



California America School

Staff Handbook

Review No.	Description of Change	Review by	Date of Issue
1	Adoption of Policy	CAS Administration	April 2019
2	Revision of Policy	CAS Administration	March 2020
3	Revision of Policy	CAS Administration	October 2020
4	Revision of Policy due to PSRPG by ADEK	CAS Administration	August 2021





California American School believes good attendance is vital to a student's ability to learn. Having a good education helps give students the best possible start in life. If days are regularly missed, then continuity of learning and progress are significantly hampered as students find it difficult to catch up with missed work.

School staff should set an example and ensure they arrive at lessons on time and demonstrate the value given to time in school. They should also demonstrate an understanding of the individual's personal circumstances whilst encouraging and expecting students to arrive punctually and ready for work. Good personal organization and time-keeping are part of our ethos.

Expectations of Teaching Staff

1. All staff must be present in the school premises at 07:30 am.
2. All staff have to mark their arrival (07:30 am) and leave (03:30 pm) in the school biometric finger print machine. Failure to do so will be considered absence or tardiness.
3. In case of late arrival after (07:30 am) and for repeated lateness 3 times per month, half day will be deducted.
4. For Absent, the online Absent Form must be completed and attach the reason of absent.
5. Attending assigned meetings, training, and workshop is mandatory, during school hours or Saturdays.

Professional Code of Ethics

This Code of Professional Ethics is a statement of the ethical commitments, practices and aspirations that underpin the identity of the teaching profession at California American School (CAS) and that reflect the ongoing articulation of that identity by the profession. The conduct of CAS's staff and others who regularly deal with students in all procedures, which is:

- ◆ **Teamwork:** emphasizing the values of cooperation with others.
- ◆ **Integrity and honesty:** commitment to the right behaviours under any circumstances.
- ◆ **Transparency:** dealing with others in a clear, sincere and honest manner.
- ◆ **Respect:** respect for students, colleagues, Parents / Guardians and community.
- ◆ **Accountability:** the individual bears responsibility of his words and deeds.
- ◆ **Care and compassion:** caring for others and feeling of responsibility toward them.

STAFF CODE OF CONDUCT

Faculty and staff are expected to be role models for our students and maintain high standards of conduct. They should:

- ◆ avoid public confrontations with parents, students and other staff members
- ◆ avoid inappropriate touching of students
- ◆ avoid using corporal punishment of any kind
- ◆ avoid eating or drinking (except water) in the classroom when students are present
- ◆ avoid using mobile phones in the classroom, phones are to be turned off during class sessions
- ◆ refrain from drinking carbonated soft drinks on campus
- ◆ refrain from chewing gum on campus.



In addition to the above general standards, CAS Schools Faculty members are expected to maintain a strong sense of professional responsibilities as well as a Professional/Social Code of Conduct in dealing with students and the community. These are listed below:

Professional Responsibilities

- ◆ work in accordance with CAS's stated mission and goals.
- ◆ be positive, flexible and supportive.
- ◆ project a positive image of the school in the community.
- ◆ be positive role models and set examples of high moral, ethical and professional standards.
- ◆ bring students on time and supervise them at assemblies and special events.
- ◆ actively contribute to maintaining a safe environment.
- ◆ follow the appropriate procedures for student supervision: be punctual, never leave students unattended, and supervise students arrival and dismissal.
- ◆ supervise at least one after-school event.
- ◆ assist, follow and complete any other duties as assigned by the principal.
- ◆ wear appropriate professional dress.
- ◆ follow the appropriate chain of communication
- ◆ obtain Principal's approval of all written correspondences to groups of parents, and/or documents to be disseminated outside of school

Professional/Social Conduct Code

The relationship between students and teachers must remain on a professional level based on mutual respect. Parents and the school community view of that relationship must also be maintained at the highest professional level. In order to help ensure this professional relationship, the following should be kept in mind:

- ◆ Teacher comments to students should be made in a constructive manner whether the comment is positive or corrective in nature.
- ◆ Negative personal comments not related to student performance or school behavior are to be avoided.
- ◆ Negative comments related to cultural practices, values or family life are to be avoided.
- ◆ Corrective comments necessary to maintain order and a productive class are to be centered on the undesirable behavior, not on a personal level.
- ◆ Because of the clear cultural values related to the proper role of males and females, extra care must be taken to maintain proper association between the males and females.
- ◆ In keeping with cultural values, relationships between students and teachers should remain more formal than casual.
- ◆ For many reasons, including possible misunderstandings and liability, the transporting of students in teacher private vehicles is to be limited to "emergency" situations. Regular transporting of students is to be avoided.



