



MY MYANMAR
INTERNATIONAL SCHOOL

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Code Of Conduct For Students And Teachers

Code of Conduct for Teachers – Rules And Regulations

In MMIS, we aim to develop a system in which we learn to work as a team with good conduct and provide world class education to our students. A person adopting teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large.

Therefore, In My Myanmar International School, every teacher should see that there is no incompatibility between his/her precepts and practice. The international ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient, and communicative by temperament and amiable in disposition.

Here we have a few guidelines to help teachers work and enjoy their profession as a teacher.

General Instructions For All Teachers

- ❖ For The order of reporting – Refer Organogram.
- ❖ All the teachers will report to the HOA related to academics and activities.
- ❖ The IT department will assist you in anything related to hardware and software.
- ❖ All teachers must carry out a pleasant disposition through school working hours.
- ❖ Teachers should be regular and punctual to school. Teachers are expected to sign in before 8:30 a.m. and sign out at 4 p.m. on regular school working days.
- ❖ Every teacher must follow the HR policy with respect to the leave process.
- ❖ Teachers should take prior permission from the principal for any leave to be sanctioned. Coordinators and the Head of Accounts must be updated regarding the same.
- ❖ Teachers must maintain a good rapport with students. NO corporal punishment is allowed. Every teacher must follow the guidelines regarding child protection under POCSO mentioned in the school Child Protection Policy of the same. The Policies are uploaded in the school official website, the school's communicating platform.
- ❖ Teachers must refrain from using their mobile phones during class hours and in the classroom.
- ❖ Absence during staff meetings or during events conducted shall be considered as loss of pay.
- ❖ Teachers are motivated to practice peer coaching, mentorship coaching and share resources/teaching materials with their peers to inculcate the best teaching environment at MMIS.
- ❖ Resource personals can be invited as guest speakers during learning/teaching sessions after intimating the HOD, during every mid-term, to maximize learning.
- ❖ Conversing in Myanmar or regional languages must be avoided. (Language teachers are exempted from this rule.)
- ❖ Comments/remarks about students should not be passed in an open forum, especially in the staffroom.

Maintenance of Attendance Registers:

1. Maintain the learners' registers neatly. Avoid corrections with whiteners or otherwise. Use erasable pens only, which will be provided for the said purpose.
2. Please ensure that you spell-check the students' names in the attendance register to avoid errors.
3. All homeroom teachers are expected to submit their Attendance files in the HOA termwise and Notebook Corrections trackers weekly.
4. At the end of every month, students' attendance percentages should be calculated and duly signed.
5. If a student is absent for more than two days, the reason for the same should be verified by the Homeroom teacher.
6. A leave letter digital file should be duly maintained by the Homeroom teacher.

Time Management and Punctuality:

1. Ensure that you are on time to the class and well-planned for the day.
2. Homeroom/Associate teachers must escort the students to their respective activities every day.
3. Activity teachers are expected to be with the students till the allocated club activities time.

Events and special days:

1. Event in-charges must submit their agenda to the HOA 2 weeks in advance.
2. Only after the approval and suggestions from the HOA can the agenda be sent to the Principal and Director.
3. The props and backdrop for the event/special day must be coordinated with the HOD.
4. The event in-charge shall ensure the list of participants is shared to the HOD along with the agenda.
5. Mails regarding the costumes must be communicated to parents after the approval of the Principal. The Home room teachers shall send the mail and the response shall be updated to the event in-charge.
6. The script for the event/special day shall be shared for proofreading to the English Department before proceeding.
7. Students should not be called for practice during class hours without permission from the HOD and HOA.
8. Requirements for the venue must be communicated to the admin officials and the Principal through an email, 5 days before the event. The venue arrangements must be double checked prior to the event by the level leaders and HODs.
9. Teachers should **NOT** use their mobile phones and sit like a spectator during events/special days.
10. Participation and contribution of all teachers is expected, irrespective of their duties. The success of each event is dependent on the contribution from each staff member.
11. Discipline among the students must be ensured by the teachers during the event.
12. After the event, the decorations and props must be returned to the concerned department heads.

