



Maeda Gakuen

CODE OF CONDUCT FOR TEACHERS

PART 1: INTRODUCTION

1. The education of the children has been largely entrusted into the hands of the members of schools. We aim and working in partnership with parents to enable all children to reach their full potential. This places all member of the school, whatever their role, in a special position of responsibility, which requires exceptionally high standard of behaviour and conduct.

2. All employees accept this responsibility and pledge to seek at all times to maintain the highest standard of competence and good behaviour.

3. To this end, Maeda Gakuen finds it necessary to codify certain norms that help it achieve this high standard of competence and good behaviour.

4. This Code of Conduct has been drawn up for the guidance of the Teachers including those engaged in administration, teaching and other supporting services in the performance of their duties.

5. This Code provides a frame of reference for both the disciplinary authority and members of the Service when it becomes necessary to initiate disciplinary action against erring members.

6. This Code of Conduct should not be viewed primarily as a means of imposing sanctions but also designed to emphasize and encourage improvements in individual conduct.

PART 2: GENERAL DEFINITION OF MISCONDUCT

1. Conduct:

i. Conduct in this context is behaviour, attitudes and character exhibited, for example, by anyone within and outside the working environment. The standards of conduct generally required of any member of the school would be leadership, selflessness, comportment, integrity, impartiality, fairness and honesty in matters affecting work and status of the profession. ii. Any act of omission without reasonable excuse by an employee that amounts to a failure to perform in a proper manner any official duty assigned to him or her as such or that contravenes any rules of regulations or enactment relating to the Education Service or that is otherwise prejudicial to the efficient conduct of the Education Service into disrepute shall constitute a misconduct. iii. The setting forth in the following sections of particular types of misconduct shall not be taken to affect the generality of the sub-sections (i) and (ii) of this section.

2. The types of misconduct set out in the Code are not exhaustive and therefore make room for other misconducts that have not been addressed herein.

3. Any breach or non-observance of any section or part thereof of any of the foregoing rules and regulations shall lead to disciplinary action.
4. Any act of misconduct by an Employee not expressly mentioned in this Code or in any regulations operating within the school shall be reported to the Director and the Director may issue instructions as to how the case should be dealt with.
5. The Code is classified into minor and major misconduct.
6. Penalties prescribed for various acts or omissions under misconducts are classified into minor or major penalties.

PART 3: RULES OF CONDUCT FOR TEACHERS

1. Teaching Notes

A teacher shall prepare relevant and adequate teaching notes for his/her work in advance. It shall be the responsibility of the head of the institution to see to it that this is done.

2. Exercises

i. A teacher shall set adequate amount of written and practical exercises and give homework in all subjects that he/she teaches. ii. A teacher shall mark and evaluate all written/practical exercises promptly and carefully. iii. A teacher shall not make derogatory remarks in the exercise books of the child.

3. Working Hours

i. A teacher shall report for duty regularly and punctually as determined by the contractual agreement. ii. Time for reporting for duty and closing shall be determined by the contract. iii. A teacher may be required to work beyond the required time in certain circumstances to be determined by the head or school depending upon circumstances. iv. A record of attendance shall be kept in both settings and it shall be the responsibility of the head of the institution to see to it that this is done.

4. Performance of Duty

i. A teacher shall not fail to carry out his/her work in accordance with his/her profession, trade or occupation or in a manner determined by the employer. ii. A teacher whose work performance is proven through staff appraisal to be below the set standards shall be warned and given all the necessary encouragement by indicating to him/her the improvement he/she is required to make within a reasonable time frame. iii. After two warnings of proven poor performance without improvement the teacher shall be sanctioned. iv. Any teacher who is found to have forged or falsified any document or impersonated any other person with the intent of misleading the school and general public

shall be sanctioned. v. Any negligence on the part of a teacher, which causes unacceptable loss, damage or injury, shall be a breach of contract of service.

5. Private Activities during Business Hours

- i. No teacher shall engage in private and personal conversation during class period when he/she is expected to teach or to supervise children at work or play. (Conversation here includes but is not limited to the use of mobile phones).
- ii. No teacher shall trade or transact any private financial business on the school premises during school hours.
- iii. No teacher shall perform unofficial duties or activities during school hours without permission from the head of his/her institution.

6. Co-Curricular Activities

Teachers shall take part in approved co-curricular activities in the institutions in which they work.

