

SIES (Dr. APJ ABDUL KALAM MEMORIAL) HIGHSCHOOL, GHATKOPAR

CODE OF CONDUCT FOR TEACHERS

- Reach the school on or before the scheduled time.
- Reach the class on time according to the scheduled timetable.
- Be well prepared before entering the class.
- Use teaching aids and materials given in the smart class as per the given subjects.
- Complete the syllabus on time.
- Check the homework given at certain intervals.
- The key to the smart class is to be kept with the class teachers. In the event of an absence, the key should be handed over to any of the subject teachers teaching in the respective class.
- The key should not be handed over to the class monitor.
- Log out of the program while leaving the class, and the teacher who is there in the class for the last lecture will shut down the smart class and then switch off the power supply. The key should be handed over to the respective class teacher.

Note: The system should fully shut down before switching off the power supply.

- The teachers who are assigned the responsibility of the server will take care of the server room.
- Students should not be sent unnecessarily to the Headmaster, Assistant Headmistress, or Supervisor. If it is within their control, the teachers should try to solve the case.
- If any student is sick or not feeling well in the class, the parents have to be informed. Once they come, they have to register their names in the notebook provided, and then they are permitted to take their wards home. No sick student should be sent home alone.
- Students are to be instructed not to come to the school if they are unwell.
- Besides P.T. teachers, class teachers and subject teachers should check whether every student is in complete uniform. Be strict about uniforms and discipline.
- Students should not be allowed to leave the classroom during the lecture or when the teacher is out of the classroom for a genuine reason.
- Students should be left one by one after the last period. Subject teachers should be available in the class till the last student leaves the classroom.
- The teacher, who is there in the class for the last period, will switch off the tube lights and fans before leaving the class.
- Celebration of a student's or teacher's birthday in the classroom is not allowed.
- The collection of money in the class for any reason should not be entertained.
- Students should be guided to throw the dry garbage in the dustbin provided in the classroom, and the wet garbage in the dustbin kept on every floor.
- Parents can be called to school only after intimating the concerned authorities.
- Parents can be called during the given visiting hours as per the teacher's convenience — Friday 12:10 pm to 12:40 pm.
- Corporal punishment and verbal harassment in the class are strictly prohibited.
- Mobile phones should not be taken to the classroom. One is allowed to take them only as a teaching aid.

The dress code must be strictly adhered to. -

- Male teachers—formals (Jeans are not permitted.)
 - Female teachers—saree or salwar kameez with dupatta/stole
 - A saree is mandatory for female teachers at the time of parents' meetings, formal programs, and celebrations of national days.
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- Log books must be completed on time, and signatures must be obtained from the appropriate authorities.
 - It is mandatory to maintain essay notebooks, assignment notebooks, projects and science journals from the beginning of the academic year.
 - Get the leaves sanctioned before enjoying them.
 - Teachers who are assigned floor-wise duty will remain there till the last student leaves the floor.
 - Floor duty is to be done sincerely during the 4th period till the long bell before the recess.
 - PCs are to be used only for preparing PPTs and other materials related to the subjects taught by respective subject teachers.
 - Printouts of the educational material can be taken from the office.
 - Downloading from the school computer is strictly prohibited.
 - Interaction with students, teachers, and other staff members should be only in English.
 - Students should be encouraged to speak and interact only in English.
 - Teachers should avoid using other languages in the class while teaching or speaking to colleagues.
 - Teachers teaching Marathi, Hindi, and Sanskrit should speak and encourage students to speak in the respective language in the class.
 - Students should be encouraged to participate in extracurricular activities and various other examinations.
 - Efforts should be made for continuing professional development.
 - Teachers should be well prepared, as the lessons will be observed at any time without prior notice.
 - If any teacher is sent for any training or workshop, a relieving certificate should be produced as soon as the teacher joins the school to mark their absence – 'On Duty'.
 - Students should be treated equally without any kind of discrimination.
 - It is mandatory for all the staff members to abide by the rules and regulations of the Society and to carry out the work assigned by the authorities.