

# School policies

DIS has a comprehensive set of policies, which serve the needs of the school and its people, and help meet our regulatory duties. All school personnel are required to abide by these policies. Failure to do so shall result in legal consequences. DIS policies are reviewed and updated annually.

## *2.1. Recruitment & Termination Policy*

### Recruitment Policy

DIS is committed to promoting equal employment opportunities and a workplace that is free of all forms of discrimination. Equal opportunity means that all employees experience fairness, impartiality and equal access to all career initiatives in the workplace. Our commitment to equal opportunity promotes an inclusive work environment that values and accepts the diverse, cultural and social background of its staff. Our selection, employment and promotion processes prohibit discrimination based on age, color, disability, marital status, nationality, race, religion, or sex. Our goal is a harassment-free environment where every individual can thrive, adhering to applicable laws and individual merits.

### Recruitment Process

- An ad is posted on the school website and LinkedIn, detailing the school hiring needs and the required credentials and experience.
- Job candidates are required to pass a personal interview and a demo lesson.
- Shortlisted candidates are contacted for a final interview with the School Director and the School Chairman
- An email with the formal job offer is sent to passing candidates
- Each faculty member is offered a contract stating responsibilities, duties, rights, benefits and expectations.
- Contracts duration is 12 months and is renewed annually based on the mutual desire of the teacher and the school
- Offered benefits:
  - Social Security and National Medical Insurance are provided.
  - Transportation is provided free of charge according to the regular school bus trips. For distant areas teachers are collected and dropped off at main gathering points.
  - A free half day permission is granted for all full-time teachers twice a month except on revision and exams days
  - Every teacher has 5 weeks paid summer vacation in addition to the official days off, Term Breaks, Christmas Break and Spring Break
  - The school offers discounted fees for staff members' children.
  - Day care service is provided for a marginal charge for staff members' children who are younger than preschool age.

- **Required Documentation:**
  - Upon signing the contract, applicant should provide the school with the documents needed and complete the employment packet.
  - Please refer to the HR. Department for detailed list of the required documents. Note that the teacher's salary is put on hold until all required documents are received.
- **Staff Information:**
  - The staff member's personal information should be accurate and updated.
  - Please inform the HR department with a written application about any changes in address, phone number, legal issues or any other important information.
- **Salaries:**
  - Salary information is a confidential matter and should not be disclosed.
  - One-month salary is calculated from the 25th of previous month to the 26th of the salary month.
  - Salary annual increase is determined based on the teacher evaluation. All teachers are notified with their evaluation and salary raise before the end of June of every year.

#### **Termination Policy**

- According to the school contract, both the teacher and the school have the right to terminate the contract before the end of its duration, provided that a two months' notice is given by the party that wants to terminate the contract.
- If a teacher does not wish to renew his/her contract for another year, he/she should notify the school administration in April (two months before the end of the contract). Same rule applies to the school administration in case the school doesn't wish to renew the teachers' contract for another year.

### ***2.2. Policy of Absenteeism***

- Occasional absences are unavoidable. Proper planning will minimize its effect on the students and staff, so teachers are to report their absences as soon as possible so arrangements can be made.
- If you are unable to attend the school due to an emergency or for any valid reason you must notify your direct supervisor or the Stage Head the day before or at least before 7.30 am. on the day you will be absent
- For any absence, Teachers must coordinate with their HoDs or Subject Coordinator to have a substitute teacher with the proper material to teach.
- Permissions should be approved and signed by the HoD, the Stage Head and the School Director.
- Absence on exam days/ proctoring days will be counted as 3 days deduction.
- Absence on Sunday and/or Thursday and before vacations or after vacations will be counted as 2 days.

### *2.3. Retention Policy*

DIS has developed several strategies to manage staff turnover and retain good teachers. Our retention efforts include but are not limited to:

- Providing ongoing on-service training through mentoring and coaching to support newly hired teachers through any challenges
- Providing professional development opportunities
- Enabling collaboration and peer support
- Recognizing distinguished performance through moral and financial incentives
- Empowering responsible and dedicated staff members by providing opportunities for career growth and promotion

### *2.4. Conflict Resolution Policy*

DIS believes in clear and open communication, and encourages staff members to talk directly with their supervisor and colleagues in case of grievances and/or disputes. All employees are encouraged to bring forward any complaints or recommendations dealing with safety, health standards, proper working conditions, performance appraisals, discipline and fair management practices, without fear of reprisal. DIS Management will act expediently if problems do occur and all individuals, whether staff or management, will be treated with fairness, respect, and consistency.

