

# NBTA

New Brunswick  
Teachers' Association

# September 2023

## NBTA Needs Your Latest Information

Sunday Dimanche	Monday Lundi	Tuesday Mardi	Wednesday Mercredi	Thursday Jeudi	Friday Vendredi	Saturday Samedi
27	28	29	30	31	1	2
3	4 HOLIDAY Labour Day	5 First Day for Students	6	7	8	9
10	11	12	13	14 NBTF Executive	15 NBTA Executive	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30 National Day for Truth and Reconciliation

All teachers working in the NB system, including supply teachers, must register with the NBTA/F each school year. **Click the Membership Registration button at [www.nbta.ca](http://www.nbta.ca).**

Inform the NBTA, not just your employer, about any **changes to your important information** that occurs throughout the school year, such as contract, home address, e-mail address, etc.

NBTA contacts teachers through NBED e-mail, but does not administer that system. We do not automatically receive your new contact information if there has been a change.

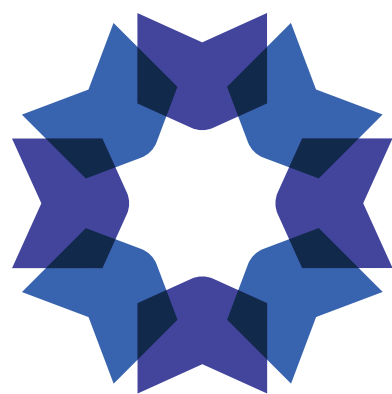
The NBTA issues an **NBTA Card & Member Number** to all teachers paying dues to the NBTA. This Member Number will remain yours always and is used frequently for electronic membership, Council Day registration and voting. Please keep the card safe because they are not replaced every year.

**For all member information changes, contact:**

**Carlene Parker**  
**NBTA Communications**  
**[carlene.parker@nbta.ca](mailto:carlene.parker@nbta.ca)**  
**ph. 506-452-1833**  
**fax 506-453-9795**



All supply teachers: learn more about membership at the NBTA ([www.nbta.ca](http://www.nbta.ca)) and NBTF ([www.nbtffeb.ca](http://www.nbtffeb.ca)) websites.



# NBTA

New Brunswick  
Teachers' Association

# October 2023

## Local Representation

Sunday Dimanche	Monday Lundi	Tuesday Mardi	Wednesday Mercredi	Thursday Jeudi	Friday Vendredi	Saturday Samedi
1	2 <small>National Day for Truth and Reconciliation (Observed)</small>	3	4 <small>NBTA Board</small>	5 <small>NBTA Board</small>	6 <small>NBTF Board</small>	7
8	9 <small>Thanksgiving Day</small>	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 <small>Deadline: Certification Changes</small>	1	2	3	4

**School:** Each school has an **NBTA School Rep.** who represents you at local branch meetings. They share information from these meetings and from the NBTA.

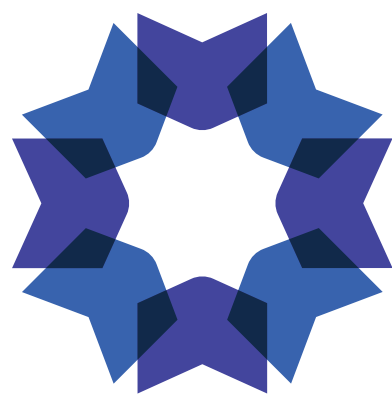
**Branch:** The NBTA is organized into **local branches** province-wide. Branches need many volunteers to operate and lead NBTA activities at the local level. Roles include: Branch President, Vice President, Secretary, Treasurer, POINT, PL, Professional Conduct and Standards, and School Reps.

**Branch Meetings:** School Reps and Branch Officers meet together **4-10 times per year**, depending upon the local practice, to conduct **Branch business, and to discuss local issues and concerns.** A member of the **NBTA Staff**, based in Fredericton, attends each meeting.

**Local Professional Learning (PL):** Each **School PL Committee** is comprised of at least one teacher plus a representative of the school administration. They plan **school-based** PL for NBTA designated days. **The Branch PL Committee** plans Branch-wide PL for NBTA designated days, often in conjunction with, but not under the jurisdiction of, the school district.



It's never too early to think about your financial future. NBTA conducts pension seminars around the province throughout fall and early winter. Check the website ([www.nbta.ca](http://www.nbta.ca)) and NBTA News for times and locations.



# NBTA

New Brunswick  
Teachers' Association

# November 2023

## Provincial Representation

Sunday Dimanche	Monday Lundi	Tuesday Mardi	Wednesday Mercredi	Thursday Jeudi	Friday Vendredi	Saturday Samedi
29	30	31	1  <small>Deadline: Educational Leave Applications Deadline: Project Overseas Applications</small>	2  <small>NBTF Executive</small>	3  <small>NBTA Executive</small>	4
5	6	7	8	9	10	11  <small>HOLIDAY</small>  <small>Remembrance Day</small>
12	13  <small>HOLIDAY</small>  <small>Remembrance Day (Observed)</small>	14	15	16	17  <small>Compass Conference</small>	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

**NBTA Directors:** These locally-elected teachers make **provincial decisions that are in the best interest of all teachers**. Meeting in Fredericton three times per year as a Board, they bring **local concerns** to the provincial stage, **provide direction to the Association**, and **report** back to members in the branches.

