



LAHORE GRAMMAR SCHOOL

30 MAIN BEHAVIOUR

POLICY

Lahore Grammar School aspires to create an environment where quality teaching and learning can take place. This environment, managed with fairness and firmness, promotes the growth and development of the whole person, allowing each student in our care to develop personally, educationally, and socially.

The aim of the Behaviour Policy is to safeguard both the students and the school environment. We want our students to respect the ethos of the school. There are six core values that the school has adopted: Respect, Tolerance, Honesty, Compassion, Responsibility, and Courage. It is our hope that these will serve as guiding principles for our students. We believe that good behaviour flourishes in an atmosphere of high expectations, support, guidance and encouragement.

We feel we would have succeeded in our mission if, when our students graduate, they are intellectually curious, involved with their community, and demonstrate strength and resilience.

Aims of the Behaviour Policy:

- To promote good behaviour;
- To define and make clear school expectations;
- To ensure that every student is able to benefit from all that the school has to offer;
- To provide a framework within which students may develop their own skills and interests whilst becoming responsible, courteous and tolerant members of their school community and society;
- To apprise students, faculty and parents of the school's response to any lapses in behaviour expectations; and
- To enable the Principal, Coordinators, and members of Administration and Faculty to carry out their responsibilities in maintaining order and discipline in the school.

Code of Conduct

- We expect students to treat staff and each other with consideration and good manners.
- All behaviour should aim to support our core school values.
- Students are encouraged to respond positively to the opportunities and challenges of school life.
- Students are expected to be familiar with and follow the rules set out in the Uniform, Grooming, and Attendance Policy, the IT, Devices, and Social Media Policy, and the Anti-Bullying Policy.
- Students need to develop an awareness of right and wrong and an ability to differentiate between acceptable and unacceptable behaviour.
- Students should understand what is expected of them and why sanctions may be imposed for behaviour contrary to expectations.
- We expect students to be keen to learn and to participate in school activities and to ensure that they are not a barrier to others' learning and participation in school life.
- All members of the school community: students, faculty and support staff, are expected to respect the buildings, furniture, equipment, and environment of the school.
- We expect students to behave at all times in a manner that reflects the best interest of the whole community.

Rewarding Good Behaviour:

Our aim is to promote good behaviour as well as to celebrate students' successes and the Behaviour Policy is therefore structured to reward positive behaviour and self-discipline.

- Students who represent the school and participate in extra-curricular activities receive recognition in a school morning assembly. Achievements both large and small are celebrated.
- The faculty and Coordinators meet to discuss Behaviour Awards (Responsibility, Courtesy, Outstanding Behaviour, Teamwork and Cooperation, Improved Behaviour) at the end of the academic year to recognise those students who stand out and qualify in any of these categories.
- Student attendance is also noted and students receive a Perfect Attendance or Almost Perfect Attendance Certificate.
- Students who exhibit exemplary behaviour and/or progress/excellence in some aspect of their academic performance are awarded Merit Cards at the end of the month.
- Those students who excel in a particular subject are awarded a Certificate of Excellence in that subject /those subjects at the end of the academic year.
- Students who have made considerable progress in a subject are also awarded a Certificate of Progress for their efforts at the end of the academic year.
- The Elementary School faculty selects girls to represent their house as House Captain and Vice-Captain, based on their behaviour record, dealings with their peers, and general outlook and attitude towards school life.

School Expectations

General Conduct

On Campus:

- Students are expected to greet all teachers and members of the school community.
- Students are required to pick up litter if and when they see it anywhere on campus.
- Students must not scribble on school walls or bathroom stalls.
- Students should not swear or talk in a rude manner to their peers, members of the faculty, administrative staff, or custodial staff.
- Students should make way for teachers to walk in the corridors or to the gate when school lets off.
- Carbonated drinks and chewing gum are not permitted on campus.
- Students are banned from bringing energy drinks like Red Bull (and others like it) to school.
- Students are not permitted to leave the school premises with anyone other than the person deputed to pick them up from school and carrying a valid ID card.
- Students cannot leave campus during school hours without written permission from the administrator in charge.
- Students are strongly discouraged from having anything delivered to them on campus; homework/projects, art supplies, food, money, etc.
- Students are not permitted to come to school late (after 7:40 am) or leave early (before 12:40 pm).

In Class:

- Students are required to stand up when a teacher enters or leaves the classroom.
- Students should not scribble on their desks or vandalise school equipment or classrooms in any way.
- Students must avoid anti-social or disruptive behaviour.
- Students should listen respectfully when others are speaking.
- Students should abide by classroom rules.
- Students should come to school prepared with the necessary materials, textbooks and work.
- Students are encouraged to keep their classroom environment clean and tidy.