7. Improper Use of Children's Labour

Labour is exploitative of a pupil/student if it deprives him/her of education, leisure or development. Therefore;

- i. No teacher shall subject a pupil/student to any form of exploitative labour.
- ii. A teacher shall not use the labour of a pupil/student in any form whatsoever with or without the consent of the parent during contact hours.
- iii. A teacher shall not send a child on errands for him/her during contact hours.
- iv. No teacher shall use the labour of school children/students for private or personal service with or without the consent of their parents or guardians and of the school head during school hours.

8. Protection of Children from Torture and Other Degrading Treatment

a. Physical Violence

Physical harm inflicted on pupils/students in any form constitutes a gross violation of the child's rights.

Consequently: i. Teachers shall not administer any act of corporal punishment, or any act that inflicts physical pain on the children or causes physical harm to their pupils/students such as pushing, pulling, hitting and/or flogging. ii. No teacher shall subject his/her pupils/students to painful body posture such as frog jumping, standing in the sun, holding heavy loads on outstretched hands, etc. iii. No teacher shall punish a child to do any work outside the classroom during contact hours. iv. No teacher shall intentionally or unintentionally cause harm to any pupil/student. v. A teacher shall not threaten any pupil/student with harm with intent to put that person in fear of harm. vi. No teacher shall assault any pupil/student. vii. A teacher shall not subject a pupil/student to or encourage other pupils/students to subject a pupil/student to torture or other cruel, inhuman or degrading treatment or punishment including any cultural practice that dehumanizes or is injurious to the physical and mental well-being of the pupil/student. viii. A teacher shall intervene to stop a pupil/student from perpetrating physical violence or abuse upon another pupil/student. ix. A teacher shall intervene to stop a fellow teacher from perpetrating physical violence or abuse upon another pupil/student. x. No correction of a pupil/student is justifiable that is unreasonable

in kind or in degree according to the age, physical and mental condition of the pupil/student and if the child by reason of tender age or otherwise is incapable of understanding the purpose of the correction.

b. Psychological Violence

i. No act of a teacher shall have a negative psychological effect on a school child. Therefore, no teacher in the course of duty shall intimidate, insult, tease, harass, threaten, snub or discriminate against any child. ii. Teachers shall not use the physical challenges of children to intimidate or ridicule them. iii. Teachers shall not use any acts or means to pester or coerce children into activities of which they do not have a clear understanding. iv. No teacher shall deliberately isolate or ignore any child. v. The teacher shall advise against early marriage and support children continuing their education. vi. No teacher shall emotionally manipulate a child to the teacher's advantage. vii. No teacher shall send a child out of class for absenteeism or lateness. viii. Teachers shall show maximum consideration for feelings and circumstances of learners. ix. The teacher shall control his/her utterances in order not to threaten with cruel and degrading punishment or hurt the pupil/student. x. A teacher will intervene to stop a pupil/student from perpetrating psychological abuse upon another pupil/student. xi. A teacher shall intervene to stop a fellow teacher from perpetrating psychological abuse upon another pupil/student.

c. Sexual Violence

i. No teacher shall directly or indirectly do anything that may constitute sexual harassment of a pupil/student. ii. No teacher shall cause or encourage the seduction, carnal knowledge or prostitution of or the commission of an indecent assault upon a pupil/student. iii. No teacher shall detain any pupil/student for immoral purposes. iv. No teacher shall by false pretences or false representation procure any pupil/student to have any carnal knowledge with him/her. ix. A teacher shall not apply or administer to or cause to be taken by any pupil/student any illegal drugs, matter or thing with intent to stupefy or overpower him/her so as thereby to enable the teacher or any person to have carnal knowledge with such pupil/student. x. No teacher shall publicly or in secret wilfully commit any acts of indecency towards any pupil/student. xi. It shall be the responsibility of any teacher who directly or indirectly gets to know of the occurrence of any of these acts to report it to his/her immediate superior. xii. A teacher shall intervene to stop a pupil/student from perpetrating sexual abuse or violence upon another pupil/student. xiii. No teacher shall directly or indirectly, instigate, aid, or in any manner facilitate, encourage or promote whether by his acts or presence or otherwise any of the above named acts.

9. Non-Discrimination

No teacher shall discriminate against a pupil/student on the grounds of sex, race, age, religion, disability, health status, custom, ethnic origin, background, socio-economic status or misunderstanding with a parent or guardian.

