

DISCIPLINE OF TEACHERS

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Procedures to be observed by Education Officers/Headmasters/mistresses for Teacher who Breach Policies, Regulations, Rules and Practices

	Actions	Timeline	Whose Responsibility
First breach of regulations, approved policies,	<ul style="list-style-type: none"> - Teachers must be <ul style="list-style-type: none"> I. spoken to and reminded of the regulations/policies, practices, procedures. II. Requested to conform to the rules or discontinue to act in contravention. 	Teachers must be spoken to immediately after breach was committed or by the end of the day	Headmaster/mistress
	<ul style="list-style-type: none"> - Log entry made on the discussion by end of day 		
Second breach	<ul style="list-style-type: none"> ▪ Teacher must be written requesting him/her to discontinue. ▪ Log entry made of the breach and action taken. 	Immediately or by the end of the day.	Headmaster/mistress

	Action	Timeline	Whose Responsibility
Third breach	<ul style="list-style-type: none"> ▪ Teacher must be written to and reminded of previous instances of breach the actions taken. ▪ A written explanation must be demanded within working days. ▪ Teacher must respond in writing within given deadline. 	Immediately	Headmaster/mistress
	<ul style="list-style-type: none"> ▪ Copies of the letters sent to the teacher, the teacher's response and any other supporting documentation along with the headmaster/mistress' recommendations must be sent to Regional Education Officer. ▪ Copies must also be sent to the Regional Executive Officer, Secretary, Teaching Service Commission and General Secretary, Guyana Teachers Union. ▪ In the event the teacher does not respond in the 	Working days coastal within ten (10) working days (Riverain and Hinterland)	Headmaster/mistress

	<p>time given, the above is still applicable, but as there is no response the headmaster/mistress's recommendation (s) must also include the request for the teacher to be charged additionally for insubordination.</p> <ul style="list-style-type: none"> ▪ Log entry made of actions taken. 		
	<ul style="list-style-type: none"> ▪ Head of Education Department acknowledges receipt of report/complaint. 	<p>Within three (3) workings days</p>	
	<ul style="list-style-type: none"> ▪ Head of Education Department can write the teacher to have the teacher provide any further clarification he/she might need. ▪ Head of the Education Department can arrange for an enquiry if he/she deems if necessary. 	<p>Within two (2) working days</p> <p>Within two (2) weeks</p>	
	<ul style="list-style-type: none"> ▪ (The enquiry team shall comprise representative of the REC, Head of Education Department, supervising DEO, PTA/Board member 		

	<p>and representative, GTU.</p> <ul style="list-style-type: none"> ▪ The date, time, venue and purpose of the enquiry should be clearly stated in a letter of notification. ▪ The Redo shall forward the HM's submission along with his/her recommendation (s) and the report of the enquiry, if one was held, to the CEO, thru the DCEO (A), for charges to be made. 	<p>Within five (5) working days including day of receipt.</p>	
	<ul style="list-style-type: none"> ▪ If the REdO found it necessary to have an enquiry, the report, (which must be signed by all members of the enquiry team along with the findings and recommendation (s)) must now have the original submission of the HM as an attachment. <p>Note: REDO's summary and recommendation (s) must also be forwarded.</p>		
	<ul style="list-style-type: none"> ▪ Copies of all submissions 		

	<p>made by the REdO, must be sent to the Regional Executive Officer, the Chief Education Officer and the Secretary, Teaching Service Commission.</p> <ul style="list-style-type: none">▪ Chief Education Officer comments on recommendation (s) and forwards same, to the disciplinary Committee of Teaching Service Commission.▪ CEO acknowledges receipt of report and informs Regional Executive Officer of the action.		
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APPENDIX i

DISCIPLINE OF TEACHERS – TABLE OF CHARGES, OFFENCES AND PENALTIES

CHARGE	NO	OFFENCE	PENALTY		
			1 st Breach	2 nd Breach	3 rd Breach
Improper conduct while in school	1	Wearing shirt unbuttoned low down the chest	1 st Warning	2 nd Warning	Suspension/Dismissal
	2	Smoking in front of the class, in classroom school's compound	1 st Warning	2 nd Warning	Suspension/Dismissal
	3	Eating and spitting in the classroom during session	1 st Warning	2 nd Warning	Suspension/Dismissal
	4	Not attending adequately to duties assigned e.g. assembly, dismissal, etc	1 st Warning	2 nd Warning	Suspension/Dismissal
	5	Inadequate plan and preparation of work	1 st Warning	2 nd Warning	Suspension/Dismissal
	6	Improper or no making of registers, class work and homework	1 st Warning	2 nd Warning	Suspension/Dismissal
	7	Non or late distribution of report cards and other academic results	1 st Warning	2 nd Warning	Suspension/Dismissal
	8	Not keeping good statistics and records	1 st Warning	2 nd Warning	Suspension/Dismissal
	9	Refusal to accompany students on supervised visits/activities, within normal working hours.	1 st Warning	2 nd Warning	Suspension/Dismissal
	10	Refusal to execute any lawful duty	1 st Warning	2 nd Warning	Suspension/Dismissal

