

NIHE Code of Ethics of the Teacher

Teachers should recognize and accept as their responsibility:

- ❖ To place college duties and obligations ahead of personal wishes
- ❖ To accept assigned duties and obligations ahead of personal wishes
- ❖ To follow **college regulations, routines, and policies**
- ❖ To report for all college appointments and duties **on time**
- ❖ To **plan all work** prior to teaching classroom lessons
- ❖ To safeguard all personal and **confidential information** concerning students and to use it only for professional purposes
- ❖ To refrain from making **unprofessional comments** about the College program, the policy, and the community.
- ❖ To follow the rules of basic **courtesy** toward college administration, co-teachers, students, and members of the community
- ❖ To show **appreciation** for all services rendered
- ❖ To **dress** according to professional standards
- ❖ To endeavor continuously through daily reflections to discover and correct shortcomings, striving to attain professional **maturity** through continued study and effort
- ❖ To avoid **partiality and favoritism** toward students
- ❖ To strive to teach effectively and creatively with **dedication and enthusiasm**
- ❖ To become **acquainted** with students in the class through records, observations, and conferences with other staff members

- ❖ To explore a variety of **teaching styles** and begin to develop a personal teaching style
- ❖ To serve as a **regular member** of the teaching staff, participating in all professional and social activities (PTA, faculty meetings, assembly programs, conferences, home visits)
- ❖ To **confer regularly** with the College administrator regarding progress, growth, and special problems concerning students and one's teaching
- ❖ To provide the College administrator with full information concerning teaching **schedules**

Teaching Policies and Regulations

1. Teaching expectations exemplify professional attitudes and behaviors.
2. Teachers are obligated to adhere to a strict professional policy regarding **attendance**. No absences or tardiness are accepted except in the case of illness or extenuating circumstances. Teaching is the teacher's primary responsibility. All other college and personal activities **MUST** be secondary and never interfere with teaching responsibilities. The board sets the requirements for the number of hours of actual teaching and observation. Students will be required to make up time missed in order to meet university and program requirements.
3. In the event of serious personal illness or extreme emergency the college office should be notified as soon as possible. The College administrator should also be notified.
4. Attendance is required at all orientation sessions and seminars as well as other work sessions that may be scheduled at the discretion of the College administrator. Attendance is required at all weekly reflective seminar sessions.
5. The teacher should follow the **schedule** assigned (i.e., morning arrival and afternoon departure) and teaching days using the calendar provided at the beginning of the semester in regard to the College calendar. Attendance is required at all faculty meetings, PTA meetings, appropriate parent-teacher conferences, in-service workshops, and other activities.
6. Teachers are required to thoroughly prepare **lesson** in advance of teaching.
7. In accordance with professional behavior, the use of cell phones, pagers, and other personal electronic devices while a class is in session or while going to a class is strictly forbidden.
8. Teachers should never be responsible for students other than those in their assigned classes (i.e., they may not "cover" for another teacher's absence) unless approved by the administrator or dean.

9. Teachers should follow and enforce the **discipline** policies of college. No teacher may administer corporal punishment. In the event of extreme behavior problems, the teacher should obtain assistance from administration personnel.

10. The use of tobacco and other drugs in the campus are prohibited and the teachers should take it upon themselves to enforce the rule stringently and should inform the management if discovered or if suspect usage.

Note : The policy and code of ethics will be under constant review and might be amended to suite the operating requirements of the institution prevailing during that time and will not be limited to just the above code. The management reserves the right to amend.