DECORUM, DISCRETION, COURTESY, AND CONFIDENTIALITY

As adult role models in a community made of young people, we have particularly important responsibilities for providing examples of unquestionably high standards of courtesy, consideration, and behavior. This includes language, grammar, tone, and subject matter. Please consider these points when addressing yourself in any and all conversations with students, parents, colleagues, and fellow workers associated with CAS in any capacity. Conversations concerning students, parents, faculty, or other internal school matters should be conducted in private, away from students or others who do not need nor should hear the conversation.

Information about students, employees, and parents will not be discussed or released to other people without the approval of the Principal. All memoranda, notes, reports, or other documents will remain part of the school's confidential records. Personal or identifying information about our employees will only be released to individuals authorized by the nature of their duties to receive such information, and only with the consent of the administration and the employee.

DRESS CODE FOR TEACHERS AND STAFF

CAS Schools staff members are expected to maintain professional standards of dress and appearance. In serving as role models for students, it is important that staff members use good judgment. For all faculty/Staff, professional dress is the norm. Shoes that are professional in appearance (no flip-flops or clogs). Faculty and staff are to refrain from wearing tight fitting or revealing clothing, shorts, jeans, tank tops, or other clothing that might be offensive to the culture of our host country.

ATTENDANCE AND WORK SCHEDULES

Teaching is a full-time commitment which involves many hours of hard work, often after the close of the school day. By the nature of the profession, teaching sometimes requires many extra hours of preparation, grading papers, and writing reports, tasks that can seldom be accomplished within the school day.

Nevertheless, for the purpose of having the school fully staffed during the "school day" and for holding faculty meetings and planning sessions, full-time faculty members are expected to be at school from 7:30 am to 3:30 pm daily. All teachers are expected to adhere to these times. Because of the varying nature and volume of work, precise daily and weekly work schedules cannot be established. Each member of the faculty will have work schedules designed to ensure individual responsibilities of their contract can be effectively carried out.

Under extraordinary circumstances, it may become necessary for a faculty member to be absent from work for part of the day. Teachers are asked to inform their Executive Secretary in advance if it becomes necessary to leave school for any reason during the day.

All faculty and staff are expected to be at work promptly on a daily basis and to miss school only for reasons of poor health, legitimate personal emergencies, or approved professional development experiences (workshops, seminars, etc.). It is assumed that holidays and vacations provide adequate time to make arrangements for personal business needs.



DUTY ASSIGNMENTS

Our primary role is to keep our students safe. Therefore, part of our responsibility is to perform formal supervision duty throughout the year at various locations on campus. Understand a few guidelines in regard to supervision:

- ◆ Supervision involves monitoring student behavior and enforcing some rules.
- ◆ It is essential that you **do not miss your duty**. The responsibility for remembering duty is yours!

EXTRA CURRICULAR ACTIVITIES

All teachers are asked to assist in supervising at least one ECA per week after school and other after school or evening events as needed during the year. This may include plays, performances, gatherings, or some major sporting events. For all performances and activities supervisors are expected to model and assist in maintaining appropriate and respectful audience behavior. Supervisors may also be asked to assist with security and crowd control. Sponsors of any after school activity are responsible for the safety and well-being of all participants during the rehearsals and actual performance of the activity. Students must be supervised by at least one supervisor until the last student is picked up after an event. Sponsors are encouraged to insist that the students have their parents pick them up immediately after the end of an event.

