

## **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, Vice Principals, 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 commendation and recognition in a school-wide Monday morning assembly. Achievements both large and small are celebrated.
- Mashal Magazine, which comes out annually, also highlights the many achievements of the students over the academic year.
- The faculty and Vice Principals 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 are given Letters of Appreciation/Commendation when a member of faculty or administration feels a student's attitude or behaviour deserves to be recognised and appreciated.
- Those students who excel in a particular subject are awarded a Certificate of Excellence in that subject /those subjects.
- Students who have made considerable progress are also given a Certificate of Recognition for their efforts.
- Students who are at the top of their year level across all subject areas and whom the school feels also embody the core values of the school receive the highest commendation, which is a certificate and badge for entry in the Roll of Honour.
- The faculty screens nominees for House Captain and Vice-Captain, based on their behaviour record, dealings with their peers, and general outlook and attitude towards school life.
- In Senior School, girls are selected to head the many societies that are present on this campus.
- Girls who have proved themselves to be exemplary, academically and otherwise, are chosen to be the school Head Girl and Deputy Head Girls.

### **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 arrive for all lessons or commitments punctually.

- Students should make way for teachers to walk 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.
- Students cannot leave campus during school hours without written permission from the administrator in charge.
- If a student needs to make a call home, she may seek permission to use the phone in the administrator's office.
- 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 2:10 pm).
- No non-A Level student is permitted to sit in the A Level common rooms/areas

### **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 lessons prepared with the necessary material, textbooks and work.
- Students are encouraged to keep their classroom environment clean and tidy.

### **Representing the School (trips/events)**

- Students are expected to conduct themselves with courtesy and consideration.
- Students should greet and thank their hosts when they attend events at other campuses.
- Students are encouraged to show good sportsmanship.
- Students participating in events at other campuses must not argue or speak disrespectfully with the organisers or event officials even if they are not in agreement or have an issue. They should take the issue up with their Student Affairs Teacher, who will deal with the matter.
- Students must follow the dress code prescribed for extra- curricular events.
- Students are permitted to take their phone to an event which extends past the school day and one from which their parents will be picking them up from the venue.
- If a student is going to an event during school hours, she may not bring her phone.
- Students should be aware that School Rules remain in force on any off-site trip or activity.

## Uniform, Grooming and Attendance Policy

- Students must be in school before the bell at 7:30 am.
- Students must attend school regularly.
- Students must always wear the correct uniform to school:

	Summer	Winter
<b>Shalwar Kameez</b>	White with checked collar	Blue checked
<b>Sash</b>	Blue checked	Navy blue
<b>Socks</b>	School white with blue stripe socks	
<b>Shoes</b>	PLAIN white canvas shoes/joggers (All Stars or other shoes with prominent branding not permitted.)	
<b>Hair Ties</b>	Black only	
<b>Polo neck (optional)</b>	N/A	Navy blue or White
<b>Jacket/Sweater</b>	N/A	LGS jacket or LGS sweater

- Students must come to school looking clean and well put together.
- Students are required to tie back and fasten hair that is shoulder length or longer
- If a student has a fringe/bangs or shorter layers in front, the hair must not hang over her eyes
- Students must not have dyed or streaked hair.
- Students must ensure that their hair is lice-free, and see that it is checked regularly.
- Students must not wear jewellery (simple ear studs are permitted if ears are pierced).
- Students must not have long nails or wear nail polish.
- Students must not have multiple piercings or tattoos.
- Students must not wear makeup.
- Uniform must be washed daily, including the sash.
- Students must wear undergarments.

## IT, Devices, and Social Media

- Class 8-11 Students must not bring any gadgets to school (iPod, iPad, phone, computer, smartwatches, etc.).
- If a device is brought to school with a letter from home explaining the reason, it may be left in Ms Mahwish Faran's office for Class 8 and 9 students or Ms Qudsia Kamal's office for Class 10 and 11 students. However, students are not permitted to make a habit of this practice.
- The IT Labs are not to be used to surf social media sites, pornographic sites or any other sites that are inappropriate and irrelevant to school work. Please read more about cyber bullying in the Anti-Bullying section.
- A Level students are permitted to bring a phone to school but are only permitted to use it

between 7:15-2:10 pm (12:30pm on Fridays) in the common rooms, the area outside the biology lab and the benches near the main gate (only if necessary) during this time. After school hours, they may use it anywhere on campus.

- If an A Level student is found using her phone outside the designated areas, it will be confiscated and a fine will be imposed.
- A Level students are not permitted to allow non A Level students to make calls using their personal mobile phone.

### **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:
  - o Teasing;
  - o Name-calling;
  - o Inappropriate sexual comments;
  - o Taunting; or
  - o Threatening to cause harm.
- Social bullying involves hurting someone’s reputation or relationships. Social bullying includes:
  - o Leaving someone out on purpose;
  - o Telling other children not to be friends with someone;
  - o Spreading rumours about someone; or
  - o Embarrassing someone in public.
- Physical bullying involves hurting a person’s body or possessions. Physical bullying includes:
  - o Hitting/kicking/pinching;
  - o Spitting;
  - o Tripping/pushing;
  - o Taking or breaking someone’s things; or
  - o 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](http://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.

### **Items/Substances banned at school**

- E cigarettes;
- Cigarettes;
- Marijuana, alcohol, and all other legally controlled substances;
- Xanax and all other prescription medication;
- Any aerosol containing ethyl chloride (EC);
- Any other item intended for the purpose of getting high (glue etc);
- Cutters/blades/sharpener blades;
- Knives; and
- Weapons of any sort.