10. Right to Social Activity

i. No teacher shall detain a pupil/student after school as a form of punishment without supervision. ii. No teacher shall deprive a pupil/student the right to participate in sports or other leisure activities as a form of punishment.

11. Favouritism

No teacher shall do anything that shall suggest or create the impression that a pupil/student is more favoured than any other pupil/student.

12. Inordinate Affection

No teacher shall under any circumstance show any form of inordinate affection to any pupil/student. Inordinate affection implies the expression of love or likeness with ulterior motive.

13. Role Model

i. Teachers shall serve as role models to learners showing high degree of decency in speech, mannerism, discipline, dressing and general performance of their roles. ii. Teachers shall in particular dress to portray the dignity of the profession.

14. Ideological Influence

Teachers shall not use their positions to spread their political, religious or other ideologies among pupils/students.

15. Absence from Duty

i. No teacher may leave the school during school hours without the permission of the headteacher. ii. A teacher leaving the school for duty elsewhere shall inform his head of his whereabouts to facilitate his recall in an emergency. iii. A teacher shall not absent himself/herself from work on grounds of ill-health without permission from his/her head and subsequent submission of a medical certificate from a certified medical practitioner if he/she has to be absent for more than five (5) working days. iv. A teacher shall not absent himself/herself from assigned work without permission. v. It is misconduct for a teacher to absent himself/herself from duty for one (1) or more days continuously without permission or reasonable excuse or cause. vi. A teacher who absents himself/herself from duty continuously for ten (10) days or more shall be deemed to have vacated post.

16. Property of Employer

i. A teacher shall not cause a deliberate damage to the property of his/her Employer. ii. A teacher shall not use the property of the Employer without permission from the appropriate authority of his/her immediate head. iii. No teacher shall use the name or property of the Employer for personal benefit or advantage.

17. Protection of the Interest of the Employer

i. A teacher shall not divulge privileged or classified information or document to any person or body that is not entitled to have access to such information or document. ii. No teacher shall engage in any other gainful economic

activity at the workplace. iii. No teacher shall in the course of his/her duties disobey, disregard or wilfully default in carrying out any lawful instructions, reasonable orders or directives given by any person or body having authority to give such lawful instructions, reasonable orders or directives. iv. A teacher shall not engage in any act that brings the Employer into disrepute. v. Any act or omission of a teacher that amounts to a betrayal of confidence reposed in him or her by the Employer shall constitute gross misconduct.

18. Postings

No teacher shall refuse to accept posting which may mean change of location of work or job, or in the case of first appointment being deployed to a specific setting.

19. Transfers

A teacher shall not refuse to go on transfer either or not on disciplinary grounds. Transfer within the schools means a change in the job or location of work of the teacher.

20. Insubordination

No teacher shall in the course of his/her duties disobey, disregard or wilfully default in carrying out any lawful instruction, reasonable request made by any person, Committee or Board having authority to give such order or instruction.

21. Health and Safety Rules

Any infringement of Health and Safety rules at the work-place by a teacher amounts to misconduct.

22. Use of Illegal Drugs at the Workplace i. No teacher shall use illegal drugs during work sessions or at the workplace. ii. Any incapability of a teacher on duty brought about by the use of illegal drugs is serious misconduct. iii. No teacher shall involve a pupil/student by sending him/her to purchase illegal drugs. iv. No teacher shall involve pupils/students directly or indirectly in using illegal drugs.

23. Drinking, Drunkenness and Smoking

i. No teacher shall drink alcohol while on duty or be found drunk during school hours. ii. Habitual drunkenness shall be considered as bringing the school into disrepute. iii. No teacher shall smoke in the classroom during school hours or in a place within the school premises. iv. No teacher shall involve a pupil/student by sending him/her to purchase alcoholic beverage or cigarettes. v. No teacher shall involve pupils/students directly or indirectly in drinking any alcoholic beverage and/or in smoking any kind of cigarette.

24. Unauthorized Collection of Moneys, Fees or Levies

No teacher shall collect unauthorized moneys, fees or levies without permission of the Director.

25. Misappropriation of funds

i. No teacher shall misappropriate public funds. ii. A teacher who fails to properly account for moneys in his/her possession, custody or under his/her immediate control shall be made to refund the said moneys and the requisite sanction imposed for such an act shall apply.

