

# Administrative Procedure 401

## Human Resources

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### PROFESSIONAL CODE OF CONDUCT

#### BACKGROUND

The charter board is committed to ensuring that each staff member employed in a Westmount school campus or central office is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging.

#### PROTOCOL

Under normal circumstances, concerns arising under this administrative procedure would be addressed first to the individual's direct report and if unresolved, subsequently to the Superintendent, the charter board and ultimately to the minister. If a conflict of interest exists between two members in the administrator and direct supervisory level, concerns arising under this administrative procedure are addressed at the next level beyond the supervisor.

#### PROFESSIONAL CODE OF CONDUCT

##### 1. In relation to all persons

- 1.1 The teacher behaves in a manner that respects the dignity and rights of all persons without prejudice regardless of race, age, ancestry, place of origin, colour, religious beliefs, gender, gender identity, gender expression, physical or mental disability, marital status, family status, socioeconomic status, and sexual orientation.
- 1.2 The teacher treats students, parents and visitors with dignity and respect and is considerate of their circumstances.

##### 2. In relation to students

- 2.1 The teacher is responsible for assessing educational needs, prescribing and implementing instructional programs and evaluating progress of students.
- 2.2 The teacher may not delegate these responsibilities to any person who is not a teacher.
- 2.3 The teacher may delegate specific and limited aspects of instructional activity to non-certificated personnel, provided that the teacher supervises and directs such activity.
- 2.4 The teacher may not divulge information about a student received in confidence or in the course of professional duties except as required by law or where, in the judgement of the staff member, to do so is permitted by law and is in the best interest of the student.
- 2.5 The teacher may not receive pay for tutoring a student attending the school.
- 2.6 The teacher may not take advantage of a professional position to profit from the sale of goods or services to or for students in the teacher's charge.

##### 3. In relation to school authorities

- 3.1 The teacher protests the assignment of duties for which the teacher is not qualified or conditions that make it difficult to render service.
- 3.2 The teacher fulfills contractual obligations to the charter board until released by mutual consent or according to law.
- 3.3 The teacher makes representations on behalf of the school or the charter board only when authorized by the charter board to do so.

4. In relation to all employees
  - 4.1 The teacher undertakes the responsibility for ongoing professional development.
  - 4.2 The teacher does not undermine the confidence of students in other employees of the Charter Board.
  - 4.3 The teacher criticizes the competence or reputation of another employee of the charter board only in confidence to proper officials and in accordance with law.
  - 4.4 The teacher does not take, because of animosity or for personal advantage, any steps to secure the dismissal of another employee of the charter board.
5. In relation to colleagues
  - 5.1 The teacher, when making a report on the professional performance of another teacher, does so in good faith and, prior to submitting the report, provides the teacher with a copy of the report.
  - 5.2 This provision does not apply if the teacher is reporting on the possible unprofessional conduct of another teacher.
  - 5.3 The teacher recognizes the duty to protest through proper channels, administrative policies and practices which the teacher cannot in conscience accept; and further recognizes that if administration by consent fails, the administrator must assume a position of authority.
  - 5.4 The administrator provides opportunities for teachers to express their opinions and to bring forth suggestions regarding the administration of the school.
6. In relation to the profession
  - 6.1 The teacher acts in a manner that maintains the honour and dignity of the profession.
  - 6.2 The teacher does not engage in activities that adversely affect the quality of the teacher's professional service.
  - 6.3 The teacher complies with pertinent legislation in reporting on disputes arising from professional relationships with other teachers that cannot be resolved by personal discussion.

Legal Reference: *Education Act*  
*Practice Review of Teachers Regulation*

Cross Reference: AP-409 Personal Harassment

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