



INTERNATIONAL
MAARIF SCHOOLS
OF BUCHAREST

CODE OF CONDUCT FOR TEACHERS AND STUDENTS

Code of Conduct for Teachers and Students

INTRODUCTION

IMSB school is committed to safeguarding and promoting the welfare of children and young people and believes that all students, regardless of age, special needs or disability, racial/cultural heritage, religious belief have the right to be protected from all types of harm and abuse.

This Code of Conduct is provided to clarify the behaviour and actions so as not to place students or staff at risk of harm or of allegation of harm to a student. It helps all staff to understand what behaviour is and is not acceptable.

1. Teachers should maintain professional relationships through the following practices:

- 1.1. Be dedicated to the best of their students, keep them motivated and praise their efforts and achievement.
- 1.2. Celebrate the uniqueness of each individual student and respect their specific needs.
- 1.3. Respect diversity and differences arising from gender, culture, social status, economic status, family status, race and disabilities
- 1.4. Establish and uphold positive relationships with the students, parents, colleagues and administration characterized by professional manners and mutual trust and respect.
- 1.5. Ensure appropriacy of any communication with students, parents and school staff via any means including emails or social media.
- 1.6. Collaborate with colleagues, parents and administration to reach the best practices.

2. Teachers should maintain professional integrity through the following practices:

- 2.1. Keep the confidentiality of the information related to the school, students, colleagues and administration unless disclosure is requested for the safety and welfare of an individual.
- 2.2. Maintain honesty and integrity in their actions and be a role model for their students
- 2.3. Be honest in representing themselves, their experience and qualifications
- 2.4. Avoid any negative impact on students arising from conflict between their private life and professional work.

3. Teachers maintain the professional practice through the following practices:

- 3.1. Keep high standards of students learning, monitoring, assessing, giving feedback and reporting processes.
- 3.2. Create an anxiety-free environment for students to be active, develop their skills and be responsible long-life learners.

- 3.3. Track students' progress through ongoing assessment, formal and informal.
- 3.4. Differentiate their assessment strategies and in-class practices to meet the learners' different abilities and different needs and interest.
- 3.5. Engage with planning and implementation of the curriculum and contribute to the development of the school
- 3.6. Be open to any constructive feedback on their performance and respond positively by adapting the recommendations given by the leadership team.

4. Teachers maintains professional conduct through the following practices:

- 4.1. Ensure students' safety when under their supervision
- 4.2. Ensure they don't use, keep or download any images/materials that are deemed inappropriate according to the school's culture while engaged in school activities
- 4.3. Follow the school regulations and codes.
- 4.4. No private or regular one-to-one teaching arrangements should be made between staff, students and their families without the prior knowledge and consent of the Headteacher and school principal.
- 4.5. During school trips, Staff have a duty to ensure their behavior remains professional at all times.
- 4.6. Dress appropriately in a manner that maintains respect and complies with the dress code of the school.
- 4.7. Ensure they are not under the influence of any substance that impede their performance while at school and avoid smoking while engaged in school activities
- 4.8. Do not engage in or allow any sexually provocative games whether based on talking or touching or any form of interaction.
- 4.9. Staff must not discuss their own relationships or personal life with a student, nor should they initiate a discussion about a student's own personal relationships unless there is a specific welfare concern. Staff should avoid being led into the disclosure of personal information about other members of staff
- 4.10. Ensure not using mobile phones during the lesson time.

5. Teachers maintain professional development in the following practices:

- 5.1. Improve the quality of their teaching practices and ensure it is up to date
- 5.2. Reflect on their performance in light of their knowledge and the coordinator's guidelines and feedback given after lesson observations.
- 5.3. Take advantage of opportunities for professional development through attending the training recommended by the school.

Code of Conduct for Students

1. General Conduct:

Students should:

1. Treat their fellow students, members of staff, visitors to their college, and homestay providers courteously and with respect at all times
2. Follow appropriate instructions given by members of staff
3. Be honest
4. Positively represent the school and its values and culture
5. Avoid the use of offensive language
6. Inform a member of staff if they know that other students are involved in misconduct that may endanger them or others.
7. Dress appropriately for school activities and external trips
8. Not engage in, encourage or condone bullying or harassment of fellow students or college staff, including banter that can be perceived as bullying
9. Report any incident where they feel bullying or harassment is taking place
10. Not access inappropriate material on public devices
11. Not post images of fellow students or members of staff on the internet
12. Not do anything that puts themselves or others in danger
13. Carrying and using phones in school is prohibited.

2. Health and Safety:

- 2.1. Students are not permitted to carry any kind of medication.
- 2.2. If a student is following any kind of treatment, the parent should inform the administration about every detail. Authorized medicines must be kept with the School Nurse who will administer them during break and/or lunch times. Any student taken ill or injured during the day should report to the Nurse.
- 2.3. At any kind of injury, the nurse should deal with the situation. At severe injuries and if the student needs to be taken to the hospital, the nurse should call the parents and inform them about every detail of the situation.
- 2.4. Evacuate a building in the event of a fire/fire alarm sounding/other emergency in accordance with procedure or as directed
- 2.5. Report accidents/safety-related incidents to school staff
- 2.6. Not store, consume, attempt to obtain, purchase, share or use illegal substances, including alcohol, at any time.

3. Attendance:

- 1.1. Students come to school by 08:30 and leave it by 15:30. During this time, students are not allowed to get out of the school campus.
- 1.2. If a parent asks to take his child out, a permission form must be filled and signed by the parent/ guardian.
- 1.3. Students should be punctual at all times and not be late to the school or the classes.