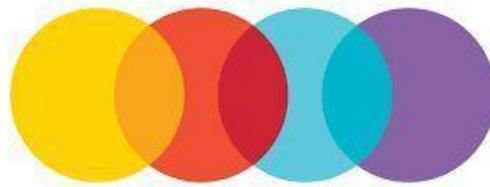


An Educational Initiative of



**International  
School Dhaka**



IB CONTINUUM  
CONTINUUM DE L'IB  
CONTINUO DEL IB

# **International School Dhaka**

## **Code of Conduct for Teachers, Staff, Volunteers and Others**

## **GUIDING STATEMENTS**

### **ISD Mission Statement and Philosophy:**

#### **ISD is a community that:**

**Empowers** students to be balanced learners through their voice and choice

**Inspires** learners to engage in authentic experiences to develop local and global understanding

**Embraces** positive values and encourages empathy and reflection

#### **Values and Objectives:**

We value the concepts of:

- Holistic well-being
- Sustainability
- Responsibility
- Compassion
- International mindedness

#### **IB Mission Statement:**

“The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.” (Mission, IBO)

#### **ISD Definition of Learning**

ISD embraces inquiry and collaboration which empowers learners to develop skills, knowledge and understanding that inspires positive change.

**The Code of Conduct serves as a guide to ethical conduct and professional behavior standards at International School Dhaka (ISD).**

ISD is committed to the safety and protection of children and all members of our community. The Code of Conduct applies to all staff, employees, volunteers and students who represent the school and who interact with children or young people in either a direct or unsupervised capacity.

The public and private conduct of the ISD staff, employees, students, and volunteers acting on behalf of the school can inspire and motivate those with whom they interact, or can cause great harm if inappropriate. Each must, at all times, be aware of the responsibilities that accompany their work, including procuring safe and healthy environments for all ISD students.

The Purpose of this Code of Conduct is to:

- Ensure the health, welfare and safety of our students and other members of our ISD community.
- Define and clarify the parameters of professional behavioral expectations and practices with regard to our school.
- Assure our parent and community stakeholders, accreditation agencies, and others of our commitment to child safety and wellbeing.

### **Our ISD Community Standards**

#### **Standard 1: Good Moral Character**

Because of the nature of their trusted positions, ISD employees and support staff must exhibit good moral character. This is defined as the traits necessary to have contact with, teach, and/or perform supervision of children. These traits include but are not limited to those described in other ISD documents and in this Code of Conduct.

#### **Standard 2: Ethical Conduct Toward Students**

ISD employees and support staff should always maintain a professional relationship with all students, both in and out of the classroom. They are also responsible for maintaining appropriate **physical, emotional, and interpersonal boundaries** in such interactions.

- Communication with students - Communication is governed by the key safety concept of transparency. The following steps will reduce the risk of private or otherwise inappropriate communication between ISD parents, teachers, personnel, volunteers, and minors:
  - Where possible, email exchanges between a minor and a person acting on behalf of the school are to be made using an ISD email address.
  - No staff shall interact with current ISD students on social media.
  - Contact with students should take place over school platforms including Gmail, ManageBac, and Seesaw.
  - Posting photos and videos online where students' faces are visible is not permitted. If sharing student work online, the student's name should not be visible.
  - Electronic communication that takes place over an ISD network or platform may be subject to periodic monitoring
- General Physical Contact - Physical contact with children can be misconstrued both by the recipient and by those who observe it, and should occur only when completely nonsexual and otherwise appropriate, and never in private. ISD employees and support staff should show prudent discretion before touching another person, especially children and youth. It is

necessary to anticipate how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration.

- Keep a professional boundary with students: for example, not socializing, disclosing personal information, accepting gifts or offering special privileges.
- A staff member should never be rude, demean, shout, bully or use profanity with a student.
- In general, physical contact is best initiated by the student rather than adult (e.g. hugging)
- Staff must refuse inappropriate student-initiated physical contact and flirting. Seek support from your line manager when feeling unsure or uncomfortable.
- ISD personnel and volunteers are prohibited at all times from physically disciplining a child and are required to adhere to the school's policies on discipline.
- Confidentiality
  - Use student initials on email headings
  - Keep confidential documents locked or out of sight
  - Do not discuss a student's private information (e.g. accommodations, counseling, grades) in front of other students or staff (unless necessary)
  - When unsure, err on the side of caution
- One-on-one Meetings & After-School Related Activities - Interactions with a child or youth are best held in a public area or in a room where the interaction can be (or is being) observed; or in a room with an open door or window that provides visibility; including informing another adult when appropriate. The same prudence should be applied for all ISD activities.

