



CODE OF ETHICS - STAFF

A. TOWARDS SCHOOL

- Every Student is expected to lead by example and ensure that they uphold in letter and spirit the philosophy of school.
- Staff is expected to be dressed in a presentable manner that is not provocative, disrespectful or offensive.
- Habitual late coming and negligence of duty will in no way be permitted.
- Usage of mobile phones during teaching hours is strictly not allowed. If there is an urgent call to be made or attended, permission can be taken from the respective superiors. Specially assigned staff whose position requires them to contact outside world are exempted from this.
- The internet facility is provided to update one's knowledge and keep abreast with the current development in the educational field. It should be used only for these reasons and not for any other personal requirements.
- The staff shall not part away any information of the school to any outsider, institutions, schools and any other associates, etc.

- The staff shall follow the guidelines issued to them from time to time by the School Managing Committee. In case the guidelines are not followed, the staff shall be liable for disciplinary action.
- The Staff shall refrain from talking about any issue or matter pertaining to school or having strong reactions in front of children.
- The class teacher shall solely be responsible for the right maintenance of classroom including the digital board.
- Every Staff is morally bound by the campus language (English) and is expected to motivate all our Students for the same.
- No visitors shall ever be entertained by the staff during the school hours.
- Every Staff shall substantiate courtesy and professionalism while approaching the superiors despite being friendly to each other.
- The staff is morally expected to obtain prior consent of the Principal in matters either taking leave or permission.
- No staff shall be permitted to be out of the campus during school hours except in cases of being officially directed by the school managing committee. In case of urgent need, the staff is expected to seek permission from the respective Head.

B. TOWARDS COLLEAGUES

- The staff must refrain from any kind of criticism and gossip about their colleagues within or out of school.
- Comments which hurt a person's sentiments and doubt his/her integrity and sincerity will not be tolerated or accepted at all. It will be dealt with very strictly by the management.
- No staff shall air out loose comments that can create doubt, panic, rumour or unsettle the institutional process.
- Discriminating behaviour towards colleagues will not be tolerated and no groupisms among the staff will be entertained.
- Every staff shall share creative ideas in teaching-learning process without personal bias and take no offense at any for that matter.

C. TOWARDS STUDENTS

- The classes of every staff must be attended to on time without any excuse and delay.
- The staff on substitution for any class, by virtue of his/her experience is expected to involve Students in academic activities instead of idly overseeing them.
- Use of corporal punishment in any form or to any degree will not be accepted under any circumstances, i.e., no physical abuse should be used like slapping, pinching, pushing, and pulling.
- The Staff has responsibility for students to ensure the safety and well being at all times.
- Sharing information about a child with other members of staff has to be done only in professional forum for academic progress and educational purposes.
- Making sustained neglect in going through class work, homework and student diary will be strictly taken into account irrespective of any grievance from parents.
- By word or action, no child shall be hurt emotionally, mentally and physically.

- No child should be criticized in public for not being able to cope up with the class-work or any other school related activity and is to be counselled in person whenever required
- No child should be left out in any school/group activity. Every child deserves a right to express himself/herself. If the teacher witnesses some kind of groupisms in the class where a child is excluded deliberately by other children, she/he has to intervene and sort out matters and make the child feel emotionally secure.
- A child should not be teased by any other child/adult.
- The child's personal life and family matters should not be discussed at all by the staff.
- The staff should refrain from any kind of discrimination against any student on the grounds of caste, creed language, accent, place of origin, social and cultural background, class, clothes, and physical appearance.
- The staff, by virtue, is expected to impart moral excellence for all Students along with knowledge of their subject matter, being an epitome of good morals and wisdom.

D. TOWARDS PARENTS

- Parents should be treated with dignity and respect in words, actions and body language. Their queries should be answered with patience and understanding by any staff around irrespective of their domain.
- The staff must refrain from any kind of criticism or gossip about the parents. If any such gossip is happening, it should be brought to the notice of the management.
- The staff must bring to the management's notice if there is some kind of unreasonable demand on the parent's part, instead of arguing with the parents.
- If parents come with query or demand, do acknowledge and if not clear, do ask in School and get back to the Parent.
- Be specific in giving any word of feedback to the parents about the child. The Parent must be taken into confidence before doing so.

- The staff is not allowed to meet any parent during school hours. Follow the school-allotted timing and then meet the parents with or without their children depending on subject-matter. In case of emergency, can meet with the permission of the Principal.
- Unless urgent, staff should not attend phone calls made by parents during school hours. Giving personal telephone number to parents should be avoided as far as possible, except in case of an exceptional issue and it should be done with the knowledge of school authorities.
- Staff should avoid discussing school matters to Parents in a social setting.
- Staff should refrain from commenting on colour, name, surname, and physical appearance, choices in life, clothes, class, economic status, language, accent, educational background and ability of parent/parents.

“ETHICS IS ALL ABOUT DOING WHAT IS RIGHT, NOT WHAT IS EASY.”