

STAFF CODE OF CONDUCT

As per Section 33(1) of the *Education Act*, Holy Spirit Catholic School Division Board of Trustees affirms the rights of staff to be provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Further, Section 196 of the *Education Act*, states the responsibilities of teachers while providing instruction or supervision and that teachers must; subject to any applicable collective agreement and the teacher's contract of employment carry out those duties that are assigned to the teacher by the Principal or the Board.

Catholic schools are mandated to provide to their students a fully- permeated Catholic education that is Christ-centred, an instrument of the Catholic Church, dedicated to the development of the students as a whole person, mentally, physically, and spiritually. Catholic schools exist to affirm the growth and worth of people, and model for students' social and human relationships that will fulfill this outcome.

As Pope John Paul II reminds us:

Community is at the heart of all Catholic education, not simply as a concept to be taught, but a reality to be lived. (To Teach as Jesus Did, 1972, #23)

All staff within the Holy Spirit Catholic School Division have the responsibility to:

1. Support achieving the mission and educational goals established by the division and the school.
2. Convey through word and action respect for the legitimate actions and responsibilities of students, parents, teachers, support staff, trustees, administrators, and all other employees.
3. Understand the organizational structure of the school division, the rationale for inherent authority within this structure, and communication and actions that are necessary to preserve its purpose.
4. Act within the school division's Communication Protocol (See Policy 3, Appendix B).
5. Exhibit professional behaviour by showing positive examples of preparedness, communication, punctuality, attendance, language, and appearance.
6. Maintain a safe and caring learning environment for all, free from all types of harassment, intimidation, bullying, substance abuse, physical violence, mental or emotional abuse, and/or any other forms of inappropriate conduct.
7. Ensure actions and language are free from bias or discrimination towards (but not limited to) race, religious beliefs, colour, gender, sexual orientation or identity, physical or mental limitations, ancestry / place of origin, marital status of parents or family circumstances.

8. Act within the employment standards prescribed by legislation, contracts of employment, affiliated professional associations, and the divisional policy / administrative procedure framework.
9. Conduct oneself so as to sustain a positive and hopeful view of the work of others, so as to further the greater objective of employees being unencumbered in the pursuit of their goals, roles, and responsibilities.

References *Sections 33, 196, 198, 201, 218, Education Act*
 ATA Code of Conduct
 Employment Standards Code
 Section 23, Teaching Profession Act
 Canadian Charter of Rights and Freedoms
 Supporting Safe, Secure and Caring Schools in Alberta (1999)