



ABUDHABI INDIAN SCHOOL CODE OF ETHICS FOR STAFF

CODE OF ETHICS FOR THE STAFF OF ABUDHABI INDIAN SCHOOL

Name of Policy	:	Code of Ethics for the Staff
Article No	:	35
Purpose of Policy	:	Principles of good conduct and practice for staff
Approval for this Policy given by	:	Chairman, BOG
Responsibility for its update	:	Principal
Policy applies to	:	To all Staff of Abu Dhabi Indian School
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مدرسة أبوظبي الهندية
ABU DHABI INDIAN SCHOOL

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INTRODUCTION

Teachers play a pivotal role as front liners in every education system. Their role is not simply that of disseminating knowledge or imparting information.

Our teachers remain the prime investment in good quality education.

The relationship between teachers and students is a very important and sensitive one. It must be built on strong foundations, stemming from mutual respect and trust as well as on the highest of ethical standards. It is the passion for teaching and the strong desire to deliver in the best interests of our students which drive teachers to continue to seek continuous professional development. Professional development is the key to professional progression and to the delivery of quality education.

All professionals are proud to have a Professional Code of Ethics and Practice which is a most important identifying feature of their profession. This Code of Ethics and Practice contains the commitments that a professional has towards the students/pupils and their parents/guardians/care takers as well as to other members of the profession.

The Key Principles contained in the Code define the interactions between each individual educator and students, their parents, the authorities and members of other multi-disciplinary teams. The education of the nation's children has been entrusted in our care and this places all of us, whatever our role is, in a very special position of responsibility which requires of us very high standards of behavior and conduct.

The quality of the service that we as professional educators provide has a direct influence on the Nation and its citizens who, come tomorrow, will be leading the Nation. Therefore, the service we provide should be of the highest possible standard and our conduct should be such that it places the profession in the highest possible esteem.

All of us are aware that our main responsibility is the development of the student's full potential. In this respect we need to pursue the truth, devote all our efforts towards excellence, the acquisition of knowledge and the observance of democratic principles. It is our duty to maintain a high level of competence and in order to do this we need to engage in continuous professional development throughout our career in the profession

THE CODE OF ETHICS AND PRACTICE FOR STAFF - PURPOSE, SCOPE AND STATUS

The Code sets out the key principles of good conduct and practice for teachers in Abu Dhabi Indian School. It is intended to guide teacher's practice judgments and decisions and inform parents, and the community of these standards. As professionals, teachers are to constantly engage with the principles outlined in a critical manner, taking into account the educational value of the particular relationships with persons within particular teaching and learning situations and processes.

The Code is intended to encourage teachers to adopt an informed approach to their teaching and its contexts and to reflect on the good and correct practices as professional teachers. A teacher shall endeavor to be a role model and shall act within the community in a manner which enhances the prestige of the profession.

PRINCIPLE I: ETHICAL CONDUCT TOWARDS STUDENTS

The teacher accepts personal responsibility for student's character and qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. We strongly affirm parents as the primary moral educators of their children. Nevertheless, we believe all teachers are obligated to help foster civic virtues such as integrity, diligence, responsibility, cooperation, loyalty, fidelity, and respect-for the law, for human life, for others, and for self.

- The teacher deals considerately with each student, and seeks to resolve problems, including discipline, according to law and school policy.
- The teacher does not intentionally expose the student to disparagement.
- The teacher does not reveal confidential information concerning students, unless required by law.
- The teacher makes a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
- The teacher endeavors to present facts without distortion, bias, or personal prejudice.

PRINCIPLE II: ETHICAL CONDUCT TOWARDS PRACTICES AND PERFORMANCE

The Teaching staff of ADIS take responsibility and accountability for the pupil's performance and continually strives to demonstrate competence.

- The staff endeavors to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.
- The staff applies for, accepts, or assigns a position or a responsibility on the basis of professional qualifications, and adheres to the terms of a contract or appointment.
- The staff complies with written local school policies and applicable laws and regulations that are not in conflict with this code of ethics.
- The staff does not intentionally misrepresent official policies of the school and clearly distinguishes those views from his or her own personal opinions.
- The staff honestly accounts for all funds committed to his or her charge.
- The staff does not use institutional or professional privileges for personal advantage.

PRINCIPLE III: ETHICAL CONDUCT TOWARDS PROFESSIONAL COLLEAGUES

The professional educator, in exemplifying ethical relations with colleagues, accords just and equitable treatment to all members of the profession.

- The staff should not reveal confidential information concerning colleagues unless required by law.
- The staff should not willfully make false statements about a colleague or the school system.
- The staff should not interfere with a colleague's freedom of choice.

PRINCIPLE IV: ETHICAL CONDUCT TOWARDS PARENTS

The professional educator recognizes that quality education is the common goal of the public, boards of education, and educators, and that a cooperative effort is essential among these groups to attain that goal.

