

San Diego Tamil Palli

Teacher & Volunteers Conduct Guidelines

Introduction

Welcome to San Diego Tamil Palli (SDTP). As an integral part of our educational community, teachers/volunteers play a vital role in shaping the academic and personal growth of our students. To ensure a positive, respectful, and effective learning environment, we have established the following conduct guidelines. These guidelines are designed to support our mission and uphold the values of integrity, professionalism, and care.

General Principles

1. **Respect and Professionalism:** Treat all students, colleagues, and parents with respect and professionalism. Foster a positive and inclusive atmosphere that supports diverse perspectives and backgrounds.
2. **Integrity:** Act with honesty and transparency in all professional interactions. Uphold the highest ethical standards and avoid any behavior that could compromise your integrity or the integrity of the organization.
3. **Confidentiality:** Maintain confidentiality regarding students' personal information, academic records, and any sensitive matters discussed within the school. Information should only be shared with authorized individuals as necessary for the students' welfare and educational progress.
4. **Safety and Welfare:** Prioritize the safety and well-being of students at all times. Be vigilant in identifying and reporting any signs of abuse, neglect, or any behavior that may compromise the safety of students.
5. **Professional Development:** Engage in ongoing professional development to enhance your skills and knowledge. Stay informed about best practices in education and incorporate them into your teaching methods.

Classroom Conduct

1. **Instructional Quality:** Provide high-quality instruction that is engaging, effective, and tailored to the needs of each student. Set clear learning objectives and communicate them to students.
2. **Classroom Management:** Establish and maintain a positive and orderly classroom environment. Use fair and consistent disciplinary methods and encourage students to take responsibility for their own behavior.
3. **Student Engagement:** Promote active participation and encourage students to express their ideas and opinions. Provide constructive feedback and support to help students achieve their academic goals.

4. **Equality and Inclusion:** Ensure that all students have equal access to educational opportunities and resources. Address any issues of bias or discrimination promptly and effectively.

Interactions with Students

1. **Boundaries:** Maintain appropriate professional boundaries with students. Avoid any behavior that could be interpreted as favoritism, harassment, or inappropriate personal relationships.
2. **Communication:** Communicate with students in a respectful and professional manner. Be mindful of your tone, language, and non-verbal communication.
3. **Support:** Provide support and encouragement to help students overcome academic or personal challenges. Refer students to appropriate resources or support services as needed.

Interactions with Parents and Guardians

1. **Collaboration:** Work collaboratively with parents and guardians to support student learning and development. Keep them informed about their child's progress and any relevant school matters.
2. **Communication:** Respond to parent inquiries and concerns in a timely and professional manner. Foster open and respectful communication to build positive relationships with families.

Compliance and Reporting

1. **Adherence to Policies:** Follow all organizational policies, procedures, and legal requirements. Familiarize yourself with relevant guidelines and ensure your conduct aligns with them.
2. **Reporting Issues:** Report any concerns or violations of these conduct guidelines to the appropriate authority within the organization. This includes reporting any incidents of misconduct, safety issues, or breaches of confidentiality.
3. **Disciplinary Actions:** Understand that violations of these conduct guidelines may result in disciplinary action, up to and including termination of volunteering. Disciplinary actions will be taken in accordance with the organization's policies and procedures as applicable.

Acknowledgment

By signing below, you acknowledge that you have read, understood, and agree to adhere to the Teacher Conduct Guidelines set forth by San Diego Tamil Palli.

Teacher/Volunteer Name: _____

Signature: _____

Date: _____

Thank you for your commitment to maintaining the highest standards of conduct and contributing to a positive and effective learning environment at San Diego Tamil Palli.