**NBTA Executive:** A group of five NBTA Directors **elected** by the Board of Directors. They meet more frequently and **help guide the Association** between Board meetings.

**NBTA President - Peter Lagacy:** A teacher elected by a full vote of the membership to serve a **two-year term**. On leave from her teaching position, she is **the official spokes-person of the Association and represents NB teachers provincially, nationally, and internationally**.

**NBTA Professional Staff:** Staff take direction from the NBTA Board of Directors and provide them with information on various issues.

**Ardith Shirley**  
Executive Director

**Kimberley McKay**  
Deputy Executive Director

**Rick Cuming**  
Director of Finance & Administration

**Chantal Lafargue**  
Director of Communications

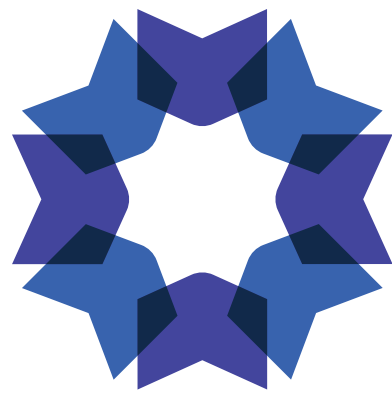
**Dawn Beckingham**  
Director of Professional Learning

**Michael Butler**  
Director Member Benefits & Services



ALL members of the NBTA professional staff are teachers. There are few, if any, other teacher organizations nationwide that can make this claim.

**General Inquiries**  
**506-452-8921**



# NBTA

New Brunswick  
Teachers' Association

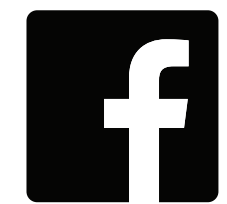
# December 2023

## Staying Informed

ConnectED (NBTA News):  
Access the News electronically at [www.nbta.ca](http://www.nbta.ca) or a hard copy at your school. Teachers can contact Eileen Anderson, Assistant Editor, ([nbtanews@nbta.ca](mailto:nbtanews@nbta.ca)) about contributing articles.

NBTA Website: Your one stop for registration, latest information on grants, upcoming events or professional learning opportunities. [www.nbta.ca](http://www.nbta.ca)

Share your "Great News" Stories about events in your school and win monthly prizes. Send your entries to [nbta.communications@nbta.ca](mailto:nbta.communications@nbta.ca)



**New Brunswick  
Teachers' Association**



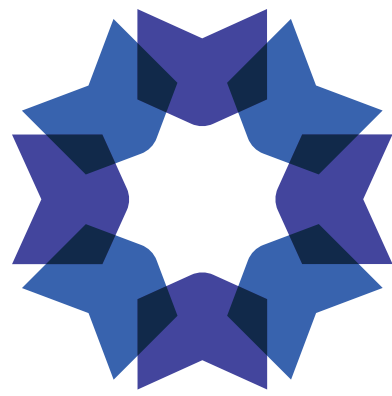
**@NBTeachersAssn**

**Use our hashtag to share  
your stories online!**

**#DedicatedNBTeacher**

Sunday Dimanche	Monday Lundi	Tuesday Mardi	Wednesday Mercredi	Thursday Jeudi	Friday Vendredi	Saturday Samedi
26	27	28	29	30	1	2
3	4	5	6 <small>NBTA Board</small>	7 <small>NBTA Board</small>	8 <small>NBTF Board</small>	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	31 <small>Christmas Day</small>	26 <small>Boxing Day</small>	27	28	29 <small>Last Day for Students</small>	30

**Did You Know?** The ConnectED (NBTA News) is available in hard copy or electronically on the website ([www.nbta.ca](http://www.nbta.ca)).



# NBTA

New Brunswick  
Teachers' Association

# January 2024

## NBTF

The **New Brunswick Teachers' Federation** is the union representing all New Brunswick active and supply teachers in the negotiation and application of the Collective Agreement.

The NBTF is dedicated to advise and assist its members, and to protect the working conditions of the teaching profession by negotiating improvements to teachers' social and economic well-being.

The NBTF endeavours to support both contract and supply teachers with guidance and advice:

- Collective Agreement
- Group Insurance Plan (for active and retired members)
- Maternity and parental leaves

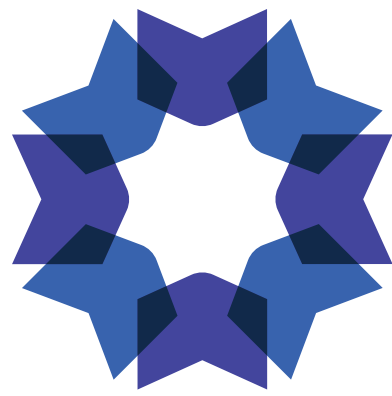
Whether you are looking for help or advice, the NBTF's bi-lingual team will be able to provide answers.