#### **Complaint Resolution Procedures:**

- If an issue or conflict does arise, it is recommended that the individual try to resolve the problem with those directly involved. The employee may also choose to involve his or her supervisor if necessary.
- If after this discussion the employee or supervisor feels the issue is still not resolved, he/she may request a meeting with the next level supervisor and the HR Manager. In the event that the employee prefers an individual meeting with the next level supervisor or any other senior management staff the supervisor will be notified.
- By exploring the issue in a professional and constructive fashion it should be possible to find an appropriate way to resolve the problem unless it is serious enough to warrant intervention by the next level supervisor or other member of the senior management team.
- A written complaint should be filled the HR Manger office and the School Director should be notified.
- The HR Manager should either proceed with Mediation and/or investigation depending on the context and nature of the complaint.
- Based on the medication or investigation efforts, the School Director issues a written decision for final resolution and all parties involved are notified.

## ***2.5. Staff Recognition and Career Growth Opportunities***

Staff recognition is a crucial aspect of creating a positive and productive school culture that fosters growth, innovation, and success. At DIS, we are keen that academic and non-academic staff members feel appreciated and recognized for their dedicated work through moral and financial incentives.

Staff members are regularly recognized through thank you notes, appreciation certificates and social media posts that exhibit and praise their good work. Financial incentives are also granted through bonuses and salary increments to reward exceptional performance.

### **Career Growth Opportunities**

DIS is committed to provide career growth opportunities to all staff members who show dedication and exceptional performance. We believe that school leaders and seniors should come from within the institution, this is why the school leadership team provides mentoring, support and professional learning opportunities to any staff member who has potential and desires to grow in his/her career.

## ***2.6. Code of Ethics***

The teaching profession has an expectation of high standards of ethical behavior from its members. This Code of Ethics provides a formal framework of ideals designed to guide and encourage all teachers to achieve these high standards of ethical behavior and professionalism in their dealings and relationships with students, families, colleagues, and the broader community.

Members of the teaching profession in DIS should be committed to the following values which underpin the profession: Integrity, Dignity, Responsibility, Respect, Justice and Care.

### **We demonstrate *Integrity* by:**

- creating and maintaining appropriate professional relationships
- acting with impartiality, truthfulness and honesty

### **We demonstrate *Dignity* by:**

- valuing diversity and treating students equitably and with care and compassion while respecting the uniqueness of family backgrounds
- valuing the effort and potential, and acknowledging the uniqueness, of each student

### **We demonstrate *Responsibility* by:**

- giving priority to the education and welfare of all students in our care
- engaging in ongoing professional development and improving teaching and learning strategies
- working collaboratively and cooperatively with colleagues to the best interests of the education and welfare of our students

### **We demonstrate *Respect* by:**

- acknowledging that relationships with students and their families must be based on mutual respect, trust and, when necessary, confidentiality and acknowledging the contribution these qualities make to students' wellbeing and learning
- acting with educational colleagues and the wider community in ways which enhance the profession

We demonstrate *Justice* by:

- being fair and reasonable
- being committed to the wellbeing of individuals and the community and to the common good
- resolving competing claims of different ethical principles and different interest groups through reflective professional discussion

We demonstrate *Care* by:

- having empathy for and rapport with students, their families, our colleagues and the wider community
- committing to students' wellbeing and learning through the practice of positive influence, professional judgement and empathy in practice

## 2.7. *Code of Conduct*

Education is critical to the future of children. As teachers and education staff, you will play a primary role in helping to shape the future of students. Your position is one of influence and also one of great responsibility. Teachers are expected to respect DIS code of ethics and execute their duties accordingly, more than anybody else engaged in educational activities. Teachers should be role models to their students and other members of the community. Teachers and other education staff in this school shall have the following duties:

- Fulfil obligations on attendance, punctuality and lesson preparation. If absent or late for a given reason, you will immediately notify the principal or other designated person.
- Conscientiously prepare lessons, assess students' work fairly and promptly and cooperate with other teachers and education personnel.
- Interact with students, colleagues, parents and community members in an appropriate manner.
- Employ different participatory teaching techniques to make sure that the teaching approach also includes student-centered approaches.
- Properly use the educational facilities of the school and encourage students to do so.
- Attend and give constructive comments at meetings organized to discuss the teaching-learning process.
- Rigorously avoid actions or gestures that violate human rights and could harm students, such as:
  - Sexual harassment and sexual violence, including suggestive words, gestures or comments as well as physical and psychological abuse.
  - Excessive and inappropriate disciplinary action, including the use or threat of corporal punishment and demeaning and abusive words or actions.