Submission of Yearly SOW and Weekly Lesson Plans:

1. The soft copy of the Yearly Plan - SOW must be submitted before the beginning of the academic year via a google drive link which will be provided by the HODs.
2. The soft copy of the Weekly Plan for the next week must be submitted / uploaded in the shared respective google drive on all Fridays before 2:00PM to the HOD

3. Anecdotal records of each student should be maintained at the end of each term. Negative and demotivating comments should be avoided. Teachers are not supposed to brand or label a child based on their performance/character.
4. A soft copy record of all the activities is to be maintained by the teacher in-charge of each club. The link for maintaining the record will be provided by the HOA.
5. The teacher in-charge must take the feedback immediately after the event. The link will be provided by the HOD/ Principal for the same.
6. They should ensure that they prepare way ahead of the days mentioned in the Academic calendar of events for their respective programs and document it accordingly

Usage of Mobile Phones:

1. Mobile phones can be used in the class to take pictures of the activities in the classroom and not for any other purpose. If the rules are violated, the SLT – HOA and the Principal will issue a warning to the teachers concerned.

HR Policy:

Regarding availing leaves, annual leave, casual leave, loss of pay, sick leave, permission to leave early or report late and the gadget policy, please refer to the HR Policy file provided by the principal via email.

Dress Code:

1. Male staff are expected to come in formal shirts and black trousers with formal shoes. Shirts should be tucked in. Avoid slippers or sandals.
2. PE teachers should wear formal dress with formal shoes during flag hoisting ceremonies. The rest of the days, they should be in sports clothes.
3. Female teachers are allowed to wear Myanmar traditional wears and western wear like formal black trousers/Long Skirts and shirts, formal tops. Please avoid plunging necklines and sleeveless dresses and leather clothing. All are requested to wear appropriate shoes. Please wear stalking if you are wearing above knee length skirts. Casual slippers are not allowed.

Parent-Teacher Communication:

Any communication to the parents should be through the official Email ID only which is approved by the school or through the school's official phone number. Kindly refrain from using personal email IDs and numbers.

Teacher-Principal Communication:

1. Teachers are expected to communicate with the principal either in person or through e-mail during school hours and outside of school hours, exclusively through email.
2. Everyone is expected to adhere to the set protocol where, in all communications to the Principal, are channeled through the HOA or the Respective HODs.
3. Direct emails to the Chairperson will not be entertained.
4. Viber communication/approval is prohibited unless and until it is an emergency.

Teaching Methodology:

1. The teachers are expected to follow Bloom's taxonomy – Higher order thinking skills while framing learning objectives for every session.
2. The date, subject and learning objective must be written on the board during each session.
3. The lessons must be conducted as per the lesson planned. In case of any changes, the same should be communicated to the HOD.
4. The sessions must consist of a warm up, procedure and wrap up. The procedure must include active and innovative teaching learning strategies. The teachers must execute their learnings from the PD/ CPD sessions to make learning active and joyful in the classrooms.
5. Learning needs must be identified and met with differential learning techniques.
6. Assessments must be conducted on a regular basis in the form of CETs, MPTs, THTs, etc., and can include oral assessments as well.
7. Surprise observations shall be conducted by the HOD and HOA to ensure the standard of teaching is maintained other than informed class observations by HOD/HOA and Principal as a walk through.
8. Teachers are motivated to inculcate peer observations and share a report to the concerned teacher mentioning the takeaways.

Monthly Newsletter – 'The My Myanmar Times':

1. All HODs are requested to contribute articles for the monthly newsletter.
2. Articles featuring activities/teaching sessions conducted during the week along with selected pictures must be mailed to the teachers in charge 2 weeks before the deadlines set the teachers in charge.
3. Teachers in charge of the Editorial Club are expected to motivate students to write articles for the newsletter. The articles once written by the student must be proofread by the Club in charge and the final document must be shared with the HOA/ Principal before uploading in the school social media.