Anti-Bullying Policy:

Bullying may be defined as: “Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally.” There are three common types of bullying:

- **Verbal bullying is saying or writing mean things. Verbal bullying includes:**

- * Teasing;
- * Name-calling;
- * Taunting or
- *Threatening to cause harm.

- **Social bullying involves hurting someone’s reputation or relationships. Social bullying includes:**

- * Leaving someone out on purpose;
- * Telling other children not to be friends with someone;
- *Spreading rumours about someone; or
- * Embarrassing someone in public.

- **Physical bullying involves hurting a person’s body or possessions. Physical bullying includes:**

- * Hitting/kicking/pinching;
- * Spitting;
- * Tripping/pushing;
- *Taking or breaking someone’s things; or
- *Making mean or rude hand or facial gestures.

Bullying is often hidden and subtle. It can also be overt and intimidating.

Cyber Bullying:

“Cyber bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others.”(Belsey, www.cyberbullying.org)

Cyber-bullying could involve communications by various electronic media, including for example:

- Texts, instant messages or calls on mobile phones;
- The use of mobile phone camera images to cause distress, fear or humiliation;
- Posting threatening, abusive, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, Twitter or YouTube);
- Using e-mail to message others in a threatening or abusive manner or
- Hijacking/cloning e-mail or social media accounts. Bullying can happen anywhere and at any time and can involve anyone - girls, other young people, staff and parents.

The school has very strict rules regarding bullying and harassment on campus. Ideally, we would like all students to treat each other, whether younger or older, with the same kindness and respect with which they themselves would wish to be treated.

CONSEQUENCES OF MISCONDUCT

CLASSES 2, 3 & 4

Tier 1 Category:

The orange slip is given to students who repeatedly do any of the following after three verbal warnings:

- **Fail to bring the necessary learning materials to school;**
- **Fail to do their homework/make timely online submission;**
- Come to school late, join the online classes late or leave the class upon being asked a question;
- Wear incomplete or incorrect uniform;
- Come to school with long nails/nail polish;
- Come to school with dyed/streaked hair;
- Minor rudeness or
- Litter.

If a student receives three orange slips and her behaviour does not improve, her parents will be called in to meet the Vice Principal and the consequences will be escalated to Tier 2.

For a detailed flow chart of the steps, rewards and sanctions in Tier 1 Please refer to Appendix 1.

Tier 2 Category:

A purple disciplinary slip is given to students for the following:

- Continued misdemeanours from tier 1 and including all categories from tier 1;
- Rude or disrespectful behaviour towards anyone;
- Cheating in homework or work done by parents tutors or siblings;
- Cheating on an assessment including online assessment or quiz done with parents' help;
- Bullying;
- Vandalising/damaging school property;
- Using a device to take a video/picture and/or uploading the video/image onto social media;
- Any physical aggression towards anyone.

On the issuance of a purple slip, the student's parents will be called in for a meeting with the School Head to discuss a way forward to improve the student's behaviour. The student will have to fill in a reflection sheet in her detention.

For a detailed flowchart of the steps, rewards and sanctions in Tier 2 please refer to Appendix 2.

Parents' Concerns:

The school recognises and acknowledges your entitlement to communicate your concerns and grievances and we hope to work with you in the best interests of the children and young people in our care.

We wish to ensure that:

- Parents wishing to make a complaint know how to do so;
- We respond to complaints within a reasonable time frame and in a courteous and efficient way;
- Parents realise that we listen to and take complaints seriously, and
- We take action where appropriate.

Parents wishing to raise a concern may do so by contacting the relevant Administrator or Vice Principal of the particular school segment by email, telephone, or in person by appointment.

Vice Principal for Classes 2-4 –Maheen Baig: maheen.baig@30.lgs.edu.pk

Administrator for Classes 2-4 - Samina Asif: samina.asif@lgs.edu.pk

Vice Principal for Classes 5 & 6 - Saba Mansoor: saba.mansoor@lgs.edu.pk

Administrator for Classes 5 & 6 - Tabassum Umair: tabassum.umair@lgs.edu.pk

Parents' behaviour with staff:

Since the pandemic and online classes has given a window to parents into the classroom we find that parents have taken to constant interference and become back seat teachers.