**1-888-679-7044**  
**[www.nbtffenb.ca](http://www.nbtffenb.ca)**

Sunday Dimanche	Monday Lundi	Tuesday Mardi	Wednesday Mercredi	Thursday Jeudi	Friday Vendredi	Saturday Samedi
31	1 <i>HOLIDAY</i> <small>New Year's Day</small>	2	3	4	5	6
7	8 <small>Students Return</small>	9	10	11 <small>NBTF Executive</small>	12 <small>NBTA Executive</small>	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3



The NBTF produces monthly newsletters, which address frequently asked questions related to the Collective Agreement and other syndical issues. These are sent by email and are available to members on the NBTF Website under Publications.



# NBTA

New Brunswick  
Teachers' Association

# February 2024

## Professional Learning

Sunday Dimanche	Monday Lundi	Tuesday Mardi	Wednesday Mercredi	Thursday Jeudi	Friday Vendredi	Saturday Samedi
28	29	30	31	1 <small>Deadline: Branch Nominations for NBTA VP/President-Elect</small>	2	3
4	5	6	7	8	9	10
11	12	13	14	15 <small>NBTF Executive</small>	16 <small>NBTA Executive</small>	17
18	19 <small>HOLIDAY NB Family Day</small>	20	21	22	23	24
25	26	27	28 <small>Deadline: Deferred Salary Leave Plan Application</small>	29	1	2

Professional Learning is the continual renewal of personal knowledge and expertise that leads to improved professional competence in support of student learning.

Teachers can apply for funding from these sources:

- School and/or Branch funds
- NBTA/EECD Educational Improvement grants
- NBTA Council grants

See your school PL Rep for direction.

### NBTA Sponsored/Supported Learning Opportunities:

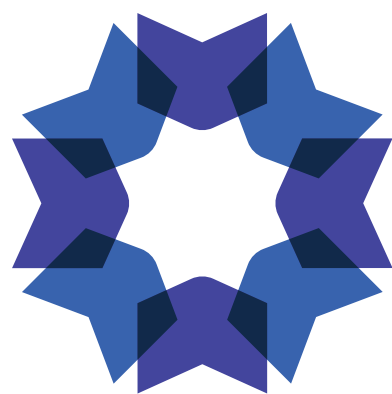
Throughout the school year, the NBTA offers several PL opportunities, some of which include:

- **Compass Conference for Early Career Teachers;**
- **Fierce®**
- **Skills for Administrators;**
- **Developing Successful Schools;**
- **CONTACT** (practical teaching methodologies for classroom teachers)

**Details on the latest PL opportunities are available on the NBTA website.**



NBTA Elementary, Middle Level, and High School Councils promote and foster opportunities for professional learning and curriculum support.



# NBTA

New Brunswick  
Teachers' Association

# March 2024

## More Member Input Opportunities

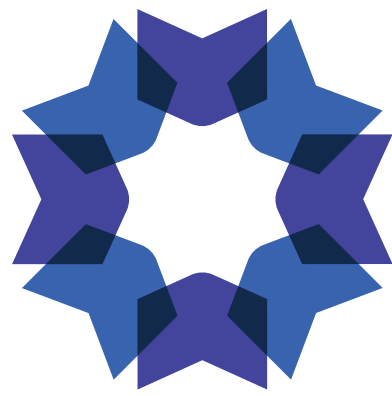
Sunday Dimanche	Monday Lundi	Tuesday Mardi	Wednesday Mercredi	Thursday Jeudi	Friday Vendredi	Saturday Samedi
25	26	27	28	29	1 <small>Deadline: NBTA Branch Resolutions</small>	2
3	4 <small>March Break</small>	5 <small>March Break</small>	6 <small>March Break</small>	7 <small>March Break</small>	8 <small>March Break</small>	9
10	11	12	13	14	15	16
17	18	19	20	21 <small>NBTF Executive</small>	22 <small>NBTA Executive</small>	23
24	25	26	27	28	29 <b>HOLIDAY</b>	30
31 <small>Deadline: Certification Changes</small>					<small>Good Friday</small>	

**NBTA Committees:** There are numerous NBTA Committees active every year. Teachers can express their interest to serve on NBTA committees in the spring by contacting NBTA President, Peter Lagacy at [peter.lagacy@nbta.ca](mailto:peter.lagacy@nbta.ca)

**Branch Resolutions to the NBTA AGM:** Each Branch has the right to pass Resolutions that will be considered by teachers across the province. Resolutions may direct the NBTA to change its internal policies/procedures or to set certain issues as priorities. **Only Branch Resolutions approved by the NBTA Annual General Meeting in Fredericton in May are acted on by the Association.**

**Major Awards:** The NBTA Centennial Award, the Vince Sunderland Memorial Award for Outstanding Educational Leadership, the NBTA Credit Union Award and the Varma Fellowship Award for Creativity in Education are bestowed as part of the NBTA AGM in May. Teachers/branches can nominate individuals for these awards.