TUTORING

Occasionally, parents will ask teachers to tutor their children after school. **CAS Schools teachers are not allowed to accept tutoring.** You are of course free to work with your own students in school without pay. You are not allowed to receive pay for tutoring CAS students.

MEETINGS

As with any organization meetings are a vital part of the smooth operation of the organization, so it is with CAS. Every attempt will be made by the School Administrative Team to ensure that our meetings will be productive and efficient. There are regular meetings scheduled throughout the year. These are listed below. Other meetings may be called for specific purposes during the year; however, the Administrative Team will do everything possible to minimize any specially called meetings.

Faculty Meetings: Faculty meetings are usually scheduled on Thursdays. The Principal will be responsible for planning at least one faculty meeting per month. The objective of these meetings is to share effective practices in the departments, promote discussion of school wide issues, and general concerns of the faculty.

Department Meetings: Departments can meet weekly or as determined by the Department Heads. The purpose of these meetings is to continually review curriculum, discuss professional practice, develop assessment materials, identify exemplars and provide a forum for discussion of relevant issues to the Department. The Department Head is responsible for the organization and conduct of these meetings. Brief minutes of Department meetings should be submitted to the Principals each week.



Minutes must be kept for all meetings. The minutes for faculty/staff meetings will be distributed to all members of the Faculty via email within two days of the meeting. Minutes of Department Meetings are the responsibility of the Department and should be submitted to the Principal via email within three days of the meeting.

ABSENCE FROM WORK

Because of the nature of a school, absences during regular work days can disrupt the learning process and place an extra burden on co-workers. The school relies on the good judgment and conscientiousness of its employees to be at school when it is in session. CAS recognizes the reality that from time to time an employee may need to be absent from work.

It is understood that staff members may at times need to leave campus quickly to take care of personal business that cannot be done on Saturdays (Banking, appointments, etc), and that teachers attempt to schedule these trips during prep time which eases the need for class coverage. It is appropriate to leave campus occasionally, for short periods of time as long as you fill out the early leave form and get approval from the Principal

Anytime that a Faculty absence requires coverage, the appropriate paperwork is required to be completed so that necessary coverage can be arranged. Faculty members are eligible for the following types of leave in addition to Vacation Leave: Sick Leave; Compassionate Leave; Pilgrimage Leave; Maternity Leave; and Leave of Absence without Pay. The Principal must approve all leaves of absence. The following types of leave are available for employees: Personal and Sick Leave, Family Emergency, and Vacation.

Sick Leave: When members of the Faculty and Staff become ill and cannot come to school, they should call the Executive Secretary followed by the Head of Department as early as possible to allow time to arrange for appropriate coverage. **A sick leave with HAAD Stamp will be required.** There is no paid compensation for unused sick days. The Employee will receive pay during the authorized Sick Leave period in accordance with the following scale within an academic year:

For normal sick days:

- ◆ Up to 6 days per year paid

For Emergency Leave days:

Up to 6 days per year paid (This includes serious illness or death of an immediate family member as spouse, children, grandchildren, parent, brother, sister, father in-law and mother-in-law.

For hospitalization and very serious illness

- ◆ First 2 months paid
- ◆ Next 2 months half paid
- ◆ After 4 months unpaid

Personal Leaves: Teachers requesting Personal Days must complete the designated forms and gain approval for the days from the Principal. Please note that personal leave is intended for teachers to “take care of personal business that cannot be done outside of the normal working day”. **Please note that those days will be considered as “leave without pay”**



Maternity Leave: CAS grants maternity leave to female employees in accordance with the provisions of the Federal Labor Law. **A female employee who has at least one year of service with the school** will be eligible for maternity leave with full pay. In the event of a shorter period of service, such leave will be on half pay. To be eligible for such leave, the employee must produce a certificate from an approved clinic or registered medical practitioner giving the anticipated date of delivery.

The period of maternity leave with full pay or half pay, as the case may be, will be 45 days, including the days preceding and the days following delivery.

Family Emergency and Compassionate Leave: In the event of a family emergency, up to a maximum of seven days per year may be taken. This includes serious illness or death of an immediate family member as spouse, children, grandchildren, parent, brother, sister, father in-law and mother-in-law.

