



ASOCIATION

“LOYOLA-GYMNASIUM”

CODE

OF

ETHICS AND CONDUCT

Prizren, September 2024



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I. INTRODUCTION

Based on Article 5, point (i) of the Law on Education in the Municipalities of the Republic of Kosovo, the Law on Pre-University Education in the Republic of Kosovo No. 04/L-032 and Article 84 of the Labor Law of the Republic of Kosovo no. 03/L-212 dated 01.XI.2010, and based on the contributions from the workshop held with the administrative and educational staff of the school on August 25th, 2017, after the meeting of the General Council of the School on 01.11.2017, Asociation Loyola Gymnasium (hereinafter also referred to as "ALG") approves this Code of Ethics and Conduct.

II. PURPOSE OF THE DOCUMENT

Loyola-Gymnasium is a place where students and young people learn and understand the history and roots of humanity, acquire knowledge and the habit of creating ideas, learn to enjoy achievements and face losses, and develop the necessary tools for building a future of common. In this way, our school tries to encourage its students with competence, awareness and compassionate commitment.

At the same time we try to provide education for democracy which is the key element for the democratic development of a country.

Moreover, we see ourselves as an element in the education system of Kosovo, therefore, based on the agreement on the establishment of the school, we respect the laws and guidelines of Kosovo.

To achieve these goals, Loyola-Gymnasium must be a safe place where everyone is aware of their rights and duties. Our Code of Ethics and Conduct provides guidance so that purposeful learning occurs and the needs of all are met.

III. GENERAL PROVISIONS

a. The Code of Ethics and Conduct provides for a series of ethical rules and principles that all members of the "Loyola-Gymnasium" school community (hereinafter referred to as the "School") must adhere to, regardless of position, age, gender, ethnicity, religion, or political determination.

b. The Code of Ethics and Conduct regulates the rights and obligations of the holders of direct educational activities related to appropriate behavior towards other employees, colleagues, school students, peers, parents of students and other parties.



- c. The Code of Ethics and Conduct promotes an ethical culture of interaction in the work done for the school through the creation of a healthy work environment, dominated by correct relations of cooperation, respect for applicable laws and internal regulations, and objectivity in the performance of tasks for all members of the school community.
- d. School employees participate in establishing, maintaining and enforcing high standards of conduct so that respect, honesty, impartiality and objectivity of the school is protected both internally and externally.
- e. The entire staff of school employees has the duty to contribute towards the creation of a positive and productive work environment.
- f. The workplace, according to this Code of Ethics and Conduct, means any working space where the employee performs work and duties.
- g. The school premises are dedicated to the entire ALG community.
- h. In principle, students stay in classrooms only in the presence of teachers.
- i. Fields and sports halls can also be entered only under the supervision of the teacher in charge, taking into account the rules in force on their use.

IV. SCHOOL STAFF

a. Rights:

- i. To be treated fairly and equally;
- ii. To be treated with respect;
- iii. To be informed on time about the changes in the school;
- iv. To file complains without feeling discriminated against.

b. Obligations:

- i. Comply with: laws, internal regulations, by-laws, work practices and general labor standards that are applicable in Kosovo;
- ii. Behave with the utmost respect and act in a professional and in an impartial manner, both towards students and their colleagues;
- iii. Perform their duties in full compliance with the principles of objectivity, fairness, transparency and non-discrimination;
- iv. Perform their work honestly, diligently and with high responsibility;
- v. To avoid any illegal activity or participation in acts discrediting the school;
- vi. Respect and contribute to the legitimate and ethical objectives of the school;
- vii. Actively participate in the development of various school strategies related to their work;
- viii. Are prudent in the use and protection of the information provided during the performance of their duties;



- ix. Take care of keeping the school premises clean;
- x. Pay attention to waste classification;
- xi. present the damage and impurities to the administration or to the homeroom teachers so that the problem can be avoided.