**Did You Know?** The deadline for Branch Resolutions to the NBTA AGM is March 1.



# NBTA

New Brunswick  
Teachers' Association

# April 2024

## NBTA Services

Sunday Dimanche	Monday Lundi	Tuesday Mardi	Wednesday Mercredi	Thursday Jeudi	Friday Vendredi	Saturday Samedi
31	1 <i>HOLIDAY</i> <small>Easter Monday</small>	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 <small>NBTA Board</small>	18 <small>NBTA Board</small>	19 <small>NBTF Board</small>	20
21	22 <small>Election for NBTA VP/President-Elect</small>	23 <small>Election for NBTA VP/President-Elect</small>	24 <small>Election for NBTA VP/President-Elect</small>	25 <small>Election for NBTA VP/President-Elect</small>	26 <small>Election for NBTA VP/President-Elect</small>	27
28	29	30	1	2	3	4

**Legal:** If teachers are under the scrutiny of the law in connection with their employment, they should **immediately contact the NBTA (Ardith Shirley, 506-452-1721) for advice.**

**Pension:** Pension workshops are held each year on a regional basis for teachers and their spouses/partners. In addition, **individual teachers may obtain guidance and information/advice from Michael Butler (506-452-1722).**

**Teacher Certification:** The NBTA is not a certification body but a **wealth of information is available on our website.** Teachers can chart their own pathway using the **interactive certification guide.**

**Professional Counselling Service for Teachers:** Funded by NBTF/EECD, Group Insurance Trustees, and the NBTA Credit Union, this program is designed to **promote wellness in the workplace, as well as to assist individual teachers facing difficulties.**

### Did You Know?

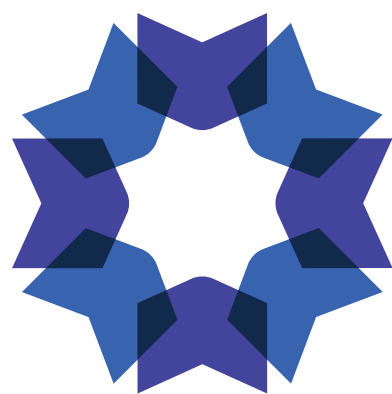
Michael LeBlanc 506-462-0208 (F'ton & Oromocto Ed. Centres)  
Lisa Vienneau 506-325-3932 (Woodstock Ed. Centre)

### Counselling Service Contacts:

Lisa Calhoun 506-855-5243 (Anglophone East District)  
Andy Stewart 506-624-2103 (Anglophone North District)

Ronna Gauthier 506-634-2901 (Saint John & St. Stephen Ed. Centres)  
Sara Hayward 506-832-6032 (Hampton Ed. Centre)





# NBTA

New Brunswick  
Teachers' Association

# May 2024

## Annual General Meetings

Sunday Dimanche	Monday Lundi	Tuesday Mardi	Wednesday Mercredi	Thursday Jeudi	Friday Vendredi	Saturday Samedi
28	29	30	1	2	3	4
				Branch AGMs ASD-North	NBTA Council Day	
5	6	7	8	9	10	11
	Branch AGMs ASD-South			NBTF Executive	NBTA Executive	
12	13	14	15	16	17	18
	Branch AGMs ASD-West				Branch AGMs ASD-East	
19	20	21	22	23	24	25
	HOLIDAY Victoria Day				NBTA AGM	NBTA Retiring Teachers' Luncheon NBTA AGM
26	27	28	29	30	31	1

### Branch/Local AGMs:

The entire membership of each branch meets each spring to hear **reports from their local NBTA Committees and Director, elect officers for the upcoming year, and choose delegates** for the provincial AGM in Fredericton. Through their debate and decisions on various resolutions, these meetings help **guide their delegates on how to vote at the NBTA AGM.**

### NBTA AGM in Fredericton:

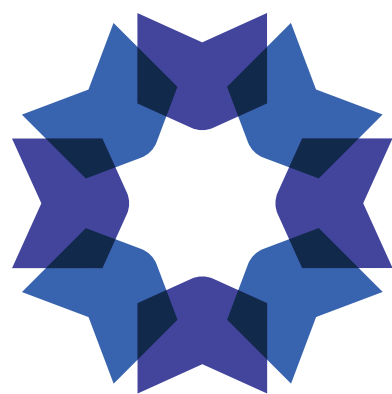
This is the **highest decision-making body of the Association.** Delegates are updated by the President and Executive Director on the progress and major activities of the NBTA, and **vote on all Branch Resolutions and Board Recommendations.** The **NBTA's three most-prestigious awards are bestowed** during events on this weekend. Teachers who are ending their active careers are honoured at the **Retiring Teachers' Luncheon.**

**Make your views known on key issues!**

**Volunteer to be an AGM Delegate or to serve as a Branch Officer!**



Code of Professional Conduct (Ethics): Teachers accept the responsibility to act according to the highest ethical standards and to acknowledge their responsibility to the teaching profession.