Leave without Pay: Granted only for compelling reasons at the discretion of the Principal. The school board must approve any unpaid leave beyond forty-five (45) calendar days. When unpaid leave is granted, salary deductions will be made based on a prorated amount of the annual salary for each working day taken.

Vacation Leave: Faculty members are expected to start their summer leave one week after the last day for students. Continuing faculty members are expected to report 10 days before the start of the academic year. New faculty members should report for duty at least two weeks before the start of the new academic year.

Vacation leave is established in accordance with the CAS Schools Academic Calendar, published in advance of each academic year, although the calendar may be adjusted during the course of the academic year to which it refers.

Reporting Absences

It is important that coverage be provided during the time an employee is absent from school. Therefore, it is requested that employees give notification of their absence as early as possible to allow time to arrange for coverage.

Faculty should call or message the Head of Department and Executive Secretary prior to **07:00 am**. The Head of Department will arrange for coverage and will notify the Principal's office. All teachers should leave detailed plans, a copy of the class schedule, and class lists ready for a substitute teacher. Faculty members are encouraged to create a substitute folder that includes emergency plans, class lists, attendance rosters, seating chart where applicable, and any information that might be helpful to the substituting teacher.

Substitutions for Absent Teachers

If a teacher is absent it is necessary for us to cover for that teacher in house. The Head of Department is responsible for arranging coverage for teachers who are absent. However in most cases we will follow the following priorities: Teachers who are short hours on their schedule. These teachers will be first in line to cover and will not receive a stipend for the substitution. Teachers with more than one period not scheduled on that particular day. We will do our best to not take away all of a teacher's plan periods on any particular day.



In most cases HOD's and teachers already with an overload on the schedule will not be asked to substitute except in very rare instances. We ask that all teachers be willing to accept a substitution when asked.

Teachers will be notified by message on the morning they are needed for substitution. The classroom of the absent teacher will be unlocked before school and there should be present the following items for the substitute in the classroom:

- ◆ A substitute folder with detailed emergency lesson plans for each class
- ◆ A class list for each class

Upon completion of substituting for a teacher, please leave some sort of report regarding what was covered and any problems encountered with the class during your time as a substitute for that teacher. Also please notify the office of any problems you had or any missing items that were necessary for you to do your job as a substitute teacher.

Recording of Leave

The HR Department Office maintains all leave records. It is mandatory that all leave requests be forwarded by the Principal's office to the HR Department Office for proper accounting of leave balances.

HEALTH AND SAFETY

CAS deems the safety, security, and well being of its students, faculty, and staff the highest priority. To that end, we share responsibility for preventing problems whenever possible. However, in today's ever-changing world unexpected events can happen. Examples that fall under the topic of crisis management range from fire and evacuation procedures to construction site procedures and general security threats that should be given attention. Certain guidelines should be followed in the event of these unexpected events occurring. CAS has policies in place that all staff should be trained as a part of their job responsibilities.

Examples of Crises

- ◆ Evacuation.
- ◆ Fire or Explosion
- ◆ Health care emergency
- ◆ Construction accident
- ◆ Bus accident

EMERGENCY PROCEDURES/FIRE DRILL EVACUATION

If there is an emergency of any type during the school day, all staff and students must evacuate the building immediately. Teachers will take their students out to designated exits and have them line up accordingly to the CAS Evacuation Plan. When the teacher leaves the classroom they must take their master lists indicating which students are in their group and make sure that the door is closed behind them with windows closed. Once outside, the teacher attends to the group of students to which he or she has been assigned and checks to make sure all students are accounted for.

The Daily Absentee List will be available to check for missing students. Students are to wait quietly until the Principal gives the instruction to return to classes. An Evacuation Plan designating specific areas for students and faculty will be posted. Emergency Drills will take place on a regular basis throughout the year. These drills



are designed to practice Emergency Procedures and are to be taken seriously by all faculty, staff and students. Faculty should review procedures with students in each of their classes early in the school year and again

later in the year. Drills may be announced or unannounced and are considered a valuable part of the learning community operations. Detailed records of Emergency Drills should be kept.

