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| <b>School Administrative Unit # 55</b> | <b>Policy Code: GCBA</b> |
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## **SUPPORT STAFF ETHICS / LETTERS OF AGREEMENT**

Letters of agreement are written for all support staff as a way of making a written commitment for employment to support staff members. It is the responsibility of all staff members, including support staff, to honor their responsibility to the district, and to perform their duties to the best of their ability. Further, it is the responsibility of all support staff to keep information they may have about children and fellow staff members confidential. Further, it is the responsibility of all support staff to bring concerns, grievance, and any problems relating to their position to the immediate attention of the supervisor and/or Superintendent in a timely fashion. The Letter of Agreement shall be signed by the Superintendent of Schools.