26. Giving and Receiving Bribes

It is misconduct for a teacher to give or demand/receive a bribe or any benefit whatsoever from any person before rendering his/her normal duties.

27. Loan

No teacher may advance any loan whatsoever to another teacher at interest or act as an intermediary between any teacher and a money-lender or take part in collecting debts on behalf of any money-lender.

28. Submission of Reports and Data or Information

It is an obligation on a teacher upon a request from a superior Officer, to submit reports and data or information timely without fail.

29. Publications

i. No teacher shall, without the express permission of the head of his/her institution, act as the editor of any newspaper, magazine or periodical or take part directly or indirectly in the management thereof. ii. No teacher shall give unauthorized press interviews or releases. iii. The paragraph 33 (i) does not affect members who are required as part of their official duties to edit any paper or subscribe articles thereto. iv. No teacher shall publish or offer for sale, exhibit, produce or have in his/her possession, during class hours any obscene books, writings, films, drawings, photographs or any other obscene objects or materials with the intention of morally corrupting any pupil/student.

30. Participation in Partisan Politics

i. Every teacher is entitled to his/her own political opinion and may, if qualified, vote at elections. ii. No teacher shall in the performance of his/her duties engage in any activities that are likely to involve him/her in political controversy or lead to his/her taking improper advantage of his/her position in the school. iii. Any teacher who is seeking public

office through an election either on the ticket of a Political Party or as an Independent candidate shall apply to the Director for a leave of absence without pay. iv. An application for such a leave of absence without pay must be submitted in writing at least three (3) months prior to elections. v. In the case of bye-elections fourteen (14) days' notice will be required. vi. No teacher shall use their position to impart their political ideas to children or families.

31. Strikes and Demonstrations

No teacher shall involve himself/herself in students' strikes, riots or demonstrations without recourse to the due process.

32. Criminal Acts or Omissions

i. For the purpose of this Code, criminal acts and omissions are classified into two, these are: a. Criminal acts or omissions outside the workplace; and b. Criminal acts or omissions at the workplace. ii. Any alleged criminal act or omission by a teacher outside the workplace that renders, in the opinion of the employer, the teacher unsuitable for his/her present job may provide basis for disciplinary action. iii. Any alleged criminal act or omission at the workplace by a teacher such as stealing, falsification of records or a deliberate misrepresentation of facts is a gross misconduct.

iv. A teacher who is convicted of a criminal offence involving fraud, theft or dishonesty or sentenced to imprisonment without the option of a fine shall be dismissed from the school as from the date of his conviction.

33. Anonymous Letters

No teacher shall write or circulate anonymous letters with malicious intent.

34. Acts of Dishonour

i. No teacher shall involve himself/herself in any act that is likely to bring the teaching profession into disrepute. ii. It shall therefore be the responsibility of every teacher to preserve the dignity and honour of his profession and also maintain his/her own dignity, honour and integrity.

35. Prompt Action on Disciplinary Matters

All acts of misconduct by a teacher shall be dealt with promptly.

36. Offences Not Mentioned in the Code

Any act of misconduct by teachers not expressly mentioned in this Code or in any regulation operating within the school shall be reported to the Director through the appropriate channel and the Director shall refer the case to the appropriate Disciplinary Committee to deal with it.

The rules and regulations in this Code should not be regarded merely as a catalogue of offences and penalties or negatively as constituting restraint on member's freedom. They are meant to ensure that the conditions for effective teaching and learning are created and maintained in the school as well as to inspire public confidence in teachers to whom is entrusted the physical, mental, moral, religious and spiritual up-bringing of the children.

In this document, School-related gender-based violence refers to all forms of violence perpetrated against school going girls and boys, which results in their sexual, physical or psychological harm. It includes any form of violence that is based on gendered stereotypes or that targets students on the basis of their sex. It includes, but is not limited to: bullying, corporal punishment, verbal harassment, sexual comments, sexual touching, defilement and rape. Violence can take place in the school, on the school grounds, going to and from school, or in school dormitories and may be perpetrated by teachers, students or community members. Both girls and boys can be victims as well as perpetrators. Such violence can affect the well-being of students, putting them at greater risk of educational failure through absenteeism, dropping out and lack of motivation for academic achievement. It also impacts their mental and physical health, resulting in physical injury, pregnancy, sexually transmitted infections (including HIV/AIDS) or emotional/psychological ill-health.