

Code of Conduct Policy For Teachers	Academia Internacional	Applicable to all teaching staff	Issue Date: August 2016	Date of Review: June 2017	Authorised by Academic Council	Consultation: Teaching staff and Parents and Teachers Association
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Purpose of the Code of Conduct for Teachers

The Academia seeks to provide a safe and supportive environment for children in the school's care. Teachers have a vital role in assuring that students are treated with respect. They should communicate their passion for education to encourage students to become fully engaged in the learning process. The actions of teachers will help to determine the future path of every student, as they evaluate students' educational needs in order to develop their potential. Teachers at the Academia believe that their daily work will shape the future as our students try to make a difference both in Mexico, and beyond its frontiers.

As teachers have an enormous duty of care it is, therefore, correct that they are held accountable for their actions and behaviour. They need to use good judgement to avoid any conduct, which would cause a reasonable person to question their motivation. The aim of this document is to establish a safe environment where teachers can demonstrate their professionalism in providing well-planned learning opportunities that increase student knowledge, understanding and level of skills. The Academia aims to see the development of respectful, caring and professional relationships between teachers and students. This requires behaviour from teachers that consistently demonstrates maturity, good judgement and integrity.

1) Daily Attendance

- The teacher will attend classes every day. The teacher work hours are 7:45 am until 3:00 pm.
- Teachers who have duty in the morning will report at 7:45 am and those with an afternoon duty will leave at 3:15 pm.
- If a teacher is incapacitated by an illness he or she should notify by phone the Administration Office immediately. An email should also be sent to the relevant member of the Academic Council explaining the reason for absence and providing cover work for the class. The teacher must also provide medical proof for absence on his or her return to work.
- If a teacher is not sick and has to leave for an emergency, he or she will notify the Principal who will assess the situation, otherwise the day will be deducted and will be without pay.
- Failure to notify the Principal will warrant an Administrative Act, which will be placed in the teacher's personnel file.
- If a teacher needs to be absent from work for several days for a personal matter he or she will need to notify the Principal with 15 days advance notice to allow alternative arrangements to be made.
- At the start of work each day teachers need to clock in and out in the Administration Office.

2) Teaching Duties

The teacher should:

- Plan classes well with the aim of engaging students to ensure that teaching is “student-centred”. Thought needs to be given to the objectives of each lesson and how the lesson will develop knowledge, concepts or skills in a particular discipline.
- Ensure that each lesson has a plan and that this is available to be checked should the class be observed.
- Prepare class lessons and materials in advance.
- Give weekly planning to the relevant Academic Supervisor on Mondays (Ms Lore Pre-School and Primary; Prof. Raul SEP Secondary and Mr Dominic Cambridge Secondary).
- Prepare schemes of work for each grade being taught and ensure that students have course outlines and are aware the standards that they are required to reach by the end of the grade.
- Ensure that a variety of assessment techniques are used such as diagnostic, informative and summative methods. Students need to be given detailed quality feedback so that they can set specific targets in order to raise their level of achievement.
- Mark student work regularly and keep a detailed record of marks in order to monitor student progress.
- Begin classes on time and keep a daily attendance record.
- Know the Student Discipline Policy and apply the procedures in this consistently and fairly. Insist that students listen to each other with respect and do not shout out answers in class.
- Support learners who need more academic attention.
- If a student does not attend school on the day of an evaluation, this evaluation will be applied the next day.
- Under no circumstances leave students alone in the classroom, or during recess or non-academic time. The teacher is responsible for students taking care of the classroom and for the good use of the facilities.
- Leave classrooms tidy at the end of each lesson (chairs under tables and the floors free of litter) and the teacher should make sure that the board is clean for the next teacher using the room.
- Deliver on time planning, assessments with grades, attendance, etc. to administrators.
- Maintain an organised classroom and ensure that student work is displayed and that displays are changed regularly.
- Attend all weekly meetings and monthly professional development meetings in a timely manner.
- Contact parents to come in for a conference as soon as you detect a problem with a student and advise the relevant Academic Supervisor. (Ms Lore Pre-School and Primary; Prof. Raul SEP Secondary and Mr Dominic Cambridge Secondary).
- Inform parents immediately by e.mail if a student fails to complete homework, or any other assignment. Forward a copy of the email sent to the relevant Academic Supervisor.
- Three missed homeworks will result in an official Friday Detention with the Academic Director.
- If a student is ill in class notify the Administration Office and the office will call home to determine if the student should be sent home.
- If a student is ill, email details to parents of missed classwork and homework so that the student does not fall behind in their academic preparation.
- Inform students in advance of assignments or projects and provide them with rubrics that give them complete guidance about what is required.

- After diagnostic evaluation is administered (at the start of the school year) if there are serious weaknesses detected, the parents must be notified immediately and called in for a conference. The teacher (along with the assistance of his or her relevant Academic Supervisor) should draw up an individual education plan to support the student. Parents must agree to support the teacher in taking all steps indicated in the education plan to aid the student in order to bring about improvement.
- Deliver to the Administration Office any requested documents in a timely manner for both internal and external requirements.
- Extra care should be taken with grades submitted to Ms Rosa because once these have been submitted officially to SEP, no changes can be made.
- The Academic Council can request that teachers take cover classes for absent colleagues.
- Non-teaching periods that teachers have are to be used productively for lesson preparation, marking etc.
- If teachers leave the premises for lunch they should inform Ms Paty in the office.

