



Leadership & Staff Ethical and Moral Policy

Introduction:

Educational leaders must have a clear testimony of faith in Jesus Christ. They must be spiritually qualified and be committed to the doctrine, philosophy, goals, vision, and mission of the school. Educational leaders are held to a high biblical standard of accountability for their actions and demeanor (James 3:1, Titus 1:7-9, and 1 Timothy 3:1-13).

This policy outlines the ethical and moral values that leaders and staff in Myrtle Vine Academy are expected to uphold, promoting a culture of integrity, responsibility, and positive leadership within the school community.

LEADERSHIP ETHICS AND CONDUCT

1. Core Values: Leaders in our school are expected to embody and promote the following core values, rooted in the wisdom of the Bible:

2. Integrity (Proverbs 11:3): Leaders must act honestly and ethically in all professional and personal matters, setting an example of trustworthiness for the school community.

"The integrity of the upright guides them, but the unfaithful are destroyed by their duplicity." - Proverbs 11:3

3. Respect (1 Peter 2:17): Leaders should treat all individuals with dignity and respect, valuing diversity and promoting a welcoming and inclusive environment.

"Show proper respect to everyone, love the family of believers, fear God, honor the emperor." - 1 Peter 2:17

4. Accountability (Romans 14:12): Leaders are responsible for their actions and decisions and must be willing to be held accountable for the consequences of their choices.

"So then, each of us will give an account of ourselves to God." - Romans 14:12



II. Professional Conduct: Leaders are expected to conduct themselves in a manner that aligns with the principles of God's Word:

- Uphold all applicable laws, regulations, and school policies in obedience to the Word.
- Avoid conflicts of interest and make decisions in the best interests of the school community, guided by Biblical wisdom.
- Maintain confidentiality regarding sensitive school matters, respecting the privacy of others as the Bible teaches (Proverbs 11:13).

"A gossip betrays a confidence, but a trustworthy person keeps a secret." - Proverbs 11:13

III. Communication and Transparency: Leaders should model their communication after the transparency encouraged by the Bible:

- Foster open and transparent communication with all stakeholders, following the example of open-hearted communication in the Bible.
- Actively listen to concerns and feedback from students, staff, and parents, as Jesus actively listened to those around Him.

IV. Decision-Making: Leaders must base their decisions on ethical principles, fairness, and the best interests of students and the school community, in accordance with the guidance found in the Bible.

"But the wisdom that comes from heaven is first of all pure; then peace-loving, considerate, submissive, full of mercy and good fruit, impartial and sincere." - James 3:17.

V. Role Modeling: Leaders should serve as positive role models, demonstrating the values and behavior expected of all members of the school community, as exemplified by Jesus and His teachings.

VI. Conflict Resolution: Leaders are encouraged to resolve conflicts through respectful and constructive dialogue, following the biblical principles of peacemaking.

"Blessed are the peacemakers, for they will be called children of God." - Matthew 5:9.



VII. Reporting Violations: All members of the school community are encouraged to report any violations of this policy through established channels, with protection against retaliation, as encouraged by the Bible's teaching on speaking the truth in love (Ephesians 4:15).

VIII. Enforcement: Violation of this policy may result in disciplinary action, up to and including termination, in accordance with school policies and the biblical principle of accountability.

IX. Review and Updates: This policy should be reviewed periodically to ensure its effectiveness and relevance, with updates made as needed, guided by the enduring wisdom of the Bible.

In conclusion: By implementing this policy, Myrtle Vine Academy seeks to create a framework for ethical and moral leadership, inspired by the teachings of the Bible, which, in turn, contributes to a positive and nurturing school environment.

STAFF ETHICS AND CONDUCT

Those who accept staff responsibilities at Myrtle Vine Academy must strive each day to prayerfully teach the Word of God, glorify our Lord Jesus, and share the Christian faith in a clear and practical way.

In so doing, the staff will present to the students a "Living Curriculum" which will serve as a pattern or model exemplifying Christian character and personality.

SCHOOL TIME/ ATTENDANCE

- ❖ Teachers on duty must be in school on or before 6:40am on their duty days and will leave by 5:30pm.
- ❖ Other teachers must be in school on or before 7:05am every day and close by 4:30pm, with exception of their praying days.
- ❖ Teacher attendance register must be signed once you come to school and after dismissal.



- ❖ Marking of pupil's attendance is the first thing to do before any lesson begins for the day.
- ❖ The school closes each day by 4:00pm, while the Teachers leave by 4:30pm. The teachers on duty leave by 5:30pm daily, after signing the duty book.

DRESS CODE

Teachers and staff are expected to dress and groom themselves in a manner consistent with their professional status while adhering to the school's dressing codes as stated below:

Female/Male staff members:

Must wear the selected weekly uniform on the approved days:

- ❖ Tuesdays: Navy blue corporate gown, with a touch of red rose. For male; Navy blue trouser on white shirts, with red bow tie.
- ❖ Wednesday: Ankara.
- ❖ Thursday: Ash colored corporate gown. For men; trouser with black shirt.
- ❖ Friday: white T-shirt on a blue jean skirt / jean gown/ jean trouser with matching canvas. Gown and skirt should be appropriately fit and of a professional style, but must be no shorter than the knee.

STAFF PERSONAL RELATIONSHIP WITH OTHERS

- ❖ Quarrelling, keeping malice and gossiping are not allowed within and outside the school premises.
- ❖ Fighting is strictly prohibited.
- ❖ Using of abusive / vulgar words will not be accommodated.
- ❖ Teachers are expected to obey and adhere to instructions, rules and policies of the school.



