



DEPARTMENT OF EDUCATION



**CENTRAL PROVINCIAL ADMINISTRATION
DIVISION OF EDUCATION**

**"Access to Quality and Life-Long Education for All
through Multiple Learning Pathways"**



**DISCIPLINARY COMMITTEE
POLICY**

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DISCIPLINARY COMMITTEE POLICY

Introduction

This Policy is to guide the PEB in its decisions on issues relating to discipline for students and teachers in Central Province schools.

1. Purpose

To guide the Committee in making sound and fair decisions on behavioural issues challenging students and teachers.

2. Scope

The policy sets guidelines for all school governing bodies to implement a standard practice for the rules to be respected and managed effectively.

3. Authority of the policy statement

This Policy is made in reference to:

Part A: Students

- 3.1** Education Act, Section 8 (1)-(4).
- 3.2** Section 62 (e)
- 3.3** Section 68 (d), (e)
- 3.4** Education Act Section 49,50.
- 3.5** Lukautim Pikinini Act 2015.
- 3.6** Students Behaviour Management Policy.

Part B: Teachers

- 3.7** Teaching Service Act 1988 (Consolidated to No. 20 of 1995)
- 3.8** 2019 Revised Disciplinary Policy and Procedures Manual
- 3.9** PNGTA Code of Ethics
- 3.10** Church Education Codes and Ethics

4. Discipline Committee

As determined by the enabling Acts (TSC Act Section 79, sub Section (1), (2), (3) and the Education Act Section 49 & 50.

The membership of the Disciplinary Committee shall comprise of;

4.1 Membership:

- 4.1.1** Chairman – Provincial Education Advisor.
- 4.1.2** Two PNGTA members.
- 4.1.3** Other members from the Board.

5. School roles and responsibilities

5.1 BOM/BOG:

- 5.1.1** Establish a school Behaviour Management policy.
- 5.1.2** Make decisions on the discipline issues of students and advise parents on the appeal process.
- 5.1.3** Suspension and deregistration depending on the nature of the offence as follows:
 - 5.1.3.1** Bullying, alcohol, violence, fighting.
 - 5.1.3.2** Sects and cults.
 - 5.1.3.3** Offences of a criminal nature (Rape, robbery and others)
 - 5.1.3.4** Responsible for all disciplinary appeal cases through its disciplinary committee to uphold or not to uphold the decision of the school BOM or BOG.
 - 5.1.3.5** Advise parents on the appeal process and decision as soon as practicable.

6. Church & other agencies

- 6.1** Establish and offer counselling services by Deans/Chaplains to teachers and students affected by severe discipline cases.

7. Disciplinary process

7.1. School administration.

- 7.1.1** Do offence investigation and compile the report and present it to the school board disciplinary committee.
- 7.1.2** School administration immediately suspend a student with a written notice signed by the BOM/BOG Chairperson - to come with his/her parents to appear before the school disciplinary committee depending on the nature of the offense.
- 7.1.3** School cases are referred to the BOM/BOG.
- 7.1.4** A record of the warnings/counselling be recorded as follows;
 - 7.1.4.1** With minor offences, verbal warning.
 - 7.1.4.2** Second time offender, a written warning is given.
 - 7.1.4.3** On the third offence, the offender to appear before the school Board.
- 7.1.5** Parents and student aggrieved are informed of the final decisions by the school administration of their appeal in writing within Fourteen (14) days from the date of the decision.
- 7.1.6** The student must be the signatory to the appeal letter attached with all necessary documents.

7.2. Appeal Against School Board Decision.

- 7.2.1** The student may appeal if they are aggrieved by the decision of the school boards.
- 7.2.2** Students appeal to the PEB Disciplinary Committee.
- 7.2.3** Appeals can be heard when the aggrieved have found new evidence.

8. Types of offence

Category of Offences:

8.1 Level 1: Minor

- 8.1.1** Graffiti, poor dressing, uncombed hair, breach of school rules, late comers, absence from school, disrespect to others, stealing (minor), swearing (non-vulgar language).

8.2 Level 2: Intermediate

- 8.2.1** Repeated offences noted in level 1, possession of dangerous weapons, harassments, petty thefts, group fighting, defamation and any offence committed under Lukautim Pikitini Act.

8.3 Level 3: Major

- 8.3.1** Bullying, obscene and vulgar language, threats, offences that harm or endanger others, damage of school properties, , any indictable offence pertaining to Gender Based Violence (GBV) Act.

8.4 Zero Tolerance

- 8.4.1** Sexual relationships, pregnancy, possession and consumption of drugs and alcohol, cult, robbery, murder, rape, possession of pornographic materials, school fights, violent behaviour by parents in school premises, cyber-crime.

9. Administration of teacher discipline.

Advice and guidance:

- 9.1** All disciplinary procedures are in compliance with the TSC Act and PNGTA Code of Ethics.
- 9.2** Disciplinary authority in the School.
 - 9.2.1** The BOM and the Board of Governors are the authority at all levels of education.
 - 9.2.2** The conduct of disciplinary proceedings must be fair, transparent and appropriate in all circumstances.
 - 9.2.3** Before considering disciplinary action, the disciplining authority must carry out a thorough investigation into any allegation of misconduct to establish if there is any case to be answered.
 - 9.2.4** The disciplining authority shall prepare a report of the investigation and seek the advice and guidance of the employing authority on matters raised.
 - 9.2.5** The BOM/BOG investigation report be furnished to the Division of Education.
 - 9.2.6** Timeframe of 14 days for action to be taken after the decision has been made by PEB.
 - 9.2.7** The school BOM/BOG with the PEB allocate ample resource to facilitate administration of the investigations.
- 9.3** Teacher Disciplinary Process and Procedures in the Education Division.
 - 9.3.1** Allegations received by the PEA shall be referred to the appropriate Officers for registration and action.
 - 9.3.2** The Advisor directs the officers concerned for further investigation upon receiving the allegation with the meeting minute and all relevant documents from the school board.
 - 9.3.3** The authorized person then prepares a Terms of Reference in relation to the allegations.
 - 9.3.4** investigation Report is presented and deliberated on by the PEB Discipline committee.
 - 9.3.5** The decision of the Discipline Committee is recommended to the PEB for its final decision.
 - 9.3.6** The officer is notified by writing on the outcome of the PEB decision. The decision of the PEB is final.
 - 9.3.7** Should the teacher decide to appeal against the decision of the PEB, then the teacher shall appeal to the employer (the TSC).
 - 9.3.8** Offences committed by teachers be referred to the appointing authority.
 - 9.3.9** The teacher must appear in person at the hearing of the PEB Disciplinary Committee.

10. Summary

The Policy is empowered under the Teaching Service Act, Education Act and the other Department of Education enabling documents (including the behavioural guidance and counselling documents and Lukautim Pikinini Act).

In line with the above statement, all sectors of school Board of Governors and Board of Managements are equally directed to play their key roles in managing their disciplinary issues following the clear policy procedures, processes and guidelines to manage student and teacher discipline issues.

As the overarching policy on discipline, all stakeholders and Church Education Agencies are also covered under the guidelines stipulated in the policy. The policy shall be reviewed every three years.

Philip Ottio

Chairman

Disciplinary Committee

