

STAFF CODE OF CONDUCT

The Phoenix Foundation (hereafter called Phoenix), has high expectations for standards of behavior for its organization, which includes students, parents, staff members, volunteers and Board members.

A code of professional conduct is a necessary component to any profession to maintain standards for the individuals within that profession. It creates accountability, responsibility and trust between the members of that profession and the people they serve.

References

School Act, TQS, Professional Standards, Regulations (Student records)

Expectations for Staff Behavior

PRINCIPLE 1 – Confidentiality and Privacy

We . . .

- Share information appropriately (staff, students, parents, etc.) and as needed to ensure the smooth operation of the school.
- Are entitled to expect confidentiality when providing personal information of any kind.
- Maintain the security of CUM files, student records and personal information (locked – CUM, working files for teachers only).

PRINCIPLE 2 – Respect for Work Relationships

We . . .

- Treat each other, as well as, students, parents, community members with dignity, respect and consideration.
- Conduct our employment responsibilities as outlined in our contracts with trust and integrity.
- Maintain a safe and caring work environment by reporting to work fit to conduct our duties.
- Maintain a clean, safe work space.
- Care for ourselves by being aware of our own stress levels and taking steps to stay healthy, fit and ready for work.
- Report any mental health or medical issues that may impair our ability to perform our employment duties to our supervisor.

- Do not engage in relationships that will disrupt the school community or workplace.
- Do not expose students to sexual contact, activity, behaviour or material.

PRINCIPLE 3 – Respect for Boundaries

We . . .

- Appreciate each other's areas of expertise and roles and do not overstep boundaries.
- Take care to ensure that our communication is professional.
- Are respectful of each other's time and space. We try to minimize interruptions such as social chatting, social media and non-school matters during school hours.
- Do not engage in discriminatory, harassing or inappropriate behaviour that may compromise the school's image or reputation.
- Respect personal time by refraining from contacting staff during off hours unless it is of an urgent nature regarding school matters.
- Do not use information gained through school matters to gain benefit (financial or otherwise) either directly or indirectly.

PRINCIPLE 4 – Respect for Laws

We . . .

- Adhere to the school's mission statement, policies, practices and procedures at all times.
- Adhere to the laws, regulations and standards in the School Act, Guide to Education, TQS, and LQS.
- Comply with and be aware of legal and government requirements, including PIPA or relevant sections of FOIP, at all times.
- May use school property provided the proper permission has been gained and paperwork completed. We exercise reasonable care to prevent abuse, excessive wear, loss or damage to school equipment or property.
- Notify our supervisor immediately of any circumstance (personal or work-related) that may negatively impact the image, reputation of operation of the school.

PRINCIPLE 5 – Respect for Individuality

We . . .

- Honour and celebrate our unique skills, abilities and preferences so long as they do not harm or interfere with another student, parent or staff member.
- Respect the differences in our personal relationships, the celebration of holidays, etc. by encouraging an understanding of other cultures, customs and beliefs.
- Work together to create a safe and caring learning and working environment for all!

Consequences for Breaching the Staff Code of Conduct

Consequences for Breaching the Staff Code of Conduct will be determined by the Administrator and/or the Board of Directors. Discipline measures and procedures are outlined in the Staff Discipline Policy.