V. SCHOOL LEADERSHIP

a. Rights:

- i. Expect cooperation from all colleagues, students and parents;
- ii. Welcome contributions and proposals for the development and improvement of quality in teaching and learning;
- iii. They are consulted in case of any ambiguity, especially in cases where other parties, such as homeroom teachers, parent representative, etc. do not result in success.

b. Obligations:

- i. Ensure conditions for all those involved in school life to perform their duties and exercise their rights;
- ii. Support and guide staff members;
- iii. Develop the school's pedagogical development process, identify and correct possible deviations and equip the school with all the necessary tools, such as personnel, infrastructure and programs;
- iv. Accept and investigate complaints addressed to them.

VI. SCHOOL DIRECTOR

a. Rights:

- i. Expects loyalty, sincerity and cooperation from all colleagues and students but also from parents;
- ii. Designate a colleague to take responsibility for certain clearly defined tasks.

b. Obligations:

- i. Exercises care for the implementation of laws, internal regulations, by-laws, as well as ensure that work practices and general work standards are in accordance with the practices and standards that are applicable in Kosovo;
- ii. Ensures that all employees receive a copy of this Code and read and understand its requirements;
- iii. Ensures that all employees understand their duty to report violations, suspected acts or



legal irregularities of this Code.

VII. TEACHERS

a. Rights:

- i. Expect the cooperation of students during the implementation of their curriculum;
- ii. Expect that they will be able to learn in an orderly and cooperative environment;
- iii. Expect the support of other personnel and the administration in fulfilling their professional duties;
- iv. Maintain flexibility in their approach to classroom procedures and organization within school policy;

b. Obligations:

- i. Treat students fairly on an ongoing basis;
- ii. Offer an appropriate range of learning strategies;
- iii. Undertake student counseling and leadership roles when appropriate;
- iv. Develop students' awareness and understanding of school rules;
- v. Discover and support the talent of any potential student;
- vi. Support students and actively participate in all school events foreseen as mandatory (eg school holidays, awareness days, sports holidays, excursions);
- vii. They give their proposals in all areas of school life;
- viii. Are initiators of various educational and cultural activities;
- ix. Follow approved school policies and procedures regarding student management;
- x. Communicate with parents and guardians on issues related to their children's educational development and behavior;
- xi. Are punctual and prepared;
- xii. Dress formally, in a regular outfit that does not spoil the image of the school;
- xiii. Use respectful language at school and with all parties;
- xiv. Homeroom teachers are dedicated to their duty as responsible for the students of a class with will and impartiality;
- xv. Monitoring teachers carry out their work with full responsibility by adhering to the care plan.

VIII. STUDENTS

a. Rights:



- i. Feel safe at school;
- ii. Learn in a challenging environment to the best of their ability;
- iii. Are treated with respect by other students and teachers;
- iv. Are heard by teachers and other students;
- v. Use school resources for development purposes, with the permission and supervision of teachers or administrative staff;
- vi. Are informed about new developments within the school;
- vii. Give their proposals in all areas of school life, especially in teaching.

b. Obligations:

- i. Accept the school's policies regarding their behavior;
- ii. Respect the Code of Ethics and Conduct, the internal rules and any other act of the school;
- iii. Act and work together with other students and teachers;
- iv. Respect the learning needs of other students;
- v. Take progressive responsibility for their own advancement, work consistently and complete tasks as required;
- vi. Are tolerant of differences between peers;
- vii. Follow the teaching process and participate in all school events foreseen as mandatory (eg school holidays, awareness days, sports holidays, excursions).
- viii. Engage with all their means to learn and study in all possible forms, inside and outside the classroom, but also in excursions or practices for which the school reserves the right to make them compulsory;
- ix. Wear their uniform regularly the entire time they are at school. In the classroom, the student cannot wear anything other than the uniform;
- x. Uphold the reputation of the school by maintaining an appropriate standard of behavior and appearance in transit to and from school, especially when wearing school uniform;
- xi. Visible tattoos, piercings and inappropriate hairstyles are not permitted and may result in suspension or expulsion;
- xii. Inform parents about their educational progress and convey communication from the school effectively;
- xiii. Accept the authority of staff members and respect the special rules which may be made from time to time;
- xiv. Behave in a way that does not endanger the health and safety of yourself or others, including mental health;
- xv. Behave with courtesy and consideration for others. In particular, students must refrain from all forms of bullying as outlined in the school's Child Protection Policy;
- xvi. Must avoid inappropriate behavior with each other and the school community while



