

POLICY GUIDE

RIVER VALE BOARD OF EDUCATION
SUPPORT STAFF MEMBERS

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4215 Code of Ethics

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All support staff employees will:

- Represent themselves honestly in the application and selection procedure;
- Report to work as scheduled;
- Discuss complaints with their immediate superior, or through approved channels;
- Not advise or counsel pupils except in special cases with the knowledge and consent of the Principal;
- Complete thoroughly their assigned tasks;
- Endeavor to establish good working relationships with other employees, professional as well as non-professional;
- Commit themselves to providing the best possible services for pupils;
- Uphold all rules and regulations as set by the Board, the Superintendent, and the Principals;
- Keep the trust under which confidential information may be given;
- Adhere to all the conditions of a contract;
- Give prompt notice of any change in availability for continued employment; and
- Protect and care for district property.

Standards for Confidentiality

The Board of Education recognizes that in the course of employment in the school district, it is likely that staff will become aware of personal information about the district's pupils, as well as about other staff members. Federal law and State law include very specific prohibitions regarding the disclosure of pupil records information. In addition, the law protects the privacy interests of all individuals.

In order to maintain a collegial and professional workplace, it is essential that all staff remain mindful of the harm that can befall the school community when the privacy of communications is not respected by staff. Even the disclosure of accurate, but private, information can be harmful to individuals and the school in the same way as rumors and innuendo are harmful.

The district must operate as a sensitive and caring place. Every district employee is expected to respect the privacy of pupils and their families, community volunteers, other staff members, and whomever else the employee encounters in the course of district employment. Failure to abide by these basic rules will be deemed conduct unbecoming and appropriate discipline will be imposed.

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