1. The teacher should make concerted efforts to communicate to parents all information that should be revealed in the interest of the student.
2. The teacher endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in his or her classroom.
3. The teacher manifests a positive and active role in school/community relations.

GENERAL GUIDELINES FOR TEACHING/ NON TEACHING STAFF

- Medium of instruction of the school is English and all the staff is expected to speak in English during school hours.
- Staff are expected to be polite, regular and punctual. They should discharge their duties honestly and to the best of their abilities.
- Staff should treat the students with love and care. They should adopt positive attitude towards them rather than condemning their work or actions.
- Corporal punishment is strictly banned in the school.
- Anyone imparting punishment will do at her/his risk and will be responsible for the consequences.
- Staff is not allowed to bring their wards with them, who are not admitted to the school.
- Teachers are given free periods for preparations of their lessons, correction work and for doing other work assigned to them from time to time.

- Teachers should discuss matters only relating to the pupil's performance (academics, extracurricular activities, emotional problems of the pupil's etc.) with the parents patiently and advise and guide them.
- Cases of difficult nature may be sent to the KG Administrator /Headmistress/ Headmaster/ Vice Principal or to the Principal with prior information.
- Dispersal of the school will be the responsibility of the teacher attending the classes in the last period or as per duty assigned by the Section In charges. She/he will make sure that students come out of the classes only after the first bell is rung (2 minutes before the end of the school). Proper line should be made and the students should go in line to board the buses. No student should run or go to the canteen after dispersal of the school.

SAFETY OF CHILDREN IS TOP PRIORITY OF THE TEACHER CONCERNED IN THE SCHOOL.

- Discipline in the school is the joint responsibility of the staff. Any case of indiscipline should be reported to the section head's office immediately for investigation.
- Private tuitions are not permitted as per school rules. Anyone doing so will do at his/her own risk.
- Leave requests of any nature should be submitted on the application form available in the office of the Principal/VP/HM/Supervisor to the respective shift in charges-KG Administrator/Headmaster/Headmistress/Vice Principal.
- Staff should avail leave only if it is really required. Any leave to be sanctioned should be submitted on the following day; otherwise it will be treated as leave without pay. Late request for leave will not be entertained.
- Emergency leave (maximum of 6 days, not to be availed more than 2 days at a time) with supporting documents will be considered at the discretion of the Head of the Institution. In case reasons mentioned in the application are not acceptable, the leave will be treated on loss of pay.
- Medical leave (maximum of 15 days) will be sanctioned only when supported with doctor's certificate clearly mentioning that the employee is given rest for a day or two on account of specific sickness.
- Medical Certificate showing "Attended clinic on account of various reasons" shall not be treated as a medical leave.
- **First and last day** of the session are very important days of the school. Attendance of staff on these days is compulsory.
- Special Emergency leave is defined as leave applied in writing to the

- a. Principal through proper channel to be sanctioned on account of grave illness or death of close relative (husband, wife, father, mother, brother, sister, son or daughter). It will be treated as loss of pay.
- b. No staff is allowed to proceed on special emergency leave without getting the leave approved in writing by the Principal before leaving station.
- c. Special emergency leave may be granted to the staff for a maximum of 4/5 days for serious illness and for a maximum of 10 days for the death of relation as defined in (a)
- d. Any staff extending the emergency leave, the increment of that year will be stopped at the first instance. On the second instance, there will be break in service and the concerned staff may start afresh subject to approval of the authorities concerned. At the third instance, service of the concerned staff will be terminated.
- e. School authorities have the right to ask for an employee's passport in case it is felt that the employee has gone out of the country without permission. It is mandatory for all staff to inform the school authorities, if they are going out of the country, even if it is during a short break or officially declared holidays.

- No staff is allowed to approach directly to the members of the Board or local educational authorities. Any request to the authorities should be routed through proper channel. Principal has the right to reject if he finds the request is not genuine and not to be considered, otherwise he will forward it to relevant concerned authority.
- **Resignation of staff – as per present rules, two months' notice will be required by any staff intending to leave the school. This period of notice should be within working days of the school. Any period falling short of notice period will be taken on loss of pay.**
- **No leave will be granted during notice period of resignation. Any leave availed during this time will be treated as loss of pay.**
- Telephones provided at all administrative office are for official use only. Staff may use it in an emergency and not for long personal conversations.
- **Mobile phones are not allowed in the classes. Teachers are advised to keep them in their lockers/in their bags (switched off).**
- **Mobile phones should be switched off during any meeting conducted by administrative staff (principal, vice principal, headmistress, headmaster or supervisors).**

