

Administrative Procedure 432

SUPPORT STAFF CODE OF CONDUCT & CONFIDENTIALITY

Background:

The Division believes in giving every employee clear guidelines related to our work environment. It is expected that all employees will represent the division in demonstrating these values and standards of conduct in their daily actions.

Procedures:

1. The staff member conducts his or herself within the law, adhering to board policies and procedures and in a manner that respects the dignity and rights of all persons without prejudice as to race, religious belief, gender, marital status, sexual orientation, age, ancestry, place of origin or physical and/or mental disability.
2. The staff member treats others with dignity and respect and is considerate of their circumstances.
3. All employees of the Division shall keep confidential any and all personal information concerning students, trustees, teachers and other employees of the Division which they may acquire during the course of their employment, whether such information is written or unwritten, and no person shall disclose such information unless such disclosure is required within the course of employment.
 - 3.1. Subject to legislation and any regulations set out thereunder, any information concerning students, trustees and employees of the Division and any confidential information concerning the business or operations of the Division shall be released only as required in the necessary course of employment and only by those persons authorized to release such information.

- 3.2. Employees who release confidential information without appropriate authority may be subject to disciplinary action up to and including termination of their employment contract.
4. The staff member shall not undermine the professional competence of another staff member.
5. The staff member addresses concerns to colleagues involved first, then follows the line of authority. (Note: This does not apply in the case of harassment, where the staff member may go directly to the appropriate administrator.)
6. The staff member shall be an advocate for the school and the division in the community.
7. Communication of student information to a parent must be done through the teacher/administrator or with the approval and/or direction of the teacher/administrator.
8. Information that is critical to the well being of a student shall be reported immediately to the appropriate administrator.

Revised:
November 2018