- wearing and representing the school uniform, regardless of whether the inappropriate behavior occurs on or off the school campus;
- xvii. Be transparent with school staff about any inappropriate behavior of school students and the school community;
 - xviii. Refrain from inappropriate actions and behaviors that would have a negative impact on the reputation of the school and its community;
 - xix. Refrain from behavior that would disrupt the work of any class or interfere with the learning opportunities of other students;
 - xx. To not use someone else's academic work and pass it off as your own without citing the source of that information;
 - xxi. To not submit the same paper more than once;
 - xxii. To not cheat on tests, exams, quizzes or any other form of assessment;
 - xxiii. To not help another student achieve any success by cheating;
 - xxiv. Get permission from the school management in case they want to distribute or sell newspapers, leaflets or the like in the school premises;
 - xxv. Obtain the authorization of the school management in case of opening any website or account on any social media, since they cannot represent the school on social media;
 - xxvi. Students who do not stay in the dormitory (externals) are obliged to adhere to the general rules of the school, which are based on the rules of the boarding school;
 - xxvii. Students who stay in the dormitory (internals) at no time should use their presence in the dormitory to create any advantage in relation to non-boarders, because obligations and tasks at school and extracurricular activities (excursions, cultural, artistic, sports activities, etc.) apply to everyone.

c. Prohibitions:

The prohibitions set forth in this Code of Ethics and Conduct apply to students while they are inside the school campus, outside of whether they are still wearing the uniform, on official school trips abroad, on field trips or similar. Violation of these rules, including the violation of responsibilities, gives the school the right to impose adequate measures in accordance with the applicable internal acts.

- i. Smoking/possession of tobacco, narcotic substances and other substances is strictly prohibited, both inside and outside the school campus, including any school-related premises during school or extracurricular activities;
- ii. The use of mobile phones and any other electronic devices during lessons or school activities is strictly prohibited, except in cases approved by the teachers for educational or informative purposes in relation to their families;
- iii. The use of mobile phones and any other electronic devices during lessons or school activities is strictly prohibited, except in cases approved by the teachers for educational or informative purposes in relation to their families;



- iv. Students must respect the dress code set by the school, the uniform, and it is forbidden to wear clothes with offensive, discriminatory messages, or that promote violence and illegal substances;
- v. It is forbidden to leave the campus during school hours without the permission of the guardian teacher or the school directorate, or to leave the school for a longer period of time which would have a negative impact on the student's school year;
- vi. Possession of any type of weapon, cold weapon or dangerous object that can be used to harm oneself or others is strictly prohibited;
- vii. Any type of violence against other students or other persons inside the school environment is strictly prohibited, as well as any type of violence by students during the time when students wear the school uniform;
- viii. Any form of intentional damage to school property or others is prohibited and will be punished in accordance with school rules and applicable legislation;
- ix. Any student behavior that endangers safety during the transportation of students through means of transport is prohibited;
- x. Any behavior of students towards each other and the school community, which is defined as bullying or inappropriate behavior aimed at denigrating the dignity of another, hurting, insulting or similar, while the students are inside the school campus, is strictly prohibited as well as while they are outside and still wear the school uniform;
- xi. Any type of harassment of students and the school community is strictly prohibited;
- xii. Any concealment of information from students, in relation to the violation of this Code of Ethics and Conduct, is strictly prohibited;
- xiii. Any type of plagiarism by students is strictly prohibited;

IX. PARENTS/GUARDIANS

a. Rights

- i. It is expected that their children to interact and learn in a safe environment;
- ii. Be informed about issues related to their children;;
- iii. They are involved in the development of school strategies that directly or indirectly affect their children.

b. Obligations

- i. Talk to their children about school life;
- ii. Work together with the school to solve problems;
- iii. Support their children with all their means to learn and study in all possible forms, inside and outside the classroom, but also in excursions or practices for which the school reserves the right to make them mandatory;



- iv. Encourage children to respect school rules;
- v. Participate in the organized collective meetings but they must also show interest in their children throughout the year by asking for information from each teacher;
- vi. Actively support school activities, such as Open Doors Day;
- vii. Be active and completely honest in the expression of opinion, suggestions or presenting complaints, which must adhere to the respect of the hierarchy. This means that all their concerns can be expressed first to the subject teacher (if the problem lies in a relevant subject), to the class supervisor/homeroom teacher (for any problem) and finally to the management;
- viii. Show willingness and readiness for cooperation based on trust and sincerity;
- ix. Provide support for teachers in implementing the code of conduct.