# NBTA

New Brunswick  
Teachers' Association

# June 2024

## NBTA We're Still Open

Sunday Dimanche	Monday Lundi	Tuesday Mardi	Wednesday Mercredi	Thursday Jeudi	Friday Vendredi	Saturday Samedi
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13 <small>NBTA Executive</small>	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

While our Administrative and Support Staff do individually take some vacation time during the summer, assistance is always available for teachers.

**NBTA General Inquiries**  
**(506) 452-8921**

## There's Lots Going on this Summer

NBTA has plenty of activities and events on the go over the next couple of months. There are PL opportunities like DSS and CONTACT. Your local leaders will be busy in August. The **NBTA Executive Committee** prepares for the upcoming year with a meeting and an Orientation session.

## Have a Great Break!

Take some well-deserved rest, recharge your batteries for September, and if you have the chance, **browse the website and learn as much as you can about your professional association.**



The back page of this calendar features contact information for the NBTA, NBTF, and EEC, as well as the NBTA Code of Professional Conduct (Ethics).



# IMPORTANT CONTACTS



## New Brunswick Teachers' Association

### Educational Issues and Services

**New Brunswick Teachers' Association**  
P.O. Box 752 • Fredericton, NB • E3B 5R6  
Tel. 506-452-8921 • Fax: 506-453-9795  
ConnectED e-mail: nbtanews@nbta.ca

#### NBTA PRESIDENT

**Peter Lagacy** (506-452-1721)  
peter.lagacy@nbta.ca

#### NBTA STAFF

##### EXECUTIVE DIRECTOR

**Ardith Shirley** (506-452-1721) ardith.shirley@nbta.ca  
Legal Assistance, Educational Leave, Collective Bargaining, Awards

##### STAFF OFFICERS

**Kimberley McKay** (506-452-1828) kim.mckay@nbta.ca  
Professional Issues

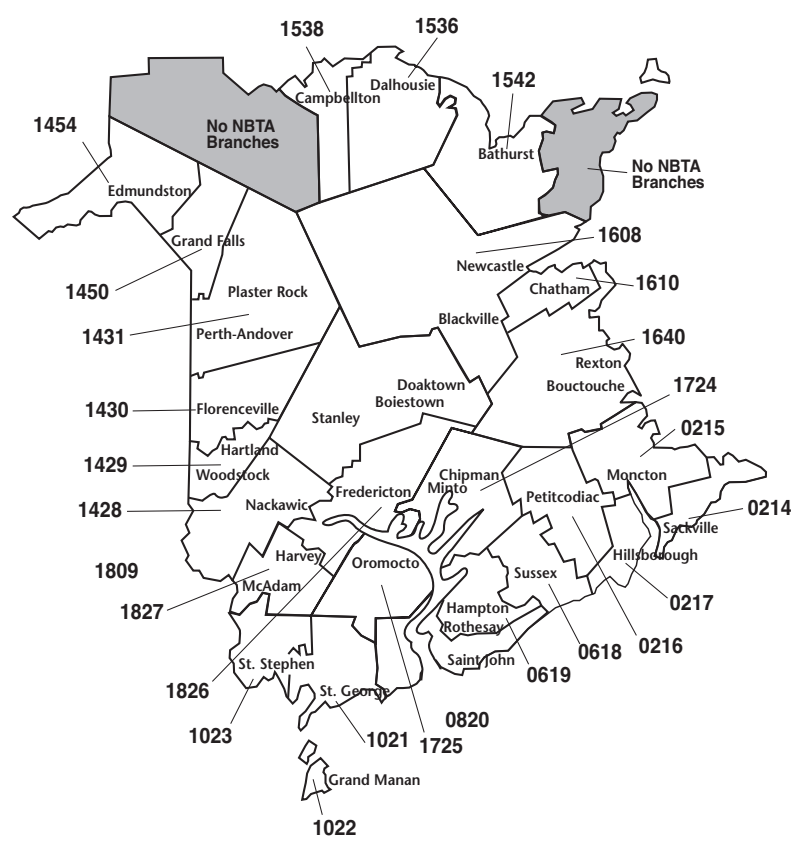
**Rick Cuming** (506-452-1828) rick.cuming@nbta.ca  
Finance

**Chantal Lafargue** (506-452-1833) chantal.lafargue@nbta.ca  
Communications

**Dawn Beckingham** (506-452-1750) dawn.beckingham@nbta.ca  
Professional Learning Services

**Michael Butler** (506-452-1722) michael.butler@nbta.ca  
Teacher Welfare Services

#### NBTA BRANCHES



# www.nbta.ca

### PROFESSIONAL COUNSELLING SERVICE FOR TEACHERS

**Michael LeBlanc** 506-462-0208 (Fredericton & Oromocto Ed. Centres)  
**Lisa Vienneau** 506-325-3932 (Woodstock Ed. Centre)

