

CLASSROOM MANAGEMENT

OVERSEAS TEACHERS' ASSOCIATION CODE OF ETHICS

**CODE OF PROFESSIONAL CONDUCT
AFNORTH / SHAPE INTERNATIONAL SCHOOLS - CANADIAN SECTION**

The following are ethical principles, which are to be used by AFNORTH and SHAPE International Schools' Canadian teachers and administrators. The purpose is to maintain a consistent and successful standard of professional service and conduct towards students and colleagues. In this document the term "teacher" shall refer to all Canadian professional faculty (L.O.S.A.) employed by DND - AFNORTH and SHAPE International Schools.

In Relation To Students:

1. A teacher shall recognize and respect the diversity of all students and strive to eliminate discrimination based on race, creed, ethnicity, gender, age, socioeconomic status, mental and physical disabilities, and sexual orientation.
2. A teacher shall endeavour to develop in students an appreciation of standards of excellence and an appreciation for the principals of democracy.
3. A teacher shall not disclose information about a student received in confidence or in the course of professional duties except as required by law or where, in judgment of the teacher, to do so is in the best interest of the student.
4. A teacher shall recognize and respect the uniqueness and nature of the AFNORTH/SHAPE schools being military sponsored schools.

In Relation To Colleagues:

1. A teacher shall recognize and respect the diversity of all staff at AFNORTH and SHAPE schools and strive to eliminate discrimination based on race, creed, ethnicity, gender, age, socioeconomic status, mental and physical disabilities, sexual orientation
2. A teacher shall avoid interfering in an unwarranted manner between teachers and pupils.
3. A teacher shall recognize and respect the personal integrity of other professionals in the school community.
4. A teacher shall treat all staff members with respect and allow for diverse opinions to be shared without interruption.
5. A teacher shall encourage a positive environment in which individual contributions are encouraged and valued.
6. On making an adverse report on another professional, a teacher shall provide the individual with a written statement of the report at the earliest possible time and not later than three days after making the report.
7. Notwithstanding the above section, a member who makes an adverse report about another member respecting suspected sexual abuse of a student by that other member need not provide him or her with a copy of the report or with any information about the report

8. Members in an administrative or supervisory position relative to other members will make an honest and determined effort to help, council and to, support that member before initiating disciplinary procedures.
9. OTA members will apply these same professional standards to their relationships with all colleagues, not just other members of OTA.

In Relation To School Authorities:

1. A teacher shall cooperate with educational authorities to improve public education at AFNORTH and SHAPE schools.
2. A teacher shall become familiar with the school's policies and operating practices and act in accordance with them.
3. A teacher shall be guided by the school's mission statements (SIP).
4. A teacher shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school committee.
5. A teacher shall present in the proper manner to the proper authorities the consequences to be expected from policies or practices, which, in their professional opinion, are seriously detrimental to the interests of students.

In Relation To Community:

1. A teacher shall promote high standards of ethical practice within the community.
2. A teacher shall use established communication channels when questions or concerns arise.
3. A teacher shall endeavour at all times to extend the public knowledge of their profession and discourage untrue, unfair or exaggerated statements with respect to teaching.
4. A teacher shall limit discussion at community meetings to matters of concern to the school community as a whole.

In Relation To Electronic Mail Etiquette:

As an employee of AFNORTH International School, it is important to understand that each employee falls under the policies of both the Department of Defence Dependents Schools (Canada) as well as the Department of National Defence Dependents Schools (DoDDS -United States) standard operating procedures.

Therefore thorough understanding of both of these policies regarding appropriate use of *e-mail* is important:

It is important to understand that the use of Government-provided electronic mail (*e-mail*) is intended for official purposes only.

Some examples of unauthorized uses are:

- (a) sending chain letters;
- (b) advertising charitable events or fund raisers not directly associated with the office;

- (c) selling or giving away items; or
- (d) conducting personal business.

e-mail may NOT to be used to transmit obscene, harassing, or abusive messages, which includes jokes.

It is also important to know that email may be monitored for inappropriate use and therefore *e-mail* should not be considered private or confidential.

BIBLIOGRAPHY

Excerpts and/or ideas were taken from the following documents:

Alberta Teachers' Association ~ Code of Ethics

DND ~ OSAP 100.03.1 Annex A School Committee ~ Code of Ethics

DND ~ OSAP 200.06.3 ~ Staff Expectations

ETFO ~ Elementary Teachers' Federation of Ontario ~ Code of Ethics

OSSTF / FEESO ~ Ontario Secondary Schools Teacher Federation ~ Ethics

OTF ~ Ontario Teacher Federation ~ Teaching Professional Act

STF ~ Saskatchewan Teachers' Federation ~ Code of Ethics