In an emergency the following procedures should be followed:

If emergency is life-threatening:

- ◆ Notify the School Nurse, the Principal and the Social Worker
- ◆ The Principal will take steps to contact parents.

If emergency is not life-threatening:

- ◆ Notify School Nurse
- ◆ Notify the Principal

School administration will:

- ◆ Tell the parent what has happened
- ◆ Suggest the parent call the child's doctor for particular instructions, and ask the parent to call the school back for instructions.
- ◆ If conditions warrant an ambulance then call for one. An administrator should accompany the child to the hospital and notify parents to meet there.

If parents are not available, get the child's medical file from the appropriate School Nurse.

- ◆ Check the file for specific instructions and directions specific to the child's case.
- ◆ Check for the doctor's physician and parent's designee.
- ◆ Call the child's doctor for instructions.
- ◆ If no contacts can be made, then provide care for the child as necessity dictates.

Someone should remain with the student at all times to see that he/she is as comfortable as possible and protected from further injury or illness.

- ◆ Give constant emotional supportive attention: **Do not leave the student alone.**
- ◆ Blankets and pillows should be available from the clinic.
- ◆ First Aid is available from the clinic.

Incident Report should be filed with the Principal's Office within 24 hours.

TELEPHONES

Teachers' cell phones are to be turned off when students are present in their classrooms during the school day. Teachers should use the phones in the teachers' lounge or in the School Offices for school business calls only. The school offices and receptionist areas are a place of business and are expected to be treated as such.

Teachers' cell phones must be switched off during class and used only for emergencies during school time. Should someone need to contact you have them call the School Office and we will notify you to contact them



when you are available. In cases of emergency, we will make arrangements to cover your class so that you can take care of the emergency.

UNAUTHORIZED ITEMS

Nuisance items are forbidden on the school campus. These items include such things as Ipods, CD Players, etc. Teachers should not allow their students to use them in individual classrooms. **Teachers' mobile phones are to be turned off and not used during class** instruction time under any circumstances. Any nuisance items that a teacher may confiscate should be turned in to the Principal's Office at the soonest opportunity. Parents may claim their items from the Principal's office at the end of the day.

MAIL

Any mail received for you by the school will be placed in your mailbox. Please check your mailbox regularly for any important messages and notices. Any messages for members of the school can be placed in the individual teacher's mail box or given to the secretary for distribution to the appropriate teacher. Do not have students check your mail box for messages.

The Professional Code of Ethics includes the following standards

Standard 1

Religion, culture, society's customs and traditions: Educators will respect the Religion of Islam, respect the Arabic culture and UAE society's values, morals, customs, and traditions. Professional conduct includes, for example:

- ◆ Showing reverence to Islamic values and practices and respecting other religions.
- ◆ Complying with all principles imposed by the Islamic religion in the UAE.
- ◆ Respecting UAE society's values, morals, customs and traditions.
- ◆ Respecting the national symbols of the UAE.

Prohibited unprofessional conduct includes, for example:

- ◆ Behaving in a manner that is contrary to Islamic values in the classroom or other workplace.
- ◆ Exhibiting disrespect toward UAE society's values, morals, customs and tradition.

Standard 2

Tolerance and respect for diverse cultures: Educators will foster an atmosphere of inclusion in Schools and the workplace. Professional conduct includes, for example:

- ◆ Exhibiting acceptance and respect to individuals of different religious, ethnic or cultural backgrounds.
- ◆ Taking all necessary procedures to ensure that classrooms and other workplaces are free from all forms of harassment and discrimination.
- ◆ Treating all students and colleagues equitably, including those with special needs.

Prohibited unprofessional conduct includes, for example:

- ◆ Discriminating against or harassing colleagues or members of the public on the grounds of religion, race, origin, social status, age, gender or against pregnant employees or those with a newborn.
- ◆ Discriminating against or harassing students, on the grounds of religion, race, origin, social status, age or gender.
- ◆ Engaging in conduct that represents any kind of extremism or cultural indoctrination.