Correction of Books:

Please ensure that correction is done diligently. Workbooks will be checked weekly and the corrections trackers will be checked by the HOA weekly.

Values Inculcation:

Remember to teach the students and reinforce value systems pertaining to discipline in the classroom, canteen and beyond.

Cleanliness

1. The staff room must be always organized and neat.
2. Homeroom teachers and subject teachers are expected to ensure the classrooms are organized and the students place the bags and water bottles at one corner of the classroom. Newspapers, stationery, books and papers are not left scattered on the ground or on top of the tables.
3. The well-kept classroom shall be recognized at the end of each term.

School Transportation:

1. International Teachers can avail school transports for pick-up and drop in their accommodation.
2. In-case of any grievances, teachers can contact the transport in-charge.
3. The teachers are expected to ensure the students are disciplined and well behaved in the Ferry.
4. All teachers in charge must ensure that the students move in a line to board the lift in the school building. The dispersal must be well organized. The teachers must accompany the students in the lift to various floors of the school building.

Homeroom Teachers:

1. The class teachers and respective Associate teachers will report to class on time.
2. If the student has brought a leave letter or the parent has mailed a leave application for a single day where no exam has been conducted, the teacher should maintain that in a digital leave file.
3. The leave requests have to be forwarded to the Principal for approval, if it is for any examination, emergency or long leave.
4. If a student has not appeared for any progression test, a leave letter has to be submitted.
5. Irregular attendance to be brought to the notice of the Coordinator/Principal.
6. Homeroom / Associate teachers must escort the students to and from school activities.

All Teachers:

1. Classwork is to be dated and corrected regularly. The teacher should date the corrections with her/his signature.
2. As a teacher, please check the school website regularly and keep yourself updated.
3. Please be a part of the dispersal and the corridor duty, take care that the lights are switched off before the children leave the class even if you are not on duty.
4. Value Education classes are meant to be utilized to impart values within our children with the help of stories, discussions, and other means. It is not to be treated as a free period or to be used for academics.

Communication:

1. Please communicate with your learners effectively and try to solve their grievances immediately.
2. In case there is a note in the student handbook or through email, do reply to it positively. If you have any doubt as to the content of the mail, please contact your HOD/HOA for guidance.
3. All teachers must update a gist of the lesson taught in the Google drive and the classroom without fail.

VALUES - The Learners Attributes of MMIS for Ensuring the Code of Conduct for Students

The students are encouraged to write an essay or make an AV film to reinforce the values and ethos in the students' for developing their growth mindset.

MONTH	LEARNER'S ATTRIBUTES
JUNE	Balanced
JULY	Caring
AUGUST	Communicators
SEPTEMBER	Inquirers
OCTOBER	Knowledgeable
NOVEMBER	Open-Minded
DECEMBER	Principled
JANUARY	Reflective
FEBRUARY	Risk-Takers
MARCH	Thinker

Code of Conduct for Students

"Excellence is not a singular act but a habit. You are what you do repeatedly"

With this belief, In MMIS a set of guidelines in the form of rules and regulations are framed for the students, which are followed by them religiously, and adopted as their way of life. These guidelines act as the refining fires helping the students to emerge as confident, promising, and polished individuals.

Love And Compassion

- ❖ Open heartedness leads naturally to kindness, caring, sharing, generosity, and selflessness
- ❖ Developing empathy and understanding for others, including those who are different from us
- ❖ Building brotherhood and friendliness across all personal and cultural divides
- ❖ Tolerance: removing judgment, stereotypes, and prejudice.

Self-Awareness And Self-Management

- ❖ Who am I? Developing self-awareness and self-acceptance.
- ❖ Accepting what happens, meeting challenges and making the best of all experiences
- ❖ Setting goals
- ❖ Self-effort: managing my time and resources, following through, patience and perseverance, self-discipline and being responsible
- ❖ Understanding and managing my feelings, emotions, and reactions
- ❖ Managing and improving my relationships.

