



LOVEDALE INTL.KINDERGARTEN AL-WUKAIR, DOHA-QATAR



CODE OF ETHICS FOR THE TEACHERS 2024-2025

Introduction:

As role models for students, teachers must follow a professional Code of ethics. Teachers must be model strong character traits, including perseverance, honesty, respect, lawfulness, fairness, patience, and unity. As an educator, teachers must treat every student with kindness and respect without showing any favoritism, prejudice or partiality.

The code of ethics for teachers is designed to protect the rights of the students, all the students. It is important that teachers understand that when they get a teaching position they are agreeing to follow the code of ethics.

Professional ethics in education are key factors affecting the behavior of all stakeholders in education as it constitutes a supervisory measure that serves as a guide for their behavior.

All stakeholders in education should abide by and adopt these ethics to regulate their daily interactions and behavior. The extent of the stakeholders' affiliation to their profession is determined by their commitment to the standards and ethics of their profession in all situations as they deal with students whom will be the core of change and development in the society.

Importance of Code of Ethics:

- Promoting the principles of the State of Qatar, and emphasizing respect for the Islamic religion and proper educational .
- Promoting the national identity and Qatari heritage among all members of the educational system.
- Promoting positive behavior among the target group of this charter.
- Promoting the spirit of responsibility and accountability for adhering to the ethical and professional principles associated with the educational process.
- Promoting ethics and controlling behavior in the educational facility.
- Emphasizing the importance of respecting ethics and educational mission.
- Spreading awareness amongst educators on their profession and role in building new generations.
- Promoting relations and bonds among all stakeholders in education.

Principles of the Codes of Ethics:

The Code of Ethics for private schools and kindergartens in the State of Qatar is based on a number of fundamental principles, as follows:

Principle	Definition
National Identity	The characteristics and features of any society, derived from religion, history and culture, they promote sense of belonging and patriotism among members of society.
Discipline	A set of behavioral rules for maintaining order in schools, according to the laws of the State of Qatar.
Professional Integration	The contribution of everyone to benefit and serve the interest of the school community and support the school's mission and objectives, and avoid conflict of interest and respect others autonomy.
Honesty and Sincerity	Education professional need to love their work and create a conducive and safe environment at work for everyone and enhance accountability.
Transparency	Provide needed information to the relevant parties without bias for the good of public interest and appropriate decision making.
Equity	Treat everyone fairly and equally, without discrimination based on gender, religion, race, position, social or financial status.

Ethical responsibility of School staff towards their profession

- Promoting Islamic values and positive societal customs and traditions.
- Involve community members in the educational process through their participation in the school's activities.
- Involve students and parents in making decisions and make room for dialogue and discussion.
- Cooperation with various community institutions in order to build high quality educational outputs that meet the needs of the labor market.
- Serve the goals and objectives of the school and achieve public interest.
- Follow the Vision , Mission & Motto of the School and implement in their academics.

- Perform their job duties and all other tasks assigned to them with honesty, integrity, accuracy and professionalism.
- Ensure familiarity with the laws and regulations and applying them without any abuse, violation or negligence.
- Dedicate the official working hours to the tasks and duties of their job and avoid any activity that is not related to their official duties.
- Constantly strive to improve their performance, develop their professional capabilities and be up to date with any developments in the field.
- Submit proposals to improve work methods and help provide a safe and healthy work environment.
- Avoid any behavior, practices or actions that violate the proper Islamic morals and behavior.
- Avoid any sensitive political, religious or social issues that may cause chaos or confusion.
- Respect the rights and interests of others without exception and dealing with them without discrimination based on race, gender, religious or political beliefs, social status, age, health and physical status, or any other form of discrimination.
- Comply with public decency and appropriate appearance followed in the country.