We expect parents of a child at Lahore Grammar School, 30 Main Gulberg, to conduct themselves in a manner that is conducive to a collaborative and mutually supportive relationship between the school and home. If, for any reason, the school finds their conduct, communication or correspondence such that it is unable to share a healthy and respectful partnership with us, it has the right to ask them to withdraw their child/children.

Note: In addition to the rules outlined in this document, any action which puts or could put the reputation of the School in jeopardy, or which impacts or could impact negatively on the school community, will be regarded as a serious breach of School Rules, whether on or off the school premises or during or outside of school hours.

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APPENDIX 1 TIER 1

START

TIER 1 SANCTIONS & REWARDS

REASON FOR SANCTIONS BEING ISSUED

- Not attended class - school not informed
- Late to class 3 times +
- Work not submitted (this includes classwork, homework, project work, in school or online)
- Camera not turned on , mic not working
- Student leaves class when asked a question
- Student disrupts rest of class

VERBAL WARNINGS

First verbal warning
Homework slip

Change in behaviour

NO

Second verbal warning
Homework slip

Change in behaviour

NO

Third verbal warning
Inform home
Log of missing work sent home

Change in behaviour

NO

Warning Slips

Orange Slip Issued
Inform home
Complete missing work
Signed slip filed in record

Change in behaviour

NO

2nd Orange Slip Issued
1/2 hour break detention
Complete missing work
Student Reflection sheet
Parents sign slip in school office
Slip filed in record

Change in behaviour

NO

3rd Orange Slip Issued
2 times 1/2 hour break detention
Complete missing work
Student Reflection sheet
Parents sign undertaking
Slip filed in record

Change in behaviour

NO

REWARDSLIP/
BADGE /
STICKER/
STAR

REWARDS WILL BE GIVEN FOR:
GOOD BEHAVIOUR
EFFORT
IMPROVEMENT IN ACADEMICS
AND BEHAVIOUR
MEETING TARGETS AND GOALS SET
BY SCHOOL