Peace And Justice

- ❖ Peace comes with acceptance, trust and respect, for me and others
- ❖ Fulfilling needs instead of wants contributes to peace and justice
- ❖ Justice is a human concept. Justice for one is sometimes injustice for another – absolute justice does not exist
- ❖ Removing prejudice and judgement contributes to peace and justice.

Sensitivity And Creativity

- ❖ Sensitivity is being aware and alert to what is happening.
- ❖ Sensitivity allows us to make wise choices and shows us when to correct our course.
- ❖ Sensitivity develops by forgetting ourselves and thinking of others.
- ❖ Observing Nature inspires sensitivity and creativity.
- ❖ Creativity is natural. The same creative principle exists throughout the universe.
- ❖ Creativity comes from the heart. It is a natural expression of the Divine within.
- ❖ We are all creative and can be creative in all areas of our lives. Creativity evolves, bringing change.

Spirituality

- ❖ Spirituality is the journey home. We are souls having a human experience. During the journey, we become simpler and lighter.
- ❖ Spirituality brings inner happiness, joy, and love. It also allows us to accept suffering as a natural part of growth.
- ❖ The heart is the true source of guidance and wisdom.
- ❖ Spirituality revives a natural sense of wonder, and removes the limitations of the ego.
- ❖ Spirituality brings trust, faith, and gratitude for all we receive in this life.

Truth And Wisdom

- ❖ Truth is simple. It is natural to tell the truth. Lying is a behavior that we learn.
- ❖ There are no such things as small lies and big lies. A lie is a lie.
- ❖ Tell the truth without hurting the feelings of others.
- ❖ Truth transcends background, education, and culture.
- ❖ Telling the truth is its own reward. The reward is in what you become, not in what you get.
- ❖ Truth and wisdom let us see things for what they are, including ourselves.
- ❖ Wisdom is knowing how to use intelligence, giving importance to those things that really matter, and making choices accordingly.

Citizenship

- ❖ Human beings are naturally social, interconnected, and interdependent, and this is the basis of citizenship.
- ❖ It is our natural duty to help and support our fellow beings.
- ❖ Relationships, roles, rights, responsibilities, and rules (the 5 R's) describe citizenship in communities.
- ❖ Unity and diversity exist in Nature. Let's honor and appreciate the different qualities, skills, roles and responsibilities that everyone brings as citizens, and at the same time accept the underlying oneness of us all.

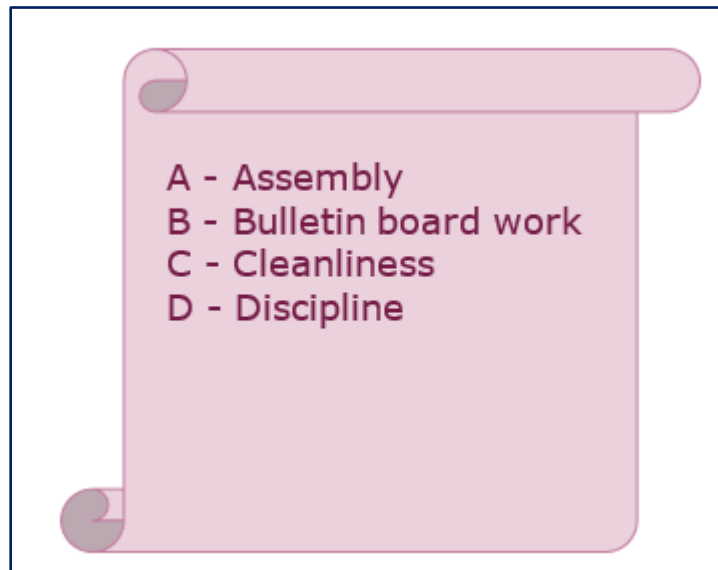
Environmental Morality

- ❖ To be simple and in harmony with nature
- ❖ To develop a deep knowing that we are one with Nature and interrelated with all things
- ❖ To be aware of the disturbances we have created in Nature because of seeing ourselves as separate
- ❖ To learn ways to reduce the disturbances we cause in Nature
- ❖ To understand that as we change and become more loving, understanding, sharing, and caring, the natural balance is restored
- ❖ To learn to live with less: re-think, refuse, reduce, re-use and recycle (the 5 R's).