### **Standard 3: Ethical Conduct Towards Parents**

ISD employees and support staff should always maintain a professional relationship with all parents.

- An ISD staff member should not raise their voice, be rude or use inappropriate language with parents
- Do not reveal the names of students other than their child/children during a meeting
- Do not accept gifts from parents unless the gift meets the school policy guidelines
- Do not joke inappropriately with parents
- Do not share school matter/information with parents unless it involves their child
- Do not take photos or videos of parents without their permission or post any media on the internet without their permission
- If a child/another member of staff reports a child protection issue which shows evidence of lack of care or possible harm by parents, report it to the designated child protection person as outlined in the Child Protection Policy

### **Standard 4: Ethical Conduct Toward Professional Colleagues**

Ethical conduct between colleagues and other community members uphold the following principles:

- Harassment - A colleague may not engage in any verbal, physical, or sexual harassment of another colleague. Sexual harassment includes but is not limited to unwelcome sexual advances and invitations, requests for sexual favors, unwanted physical contact, as well as other verbal or physical conduct of a sexual nature, such as the display or transmission of sexually suggestive objects, pictures or cartoons; physical gestures of a sexual nature; sexual epithets, jokes and insults; or any other unwelcome conduct of a sexual nature. Harassment can also be based on characteristics other than sexual or gender related, such as race, religion, national origin, sexual

identity, or disability. It can take the form of epithets, jokes and insults or other forms of mistreatment.

- Bullying and Relational Aggression amongst staff members - A colleague may not bully, act in an aggressive way toward another colleague. Bullying and relational aggression includes:
  - Spreading malicious rumors, gossip, or innuendo
  - Excluding or isolating someone socially
  - Intimidating a person
  - Undermining or deliberately impeding a person's work
  - Removing areas of responsibilities without cause, withholding necessary information or purposefully giving the wrong information
  - Making jokes that are racist, sexist, classist, ableist, sexually harassing, intending to humiliate, etc. by spoken word or e-mail
  - Yelling or using profanity
  - Belittling a person's opinions
- Media & Social Media: Do not take photos or videos of colleagues or post any media on the internet without their permission
- Appropriate use of staff email- A colleague should keep communication cordial and collegial through email. Appropriate email communications should exclude bcc, capital letters, bold, underlined, colors to show disagreement or aggression. When disagreement occurs after an email is sent to the entire division and school, no chain of email should be sent to the entire division or school about the disagreement. Any such disagreement can be brought to the person who sent the email directly, department head or head of school. School email should not be used at any time for money/fundraising for faculty and staff personal issues.
- Honesty - A colleague may not make false statements about other colleagues; falsify or misrepresent his or her credentials, ISD-related activities, or the ISD community.
- Confidentiality - A colleague may not reveal confidential information about students or colleagues unless required by law.

#### **Standard 5: Ethical Conduct Toward Performance and Confidentiality**

Ethical conduct by teachers and support staff includes:

- Student Assessment & Reporting - Teachers must accurately report and record students test scores and provide fair and reliable assessments. Teachers are also strictly prohibited from assisting students during the taking of any standardized tests.
- Teacher Hiring & Evaluation Process - Supervisors should engage in practices that involve clearly defined rubrics, are designed to ensure success, show fairness, process integrity, and promote reliable evaluations.
- Falsification or Misrepresentation of Facts or Documents - ISD personnel must refrain from falsifying, misrepresenting, omitting, or the erroneously reporting of facts, reports, or other documents as may be requested from time to time from ISD's administration, outside police or governing authorities, or in the course of an official investigation.
- Unauthorized Professional Practices - Except in emergency situations where such behavior is used to protect the life of a student or colleague, engagement in unauthorized professional practices (e.g. medical, psychiatric, legal, financial) is strictly prohibited.
- Other Professional & Ethical Practices - Professional & Ethical Practices include maintaining the confidentiality of students and staff academic, health, disciplinary, and other personal records; and having an understanding as to when transparency is necessary (e.g., student has a nut allergy) in order to promote the health, welfare or safety of students/staff.