TEACHING METHODOLOGY:

- ❖ Learning **must** be child-centered.
- ❖ Every child **must** be carried along as favoritism of any kind is not acceptable.
- ❖ All topics **must** be taught with **activities** like visual, thinking school, collaboration, observation, experiment, exploitation and life skill activities, etc.
- ❖ Teachers must biblically integrate all topics in every subject.
- ❖ Teaching Aid materials **must** be used always.
- ❖ All teachers and kids **must** use Nelson handwriting.
- ❖ Teachers should attend **all questions** asked by the pupil.
- ❖ Teacher should make sure that **objective of teaching** which is to inculcate knowledge on pupils is recommended in as much as covering the scheme of work for each term is also necessary.
- ❖ Current methods adopted by the school in all subjects **MUST** be adhered to.
- ❖ The teacher **must** speak right always. Using phonics is very necessary.

JOB FUNCTION:

- ❖ Teachers are expected to submit their lesson plan before 10am every Friday and lesson notes before closure of school every Friday.
- ❖ Teacher could be assigned to any class or another duty apart from being in a classroom if the need be.
- ❖ Teacher could be assigned to follow the school bus in picking and dropping of the pupils at their various homes.

ABSENTEEISM / MOVEMENT:

- ❖ Visitors are not allowed during school hours.
- ❖ Teachers are not expected to leave their respective classrooms during school hours.



- ❖ Report to your head teacher any child that is absent in your class before 9am in the morning.
- ❖ No teacher should leave the school premises during school hours without proper permission and clocking in.
- ❖ When a teacher is absent from school (with permission), only the day pay will be deducted from the teacher's salary; without permission, the teacher is sub charged #3000 according to the number of days.

COMMUNICATION:

- ❖ Child's daily / Bi-termly reports should be up to date.
- ❖ Phones should be switched off or put in silent mode during classes.
- ❖ No answering or use of phone in class.
- ❖ Teachers are not expected to exchange contacts with parents. Any complaint should be directed to the head teacher of your section.
- ❖ Any abnormality in child's behavior (ill health) should be reported immediately.
- ❖ You are expected to give the school management one-month notice in case of resignation; but that should be towards the end of the term/session.

PERSONAL SPIRITUAL GROWTH

Teachers **MUST** join the daily bible reading, daily prayers, praise altar, and all spiritual formation activities of the school.

OTHERS

- ❖ Teachers should serve as positive role models, both in their behavior.
- ❖ Teachers must maintain confidentiality regarding personal information shared by students, families and colleagues.
- ❖ Teachers are required to attend all Staff meetings and events.
- ❖ Teachers must adhere to abstinence in the use of illicit drugs and from *public consumption* of alcohol and tobacco.



- ❖ Teachers must understand the importance of being sexually pure. I Corinthians 6:18-20.

CODE OF CONDUCT FOR DRIVERS

- ❖ He should put on Identification cards to work daily.
- ❖ He should have driver's license at all times.
- ❖ He drivers should be in school by 5:30am for picking and 3:45pm for dropping of students.
- ❖ He should ensure that the vehicle is in a safe driving condition before leaving with the students/pupils.
- ❖ He should drive the assigned vehicle carefully.
- ❖ He ensures to report any fault noticed in the vehicle and be around when it is fixed.
- ❖ He put on working uniform while on-route.
- ❖ He should not abuse of hit any student or pupils, but should report to the school management on any misconduct.

CODE OF CONDUCT FOR ATTENDANTS (Janitors):

- ❖ All Janitors must be in school by 6am and clock-in the start work of the day except on holiday's days.
- ❖ One Janitor should be in school once a week during holidays for cleanliness of the environment.
- ❖ They should be in school over the weekend on routine basis.
- ❖ Should put on their working uniform and dress well.
- ❖ Should stick to their duty posts during school hours.
- ❖ Should put on their Identification cards daily.
- ❖ Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- ❖ Should not divulge official secrets, mutilate, conceal, alter or forge official documents or receipts.



- ❖ Should not be absent from duty without official approval or approved sick leave.
- ❖ Avoid social media during work.
- ❖ All the employees working under the institution should be respected equally.

CODE OF CONDUCT FOR SECURITY PERSONNEL

- ❖ He should put on Identification cards at all time.
- ❖ He should relate with members of the school, parents and visitors respectfully.
- ❖ He must put on their working uniform and polished boot daily.
- ❖ He must always be at their duty post.
- ❖ He must be alert and vigilant at all times.
- ❖ He must ensure that all movement in and out of the school are recorded.
- ❖ He welcomes every one politely and enquiring their reason of visit as they are the first point of contact for the school.
- ❖ He ensures the school gate is always closed.
- ❖ Consumption of addictive substance such as tobacco, cigarettes, alcohol etc. is strictly prohibited.

CODE OF CONDUCT FOR CHEFS

- ❖ She should put on Identification cards at all time.
- ❖ She should put on their apron while cooking and have a neat appearance.
- ❖ She should be punctual in the cooking and dispatch time.
- ❖ She should handle the kitchen facilities carefully and should not be used for other purposes.
- ❖ She should ensure that the kitchen environment is tidy at all times.
- ❖ She should manage food costing and inventory records.
- ❖ She should create prep list/food menu for daily food to be cooked.
- ❖ She maintains standard for food storage, quality and appearance.
- ❖ She ensures all kitchen utensils are properly washed and rinsed before use.



CODE OF CONDUCT FOR HOSTEL STAFF

- They should ensure that the boarders adhere to Hostel Handbook Policy.
- Render the daily/weekly report to School management.
- Attend to parent's issues and concerns.
- Overseas the boarder's welfare, safety and care.