Health And Nutrition

- ❖ Be simple and in harmony with Nature
- ❖ ‘A healthy mind is a healthy body’ – our thoughts affect our well-being
- ❖ Be thankful for all that we receive
- ❖ Food is energy. The lighter the vibration of the food, the lighter the effect on us.
- ❖ Living from the heart brings a healthy approach to life.

The ABCD Of The School



Assembly

1. In a month, four assemblies must be conducted department wise. Week wise assembly duties will be split up.
2. The HODs and the Principal must see to it that the assembly must be based on the values given of that particular month. The level of assembly will differ as per the class.
3. It is the responsibility of the Homeroom teachers and Level leader to ensure that students are chosen on a rotational basis.
4. The approved agenda for assembly is to be shared with the IT and AV Team in advance.
5. The weekly assembly should include the National Anthem, news, incantation, the school song, any club announcements, prize distributions and the dispersal. The assembly should not extend to more than 45 mins.
6. The teachers should ensure discipline among the students.
7. Homeroom/Associate teachers must escort the students to the venue of the assembly and from the venue of the assembly to the classroom.
8. Special assemblies to introduce the career development programs will be showcased as and when it is planned.

Bulletin Board Work

1. It is the duty of the HOD and the level leaders to ascertain that all the work on the board should be based on the learners' attributes, value theme of the particular month.
2. The boards should exhibit the students' work and teachers' work only.
3. The HOD will also check that there is active updating of the board work every week.
4. The board work should include news, current affairs, and announcements.

Cleanliness

1. The Homeroom teachers/ Level leaders/ HOD must ensure that the classrooms, corridors, dining area and campus is clean and tidy. Senior students must be given duties to check the same.
2. Checking should be done twice a day, post lunch and in the evening for any lost and found items and maintenance of the school properties.

Discipline

1. The HODs/HOA must maintain and monitor the overall discipline in the school. It is the responsibility of the HOD to ensure the discipline in the classroom, in the corridor, the canteen during the breaks, during dispersal, and in the assembly.
2. The HOD will also check the nails and uniforms of the students on a regular basis.

Break/Lunch Duty:

- ❖ Break/Lunch duty has to be undertaken by the respective department by both the Teachers and the HODs.

Standard Procedures /Rules and Guidelines to efficiently perform day to day school activities within the school premises:

1. All students must come to the school on time.
2. As soon as they are in their classes, the students should get their books and notebooks ready for the session. They should also maintain classroom discipline.
3. Change of classroom between sessions should be done in silence and in an orderly manner.
4. Shouting is not allowed in or around the school building.
5. Other than textbooks or library books, no books, magazines or papers should be brought to the school without prior permission of the Principal.
6. It is not advisable to bring to school valuable articles like expensive watches, fountain pens, cameras, or any electronic gadgets, jewellery, etc. Lending or borrowing of money or valuable articles is strictly prohibited. In case of any loss, the school will not be responsible.
7. Care must be taken of school property, and no one is allowed to scratch or spoil the desks and chairs or damage any school furniture, write or draw anything on the walls or in any way damage any article belonging to others.

8. Damage done even by accident or mistake should be reported immediately to the Homeroom teacher, HOA or to the Principal.
9. Students who come to school under the care of guardians never leave the school before they arrive to take them back. In case of delay, they should report to the school office.
10. All students should greet their teachers whenever they meet them. No student should use any foul language against any teacher, peer student, visitor or guest of the school.
11. The school reserves the right to terminate any student whose progress in studies is unsatisfactory or if his/her conduct is a bad example for other children.
12. Students must come to school in neat and clean uniforms, wearing their ID cards.

In MMIS, we ensure that all students and teachers uphold

- ❖ **Academic integrity**
- ❖ **Respect all persons and their rights**
- ❖ **Property and safety of others.**