**Standard 6: Ethical Conduct in the Use of Alcohol or Controlled Substances During Working Hours**

Faculty, staff, employees, and volunteers must refrain from the illegal possession and/or illegal use of controlled substances and/or alcohol at all times, and from the use of tobacco products, e-cigarettes, alcohol and/or drugs when working.

- **Prohibitions:**
  - Any controlled substance or dangerous drug as defined by Bangladeshi law, including but not limited to marijuana, hashish, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate
  - Any locally available pharmaceutical without the proper medical condition for which it is prescribed
  - Any abusable glue, aerosol paint, or any other volatile chemical substance for the purpose of inhalation
  - Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs, unless prescribed by a qualified medical physician
- The possession, transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is prohibited under this policy, on or off campus
- Any allegation for drug and alcohol use must be given officially in writing
- Staff cannot smoke or chew Betel leaves within the boundaries of the school campus
- All of the above also applies during school trips

**Standard 7: Ethical Conduct Toward Remuneration and Gift**

In the course of professional activity, coercing or forcing a student or parent to provide remuneration for items, services or favors as a private transaction is not allowed. This includes offering to pay students for favors, or taking money from students in return for goods or services.

No one employed by the school or connected with the school in any official capacity shall solicit gifts or any other direct or indirect benefits from any student, parent or supplier. Unsolicited personal non-cash gifts may be accepted provided they have a nominal value only (\$25.00 USD maximum). Any attempt to offer an unsolicited gift of more than nominal value should be reported to the Divisional Principal and the Director.

Other ethical conduct considerations are as follows:

- Vendors - ISD personnel are prohibited from accepting gifts from vendors or potential vendors for personal gain in which the appearance of a conflict of interest may exist.
- Gifts - ISD personnel may not accept gifts of value nor give gifts to children without the knowledge and consent of their parents or guardians.
- Tutoring - ISD personnel are required to adhere to the school's policies with regard to tutoring students or other services. Teachers cannot tutor any students that go to ISD.

**Standard 8: Ethical Conduct Toward Honoring Employment Contracts**

It is expected that ISD personnel honor all of the terms as contained in their employment contracts other than for unforeseeable reasons in which the school may formally release the employee from the contract prior to the employee abandoning any of its provisions.

**Standard 9: Ethical Conduct Toward School Property and Funds**

The unauthorized, misuse, theft, or intentional damage of school property and the misappropriation of school funds is a violation of ISD policy and subject to severe discipline.

**Standard 10: Ethical Conduct Toward Reporting Incidents**

ISD personnel must intervene when there is evidence of, or there is reasonable cause to suspect, that children are being abused in any way; or any other violation of this Code of Conduct. Suspected abuse or neglect must be reported to the designated child protection coordinator.

**Standard 11: Ethical Conduct Toward Dress Code**

All staff are expected to wear appropriate professional attire befitting their role within the school during school hours.

- Male staff members must wear a collared shirt or polo shirt.
- All staff members must wear smart casual. Tops that expose the shoulders, cropped tops, overly tight-fitting clothing, low cut, short skirts, shorts and cut-off trousers above mid-calf are not acceptable.
- Female staff are permitted to use head scarves for religious purposes but not a niqab. The head scarf should cover just the hair and not impede communication with children or observation for their safety.
- Physical Education staff members are required to wear the ISD staff sports uniform.
- Shorts are not allowed during office hours for both male and female except PE and after school sports.
- Blue jeans are not permitted for staff members, male or female, while school is in session.
- On days of National celebration: it is appropriate to wear local dress such as a sari, salwar kamiz or punjabi.
- On school trips either local dress or smart casual dress is required, for example a polo shirt and chino trousers. On extended school trips, casual wear is acceptable as long as it is not revealing.
- Sports clothes and sports shoes are only to be worn for sporting activities or trips.
- Formal shoes are required for male teachers, unless in national dress, or unless your job requires comfortable shoes. Female teachers may wear sandals, however, flip-flops or beach sandals are not acceptable.