



POLICY: AC BOARD STATEMENT OF GOVERNING PRINCIPLES

REGULATION:

EXHIBIT:

All trustees of the Seine River School Division are expected to act in accordance with our core ethical values of Honesty, Empathy, and Respect. The Board of Trustees of the Seine River School Division has adopted this Code of Conduct to document and demonstrate its wish to provide ethical community leadership that is in accordance with our divisional core ethical values.

The goal of this Code of Conduct is to ensure public confidence in all aspects of the work of the Board of Trustees and in particular:

- To promote public confidence in the integrity of members of the Board;
- To set out the responsibilities of Board members in carrying out their duties;
- To set out rules under which members of the Board shall govern themselves with respect to confidentiality.

### **Responsibilities of Board Members**

All Board members shall:

- Abide by the provisions of all federal, provincial and local legislation, including but not limited to The Public Schools Act and School Division by-laws and policies.
- Recognize that the school board's authority rests with the corporate body, not with individual trustees, and therefore will speak or act on behalf of the School Board only if they have been authorized to do so.
- Act with integrity and in a manner that maintains the dignity of the office of Trustee.
- Exercise their fiduciary duty to act honestly and in good faith with a view to the best interests of the Seine River School Division, always being mindful of the needs of the students of the Division.
- Exercise the care, diligence and skill that a reasonable person would exercise in comparable circumstances.
- Respect the confidentiality of information received in the course of their work, as well as the contents of confidential discussions, both during and after his or her time on the Board, always acting in full compliance with the Freedom of Information and Protection of Privacy Act and the Personal Health Information Act.
- Prepare for, attend and participate in meetings of the Board and Committees as appropriate, including regular meetings, special meetings, and planning retreats.
- Respect others who may have differing opinions.
- Commit to and demonstrate on-going learning and professional development on issues related to education and board governance.
- Actively participate in on-going evaluations and assessment of the performance of the Board and the Superintendent.
- Declare any real or perceived conflicts of interest in accordance with the Public Schools Act.
- Not use, for his/her personal benefit or advantage, any information acquired in the exercise of the office of Trustee that is not otherwise available to the public.

APPROVED: January 8, 2013

REVISED:

SOURCE:

OTHER REFERENCE:



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- Not use directly or indirectly any facilities, property or services of the Division, nor allow them to be used for purposes other than as expressly approved by the division.

### **Confidentiality**

Board members shall keep in confidence any personal or confidential information obtained in his or her capacity as a Trustee and not disclose the information except when required by law or authorized by the Board to do so.

The requirements to maintain confidentiality apply both during a Trustee's term of office and in perpetuity following a Trustee's term of office.

Board members must assure the security of all confidential material entrusted to their care and use. Electronic devices holding such information must be password protected and paper records must be securely stored and securely destroyed. Such records may be returned to the Secretary-Treasurer for destruction.

### **Annual Declaration**

Annually, at the first meeting of the Board in September (or November in election years), the Board shall review the Code of Conduct and all Board members shall sign a declaration and oath of confidentiality indicating that they have read, understand and agree to abide by the Code of Conduct.

### **Breaches of the Code**

A breach of the Code of Conduct by a Trustee is a serious issue. If the Board determines that a Trustee has breached the code of conduct, the Board may impose one or more of the following sanctions:

Censuring the Trustee;

Barring the Trustee from attending all or part of a meeting of the Board or a Committee of the Board;

Suspending the Trustee from the Board, including suspending all the Trustee's rights, duties and privileges as a member of the Board, for up to three months.

Any motion arising from a potential breach of the code shall be handled in accordance with the provision in the Public Schools Act and related regulations, as may be in place from time to time.

In dealing with a potential breach of the Code of Conduct, the Board shall act with honesty, empathy and respect and allow all parties involved, including the Trustee(s) suspected of the breach to be heard.

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