Standard 3

Dress code: Educators will dress appropriately in a manner consistent with official work attire and which does not contradict with UAE society's values, morals, customs and traditions. Professional conduct includes, for example:

- ◆ UAE nationals observing the appropriate national dress.
- ◆ Expatriates dress in a professional manner reflecting proper work attire.

Prohibited unprofessional conduct includes, for example:

- ◆ Wearing any clothing that is tight-fitting or revealing or unsuitable for the work environment.

Standard 4

Relationship with students: Educators will maintain a caring, professional relationship with all students, both inside and outside the classroom. Professional conduct includes, for example:

- ◆ Educators behaving in ways that promote the welfare of the students and which affords them the necessary care, and taking all actions within their power to ensure students' safety.
- ◆ Educators reporting to relevant authorities if they suspect that a student is being harmed or may possibly be harmed.
- ◆ Educators working to meet the individual learning needs of all students and assisting them to achieve their potential and to develop their self-confidence.
- ◆ Educators striving to create a safe and supportive emotional environment for students to learn and enjoy learning; one that is conducive to their knowledge, values and abilities and does not cause intimidation or embarrassment.
- ◆ Educators striving to be fair and objective when dealing with students.

Prohibited Unprofessional Conduct includes for example:

- ◆ Engaging in or encouraging inappropriate relationships with students inside or outside of the classroom, including any behaviour constituting sexual harassment or abuse.
- ◆ Sending any inappropriate messages, pictures or other communication to students inside or outside of the classroom.
- ◆ Using any form of discipline that involves corporal punishment, emotional or verbal abuse, or any punishment that may cause physical or emotional harm to students (e.g. ridiculing a student's point of view).

- ◆ Failure to discipline on-going bullying of a student (including cyber-bullying), which may result in physical or emotional harm to the student.
- ◆ Behaving negligently or making decisions which endanger student welfare.
- ◆ Using professional relationships with students for personal gain (e.g. private tutoring for students that are concurrently being taught by the teacher, asking for favours from the student's Parents/Guardians, etc.).
- ◆ Leniency in student grading, in a manner not consistent with the educational process.

Standard 5

Relationship with community: Educators will respect and cooperate with Parents / Guardians and the local community in their daily work to advance student learning. Professional conduct includes, for example:

- ◆ Establishing open, honest and respectful relationships with Parents/Guardians and the local community.
- ◆ Involving Parents/Guardians and the community in the decision-making process relating to students education and wellbeing.
- ◆ Communicating all decisions relating to students' learning clearly and promptly to students, Parents/Guardians and stakeholders in the community.

Prohibited unprofessional conduct includes, for example:

- ◆ Disregarding the views and concerns of Parents/Guardians and the School community when making decisions about student learning.
- ◆ Behaving in a rude or hostile manner when interacting with Parents/Guardians and the community.

Standard 6

Relationships with colleagues: Educators shall follow direction from direct supervisors and commit to collaborating with their colleagues in the best interest of students and the education profession.

Professional conduct includes, for example:

- ◆ Complying with all official instructions and decisions from their direct supervisors and from the relevant Council authorities.
- ◆ Encouraging and supporting colleagues to adopt and adhere to high professional standards.
- ◆ Collaborating with other Educators in a way that develops a positive, supportive professional environment for all.
- ◆ Assisting in the preparation and induction of new Educators through mentorship and guidance.

Prohibited unprofessional conduct includes, for example:

- ◆ Harassing a colleague verbally or physically, including any inappropriate behaviour that makes a colleague feel uncomfortable or unsafe.
- ◆ Spreading false statements or slandering the reputation of a colleague.
- ◆ Revealing confidential information concerning a colleague.

- ◆ Intentionally excluding a colleague from work-related or professional activities or work-related information.
- ◆ Preventing colleagues from carrying out their official duties

Standard 7

Communications: Educators will ensure that all interactions and communications with colleagues, students, parents / guardians and the public reflect the values of respect, wisdom, and integrity.

