



Background

The Calgary Girls School holds its staff members to a high standard of ethical conduct. This administrative procedure is intended to outline general guidelines for conduct and a process for reporting allegations of misconduct. In every situation and circumstance, staff are expected to conduct themselves in honourable ways and to exercise common sense, good judgment and discretion. Staff are expected to adhere to all Board Policies and Administrative Procedures and to support a safe, welcoming and caring environment.

Procedures:

1. General

- 1.1. Staff members shall adhere to all the policies and administrative procedures of the Calgary Girls Charter School and not knowingly violate their contracts of employment or any legal agreement between the school and an outside agency.
- 1.2. Staff members shall be respectful in all their interactions with students, parents, community members, other employees and contractors.
- 1.3. Staff members shall conduct their employment responsibilities in an honest, faithful and diligent manner.
- 1.4. Private endeavours must not provide the appearance of an opportunity for wrongdoing or unethical conduct. Private endeavours include aspects of a staff member's activity outside those connected with official school duties. These may include: financial interest, paid and unpaid activities beyond official duty; and relationships with third parties who may be employed by, doing business with, or seeking employment or benefits with the Calgary Girls Charter School.
- 1.5. Staff members shall disclose to their supervisor/principal any financial, business or commercial interest which may conflict with their duty to the Calgary Girls Charter School or the proper execution of their duties. Where potential conflict is identified by the supervisor, the matter will be forwarded to the Superintendent for review.
- 1.6. These principles are intended to complement any Code of Ethics that a staff member would follow because of membership or affiliation with a professional association.

2. Roles and Responsibilities

- 2.1. All staff members are responsible for adhering to the Staff Code of Conduct.
- 2.2. The Superintendent or designate is responsible for compliance with the policy and reviews any investigative report and accompanying responses to determine what, if any action is to be taken.
- 2.3. The Principal or supervisor is responsible for ensuring staff are informed about the Code of Conduct.
- 2.4. The Principal or supervisor is responsible for managing complaints, including providing information to parties and arranging for investigations.
- 2.5. All staff members shall conduct themselves in and out of school in a manner that does not discredit the teaching profession, or other staff of the school, and that does not exert a deleterious effect on students. Nothing in this item shall restrict the private life of a teacher or other member of staff in matters that are unrelated to conduct or performance as a teacher or other staff member.

3. Conflict of Interest

- 3.1. Staff members of the Calgary Girls Charter School shall not without the prior approval of the Superintendent or designate:
 - a) use information or materials belonging to the school to gain financial benefit either directly or indirectly;
 - b) enter into a contract with the school, either personally or through a third party;
 - c) canvass other staff or students on behalf of an organization which he or she represents;
 - d) use any other process or procedure that brings material advantages not otherwise available to the staff member.

4. Gifts, Payments and Rewards

- 4.1. Staff members shall not accept a gift, payment, favour or service from any individual or organization in the course of their assigned duties if that gift, payment, favour or service:
 - a) is other than a normal exchange of hospitality between people doing business, or
 - b) affects the fair and unbiased evaluation or acquisition of the materials or services offered to the school.

5. Use of Calgary Girls Charter School Property

- 5.1. School property including equipment and material shall not be used for personal benefit or non-school purposes without prior approval of the Superintendent or designate.
- 5.2. The Superintendent or designate may authorize the use of supplies or equipment by staff if they believe that such use will assist staff members in their assigned work. Thus, it may be required that some staff regularly retain board-owned supplies or equipment in their possession.
- 5.3. A written record of authorization of the use of supplies or equipment shall be maintained indicating time of release, the signature of the assigned user, and the date on which the item is returned (AF140B Responsible Use of Technology Agreement - Employee).
- 5.4. Staff members are responsible for exercising all reasonable care to prevent abuse, excessive wear, or loss of board-owned equipment or material entrusted to their care.

6. Use of Time

- 6.1. Staff members are expected to use work time for work purposes.