		assigned, whether given orally or in writing			
Inefficiency	11	Inability to meet deadlines	1 st Warning	2 nd Warning	Suspension/Dismissal
	12	General failure on the part of Headmaster/mistress and other administrative staff to give guidance to non-administrative staff and poor supervision	1 st Warning	2 nd Warning	Suspension/Dismissal
Unfitness	13	Personal uncleanliness, inappropriate attire and deportment in keeping with Teachers' dress code	1 st Warning	2 nd Warning	Suspension/Dismissal
	14	Displaying effects of hangover	1 st Warning	2 nd Warning	Suspension/Dismissal
	15	Bring on duty under the influence of alcohol or prohibited substance which renders you incapable or performing your duties	1 st Warning	2 nd Warning	Suspension/Dismissal
Irregularity	16	Frequent absence without permission from authority	1 st Warning	2 nd Warning	Suspension/Dismissal
	17	Absence from duty without leave or adequate excuse	1 st Warning and loss of pay	2 nd Warning and loss of pay	Suspension/Dismissal
	18	Persistent unpunctuality (20% late coming per term) per academic year	1 st Warning	2 nd Warning	Suspension/Dismissal
Conduct unbecoming of a teacher	19	Leaving the country without permission	1 st Warning	2 nd Warning	Suspension/Dismissal
	20	Vulgar/inappropriate behaviour by teachers in school/inappropriate relationships between teacher and student	1 st Warning	2 nd Warning	Suspension/Dismissal

	21	Fighting/gambling by teachers in school	1 st Warning	2 nd Warning	Suspension/Dismissal
	22	Insubordination/disobedience to Headmaster/mistress and other supervisory staff	1 st Warning	2 nd Warning	Suspension/Dismissal
	23	Divulging of confidential information	1 st Warning	2 nd Warning	Lost of Pay/Dismissal
Lack of discipline on the part of a teacher	24	Contravention of TSC Rules e.g. Failure to give statutory notice	Dismissal		
	25	Failure to observe Chapter 39:01 and 94(1)-(4) on the administering of Corporal Punishment in Schools	1 st Warning	2 nd Warning	Suspension/Dismissal
Criminal matters which may require court proceedings	26	Physical assault and abuse	Interdiction from duty		
	27	Child abuse specifically emotional abuse	Interdiction from duty		
	28	Attempted rape	Interdiction from duty		
	29	Touching/fondling of students private parts	Interdiction from duty		
	30	Indecent exposure, exposing private parts in view of children	Interdiction from duty		
	31	Showing of pornographic films and pictures to students	Interdiction from duty		
	32	Use of official school property without permission from authority	Warning, Interdiction from duty/Loss of pay /Dismissal		
	33	Misuse of money belonging to others in school	Interdiction from duty		
	34	Stealing/pilfering of items belonging to school and members of the school community	Interdiction from duty/Loss of pay/Dismissal		
	35	Fraudulent conversion of school funds/teachers salaries	Interdiction from duty/Loss of pay/Dismissal		

	36	Suppression/Destruction/ Defacement of record	Warning, Loss of pay/Demotion/Dismissal
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APPENDIX ii

DRESS CODE FOR TEACHERS

In an effort to improve standards within the Teaching profession, with immediate effect the following are not permitted as part of dress on any day of the week.

- (a). T-Shirt i.e. short, round neck vest type garments.
- (b). Jerseys with reading of any kind whether it is
 - “I love New York”
 - “I love Guyana” etc.
 - Or jerseys advertising football team members or institutions.
- (c). Untidy Shirts – this concerns both male and female Shirts, if they are worn over pants must be square bottomed and not scalloped at the two (2) sides (referred to as shirt – tails).
- (d). Slippers – Slippers are not permitted in classroom, except in cases of injury to your body, in which case you must so indicate to your supervisor.

- (e). Pedal Pushers – Please keep your pedal pushers for after work. Indecently tight pants, pants with elastic or bands at the bottom are not permitted in the classroom.
- (f). Jewellery and make-up – Keep them simple. Excessive amount of jewellery and/or make-up distract. They are not suited for the classroom.
- (g). Tube tops and straps Tops/strap dresses – These are not to be worn at work.
- (h). Transparent blouses – It is indecent to reveal the stitches in you underwear through thin transparent blouses. **Do not** wear these at work.
- (i). Plunging necklines – not be worn at work.
- (j). Party Dresses – dresses/skirts are to be worn not shorter than two inches above your knees.

Any breach of the dress code will be dealt with appropriately.

Dressing appropriately requires a certain attitude to your to yourself respect and a concern for high standards.

