

Section:	Human Resources
Policy:	4.30
Revised:	May 2023
Approval:	

4.30 Code of Professional Conduct

1. Rationale

Teachers are expected to observe the highest standard of professional ethics in all their duties. This, in Kootenay Christian Academy, will include complete commitment to the Matthew 18 principle. The Code of Professional Conduct stipulates minimum standards of professional conduct of teachers but is not an exhaustive list of such standards. This code of conduct will also apply to Education Assistants where applicable.

2. Policy

2.1. In relation to pupils:

- 2.1.1. The teacher teaches in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, sex, physical characteristics, age, ancestry or place of origin.
- 2.1.2. The teacher is responsible for diagnosing educational needs, prescribing and implementing instructional programs and evaluating progress of pupils.
- 2.1.3. The teacher may not delegate these responsibilities to any person who is not a teacher.
- 2.1.4. The teacher may delegate specific and limited aspects of instructional activity to non-certificated personnel, provided that the teacher supervises and directs such activity.
- 2.1.5. The teacher treats pupils with dignity and respect and is considerate of their circumstances.
- 2.1.6. The teacher may not divulge information about a pupil received in confidence or in the course of professional duties except as required by law or where, in the judgment of the teacher, to do so is in the best interest of the pupil.
- 2.1.7. The teacher may not accept pay for tutoring a pupil in any subject in which the teacher is responsible for giving classroom instruction to that pupil.
- 2.1.8. The teacher may not take advantage of a professional position to profit from the sale of goods or services to or for pupils in the teacher's charge.

2.2. In relation to school authorities:

- 2.2.1. The teacher fulfills contractual obligations to the employer until released by mutual consent or according to law.
- 2.2.2. The teacher provides as much notice as possible of a decision to terminate employment.

2.3. In relation to colleagues:

- 2.3.1. The teacher does not undermine the confidence of pupils in other teachers.
 - 2.3.2. The teacher criticizes the professional competence or professional reputation of another teacher only in confidence to proper officials and after the other teacher has been informed of the criticism.
 - 2.3.3. 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.
 - 2.3.4. The teacher does not take, because of animosity or for personal advantage, any steps to secure the dismissal of another teacher.
 - 2.3.5. 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 adopt a position of authority.
- 2.4. In relation to the profession:
- 2.4.1. The teacher acts in a manner that maintains the honour and dignity of the profession.
 - 2.4.2. The teacher does not engage in activities that adversely affect the quality of the teacher's professional service.
 - 2.4.3. The teacher will at no time speak negatively of the Board, a Board member, the Administrator, or fellow teacher.
 - 2.4.4. The teacher will at no time speak negatively of the school.
 - 2.4.5. The teacher will, as a matter of personal integrity, honour all his or her commitments, whether written or verbal.