Ethical responsibility of Kindergarten Teachers towards Academics

- Creating a learning environment learning environment that is safe and nurturing supervising children during lessons meal time and on the playground assisting students to resolve conflict with others monitoring and notifying students' progress.
- Prepare classroom for class activities provide a variety of learning materials and resources for use in educational activities observe and evaluate students' performance and develop and development.
- Assignment grade classwork homework test and assignment.
- Prepare Lesson plans, daily plan and worksheets
- Prepare the anecdotal report
- Implement new technology and methodology in the teaching skills
- Being able to communicate efficiently and effectively to parents and students
- Giving importance to students who have learning disability or slow

learners

- Prepare lesson plans worksheets for low achievers medium and high
- Teachers monitor student's attendance regularly to ensure continuity of studies or any support required.
- Participation in assembly is monitored. Every child must participate in the class assembly.
- Students are motivated to participate in the competitions.
- Students must participate in one or the other sports activity for physical development and also develop necessary skills.
- Student's notebooks are checked daily by the teacher to ensure the completion of work and monthly the books will be checked by the coordinators.
- Teachers conduct ongoing assessments on each lesson taught, to observe whether students have understood the topics, so that re-visit can be done if required.
- Student's behavior is also monitored and reported to the heads if required.
- Students' behavioral checklist chart will also be maintained by the teacher.
- Assist in designing a complete teaching plan
- Follow the teaching plan
- Teach alphabet
- Teach numbers / science / art / Craft
- Teach history of Qatar , Arabic & Islamic Studies
- Teach personal, social and emotional skills
- Use and organize learning material and resources
- Use songs, stories and games to motivate children to participate
- Regularly communicate with parents
- Determine children that need extra work
- Evaluate children's performance and progress
- Adhere to teaching standards and safety regulations
- Preparing Individual Academic Performance in each area of the Report Card
- Preparing the Self Evaluation of each student.
- Result Analysis to find out the children who need more attention in their academics

Ethical responsibility of Kindergarten Teachers towards students motivation.

- Give praise for successful progress
- Use the reward chart
- Keep conversations open and let kids talk about their feelings their goals and what they could think to make each following attempt better

Ethical responsibility of School staff towards their superiors

- Adhere to the directions and orders of their superiors according to the administrative hierarchy.
- Treat their superiors with respect.
- Never insult their superiors or institution or defame them directly or indirectly in media or anywhere else.
- Share any challenges at work with their superiors.

Ethical responsibility of School staff towards their colleagues

- Deal with their coworkers with respect, tact and honesty and maintain cordial relations without discrimination.
- Respect other coworkers' privacy and never exploit their personal information with the intent of offending.
- Cooperate with fellow coworkers in a spirit of teamwork and taking the initiative to
- support them with opinions professionally and objectively.
- Support fellow coworkers whenever possible, to overcome any problem they face at work to improve work performance.
- Refrain from any immoral behavior, practices or actions that violate public morals and proper Islamic behavior.

Ethical responsibility of School staff towards students

- Respect students and appreciate them without any discrimination.
- Never use personal information or secrets of students to pressure or defame them.
- Never have any individual relationship of students based on personal interest
- Contribute to the establishment of security and tranquility within the school.
- Never accept gifts that may influence their attitude towards students.
- Refrain from any form of abuse by using obscene words or any physical assault.
- Ensure that students are protected from any factors that may expose them to deviant behavior.

Ethical responsibility of School staff towards society

- Promote Islamic values and positive societal customs and traditions.
- Participate in various constructive community activities.
- Deal with societal variables in his field of specialization.
- Cooperate with students in supporting internal and external community activities.

Ethical responsibility of teachers towards their profession

- Be proud of their profession and preserving its honour.
- Provide a positive example in the performance of his work inside and outside the school.
- Keep changes and updates in the educational process.
- Maintain the confidentiality of work-related issues.
- Never use their position for any personal or financial gains.
- Effective contribution towards self-development and creativity.
- Comply with public decency and appropriate appearance followed in the country.
- Commit to ideas and behaviors that comply and strengthen the values and traditions of society.