Failure to adhere to the Code of Conduct may result in disciplinary action including suspension or termination of employment.

## ***2.8. Safeguarding and Child Protection Policy***

**DIS is fully committed to safeguarding the welfare of all children in its care. It recognizes the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognized as someone under the age of 18 years. DIS admins and teaching staff and will work together to embrace difference and diversity and respect the rights of children and young people. This will be a child-centered approach where the interests of the child are paramount. We expect all Staff (teachers, administrators, and support staff) and parents to share this commitment in their attitudes and actions. Parents are made aware of the policy: it is on the School website and the parents/students handbook**

**DIS staff abides by the following principles:**

- The wellbeing of children is the primary concern. We should always act in the best interest of the child.**
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.**
- Child protection is everyone's responsibility.**
- Children have the right to express views on all matters which affect them, should they wish to do so.**
- DIS shall work in partnership together with children and parents to promote the welfare, health and development of children.**

**DIS will:**

- Promote the health and welfare of children by providing opportunities for them to take part in curricular and extracurricular activities safely.**
- Respect and promote the rights, wishes and feelings of children.**
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.**
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.**
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.**
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.**
- Regularly monitor and evaluate the implementation of this Policy and these procedures.**

**Reporting:**

**DIS has zero tolerance for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse. Adults in our school should take all wellbeing concerns seriously and encourage children and young people to report anything that worries them to their teachers, the School Psychologist, the Stage Heads or the School Director.**



## ***2.9. Anti-Harassment and Non-Discrimination Policy***

### **Anti-Harassment Policy**

DIS is committed to providing all its community members with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Teachers and other staff members are expected to teach and to demonstrate by example that all members of the community are entitled to respect.

Harassment of a student by another student or by a teacher or other staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, nationality, ethnicity, religion, or disability.

Punishable harassment is any conduct – including verbal conduct – that:

- creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical, emotional, or psychological well-being; or
- is threatening or intimidating.

Sexual harassment is a form of harassment that also violates school policy. Sexual harassment is any kind of sexual advance or sexual conduct– including verbal conduct – that:

- creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or
- is threatening or intimidating.

In response to any act of harassment, staff members should intervene immediately to stop the harassment and present an incident report to the School Psychologist, the Stage Head and the School Director for further investigation. Based on the investigation conducted, the harasser will be reprimanded promptly, consistently, and proportionately to the seriousness of the act. However, the response should not end there; rather, staff members should deter future harassment with continuing guidance for tolerance and respect.

### **Non- Discrimination Policy**

DIS is committed to equal opportunity for all students and all staff. It is the school policy that no one shall be treated differently or exposed to any kind of discrimination on the basis of race, religion, nationality, ethnicity, or disability where a person is otherwise qualified or could be with reasonable accommodation.

In response to any act of discrimination, staff members should intervene immediately to stop the discrimination and present an incident report to the School Psychologist, the Stage Head and the School Director for further investigation. Based on the investigation conducted, certain consequences and disciplinary actions will be applied to the person(s) involved in any act of discrimination in proportion to the harm caused as a result of this act.

The immediate remedy for any act of discrimination shall be to end it, treat the individual equally, and, as much as practically possible, to eradicate any effects of discrimination. Discipline should be imposed when appropriate.

## *2.10. Internet and Social Media Policy*

DIS actively encourages the responsible use of social media. Responsible use of social media can be positive for learning and teaching. It can also be personally enjoyable and beneficial. This policy will make clear what standards are expected of anyone who works for the school and uses social media as well as what actions may be taken when it is considered that a member of staff may have breached this policy. This policy applies to all staff use of social media, including: on behalf of the school, as part of their work directly with students, in their wider professional lives; and in their personal lives. We define social media to mean: ‘Websites and applications that enable users to create and share content or to participate in social networking, such as Facebook, WhatsApp, etc.

