

POLICY

**NORTHVALE
BOARD OF EDUCATION
SUPPORT STAFF MEMBERS**

**CODE OF ETHICS
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4215 CODE OF ETHICS

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 students 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 students;
- Uphold all rules and regulations as set by the Board, the Superintendent, and the Principal;
- 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.

Adopted: September 28, 1998
Revised and Approved: May 15, 2017