**Lisa Calhoun** 506-855-5243 (Anglophone East District)  
**Andy Stewart** 506-624-2103 (Anglophone North District)

**Ronna Gauthier** 506-634-2901 (Saint John & St. Stephen Ed. Centres)  
**Sara Hayward** 506-832-6032 (Hampton Ed. Centre)

www.teacherwellness.ca

## New Brunswick Teachers' Federation

### Collective Agreement/Contract Issues

#### NBTF GENERAL INQUIRIES

Toll Free: 1-888-679-7044

#### New Brunswick Teachers' Federation

P.O. Box 1535 • Fredericton, NB • E3B 5G2  
Tel. 1-888-679-7044 Fax: 506-453-9795  
nbtff-fenb@nbtfffenb.ca

**Kerry Leopkey**  
kerry.leopkey@nbtfffenb.ca  
Executive Director

**Caroline Foisy**  
caroline.foisy@nbtfffenb.ca  
Deputy Executive Director

**Nicole LeBlanc**  
nicole.leblanc@nbtfffenb.ca  
Labour Relations Officer

**Barry Snider**  
barry.snider@nbtfffenb.ca  
Labour Relations Officer

**Josée Scott**  
josee.scott@nbtfffenb.ca  
Communications and Liaison Officer

www.nbtfffenb.ca

**Johnson Incorporated**  
**Claims & Benefits Administration Office**  
650 Montgomery • P.O. Box 1176 • Fredericton, NB • E3B 5C8  
Tel.: 506-454-4654 Fax: 506-458-1172 • 1-800-442-4428  
fredericton@johnson.ca

**NBTA Credit Union Ltd.**  
P.O. Box 752 • Fredericton, NB • E3B 5R6  
506-452-1724 • Fax: 506-452-1732 • Toll Free: 1-800-565-5626  
nbtacu@nbnnet.nb.ca • www.nbtacu.nb.ca



## Department of Education and Early Childhood Development

P.O. Box 6000 • Fredericton, NB • E3B 5H1 • Tel: 506-453-3678  
• Fax: 506-453-3325 • www.gnb.ca • General Inquiries: 506-453-3678 • edcommunications@gnb.ca

**Deputy Minister**  
Ryan Donaghy  
506-453-2529

**Finance & Services**  
506-453-6533

**Assistant Deputy Minister**  
**Educational Services - Anglophone**  
Dr. Tiffany Bastin  
506-453-3326

**Information Systems**  
506-453-7158

**Assessment & Evaluation Branch**  
506-453-2744

**Educational Facilities & Pupil Transportation**  
506-453-2242

**Educational Services**  
506-453-3326

**Human Resources**  
506-444-4914

**Policy & Planning**  
506-453-3090

**Teacher Certification**  
506-453-2785

**Vestcor Pension Administration Services**  
440 King Street • Fredericton, N.B. E3B 5H8  
Telephone: 506-453-2296 or 1-800-561-4012 • Fax 506-457-7388

# CODE OF PROFESSIONAL CONDUCT

## THE PLEDGE

We, the members of the New Brunswick Teachers' Association (NBTA), accepting the responsibility to practise our profession according to the highest ethical standards, acknowledge our responsibility to the teaching profession. We are prepared to judge and to be judged by our colleagues according to the provisions of the Code of Ethics (the "Code").

## PRINCIPLES

The Code is based on the following principles:

### Teacher-Student

- Teachers shall regard as their first obligation the student's physical, social, moral and educational growth.
- Teachers have regard for the dignity, liberty and integrity of students under their supervision and endeavour to convey to students an understanding of their own worth.
- Teachers maintain high standards of professional competence and endeavour to develop in their students an appreciation for high standards of accomplishment.
- Teachers have regard for the safety of their students.
- Teachers recognize the special position of trust and responsibility which they assume in their guidance of young people.

### Teacher-Teacher/Profession

- Teachers endeavour to maintain public regard of their profession by improving and maintaining favourable public relations.
- Teachers endeavour to improve their professional competency and maintain an awareness of changes in education and the world.
- Teachers strive to be supportive of other teachers and ensure that any criticism of other teachers is judicious and proper.
- Teachers support NBTA and the New Brunswick Teachers' Federation (NBTF) in promoting the interests of teachers.

### Teacher-Employer

- Teachers respect the authority of the School District in the management of schools.
- Teachers avoid all conflicts of interest that arise from, or that might impair their employment.

## CODE OF ETHICS

### 1. Teacher-Student

It shall be unethical for a teacher to

- treat pupils in a manner that is unjust or partial;
- exploit the privileged relationship between teacher and pupil;
- undermine the confidence of teachers or students in other students;
- divulge other than through professional channels any information of a personal or domestic nature concerning pupils obtained in the course of his/her professional duties;
- accept additional remuneration for tutoring a pupil in any subjects in which the teacher is responsible for giving classroom instruction to that pupil;
- knowingly disregard the safety of his/her pupils;
- fail to notify the Minister of Social Development, as per the terms of the Family Services Act, where he or she has information causing him or her to suspect that a child has been abandoned, deserted, physically or emotionally neglected, physically or sexually ill-treated, or otherwise abused.
- fail to notify the Minister of Education where he or she has information causing him or her to suspect that a student has been physically or sexually ill-treated or otherwise abused by an adult in the school system.