Professional conduct includes, for example:

- ◆ Ensuring that any public comments they make reflect the policies and priorities of their School and of the Council.
- ◆ Ensuring that usage of the CAS communication systems (e.g. computers, phones, emails, eSIS) does not include any communication that may be controversial or offensive.
- ◆ Maintaining the confidentiality of information relating to students and colleagues unless disclosure is officially permitted and serves clear and specific professional purposes.

Prohibited unprofessional conduct includes, for example:

- ◆ Making comments or statements, in an official or unofficial capacity, that disparage the reputation of the School or colleagues.
- ◆ Sharing confidential or sensitive information with any party, inside or outside of the School, who is not authorised to have the information.

Standard 8

Legal obligations: Educators will abide by government laws and regulations at all times and will be obligated to report violations of these laws to relevant authorities. Professional conduct includes, for example:

- ◆ Maintaining honesty and integrity while conducting work.
- ◆ Being aware of, understanding and adhering to the provisions of legislation, laws and policies relevant to their work.

Prohibited unprofessional conduct includes, for example:

- ◆ Falsifying or misrepresenting professional qualifications or employment history.
- ◆ Wilfully disobeying or disregarding any applicable laws.

Standard 9

Alcohol, drugs and tobacco: Educators will refrain from using, possessing, and being under the influence of alcohol and illegal drugs, and will not smoke in the workplace. Professional conduct includes, for example:



- ◆ Abiding by government laws with respect to the substances stated above at all times.
- ◆ Refraining from providing alcohol or other drugs to students, or from encouraging students to consume them, or from disregarding students' use.
- ◆ School nurses supervising the administration of prescribed medications to students, and ensuring compliance with the Council's guidelines.

Prohibited unprofessional conduct includes, for example:

- ◆ Consuming or being intoxicated by alcohol or other drugs while performing duties.
- ◆ Encouraging students to use alcohol, tobacco or unauthorised drugs at any time.

Standard 10

Use of resources: Educators will use property and resources provided for their work efficiently and only for official/work-related purposes. Professional conduct includes, for example:

- ◆ Complying with the Council's Information Security Policy relating to acceptable use of technology.
- ◆ Optimal usage of Council and School resources for work purposes to the extent necessary to carry out the assigned work.
- ◆ Maintaining assets and possessions entrusted to them (because of their work), and ensuring they are used wisely and responsibly.

Prohibited unprofessional conduct includes, for example:

- ◆ Taking advantage of public or work-related resources for personal benefit (such as checking personal email) or for achieving personal gains or goals.
- ◆ Spending the Council's or the School's financial resources in a reckless or wasteful manner.

Standard 11

Conflicts of interest: Educators will avoid any situation that represents or may be perceived to represent a conflict of interest in carrying out their professional responsibilities and tasks. Professional conduct includes, for example:

- ◆ Carrying out all responsibilities and taking all decisions in an objective and impartial manner.
- ◆ Maintaining integrity and not accepting any bribes (gratuity), gifts, money or services that might impair or influence professional decisions.
- ◆ Refraining from using their position for personal gains.
- ◆ Reporting a potential conflict of interest to supervisors, and recusing themselves from situations giving rise to perceived conflict of interest.

Prohibited unprofessional conduct includes, for example:

- ◆ Involvement in any decisions in which family or friends may benefit.
- ◆ Accepting gifts from suppliers or local community members or gifts that may be given in an attempt to influence official work, other than those of nominal value (in most cases, a gift valued at over AED 100 will not be considered to be of nominal value).
- ◆ Using School time to conduct non-School business.

Standard 12

Sensitive issues: Educators will not make remarks regarding sensitive issues that could cause anger or discomfort among students, colleagues or the community. Professional conduct includes, for example:

- ◆ Ensuring that classroom discussions are focused on the subject being taught.
- ◆ Being careful when making comments (particularly in relation to potentially controversial matters, such as religion or politics).
- ◆ Preventing students from raising potentially controversial matters for group discussions.

Prohibited unprofessional conduct includes, for example:

- ◆ Engaging in conversation with students about sensitive issues - such as religion and politics – that do not serve any clear educational purpose and are not related to the School’s approved curriculum.