X. USE OF RESOURCES

- i. Employees (and students) must protect and preserve the property and movable and immovable assets of the school, including written and electronic documentation;
- ii. All members of the ALG community must ensure that all school assets are used with the utmost care and efficiency;
- iii. No one shall use or allow third parties to use items that are the property of the school for private purposes and needs;
- iv. Everyone has a duty to report any fraud or theft to the school, about which they have information;
- v. No school equipment or property can be bought or sold without the prior approval of the responsible mechanism;
- vi. Everyone should communicate respectfully when using school technology and social media, and report their concerns to the appropriate mechanisms within the school community;
- vii. Even after the termination of the employment relationship, the former employees of the school are obliged to maintain the secrets of the school and must not disclose any information related to the school, obtained during the time they were in the employment relationship;
- viii. Everyone should park their cars carefully and drive with extra care on and off campus.

XI. ACTIONS THAT CAN BE TAKEN IF THE CODE OF ETHICS AND CONDUCT IS VIOLATED

- i. Actions and measures that are taken if this code or other internal acts are violated and the determination of the importance of the violation are determined by the internal acts of the school in accordance with the applicable law in Kosovo.



- ii. Lack of knowledge on laws, internal regulations and bylaws does not justify the violation committed by employees. Each individual is responsible for knowing and respecting these rules. In case they feel unclear or doubtful about the interpretation of these rules, employees are obliged to seek instructions and clarifications from the executive director. This is important to ensure a safe and respectful working environment;
- iii. Illegal and unethical behavior is prohibited and carries consequences for everyone;
- iv. Whenever possible, measures will be taken to help build self-discipline and help with problems that may lead to unacceptable behaviour.
- v. Where appropriate, action will be taken as a direct consequence of the errors;
- vi. In general, teachers will deal with cases of unacceptable behavior in the classroom, but cases of persistent or extreme misbehavior are dealt with by the school management and/or principal;
- vii. In some cases, a referral to the school counselor may be made;
- viii. It is school policy to notify and advise parents of all serious or persistent violations of school rules. Open communication with parents is essential to ensure that they are informed and involved in their children's educational process;
- ix. It is school policy to investigate all possible violations of the rules set forth in this Code. This includes conducting interviews with students, staff and relevant witnesses, as well as analyzing evidence and other relevant information. This process is necessary to ensure a fair and evidence-based decision.
- x. Violations of this Code may result in disciplinary action. These actions may include, but are not limited to, written or verbal reprimand, suspension, or even termination of the contract for individuals who violate the rules. These measures are necessary to maintain a safe and respectful environment.
 - a. In reaching the decision to impose the disciplinary measures determined under this article, the seriousness of the violation, the past history of the individual and the additional circumstances of the case in question are taken into account;
 - b. Each employee or student will have the opportunity to show his/her side of the course of events in case of being charged with a violation of internal acts;
 - c. In case of employee issues sent to the Disciplinary Commission or the appropriate commission, until the case is evaluated by the disciplinary commission or the appropriate commission, the executive director may take punitive measures up to suspension;
 - d. The decision regarding the termination of the employment relationship is taken by the Executive Director of the school according to the instructions of the disciplinary committee or appropriate committees;
 - e. The procedure at the disciplinary committee is carried out in accordance with the regulation for the work of the disciplinary committee at "Loyola-Gymnasium".



XII. OTHER PROVISIONS

- i. The school reserves the right to change the provisions of this Code of Ethics and Conduct at any time, without notice.;
- ii. All employees will be informed about the changes applied to this Code within a reasonable period of one (1) week.;
- iii. This Code enters into force on the day of approval by the Executive Director and notification of the entry into force to the interested parties.

Prizren,

Date: 09.10.2024

Mr. Martin Jann

Executive Director of Association "Loyola-Gymnasium"