3) Responsibilities around the School.

A teacher's role in the school is not limited to the classroom. Teachers need to be active around the school helping to supervise students.

- Teachers should check the duty list carefully each day to see whether they are on duty. (Entrance of the school at 7:45 am; Lunch tables 12:20 pm; Patio area 12:20 pm; Sports Court 12:20 pm; Main exit 3:00 pm; and Secondary Stirling Dickinson 4 exit 3:00 pm). A failure to turn up to duties, or to perform them only 'half-heartedly' places an additional burden on all colleagues and potentially puts the welfare of students at risk.
- On all duties teachers need to be vigilant and active, supervising students.
- Teachers need to ensure that students do not run and shout in the corridors. They should help the Academic Director and the Co-ordinator of SEP Secondary in ensuring that students arrive punctually to classes and do not congregate in the bathrooms, or in the area around the lockers.
- At the start of the lunch break students need to leave all classrooms. Teachers should make sure that classrooms are left tidy, lights are turned off and that doors are locked.
- Teachers should insist that students do not drop litter, or leave their bags and belongings around the school.
- Teachers need to be vigilant to any form of bullying that occurs both inside and outside of classes and must immediately report any concerns to a member of the Academic Council.

4) Propriety and Behaviour

All teachers are in a position of trust and it essential that parents maintain confidence in their ability to safeguard the welfare of their children. To inspire trust, teachers need to have the highest standards of personal behaviour to act as "role-models" at all times. A person's behaviour either in, or out of the workplace, should not compromise her/his role in the school. It is important that teachers retain the respect of their colleagues, students and parents.

Teachers should not for example:

- Use a cell phone when classes are in progress.
- Drink alcohol with pupils, or purchase alcohol for students.

- Drink alcohol when supervising pupils, for example, on school trips. Even if students are not present, teachers have to be aware that their responsibility does not end, since an emergency situation may well occur in the night, which they will be required to deal with.
- Discuss their own personal relationships with, or in the presence of students.
- Make inappropriate remarks to a student. (This includes emails, social networking comments, phone calls etc).

4) Dress and Appearance

- Teachers should dress in a manner suitable for their professional role. Jeans, teeshirts, shorts or any clothing, which is distracting or provocative, should not be worn.

5) Confidentiality

In the course of their daily work teachers will have access to confidential information about students. Some of this may be very sensitive and teachers should be careful not to share this in casual conversation, but on a strictly need to know basis. Disregarding confidentiality issues may well be a reason for termination of employment.

Teachers should:

- Refrain from talking to parents about confidential school matters.
- Refrain from criticising, or speaking down a co-worker, student, parent, or manager with parents, or with another member of the institution.
- Not discuss with parents or give information on matters that concern other students. Only talk to parents about their particular child.
- Be discreet with any information they receive about students.
- Be cautious about whom they share the information with and they should seek the advice of a more senior colleague if they have any doubts.
- Be careful not to promise to keep information that students share with them as confidential in the sense that the welfare of the child may mean that the teacher should consult with a senior colleague, or the teacher (Prof. Raul) who has been designated as the teacher in charge of child protection.
- Inform immediately a member of the Academic Council if they hear of any concerns or allegations concerning adults.

6) Power and Position of Trust

Teachers are in a position of trust caring for students. They must be careful at all times that they do not abuse their power, exercise excellent judgement and put the welfare of students first at all times. It is illegal for any teacher to use their position to form, or promote a sexual relationship with any student, even if the student is over 18. Teachers need to be careful at all times to maintain distance and professional boundaries. Such an action would result in immediate dismissal and legal prosecution. It is recommended therefore:

- Communicate with parents by email regarding missed homework etc and not with students directly. Don't share your personal information with students. All communication must be transparent and open to scrutiny.
- Don't invite students to your home.
- If any student forms an infatuation on a member of staff, the teacher should report this immediately to a member of the Academic Council.

- Teachers should not make images of students available on the Internet unless the permission of parents has been obtained.
- If you use social networking sites make sure that your passwords are kept secure. Do not allow students to have access to your profile. (Embarrassing material accessed on a Facebook Profile can completely undermine the reputation of a teacher).
- Avoid any unnecessary physical contact with students and never touch a student in any way that can be seen as indecent. Teachers of younger children have to be particularly careful here.
- Corporal punishment of any sort is against the law.
- In terms of sanctions, please keep to those outlined in the Student Discipline Policy. Students have a right to be treated with respect at all times and they should not be demeaned or feel intimidated, or physically threatened. It is best to always calmly defuse situations and to seek the assistance of a senior member of staff if a situation becomes confrontational.

7) Sanctions Against Teachers

- Minor acts of misconduct will normally result in a formal written warning being written and placed in a teacher's personnel file. Three written warnings will be considered as grounds for dismissal.
- Serious cases of misconduct regarding teacher propriety and behaviour, abuse of confidentiality, or position of trust will result in dismissal.
- The Academic Council will deal with cases of teacher misconduct and decide on what sanction is most appropriate.