Slips removed from file at the
end of the Academic year

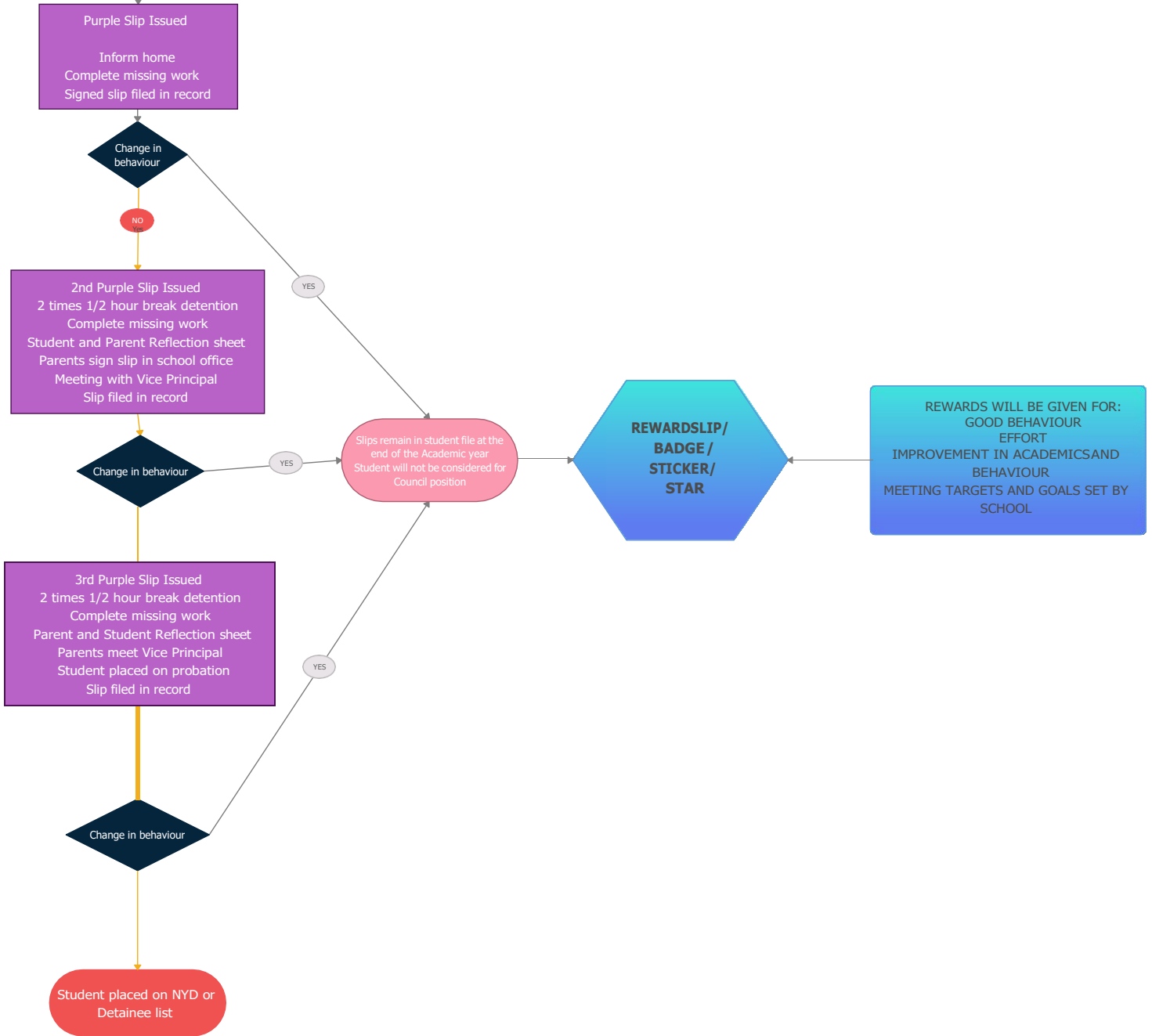
TIER 2 SANCTIONS & REWARDS

TIER 2 SANCTIONS & REWARDS

APPENDIX 2 TIER 2

REASON FOR SANCTIONS BEING ISSUED

- After 3 Orange slips were issued but continued misdemeanor- these include all the misdemeanors from Tier 1
- A purple Slip will be issued directly in case of:
 - Plagiarism, copying work from each other, from google or other online platform
 - Parents/ siblings/ tutors doing the child's work
 - Parents answering for child or helping child during online class
 - Cheating in an assessment
 - Parents interfering in online classroom and misbehaving with teacher or on classroom stream



CONSEQUENCES OF MISCONDUCT CLASSES 5 & 6

Tier 1 Category:

The yellow slip is given to students who repeatedly do any of the following after two verbal and one written warning:

- **Fail to bring the necessary learning materials to school;**
- **Fail to do their homework/make timely online submissions;**
- Come to school late, join the online classes late or leave the class upon being asked a question;
- Wear incomplete or incorrect uniform;
- Come to school with long nails/nail polish;
- Come to school with dyed/streaked hair;
- Minor rudeness or
- Litter.

If a student receives two yellow slips and her behaviour does not improve, her parents will be called in to meet the Vice Principal, and the consequences will be escalated to Tier 2.

For a detailed flow chart of the steps, rewards and sanctions in Tier 1, Please refer to Appendix 3.

Tier 2 Category:

A red disciplinary slip is given to students for the following:

- Continued misdemeanours from tier 1 and including all categories from tier 1;
- Rude or disrespectful behaviour towards anyone;
- Cheating on homework or work done by parents, tutors or siblings;
- Cheating on an assessment, including online assessment or quiz done with parents' help;
- Bullying;
- Vandalising/damaging school property;
- Using a device to take a video/picture and/or uploading the video/image onto social media;
- Any physical aggression towards anyone.

On the issuance of a red slip, the student's parents will be called in for a meeting with the School Head to discuss a way to improve the student's behaviour. The student will have to fill in a reflection sheet during her detention.

For a detailed flowchart of the steps, rewards and sanctions in Tier 2, please refer to Appendix 4.

APPENDIX 3 TIER 1

START

TIER 1 SANCTIONS AND REWARDS

REASONS FOR SANCTIONS BEING ISSUED:

- NOT ATTENDING CLASSES REGULARLY; FREQUENT ABSENCES; KEEPING THE SCHOOL UNINFORMED;
- WORK NOT SUBMITTED (THIS INCLUDES CLASSWORK, HOMEWORK, PROJECT WORK, IN SCHOOL OR ONLINE;
- NOT FOLLOWING THE RULES OF ONLINE CLASSES (STUDENT FREQUENTLY LEAVES THE CLASS WHEN ASKED A QUESTION, MIC NOT WORKING, CAMERA TURNED OFF ETC.)
- STUDENT WEARING INCORRECT UNIFORM;
- COMING TO CLASS UNPREPARED.

FIRST VERBAL WARNING

VERBAL WARNING

CHANGE IN BEHAVIOUR

YES

REWARD BADGE OR STICKER

REWARD WILL BE GIVEN FOR:

- GOOD BEHAVIOUR;
- EFFORT;
- IMPROVEMENT IN BEHAVIOUR.