- Respect for authority, exemplary discipline among the staff in the school and mutual understanding between staff and students are expected at all the times in the school.
- **Violating rules and speaking ill of the school administration and management will go against the record of the staff concerned.**
- Salaries of the staff will be deposited to their personal accounts in Bank of Baroda, Abu Dhabi at the end of every month. The school does not take any responsibility or guarantee for any personal loans, facilities etc. offered by the Bank.
- Gratuity and other end of service dues/benefits are paid as per the UAE Labor Law
- No staff member is allowed to distribute/circulate any material printed or otherwise in the school without the permission of the Ministry of Education or ADEC and/or the concerned authorities.
- Any derogatory or sarcastic remarks against God, prophet, religious scriptures especially Prophet Muhammad, the Holy Quran is strictly prohibited. The services of the person found guilty of the same will be dealt with as per Govt. rules.
- Teachers should dress gracefully while on school duty. Capri pants, tights, jeans, short skirts, shorts, short and sleeve less tops and blouses, deep slit skirts and other indecent dresses are not allowed. No other trousers other than formal is allowed. Physical Education Teachers are required to wear only track suits while on duty. Male teachers will dress formally with a shirt, a pair of trousers and a tie.

GENERAL GUIDELINES FOR TEACHING STAFF

- Prepare lesson plan books as per monthly breakup available in the library. Subject teacher is responsible to collect the same from the Coordinator concerned.
- Prepare the lessons well and teach the students to the best of your ability without wasting time.
- Take regular monthly tests and keep proper record of the same. Monthly record books should be taken from the KG Administrator/Headmaster/Headmistress/Vice Principal well in advance. Record should be kept up-to-date and submitted to the Supervisor/KG Administrator/Headmaster/Headmistress/Vice Principal at the end of each month for checking of the records.
- After monthly tests are over, the performance of weak/poor students should be intimated to the parents through the diary up to Class V/through letters for classes VI and above. Also students above Class V with poor records should be referred to the Supervisor/Headmaster/Headmistress/Vice Principal with written reports for necessary action.

Improvement of the performance of the students in a subject is the responsibility of the teacher teaching that subject.

- Correction work should be regular and up-to-date subject to
 - a. Inspection of the Supervisor/KG Administrator/Headmaster/Headmistress/Vice Principal at any time.
 - b. Children should be told the importance of neatness in the work. Incentive like star markings, appreciation by teachers could be implemented to elicit neat work.
 - c. Index should be entered legibly and maintained up-to-date.
- Teachers should check the text books are issued to the students in various subjects. Shortage/discrepancy of text books (if any) should be verified with the Book Store in Charge and alternative arrangement (photocopy if necessary) should be made. Any problem relating to text books should be brought to the notice of KG Administrator/Headmaster/Headmistress//Vice Principal for necessary action.
- Teachers dealing with the same subjects in different sections of the same class should be in total harmony regarding syllabus coverage and Question Papers setting etc.
- Teachers should be in their respective classes for proxy arrangements in time.
- Teachers should not entertain parents coming to the classes without prior permission from KG Administrator/Headmaster/Headmistress/Vice Principal except on Parents' Meet.
- **It is expected from all teachers that they should have sufficient knowledge of computers to prepare their records/assignments/question papers/notes on computers. Handwritten assignments/papers will not be accepted from the teachers.**

GENERAL GUIDELINES FOR CLASS TEACHERS

- It is the moral responsibility of the class teacher that the students are given extra help at any time convenient to them. In case any student is found that he/she needs serious attention in respect to his/her behavior or undesired action, the matter should be reported to the Principal immediately through Headmaster/Headmistress/Vice Principal for necessary action.
- Class teacher should take attendance regularly in the time allotted before coming to the assembly. Registers marked each day should be left in the office of concerned section in charges. Any addition or deletion in the registers should be done by the Admission In charge only at the end of

each month. The relevant columns in the register should be completed in all respects and duly signed by the class teacher and the respective section in charge.

- Class teachers and the Subject teachers should see that the class rooms are kept neat and tidy.
- Class teachers should go the classes and bring the students for morning assembly. They will be responsible for the discipline and turn out of the students of their classes at the assembly.
- Class teachers should appoint two monitors to maintain discipline in the class. Monitor should be instructed to inform the Headmaster/Headmistress/Vice Principal, if the class is without the teacher.
- Students with special help problems/infections/diseases should be reported to the Supervisor/KG Administrator/ Headmaster/Headmistress/Vice Principal without delay.
- Class teachers of standard 1-5 should check the school diaries to see that the necessary particulars are filled in and the entries are correct. Subject teachers of these classes will communicate with the parents through diaries.
- Class teachers will be responsible for keeping the record of overall performance of the students in their classes. Any damage / undesired behavior in the class should be reported in written to KG Administrator/ Headmaster/Headmistress/Vice Principal for necessary action.
- Class teacher will make the entries in the progress report of the students immediately after the results of the competition. These results will be displayed in the staff notice board after the competitions are over.
- Class teacher will check the tabulation sheets for Pre Semester/1st Semester and 2nd semester Examinations. Entries should be checked thoroughly after it is entered in the system with the hard copy. Ministry result sheets will be completed as per school records (tabulation sheets) showing marks/grades showing yearly performance of each students.