### 2. Teacher-Teacher/Profession

It shall be unethical for a teacher to

- seek a position except through professional means;
- seek a position that is declared in dispute by the NBTF;
- undermine the confidence of students or parents in other teachers;
- criticize a fellow teacher except (i) when demanded or authorized by law or workplace policies; (ii) in response to enquiries for factual information by the administrative staff, in carrying out the normal course of their duty to the employer; or (iii) where warranted to protect the interests of the profession;
- submit a report either oral or written on a fellow teacher without informing the teacher except as per 2(d)(i) or 2(d)(ii);
- knowingly submit false or misleading reports on fellow teachers;
- seek to change NBTA policy except through the proper channels of the NBTA (Local Branch, Board of Directors, Executive, General Meeting);
- recognize any individual or group except the NBTA and the NBTF as the official voice of teachers;
- criticize the NBTA, its Directors, Executive or Administrative Staff, except within the membership of the NBTA;
- while holding a position of added responsibility, subscribe to the dismissal of a teacher on grounds related to work performance, without first attempting to help and counsel that teacher by means of formative evaluation;
- accept personal gifts which would not directly benefit the school program, from companies servicing the needs of schools or student extracurricular activities;
- use his/her position to profit from the sale of goods and services to or for pupils in the teacher's charge.

### 3. Teacher-Employer

It shall be unethical for a teacher to

- acting alone or as a member of a group, take unilateral action with a School District, the Minister of Education, or any government person or persons, or politician in matters which is contrary to the position of the NBTA or NBTF, or which may be prejudicial to fellow members;
- engage in activities which advance their personal financial interest to the detriment of the employer during the hours of instruction.

### 4. Conduct Unbecoming a Member of the Profession

It shall be unethical for a teacher, while acting in a professional capacity or otherwise, to engage in misconduct of a reprehensible and serious nature which, in the opinion of the Professional Conduct and Standards Committee (Provincial) (the "Provincial Committee"), discredits the teaching profession or raises serious concerns as to the teacher's integrity.

### 5. Misconduct of a Criminal Nature

It shall be unethical for a teacher to conduct himself/herself in such a way as to be convicted in a court of competent jurisdiction of a criminal offense which, in the opinion of the Provincial Committee, represents serious misconduct which is relevant to the teacher's suitability as a member of the profession.

## IMPLEMENTATION

### Professional Conduct and Standards Committee (Branch)

1. Each Branch shall appoint a Professional Conduct and Standards Committee consisting of five members.

2. The function of the Committee shall be to investigate ethics charges and, when it deems necessary, require that the Provincial Committee conduct a hearing.

### Professional Conduct and Standards Appeal Committee (Regional) (the Complainant's Appeal Committee)

1. There shall be Professional Conduct and Standards Appeal Committees (Regional) consisting of three members.

2. The President (Provincial) shall, in consultation with the Executive, appoint the Professional Conduct and Standards Appeal Committees and shall designate the Chairpersons.

3. The function of the Committees shall be to hear appeals from complainants in ethics charges in those cases where the Branch Committee recommended that a hearing not be held. The decision of the Complainant's Appeal Committee is final.

### Professional Conduct and Standards Committee (Provincial)

1. There shall be a Professional Conduct and Standards Committee (Provincial) consisting of six members, one of whom shall be selected from the public by the NBTA Board of Directors.

2. The President (Provincial) shall, in consultation with the Executive, appoint the members of the Professional Conduct and Standards Committee and shall designate the Chairperson.

3. The function of the Committee shall be to hear cases of alleged unethical conduct that have been referred from the Branch Committee.

4. A hearing conducted by the Provincial Committee shall include the chairperson, the member selected from the public, and three members of the committee.

## WHO MAY BE CHARGED

- Any member of the NBTA
- Any person who was a member of the NBTA at the time of the occurrence of the event(s) which could lead to a proceeding under this Code, so long as not more than two years have elapsed from the last date that the person was a member of the NBTA.

## PRELIMINARY PROCEDURE

### 1. Laying a Charge

- A member of the NBTA or the Association des enseignantes et des enseignants francophones du Nouveau-Brunswick (AEFNB), or an NBTA Branch, or the NBTA Executive Committee may lodge in writing an ethics charge against a teacher or teachers. The charge must be signed by the person or persons laying the charge.
- The charge shall be based on alleged unethical conduct and shall state specifically under which section of the Code the charge is being laid.
- The charge shall be submitted in writing to: 1) the Chairperson of the Professional Conduct and Standards Committee (Branch) with copies of the charge to 2) the respondent and 3) the NBTA Executive Director.