SECOND YELLOW SLIP ISSUED C2; PARENTS TO BE CALLED FOR MEETING.

NO

SECOND VERBAL WARNING

YES

YES

NO

CHANGE IN BEHAVIOUR

YES

CHANGE IN BEHAVIOUR

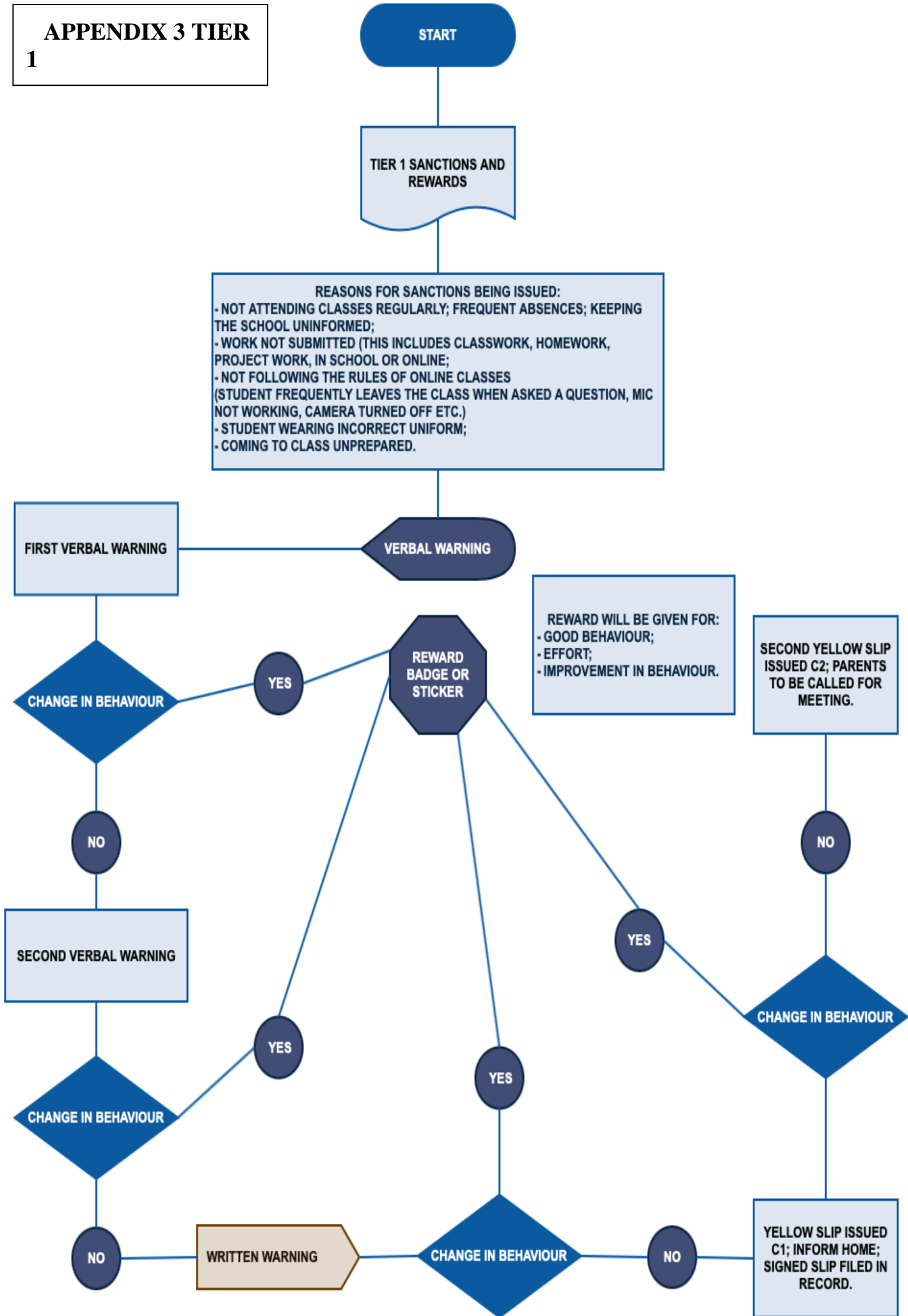
NO

WRITTEN WARNING

CHANGE IN BEHAVIOUR

NO

YELLOW SLIP ISSUED C1; INFORM HOME; SIGNED SLIP FILED IN RECORD.



APPENDIX 4 TIER

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