Ethical responsibility of teachers towards students

- Respect students without any discrimination.
- Follow a consistent principle in dealing with all students.
- Prepare students to become leaders and productive in their society.
- Promote mutual respect between them and the students.
- Build a close relationship between them and their students, accept their inquiries with open arms, allow dialogue and discussion, and express their opinion carefully and politely.
- Consider individual differences and provide care and support for students' needs.
- Refrain from any form of abuse by using obscene words or any physical assault.
- Provide a suitable learning environment with attractive teaching methods

Ethical responsibility of teachers towards school community

- Comply with all laws and regulations.
- Show fairness and objectivity in dealing with the administration and other coworkers.
- Respect other coworkers and maintain friendly relationships with them.
- Support other coworkers in knowledge and in work.
- Carry out duties with sincerity and dedication to support the mission and vision of the school.
- Advocate and preserve teachers rights.
- Contribute in promoting the educational process and school.
- Never neglect anything that may harm school or teacher's profession.

Ethical responsibility of teachers towards parents

- Provide authentic information about students and their academic progress.
- Integrate the teacher's role with the parents' role in developing up students' characters.
- Preserve parents' privacy and confidentiality of information.
- Cooperate with parents to promote students' academic progress.
- Maintain honesty, transparency and respect in dealing with parents.

Ethical responsibility of teachers towards society

- Contribute to the development and progress of society.
- Show dedication to serving the country.
- Link the educational material to the community's interests, aspirations and values.
- Preserve the school's status and its effective role in society.

Ethical responsibility of teachers towards Dress Code

- Employees are expected to dress in an appropriate manner.
- Employees are expected to wear the employee tags at all times during Kindergarten working hours and events.

Example of appropriate attire for female Teachers

- Straight trousers
- Loose buttoned-up shirts of reasonable length (that cover the thighs) with a suitable neck line / Salwar / Skirt
- Jackets/ blazers etc.
- A scarf/ stole of reasonable length either on the head or around the neck;
- Light make up
- Simple abayas with plain scarfs

Example of Inappropriate Attire

- Casual trousers and t-shirts (any colour or style);
- Sport-related attire, including sweat shirts, t-shirts/tops, track suits, caps/hats, sport shoes etc. and exception may be given to physical education teachers.
- Revealing attire including clothes made of see- through material or ripped cloths
- Overly tight trousers, shirts or abayas, cropped/ midriff shirts, miniskirts, short sleeves/sleeveless, shorts etc.
- Loud colours, prints, slogans of any kind (printed on the top/trousers), heavily embroidered dresses, scarfs or abayas, overly flared trousers or skirts.
- Jeans with short shirts

“Be proud of for being a teacher as teaching is a noble profession”

DECLARATION BY THE TEACHER

I have read the above Code of ethics for teachers and I agree to abide by them, failing which I shall be liable to disciplinary action.

Sl. No	Name of the Teacher	Qatar ID No	Signature with Date

السادة/ إدارة المدارس ورياض الأطفال الخاصة
المحترمين...
تهية طيبة وبعد،

تعهد الالتزام بضوابط زي الطلبة المدرسي وزي ومظهر الكادر الوظيفي

أتعهد أنا السيد/ فيني جوسو حامل بطاقة شخصية رقم (.....) مدير مدرسة/ روضة (.....) لوفيدل الدولية... بالالتزام بالضوابط المحددة وفق التعميم رقم (10) لسنة 2024 بشأن الضوابط العامة للزي المدرسي للطلبة وزي ومظهر الكوادر الوظيفية بالمدارس ورياض الأطفال الخاصة، وتصويب أي مخالفات لتلك الضوابط تصدر من الطلبة أو الكادر الوظيفي، وفي حال عدم الالتزام تتحمل المدرسة /الروضة المسؤولية القانونية تجاه وزارة التربية والتعليم والتعليم العالي والجهات ذات العلاقة.

وتفضلوا بقبول فائق الاحترام والتقدير،

اسم مدير المدرسة/ الروضة	فيني جوسو
التوقيع	Viny John
التاريخ	١/٤/٢٠٢٤
ختم المدرسة/الروضة	