Any students found bringing into school with the purpose of using, distributing or promoting the use of any of the above substances/items at school will face serious sanctions. Please refer to our Disciplinary Procedure/Sanctions Policy for further clarity.

### **Disciplinary Procedure/Sanctions**

The school implements a policy of fitting consequences to the severity of the breach of rules. Examples of the kinds of infractions associated with specific sanctions are given below.

#### **C1 Category**

A yellow disciplinary slip (long break detention) is given to students who repeatedly do any of the following:

- Come to school late
- Wear incomplete or incorrect uniform
- Fail to bring the necessary learning materials to school
- Fail to do their homework
- Minor rudeness
- Litter
- Come to school with long nails/nail polish
- Come to school with dyed/streaked hair

#### **C2 Category**

A red disciplinary slip (half hour after school detention) is given to students for the following:

- Bringing a phone or other device to school (and not submitting it to the office) plus Rs 1000 fine

- Rude or disrespectful behaviour towards anyone
- Cheating on an assessment
- Bunking lessons
- Bullying
- Vandalizing/damaging school property
- Using a device to take videos and uploading them onto social media (depending on content, could also be an automatic C3)

### **C3 Category**

A green disciplinary (In-School or Out of School Suspension/ duration varies) is given for the following:

- Caught smoking on campus or in the company of smokers
- Use or possession of any banned substance
- Stealing
- Physical bullying or intimidation
- Uploading images or videos onto social media taken in school or damaging to other students or the school
- Cheating on an exam
- Sneaking out of school

### **In-House Suspension**

- Publicly humiliating another student
- Bullying/ including cyber bullying
- Repeatedly bringing in a phone and secretly using it on campus

### **Out of School Suspension**

- A student will only be suspended in the interests of either the individual student or the school, or both. In such circumstances, the student in question will not be permitted to attend school or attend school activities/or represent the school at any event.
- Suspension will normally be for a defined period. The suspension may only be lifted by the Principal.
- Suspension is applied by the Principal or Section Vice Principal in consultation with the Principal.
- When a suspension is given, the Principal or Vice Principal will immediately notify the student's parents. The Principal will also to meet with the parents as soon as possible.

### **Permanent Exclusion/Expulsion**

A student may be permanently excluded if it is considered to be in the interests of the individual student or the school, or both. Circumstances and behaviour justifying permanent exclusion might include, for example:

- when a criminal act has been committed, such as theft or damage to school property;
- when there is unlawful possession of controlled substances. Any girl supplying or inciting the

use of controlled substances, or being in possession of them, or being in possession of them with intent to supply, or who is caught using them will be asked to leave the school. 'Being caught' may also mean convincing evidence leading the Principal to be satisfied that controlled substances have been used or supplied;

- when the welfare of others had been adversely affected or is likely to be adversely affected (e.g. ongoing bullying); or
- when there has been frequent and/or repeated failure and/or refusal to accept or abide by the Code of Conduct or the reasonable instructions of staff.

Permanent exclusion may only be imposed by the Principal, after consultation with relevant members of the faculty and the Section Vice Principal. The Principal, along with one or more members of senior management, will inform parents/guardians orally and then in writing of the reasons for permanent exclusion.

### **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 by email, telephone, or in person by appointment.

**Principal** – Mrs. Nasrene Shah : [principal@lgs.edu.pk](mailto:principal@lgs.edu.pk)

**Vice Principal** – Zhila Shah : [zhila@lgs.edu.pk](mailto:zhila@lgs.edu.pk)

**A Level Vice Principal** – Syeda Farhana Mahmud : [farhana.mahmud@lgs.edu.pk](mailto:farhana.mahmud@lgs.edu.pk) ( for academic and behavioural issues)

**A Level Administrator**- Nabeela Ayaz : [ayaznabeela68@gmail.com](mailto:ayaznabeela68@gmail.com)

**O Level Vice Principal** – Aisha Amir Ahmed : [aisha.ahmed@lgs.edu.pk](mailto:aisha.ahmed@lgs.edu.pk) (for academic issues);

**Class 10 and 11 Administrator** – Qudsia Kamal : [qudsiakamal@lgs.edu.pk](mailto:qudsiakamal@lgs.edu.pk) (for administrative, logistical and behavioural issues)

**Class 8 and 9 Administrator** – Mahwish Faran : [lgseventmgmt@lgs.edu.pk](mailto:lgseventmgmt@lgs.edu.pk) (for administrative or logistical issues)

**Student Affairs Coordinator** – Ayesha Tahir : [ayesha@lgs.edu.pk](mailto:ayesha@lgs.edu.pk) (for Student Council issues);



## **What happens about confidentiality?**

Your complaint or concern will be treated in a confidential manner and with respect. The school will endeavour to ensure that knowledge of it will be limited to the Section Coordinator and those directly involved. It is the school's policy that complaints made by parents should not rebound adversely on their children.

Parents and pupils are encouraged to give their names and will be given reassurance on the issue of confidentiality. If they persist in wishing to remain anonymous, it is at the Vice Principal's discretion as to what action, if any, should be taken, depending on the nature of the complaint.

While information relating to specific complaints will be kept confidentially on file, we would point out that anonymous complaints may not be pursued.

## **Students' Complaints**

All concerns and complaints, even those which appear trivial, will be handled seriously and sensitively.

## **Anonymity**

Anonymous complaints will be recorded accordingly. It is at the Coordinator's discretion as to what action, if any, will be taken in response to an anonymous complaint.

If a student does not wish to be seen entering an Administrator's/ Vice Principal's office to lodge a complaint or raise an issue, she is welcome to email them at the addresses provided above.

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.