7. Employment External to the Calgary Girls Charter School

- 7.1. If a staff member takes supplementary employment, including self-employment, it shall not:
 - a) appear to be an official act or represent the opinion or position of the school, or
 - b) interfere with, negatively influence or affect the performance of duties for the school.
- 7.2. Staff members who author or create print or non-print courseware, software or any other instructional or educational resource material are deemed to be the owners of this material only if the development of such material is not part of the staff member's assigned duties and the materials are developed on the staff member's own time and without the use of the school's resources.
- 7.3. Staff members are advised that they should seek approval from the principal or supervisor prior to the commencement of such work.

- 7.4. Approval should also be obtained if any school resources are to be used in the development of the materials.

8. Criminal Conduct

- 8.1. Staff members shall be expected to notify the Superintendent of all criminal charges at the time the charge is issued.
- 8.2. Conviction of any criminal offense may result in termination of employment with the school.
- 8.3. Applicants for employment are required to disclose all criminal charges and convictions.

9. Respecting School as Community

- 9.1. School is a community of learners and as such staff are expected to:
 - a) place the best interests of students first and foremost;
 - b) be reasonably accessible to students, parents and other staff members;
 - c) use school resources in a responsible manner;
 - d) support and provide appropriate mechanisms for involving students, parents and others in the learning community in the educational process.

10. Reporting of Allegations of Misconduct

- 10.1. Any staff member who has reasonable grounds for believing another staff member has engaged in conduct that is dishonest, illegal, abusive or detrimental to the interests or reputation of the school shall report the conduct to Principal or the staff member's immediate supervisor as soon as possible. If the Principal or supervisor is the person whose conduct is a matter of concern, the staff member shall report the matter to the Superintendent.
- 10.2. Any staff member who is contemplating an allegation against another staff member should seek advice from the Principal or supervisor on how to address the situation while ensuring compliance with this Administrative Procedure and other potentially relevant Code of Professional Conduct.
- 10.3. Where conduct involves imminent threat or danger to any person or property of the school a staff member should report the conduct immediately.
- 10.4. A staff member shall only make a report or allegation of misconduct in good faith.

- 10.5. A supervisor or principal who receives a report or allegation of misconduct shall inform the Superintendent as soon as possible.
- 10.6. The Superintendent shall determine the action to be taken. The Superintendent's decision regarding the outcome of an investigation will be final.
- 10.7. Any report or allegation concerning misconduct by the Superintendent shall be reported to the Board Chair.

11. Protection for Reporting an Allegation of Misconduct

- 11.1. If an allegation is made in good faith, and is not found to be vexatious, the staff member making the allegation will not be disciplined, regardless of the outcome of the investigation.
- 11.2. The staff member making the allegation and anyone who provides information will be protected from any form of retaliation related to their employment from either co-workers or supervisors under this policy.
- 11.3. A staff member who has encountered retaliation may submit a complaint in writing within three months to the Principal, or Superintendent, or Board Chair. Communication of a complaint follows the progression of authority. The staff member is to submit the complaint to the immediate supervisor unless the complaint concerns that individual. In such a case, the complaint goes to the next person as per the progression of authority. Teachers must be mindful of their responsibilities under the Code of Professional Conduct.
- 11.4. The complaint will be investigated through a fair, impartial process.
- 11.5. Any staff member who makes an allegation of misconduct that is not in good faith or who retaliates against a staff member for making a report of misconduct in good faith shall be subject to disciplinary action, up to and including termination.
- 11.6. The Superintendent's decision, or in the case of progression, the Board Chair's decision shall be final.

Reference:

Education Act, s. 11, 53, 54, 186, 187, 222
Alberta Human Rights Act and the Canadian Human Rights Act
Freedom of Information and Protection of Privacy Act
Personal Information Act
Teaching Profession Act
Ministerial Order 001/2013 – Student Learning
Ministerial Order 016/97 – Teaching Quality Standard
Guide to Education ECS to Grade 12
The Code of Professional Conduct ATA
Individual Contract of Employment with CGCS