

**PROCEDURE**

**Title: Staff Code of Conduct**

	PREPARED BY		CHECKED BY		APPROVED BY	
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<b>Position</b>	Executive Director		AD of Operations		SMT	
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**Introduction**

All SIS staff represents the school, their action, morals and dress will reflect on the image projected to pupils, parents and visitors. The school sets standards to emphasize the importance of staff as role models and to meet and promote effective teaching and learning.

The school staff strives to create a learning environment that nurtures to fulfillment the potential of all students.

**Ethical Conduct toward Students**

- The professional educator deals considerately and justly with each student, and seeks to resolve problems, including discipline, according to the country law, Ministry of Education in Qatar, culture of the country and school requirements and policies.
- The professional educator, in accepting his or her position as an educator, measures success not only by the progress of each student toward realization of his or her personal potential, but also as a citizen of the greater community of the country.
- All staff members must adhere to the school vision, mission, values, and the regulations at all times , i.e. in planning, teaching, dealing with parents, students etc.
- The professional educator only reveal confidential information concerning students to appropriate channels like the school principal and if required to MOE responsible staff.
- The professional educator makes a constructive effort to protect the student from conditions disadvantageous to learning, health, or safety.
- The professional educator recognizes that she/he should work with parents to promote the welfare of pupils, particularly by consulting and involving parents, whenever this is desirable.
- The teacher shall not use professional relationships with pupils for private and personal advantage.
- The professional educator gives foremost consideration to the pupil's well-being and healthy growth and development.
- The professional educator directs his/her whole professional effort to assist the pupil to develop his/her whole personality including his/her ability to work.
- The professional educator acts, and shall be seen to act, with justice and fairness.



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- The professional educator recognizes that each child is an individual and that children can differ in what is required for the promotion of their education.
- The teacher shall not intentionally, directly or indirectly, expose pupils to embarrassment or unnecessary criticism.
- The professional educator shall not use any hand, face or body gesture that might be offensive to children.
- The professional educator is expected to always keep a decent distance while addressing a student.
- The professional educator shall not touch, hit or harm any child intentionally or unintentionally by any means whatsoever
- The professional educator must always address students using a moderate voice and tone and shall refrain from using a loud tone and voice at all times.
- The professional educator gives additional attention to the phrases and sentences he/she uses around children and shall refrain from using out of context sentences, harmful analogies or negative comparative approaches in front of children.
- The professional educator enforces positive discipline approaches while addressing students.

### **Ethical Conduct toward Practices and Performance**

- The professional educator assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence.
- The professional educator endeavors to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.
- The professional educator 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 professional educator maintains sound mental health, physical stamina, and social prudence necessary to perform the duties of any professional assignment.
- The professional educator continues professional growth.
- The professional educator complies with school policies and applicable laws and regulations that are not in conflict with this code of ethics.
- The professional educator does not intentionally misrepresent official policies of the school or educational organizations, and clearly distinguishes those views from his or her own personal opinions.
- The teacher shall not knowingly make a false statement concerning the qualifications and competence of a candidate applying for a position.
- The professional educator does not use institutional or professional privileges for personal or partisan advantage.
- The teacher shall recognize his/her obligation to improve his/her effectiveness as a teacher in every possible way.

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- The teacher shall recognize his/her duty to manifest responsibility, individual initiative and integrity in his/her teaching and other professional actions within guidelines laid down for the profession.
- All staff members are expected to ensure that their appearance is appropriate and modest. They are to act with conscientious effort to exemplify the highest ethical standards of honesty and personal integrity both inside and outside the classroom.
- A commitment to treat others in a respectful manner, regardless of differences such as race, religion, nationality, ethnicity, gender and profession.
- Respect timelines set and complete tasks assigned.

#### **Teacher's Responsibilities towards his/her Colleagues**

- The teacher shall respect the professional standing and opinions of his/her colleagues and shall maintain in his/her relations with them to the highest standards of professional courtesy.
- Teachers shall be prepared to help in all possible ways junior colleagues and those in training.
- The teacher shall accept the authority of senior professional colleagues while retaining the right to express professional opinion.
- The teacher shall recognize his/her obligation to advance the causes of education and hence the causes of the teaching profession.
- The teacher shall recognize his/her responsibility for his/her own actions and judgments and s/he shall be prepared to stand by their consequences.
- The teacher shall not accept gratuity, gifts or favours that might impair or appear to influence professional decisions or actions.
- It shall not be correct for any senior professional colleague or any teacher to censure other teachers or to criticize their work in the hearing of pupils and/or the general public.
- It shall not be correct for any teacher to make public statements that may bring the profession, his/her school or the department in which she/he works in into disrepute.
- The teacher shall appreciate that, while as a professional person she/he must accept responsibility for his/her actions, his/her duty shall be to carry out reasonable instructions from senior professional colleagues. The teacher shall have the right to discuss, negotiate or clarify instructions with directly concerned parties.
- Senior professional colleagues shall give other teacher all support and help that is in their power to make their work more effective. Advice, feedback and consultation to be used to inform him/her on matters affecting his/her work and treat him/her with justice and dignity. This to be done as it deems necessary to the interest of pupils and other colleagues and to attain greater efficiency and more ethical professional.

**Failure to abide by the responsibilities set above shall result in corrective action in a form of salary deduction leading to termination as per the faculty & staff list of corrective actions as approved by the ministry of labor.**