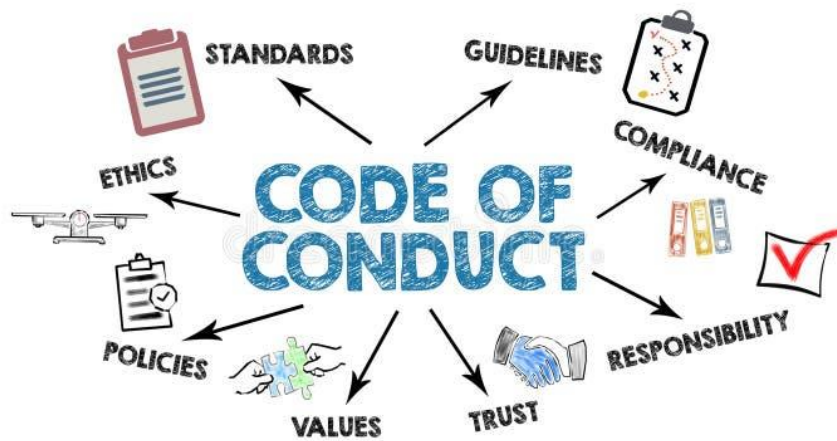


Pakistan Islamia Higher Secondary School Sharjah



Code of Conduct Policy (2024-2025)



“Adherence to the Integrity in Life”

Outline of the Policy

This policy outlines the view that PIHSS has a strong commitment and care for its staff, students, parents, and other school community members as they contribute to the overall development and progress of the school. Students' well-being within the school premises is the central of PIHSS and we strive hard to support students in the development of their personal and social behaviors to inculcate a sense of responsibility and self-discipline in their lives. To study and work in a secure and collaborative environment is the fundamental right of the staff and the students and the school staff is vigilant to foster such an environment for the well-being of the students enrolled in the school.

PIHSS seeks to:

- Guide students to show positive and responsible behavior
- Provide a supportive environment to students where their pursuits of excellence are valued
- Use child-friendly language that motivates students to love school rather than feel fear for it
- Make school rules clarified to students to comply
- Enhance the sentiments of forgiveness, tolerance, and reconciliation in students
- Discuss with parents to understand the child's psychology
- Inform parents about the consequences of inappropriate behavior
- Inculcate a sense of balance in students for their freedom and responsibilities within the school

The policy expects compliance with the code of conduct during:

- School timings
- Extra-curricular activities
- Travelling in school buses
- Working on group projects and presentations
- Working on volunteer work
- School tours and trips
- Field trips
- Participation in social media forums
- Participation in club activities
- Participation in sports activities

Responsibilities of the Staff

- ✓ All staff who work in schools set examples of behavior and conduct which may be copied by pupils/students
- ✓ Staff must avoid using inappropriate or offensive language at all times
- ✓ The school expects that all teachers will act by personal and professional behaviors
- ✓ All staff must display high standards of conduct to encourage our students to do the same
- ✓ Teachers must be aware to deal appropriately with difficult and/or potentially compromising situations
- ✓ Teachers are the school's "ambassadors" so they must be found polite, competent, professional, friendly, helpful, and trustworthy
- ✓ Treat all members of the community, parents, pupils, and other employees fairly and equally regardless of their sex, race, color, national or ethnic origin, sexuality, religion, age, disability, or marital status

Staff must provide safety to students from:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

Code of Behavior for students

The school expects the following code of behavior from students:

- Show cooperation and tolerance to each other
- Help and support each other academically, personally, and socially
- Listen to each other and be considerate
- Display good manners inside and outside the classroom
- Accept and respect each other's differences
- Always stand with fairness and truthfulness
- Show respectful behavior to teachers and the other supporting staff
- Comply with the school BYOD safety policy in using the Internet or browsing for any academic purpose
- Follow behavioral code and ask others to follow

The Conduct Students should Avoid:

- Making fun of others' appearance, religion, or sect
- Bullying others and causing any physical harm
- Yelling, shouting, or screaming at others inside or outside the classroom
- Using abusive language and causing emotional damage
- Misusing any social media platform
- Cheating/stealing or making false statements or accusations
- Willfully and deliberately damaging the school property.
- Rudeness to any member of the staff
- Smoking/ vaping
- Irregular attendance in classes
- Bringing Mobile phones / VCDs / DVDs & Cassettes
- Bringing of cosmetics / ornaments / wearing fancy and colored hair accessories
- Failing to satisfy the requirements of local SPEA / Federal Board of Intermediate and Secondary Education, Islamabad

Disciplinary Action in Case of Violation:

- Offences under Sub Para a, b, c, d, and e will be dealt with as per the rules of SPEA A.E.
- Any offense by a student against another student will be dealt with
- Noncompliance with the above-stated student code of behavior shall be stipulated for one week's suspension which is permissible by the
- Rustication shall always mean the loss of one academic year.
- The period of absence from the Institution will, however, depend upon the time of the year when the penalty is imposed.
- The student may at the discretion of the Principal be permitted to rejoin the class in the same Institute at the beginning of the next academic year.
- A student expelled from the Institute shall not be re-admitted