When using social media at any time, staff members

- must not place a child at risk of harm.
- must report all situations in which any child is at potential risk
- must not allow their use of social media to affect their ability to do their job in any way
- must maintain the reputation of the school, its staff, students, parents, and their employer
- must not post or share any social media content which is illegal, discriminatory, sexual, or otherwise offensive when linked in any way to the school. This link could be for example: by identification with the school, during the working day, on school premises or when using school computers. Such behaviors may also result in criminal proceedings.
- must recognize that posting or sharing any social media content which is illegal, discriminatory, sexual or otherwise offensive during personal use could lead to damage to their professional reputation or damage to the reputation of the school or school community. This damage would breach the social media policy. And, again, such behaviors may also result in criminal proceedings.
- must not use social media to criticize, harass or insult their school, staff, students, parents, or their employers.
- should be aware that there are other, more appropriate, methods of raising valid concerns about their school and its staff.
- must not breach school confidentiality and shall not disclose any private or confidential school matters when using social media.
- are responsible for their actions (and its consequences) whenever they use social media.
- must understand that social media offers no guarantee of privacy and that any content they produce can be shared more widely by others. A member of staff’s professional reputation or the reputation of the school could be damaged by content, perhaps which was intended to be private, being shared more widely than intended.
- would still be held responsible for any consequential breach of this policy as they were responsible for producing the original content.
- cannot rely on their ignorance or lack of knowledge to defend any breach of this policy.
- must use appropriate behavior and language at all times. As a guide, this should be similar to that which would be used when taking part in a face-to-face meeting with other education professionals.



- must take all reasonable steps to ensure the proper separation of their professional and personal lives.
- must make sure that their personal social media activities take into account who they have social media relationships with – particularly any other members of school community – and moderate their social media behavior accordingly.

**Please note that:**

- When using social media on behalf of the school, staff members must not use it for any personal discussions or for any individual personal matters even if initiated by other members of the school community (for example: parents or students).
- The school reserves the right to monitor all staff internet use on any school systems or computers. Misuse of internet or social media – even personal use – using school computers is a breach of the school’s policy.

**Disciplinary action over Internet and social media use:**

- All staff members are required to adhere to this policy.
- Staff should note that any breaches of this policy may lead to disciplinary action. Serious breaches of this policy, for example incidents of bullying of colleagues or social media activity causing serious damage to the school or any member of the school community, may constitute gross misconduct and lead to contract termination and/or criminal proceedings.
- Staff members must raise all doubts, questions and concerns related to social media with school leaders. Staff must seek advice if they are not sure if any particular use of social media (or a related action) is appropriate or would potentially breach this policy.

When using social media, you may have concerns about anything posted that might have hazardous implications, or causes harm to the reputation of the school and/or its community.

If you have any such concerns, you should discuss them with the HR Department or the School Director. If any staff member becomes aware that a student (or group of students) or parent has made inappropriate/insulting/threatening comments about them, or other staff members, on a social networking site or App; he/she should report the incident to the Stage Head, or the School Director so that the appropriate process can be followed and support can be offered to the employee.

## ***2.11. Mobile Phone Policy***

Teachers are not allowed to use mobile phones during classes. Mobile phones should be turned off at all times during sessions.

Students who bring their mobile phones to school should hand in their phones to the class matron in the first session and receive them at the dismissal time. In case any student fails to do so, the mobile phone should be confiscated and handed to the Stage Head to contact the student’s parent.

## *2.12. No-Smoking Policy*

**Smoking anywhere by anyone on school premises or during school activities is forbidden**

While there is no specific uniform for DIS staff and faculty, everyone is expected to dress up in a formal/semi-formal, professional and conservative manner. The following dress items are not allowed:

**For female staff members:**

- Low-cut shirts/tops and tight pants
- Slippers, flip-flops or crocs
- Toe and nose rings or piercing
- Crop tops, garments that contain cutouts or reveal under garments
- Eccentric color hair dyes

**For male staff members:**

- Low waist or tight pants and shorts, except knee-length shorts during activities and sports days
- Slippers and crocs
- Necklaces or chains
- A clean shaven or trimmed look for bearded male staff should be observed at all times.

## *2.14. Personal Business Policy*

**Dealings that result in personal financial gain are prohibited with DIS students, DIS parents, between staff members and on DIS campus grounds.**

**To avoid conflict of interest, suspicions, and embarrassing situations, private tutoring to school students is totally prohibited**