

Contractual Agreements

The Code of Professional Conduct

The Code of Professional Conduct stipulates minimum standards of professional conduct for teachers and staff; recognizing the importance of your work and lifestyle as a role model of the values taught in this school.

In Relation to Students

- The teacher teaches in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, color, sex, physical characteristics, age, ancestry, or place of origin.
- The teacher is responsible for diagnosing educational needs, prescribing and implementing instructional programs and evaluating progress of pupils.
- The teacher may delegate specific and limited aspects of instructional activity to non-certified personnel, provided that the teacher supervises and directs such activity.
- The teacher treats pupils with dignity and respect, being considerate of their circumstances.
- The teacher may not divulge information about a pupil received in confidence or in the course of professional duties except as required by law or where, in the judgment of the teacher, to do so is in the best interest of the pupil.
- The teacher may not accept pay for tutoring a pupil in any subjects in which the teacher is responsible for giving classroom instruction to that pupil.
- The teacher may not take advantage of a professional position to profit from the sale of goods or services to or for pupils in the teacher's charge.
- The teacher should not behave in an overly friendly way or fail to maintain an appropriate professional boundary with a student.
- The teacher may not solicit, encourage, or consummate an inappropriate written, verbal, or physical relationship with a student.

In Relation to School Authorities

- The teacher is responsible to protest either the assignment of duties for which the teacher is not qualified or conditions that would make it difficult to render professional service.
- The teacher fulfills contractual obligations to the employer until released by mutual consent or according to law.
- The teacher provides as much notice as possible of a decision to terminate employment.
- The teacher adheres to both written and/or verbal mutual agreements arranged by the school's Administration.
- The teacher criticizes the professional competence or professional reputation of an administrator only in confidence to proper officials and after the administrator has been informed of the criticism and allowed adequate opportunity to respond.

In Relation to Colleagues

- The teacher respects co-workers and deals with them in ways that reflect Christian ethical standards, including the avoidance of gossip and second hand criticism and any other behavior which may unjustly damage their personal or professional reputation.
- The teacher criticizes the professional competence or professional reputation of another teacher only in confidence to proper officials and after the other teacher has been informed of the criticism.
- The teacher, when making a report on the professional performance of another teacher, does so in good faith and, prior to submitting the report, provides the teacher with a copy of the report.
- The teacher does not take, because of animosity or for personal advantage, any steps to secure the dismissal of another teacher.
- The teacher recognizes the duty to protest through proper channels those administrative policies and practices which the teacher cannot in conscience accept. The teacher recognizes that if an agreement cannot be reached with the Administration, then the administrative position will be implemented.

- The Administration provides opportunities for Staff members to express their opinions and to bring forth suggestions regarding the administration of the school.

In Relation to the Profession

- The teacher dresses, speaks and acts in a manner that maintains the honor and dignity of the profession both at school and in the community of the school.
- The teacher is responsible for being in the classroom or providing appropriate supervision during school hours.
- The teacher does not engage in activities that adversely affect the quality of the teacher's professional service.
- The teacher maintains adequate records of attendance, grades and disciplinary action.
- The teacher submits to the Administration disputes arising from professional relationships with other teachers which cannot be resolved by personal discussion.
- The teacher makes representations on behalf of the school only when authorized to do so.
- The teacher accepts that service to the school is a professional responsibility.
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In Relation to Fund Raising

- Teachers will regard their involvement with the Inter-American School as their primary occupation, in order that duties and functions requiring their presence and/or participation will receive priority.
- Teachers will hold no other jobs while serving as teachers at the Inter-American School. Part-time tutoring or periodical employment is not considered "other jobs," but they must not interfere with school duties.
- Faculty are considered volunteers by North American standards. Faculty are encouraged to raise the majority of their support from home-country gifts and solicitations.
- Do not solicit gifts from those having, or sponsoring, students in the Inter-American School. Receiving gifts from such people is discouraged, as acceptance might lead to expectations of reciprocation. Very small gifts of appreciation, however, may be accepted graciously.
- Faculty can not use the school's name and mission as a means of seeking excessive personal income.
- Home country gifts should be clearly designated as gifts for personal support or as gifts for the projects of the school.

In Relation to Parents and the Community

- The teacher will make every effort to establish a relationship of trust with the parents
- The teacher will keep the parents informed regarding their child's academic performance, social emotional and spiritual development
- The teacher will conduct themselves with integrity, compassion and humility when in the presence of their students' parents.
- Faculty and Staff members are expected to maintain good relations with the host country and cordial relations with its people.
- Personal problems, religious arguments or internal conflicts of the school should not be shared with the community with the intent to damage the reputation or the witness of the school.
- The teacher should abstain from practices which could be seen as detrimental to the effective operation and Christian witness of the school, including but not limited to:
 - The abuse of alcohol and other legal drugs
 - The use of illegal drugs or substances
 - Inappropriate sexual activity including but not limited to: promiscuity, co-habitation, extra-marital, or homosexual behavior.
 - Violent or abusive behavior
 - Sexual and gender harassment.
 - Commission, aiding, or advocating acts of a criminal nature.

I have read and understand these minimum standards of professional conduct. I understand that while the school community recognizes that all Christians have failings, it rightly calls me to live up to the expectations outlined above. I expect that allegations of failure to do so will be dealt with in a caring and loving manner, which has forgiveness and reconciliation as its primary focus. However, I also understand that unrepentant or persistent continuance in unacceptable behaviors or lifestyles constitutes grounds for contract termination.

*Board Approved in May 2010 for 2011-2012 school year

Teacher Signature