



LAHORE GRAMMAR SCHOOL

55 MAIN

RULES AND CODE OF CONDUCT FOR COUNCIL MEMBERS

We would like to bring to your notice important school rules that **must be** strictly followed by all Council Members.

1. Council Members should remember that they are part of the school management and therefore every action of theirs should reflect sincerity of purpose and commitment towards their responsibilities.
2. Attendance in the Council meetings is mandatory, and an absence requires an application counter-signed by parents.
3. Presence in the school assembly is compulsory and assigned duties must be taken seriously.
4. Council Members must set an example by picking up litter wherever and whenever they see it on the school premises and encourage others to do the same. Constant reminders to the students regarding littering is an important part of a Council Member's duties. It is not the job of the custodial staff to constantly be picking up after students- this includes A Level common rooms.
5. Council Members should ensure that air conditioners, fans and lights in the classrooms are turned off when they are not in use.
6. Students' uniform should be checked regularly and students not abiding by the uniform policy should be made a note of and reported to the relevant class teacher. Everyone needs to be clear what the school uniform is; **grey/black sweatshirts, batch hoodies are not part of the school uniform**. Other accessories like scarves, hats and gloves may be worn if they are the school navy blue or pure white. Dyed or streaked hair is **NOT PERMITTED**- students who have colored their hair should also be made a note of when checking the uniform.

If a student continues to disregard the rules after three warnings, the relevant Vice Principal should be informed so that she can call in the student and issue her a C1 slip.

7. Cooperation with all Council Members and the administration is important, and teamwork should take precedence over individual assignments.
8. Academic performance and attendance will be closely monitored; you are expected to be able to balance council work and academics. Any council member not able to do that may be given a warning before removal from the council position.

Rules for All Society Representatives, Vice Representatives, Captains, Vice Captains and the Editorial Board:

1. All Representatives, Vice Representatives, Captains, Vice Captains and the Editorial Board must ensure that they are present for the morning assembly, respective break duties, respective event duties and Student Council Meetings.
2. All Representatives must ensure that the student body is **not**:
 - Littering
 - Breaking/disrupting the queue outside the canteens
 - Sitting in the corridors outside classrooms
 - Sitting on any of the staircases
 - Sitting on the roof
3. All Representatives must make sure that students are in the correct uniform and are following the uniform rules and regulations strictly.
4. Ensure all notices for meetings or events are put up on the respective bulletin boards, Google classrooms and social media pages in organised and correctly worded write ups.
5. All Representatives, Vice Representatives, Captains, and Vice Captains must collect the **Intra-school Activity form from the Student Affairs office and submit it with the information required at least two days prior to the proposed activity** (including during/after school sessions, house meetings, or intra-school competitions).
6. After being chosen to represent your society, every council member will still be expected to participate in competitions and inter school events related to their respective societies. Please make a note of this requirement before taking on this duty. Representatives and Vice Representatives must stay back for society sessions, practices and/or meetings.
7. All delegations being sent to other schools must be approved by the Head Girls, Society Teachers, Miss Mahwish Faran and Miss Ayesha Tahir. This includes the student chaperones/supervisors being registered for an inter-school event.

Event Management

Kindly follow the given guidelines to execute an event successfully:

1. Representatives must create a formal proposal for an event with the schedule, budget, sponsorship, details of venue, and schools involved. The proposal will have to be made in consultation with the Teacher-in-charge and then submitted to Ms. Ayesha Tahir after it has been approved by the Head Girl.
2. The proposal will then be discussed with Mrs. Shah and Ms. Zhila.
3. If approved, it will then be routed through Ms Ayesha Tahir and the concerned teachers for its practical implementation.
4. Representatives must ensure that they create event proposals at the beginning of the council term, after which they will not be entertained.
5. All stages of the preparatory phase must be brought to the notice of the administration. Duties for the main event will be assigned to all the Council Members in consultation with the Head Girls. **It is mandatory for the Council to work as a team when organising events.**
6. A report of the event must be made, with photographs, and handed in to the Event Coordinator, Editorial Board, and Student Affairs Coordinator immediately after the event. This includes reports that need to be made for sponsors as well.
7. The Society Representatives must ensure that there is clear communication with the administration and all proposals or invites are approved.
8. Representatives must ensure that the school email address is used for invites and letters.
9. If sponsorship is required, sponsors should not be approached without prior approval of the school administration.
10. The details of the final expenditure will be given to Ms Ayesha Tahir and Mr. Jawad.
11. **No meetings should be scheduled in school after 4.00 pm** especially with representatives from other schools. Meetings can only be scheduled after approval from Ms Ayesha Tahir who must be notified in this regard. These meetings can only be held in the A Level Rooms or Mrs Kamal's office if scheduled after school hours.
12. Representatives must always behave in a polite and respectful manner towards everyone. Greetings, pleases and thank you are the most basic expectation.

Rewards

1. The Society that has done exceptional work will be named “Society of the Year” and will be awarded a trophy at the end of the term.
2. The House that has done exceptional work will be named “House of the Year” and will be awarded a trophy at the end of the term.
3. Individual Council Members who have performed exceptionally well will be named “Outstanding Council Member of the Year” and will be awarded a trophy at the end of the term.

Penalties

The following are grounds for removal, immediate or after a warning:

1. Carrying a cell phone outside the designated areas
2. Bunking classes
3. Incorrect uniform
4. Three absences from break duty
5. Two absences from meetings
6. Two absences from event duties
7. Inappropriate dressing (not according to the dress code found on our website)
8. Rude behavior towards faculty or custodians
9. Rude language
10. Rude or inappropriate posts on social media
11. Any kind of physical altercation

IMPORTANT FOR ALL REPRESENTATIVES

1. After the council has been sworn in, its members are on a **two-month probation** period, failure on a member’s part to meet requirements and expectations will lead to immediate disqualification, and another student may be appointed in their stead.
2. Even after the probation period, if the administration or the Head Girls feel that your input as a Representative is not satisfactory, you will be entitled to **one letter of warning**. Failure to comply with the rules after the issuance of the warning will lead to disqualification from the post.

- 3. The administration also reserves the right to not mention your position in the Council in its comments on your transcript or letters of recommendation in case of negligence on your part.**

Please remember, this is your school, and you are its official representative. Its prestige and reputation should be very important to you. You have a wonderful opportunity to develop your leadership and teamwork skills – PLEASE DON'T WASTE THIS OPPORTUNITY.

WISHING YOU ALL THE BEST!