

## **Classroom Decorum**

### **Commitment to the Profession**

- Keep in confidence, information that had been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- 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.
- Open confrontation of whatever nature must be avoided.
- You should neither allow other employment to impair the effectiveness of your professional service, nor permit commercial exploitation of your professional position.
- Keep all records accurate and up to date.
- The meeting of deadlines must be given priority, and thoroughness in the preparation of required documents is crucial.
- Professional growth is absolutely necessary and must be given priority.
- Devote full working time to your vocation; teaching effort and time on task are essential for success.

### **Commitment to Colleagues**

- Treat you colleagues as professional equals, regardless of their status.
- Treat your colleagues with courtesy at all times.
- Behave in such a manner that you earn respect; upholding integrity, dignity, decorum and efficiency at all levels.
- Respect the functional superiority of those set in authority.
- In correcting a subordinate, do not make the intent known to others, unless it is necessary.
- Be impartial in your decision with members of staff.
- 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).
- Do not deliberately distort evaluation of colleagues.

### **Attendance, Leave and Absence**

- Be regular and punctual. Attendance should be faithfully recorded. Teacher should report for duty at least five minutes before the session begins.
- Prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform your superior without undue delay.

### **Commitment to Students**

- Place high value on and demonstrate to students commitment for excellence in work, manners and achievement.
- Help students to develop a sense of responsibility, self-reliance and independence.
- Assist students to exercise tolerance as they strive for understanding of other's ideas and beliefs.
- Strive for consistency, firmness and understanding in disciplinary dealings with pupils.
- Strive to develop mutual courtesy and respect between teachers and pupils.
- Dealing justly with each student and treat each with courtesy and consideration.
- Work towards developing and promoting good human relations and qualities.
- Do not encourage undue familiarity with students.
- Do not smoke, drink or eat during teaching sessions in the presence of students.
- Do nothing by precept or example likely to corrupt student.
- Stimulate the spirit of enquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.
- Respect the confidentiality of information about a student or his home and withhold it, unless its release serves a professional purpose benefits the student, or is required by law.
- Undertake to constantly pursue the improvement of learning facilities and opportunities.
- Do not use the facilities of the school to tutor students privately, for gain.
- Do not discriminate on grounds of ability, race, colour or creed.
- Co-operate, as far as your professional obligation will allow you, in securing the wished of parents for their children.

### **Classroom Decorum**

- Teachers should conduct the class in a quiet separate space, away from all distractions to avoid disruption of classes
- Teachers should keep their cameras on for the entire duration of the class
- Teachers should not be engaged in any other activity while conducting the class. For example including but not limited to driving, household chores, eating etc.