APPENDIX iii

CODE OF CONDUCT FOR TEACHERS

A. Commitment to the Profession

- i. Conduct yourself in a reasonable manner in the development of Government policies affecting education.
- ii. Do nothing in your private or public pursuits which will bring your profession to disrepute.
- iii. Keep in confidence, information that had been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- iv. Offer advice and give helpful criticism as the need arises. In this matter you have a special responsibility to teachers in training and junior colleagues.
- v. Open confrontation of whatever nature must be avoided.
- vi. You should neither allow other employment to impair the effectiveness of your professional service, nor permit commercial exploitation of your professional position.
- vii. Keep all records accurate and up to date.
- viii. All correspondence addressed to the Ministry of education should be channeled through the Head of the School, in the first place.

- ix. The meeting of deadlines must be given priority, and thoroughness in the preparation of required documents is crucial.
- x. Professional growth is absolutely necessary and must be given priority.
- xi. Devote full working time to your vocation; teaching effort and time on task are essential for success.

B. Commitment to Colleagues

- i. Treat you colleagues as professional equals, regardless of their status.
- ii. Treat your colleagues with courtesy at all times.
- iii. If you are a Head, behave in such a manner that you earn respect. Win tit by upholding integrity, dignity, decorum and efficiency at all levels.
- iv. If you are a Deputy or Senior Master/Mistress, hold the balance between the Head and the other members of staff evenly poised.
- v. Respect the functional superiority of those set in authority over you.
- vi. In correcting a subordinate, do not make the intent known to others, unless it is necessary.
- vii. Be impartial in your decision with members of staff.
- viii. Cliques and fractions among members of staff will not be tolerated.
- ix. Do not discriminate on grounds of race, colour, creed, or national origin, nor interfere with the free participation of colleagues in the affairs of their association (s).
- x. do not deliberately distort evaluation of colleagues.

C. Attendance, Leave and Absence

- i. If you must visit the Ministry of Education, do so on the days specified. Do not abuse the concession.
- ii. Be regular and punctual. Attendance should be faithfully recorded. Teacher should report for duty at least fifteen minutes before the session begins.
- iii. Note that there are no free periods, but non-teacher periods which ought to be utilized on a contingency basis.
- iv. The Head has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher timetable to do so, providing that the member of staff is professionally and academically able to do so.
- v. Prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform the Head without undue delay.
- vi. Do not abuse leave concessions.
- vii. Report your resumption of duty promptly.

D. Commitment to Students

In fulfilling your obligation to students –

- i. Place high value on and demonstrate to students commitment for excellence in work, manners and achievement.
- ii. Encourage students to practice respect for other and to be thoughtful and helpful at all times, especially in relation to the aged and the handicapped.
- iii. Encourage students to exercise discipline.
- iv. Help students to develop a sense of responsibility, self reliance and independence.
- v. Encourage students to show respect fro all forms of duly constituted authority.
- vi. Demonstrate patriotism and appreciation of freedom with responsibility.
- vii. Help students to differentiate right from wrong and justice from injustice.
- viii. Encourage students to show respect and appreciation for personal and public property.
- ix. Assist students to exercise tolerance as they strive for understanding of other's ideas and beliefs.
- x. Strive for consistency, firmness and understanding in disciplinary dealings with pupils.

- xi. Instill a feeling of pride in self, school and community.
- xii. Help students to understand and appreciate that the development of acceptable attitudes and standards is more important than blind obedience to rules.
- xiii. Strive to develop mutual courtesy and respect between teachers and pupils.
- xiv. Dealing justly with each student and treat each with courtesy and consideration.
- xv. Work towards developing and promoting good human relations and qualities.
- xvi. Do not encourage undue familiarity with students.
- xvii. Do not smoke, drink or eat during teaching sessions in the presence of students.
- xviii. Do nothing by precept or example likely to corrupt student.
- xix. Stimulate the spirit of enquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.
- xx. Respect the confidentiality of information about a student or his home and with hold it, unless its release serves a professional purpose benefits the student, or is required by law.
- xxi. Undertake to constantly pursue the improvement of learning facilities and opportunities.
- xxii. Make responsible efforts to protect students from conditions harmful to health and safety.
- xxiii. Do not use the facilities of the school to tutor students privately, for gain.

- xxiv. Do not discriminate on grounds of ability, race, colour or creed.
- xxv. Remain IN LOCO PARENTIS while the child is in your care, and fulfill this responsibility according to the law.
- xxvi. Co-operate, as far as your professional obligation will allow you, in securing the wished of parents for their children.
- xxvii. Seek to faster the interest of parents in the progress of their children.

E. Commitment to the Community

The Teaching vocation occupies a position of public trust. Education is effective when school and community co-operate in a constructive manner.

- i. Adhere to any responsible pattern of behaviour accepted by the community for professional persons.
- ii. Perform the duties of citizenship, and participate in community activities with due consideration.
- iii. Discuss controversial issues from an objective point of view; keep your class free from partisan opinions.
- iv. Respect the community in which you are employed and be loyal to the school system, community and nation.
- v. Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
- vi. Encourage the community to participate in the life of the school.
- vii. Co-operate with approved agencies concerned with student Welfare.
- viii. Conduct professional business through recognized educational and professional channels.
- ix. Do nothing in your teaching, calculated to instill contempt or disobedience to the laws of the land.

