regulations and policies;
- 1.3.2 not use indecent, obscene or foul language; and
- 1.3.3 report incidents or activities that may threaten or disrupt the school environment to a staff member or the school administration.



**1.4 Rights of Students:** The students shall have the right to:

- 1.4.1 not be subjected to any bias and/or excluded from school privileges by any member of school community because the student is married, pregnant, has a disability, is eligible for special education services and programs or because of race, gender, color, religion, sexual orientation (known or perceived), gender identity expression (known or perceived), or national origin; and
- 1.4.2 request and receive interpretation and translation assistance for school-related matters if English is not their primary language.

**1.5 Responsibilities of Parents/Guardians:** Parents/guardians are as much a part of the students' holistic education as the teachers in the schools. As an important stakeholder, the parents/guardians shall have the responsibility to:

- 1.5.1 present to school staff and administration any concern or complaint in a calm, reasoned manner;
- 1.5.2 contact their child's teacher or school staff if they perceive a change in their child's behavior or needs that may be related to situations occurring at school;
- 1.5.3 work with the school on academic, disciplinary or other related matters pertaining to their child;
- 1.5.4 convey to their children a supportive attitude toward education and the school, members of school community; and
- 1.5.5 provide the school with current address and phone numbers.

**1.6 Rights of Parents/Guardians:** Parents/Guardians shall have the right to:

- 1.6.1 request a conference with the teacher, staff member and/or the principal;
- 1.6.2 receive translations and/or interpretations of any written or verbal communications regarding their child and their child's education; and
- 1.6.3 appeal against disciplinary actions as provided in SECTION 4 under *Student Code of Conduct*.



## Section 2. Professional Responsibilities and Conduct

The school staff, under the leadership of principal, shall maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behavior. In addition to the specific principles as set forth below, the school administration reserves the right to take necessary measures against any action that disrupts the learning environment, adversely impacts the health and safety of the students and other members of the school community.

### 2.1 Responsibility/Conduct towards the Students

1. Staff shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student.
2. Staff shall not solicit or engage in sexual conduct or a romantic relationship with a student.
3. Staff shall not furnish alcohol or illegal/unauthorized drugs to any person less than 25 years of age or knowingly allow any person less than 25 years of age to consume alcohol or illegal/unauthorized drugs in the presence of staff members.
4. Staff shall refrain from inappropriate communication with a student and other staff members, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:
  - a. the nature, purpose, timing, and amount of the communication;
  - b. the subject matter of the communication;
  - c. whether the communication was made openly or attempted to conceal the communication;
  - d. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
  - e. whether the communication was sexually explicit; and
  - f. whether the communication involved discussion of the physical or sexual attractiveness or the sexual history, activities, or preferences of either the student or other members of the staff.



## 2.2 Responsibility/Conduct towards Practices and Performance

Staff is expected to assume responsibility and accountability for his or her performance and continually strives to demonstrate competence. The following responsibility/conduct is expected from the staff members.

1. Staff applies for, accepts, or assigns a position or a responsibility on the basis of professional qualifications, and adheres to the terms of a contract.
2. Staff shall not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.
3. Staff shall not use institutional or professional privileges for personal or partisan advantage.
4. Staff shall honestly account for all funds committed to his or her charge.
5. Staff shall exercise caution when using information technology and be aware of the risks to themselves and others. They shall not use school equipment and systems (phone, computers, printers, photocopiers etc.) used for the fulfillment of another job or for personal use.
6. Staff shall not intentionally misrepresent official policies of the school, and clearly distinguishes those views from his or her own personal opinions.
7. Staff shall comply with written local school policies and applicable laws and regulations that are not in conflict with this code of ethics.
8. Staff shall not falsify records, or direct or coerce others to do so.
9. Staff shall not make threats of violence against school board members, school staff, students, or parents of students.
10. Staff shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
11. Staff shall not consume alcoholic beverages or illegal/unauthorized drugs on school property or during school activities when students are present. Also, they are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol or illegal drugs.
12. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.



### **2.3 Responsibility/Conduct towards Professional Colleagues**

Members of school staff are expected to be ethical towards the colleagues and accords just and equitable treatment to all the members. The following conduct is expected from the staff members towards the students.

1. Staff shall not reveal confidential information concerning colleagues unless required by law.
2. Staff shall adhere to written local school board policies regarding the hiring, evaluation, and dismissal of personnel.
3. Staff shall not willfully make false statements about a colleague or the school system.
4. Staff shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
5. Staff shall not interfere with a colleague's freedom of choice, and works to eliminate coercion that forces other teachers and staff to support actions and ideologies that violate individual professional integrity.
6. Staff shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.