### 2. Stay of Proceedings in Extenuating Circumstances

- At any time from the receipt of the written notice of complaint to the commencement of a hearing at the provincial level, the Executive Director of the NBTA has the authority to stay proceedings until the next regularly scheduled meeting of the Provincial NBTA Executive Committee. The Executive Committee may then determine if the stay of proceedings should continue. If the stay is continued, it will be reconsidered at each subsequent meeting of the Executive Committee until the stay is lifted.
- This procedure may be invoked in cases where either the complainant or the respondent is required to appear before, or is being investigated by the Employer or other authority due to a potential breach of Department policy, a provincial statute, or federal statute, including the Criminal Code of Canada.

### 3. Function of Branch Committee

Except as noted in Stay of Proceedings (above), within 14 days of the receipt of the written charge, the Branch Committee shall investigate and determine if a hearing by the Professional Conduct and Standards Committee (Provincial) is warranted. If, in the opinion of the Branch Committee, a hearing is not warranted, then the matter is concluded subject to the complainant's right of appeal.

### 4. If Provincial Hearing NOT To Be Held

- If the Branch Committee determines that a hearing should not be held, the complainant may, within 5 days of notification of the decision of the Branch Committee, register a notice of appeal with the Executive Director of the NBTA.

- Except as noted in Stay of Proceedings, within 14 days of the receipt of the notice of appeal, the Complainant's Appeal Committee shall investigate and determine if a hearing by the Provincial Committee is warranted.
- The decision of the Appeal Committee is final.

### 5. If Provincial Hearing To Be Held

- Within a further 5 days, if the Branch Committee or the Complainant's Appeal Committee determines that a hearing shall be held, the respondent and the complainant shall be given due notice; and a copy of the notice and all particulars related to the charge shall be forwarded to the NBTA Executive Director by the Chairperson of the Branch Committee or the Complainant's Appeal Committee.
- Except as noted in Stay of Proceedings, the Executive Director shall, within a further 5 days, forward all particulars related to the charge to the Chairperson and members of the Professional Conduct and Standards Committee (Provincial).
- Except as noted in Stay of Proceedings, the Chairperson, within a further 30 days, shall convene a hearing.

### Procedure for Provincial Hearing

The Provincial Committee shall:

#### Notification of Hearing

- Direct the Executive Director to notify all parties involved of the time and place of the hearing at least 20 days before the hearing is to be held.

#### Conduct of the Hearing

- Conduct the hearing with the complainant and the respondent notified to be present. Should the respondent fail to appear following due notice, the Committee may nonetheless proceed. Each party shall have the right to conduct its case either personally, by teacher advocate, or by legal counsel, to file documents, to call witnesses, to examine and cross-examine witnesses. The Chairperson of the Provincial Committee shall chair the hearing, assisted by legal counsel retained by the Association, such legal counsel to act as advisor to the Provincial Committee in all matters related to the hearing. During the conduct of the hearing, the rules of evidence related to civil action shall be applied by the Committee. The burden of proof to be met shall be "on the balance of probability", not "beyond a reasonable doubt" as in criminal actions.

#### Sanctions

- Determine whether or not the respondent is guilty of a breach of the Code of Ethics and if guilty, apply one or more of the following sanctions:
  - a private reprimand
  - a public reprimand (without limiting the generality of this, it could take one of the following forms.)
    - notice to respondent and other interested parties, or
    - notice to respondent, other interested parties and appropriate school staff, or
    - notice to respondent, other interested parties, and appropriate superintendent or
    - notice to respondent, other interested parties, and published in an Association newsletter.
  - suspension of one or more of the following membership privileges:
    - educational improvement grants
    - interest-free loans
    - eligibility for Project Overseas
    - appointment to any NBTA delegations
    - participation on any NBTA Committees
  - recommend to the Minister of Education the suspension or cancellation of the teacher's certificate.

#### Notification of Decision of Committee

The Executive Director shall, within 10 days after the completion of the hearing, notify both parties of the decision of the Provincial Committee.

#### Expenses

- Travel, meals and accommodation expenses for the complainant, or designate and the respondent, will be borne by the NBTA in keeping with current policy on expenses.
- The expenses of witnesses for the successful party may be paid at the discretion of the Provincial Committee.

#### Respondent's Rights Following Provincial Committee Decision

A person found guilty of a breach of the Code may request judicial review of the Provincial Committee's decision from the New Brunswick Court of Queen's Bench.

## RECONSIDERATION

At least one year following the decision of a Provincial Committee, a teacher may request the Provincial Committee convene for the purpose of reconsidering any sanction which it imposed. Prior to holding a hearing of reconsideration, the Provincial Committee may require security for costs associated with the hearing in an amount to be determined by the Board of Directors. Should the request for reconsideration be successful costs may be returned to the teacher.

## DEFINITIONS

- Complainant(s): A member of either the NBTA or the Association des enseignantes et des enseignants francophones (AEFNB), or NBTA Branch or the NBTA Executive who lays a charge under the Code.
- Respondent(s): The teacher or teachers against whom a charge has been laid pursuant to the Code.
- Notice(s): For purposes of this Code means official written notification by registered mail or personal service.
- Days: For purposes of this Code means teaching days.
- Rules of Evidence and Procedure: means the receipt of any relevant evidence whether admissible in a court of law or not.
- Burden of Proof: On the balance of probability.