

PAKISTAN EDUCATION ACADEMY

Oud Metha Road – Dubai

BEHAVIOUR POLICY

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1. At Pakistan Education Academy we are committed to the development and growth of the whole child through positive learning environment. We believe in the right balance of control and freedom by the use of a fair reinforcement system, which emphasizes good behaviour, sets high standards of work and creates a friendly atmosphere. Our rewards and consequences system supports achievement in the fullest sense: academic, co-curricular and community service. The purpose of this handbook is to provide important information that will make all stake holders familiar with the policy of the PAE concerning behaviour.

Objective

2. To ensure smooth, safe and functional learning environment with the intention of teaching the students to uphold certain standards of behaviour.
3. We, at Pakistan Education Academy are committed to ensure equity and impartiality in all areas of school life. All students are provided equal opportunities to utilize their potential to attain higher level of achievements while working within the prescribed parameters. Our endeavour is to:
 - a. Create a conducive learning environment so that all students can work in harmony for the benefit of themselves and others;
 - b. Protect each student's right to benefit fully from activities carried out in the School;
 - c. Help students acquire a high standard of social behaviour;
 - d. Encourage students to develop self-discipline;
 - e. Develop in students a sense of pride and identification with school;
 - f. Build self-confidence, develop self-confidence, and instill self-respect in our students;
 - g. Have respect for human rights and concern for the environment.
4. Core values adopted by the Pakistan Education Academy are
 - a. **Honesty**
Empowering students to think behave and communicate with complete truthfulness and integrity, both with themselves and with others.
 - b. **Tolerance**
Training students to live peacefully in the ethnic, cultural and religious mosaic of the world

c. **Compassion**

Inspiring students to treat the people around with love, kindness, and patience passion.

d. **Justice**

Instilling in students the principles of equality and fairness.

e. **Courage**

Preparing students to face difficult challenges with strength and good hope.

Student Rights and Responsibilities

5. Everyone at PEA is committed to create a climate where praise and reward outweigh consequences and sanctions. At PEA every student has a right to:-

STUDENT RIGHTS	STUDENT RESPONSIBILITIES
EVERY STUDENT HAS A RIGHT to relevant education.	EVERY STUDENT HAS A RESPONSIBILITY to: <ul style="list-style-type: none"> ✓ take materials to class ✓ complete and turn in assignments on time ✓ give every task their best effort
EVERY STUDENT HAS A RIGHT to be safe and secure in the school community.	EVERY STUDENT HAS A RESPONSIBILITY to respect the security of others and deal with conflict in an appropriate manner.
EVERY STUDENT HAS A RIGHT to expect reasonable and socially responsible behavior from others.	EVERY STUDENT HAS A RESPONSIBILITY to treat themselves and others with respect by speaking and acting in a socially responsible manner.
EVERY STUDENT HAS A RIGHT to a positive learning environment.	EVERY STUDENT HAS A RESPONSIBILITY to follow class rules by: <ul style="list-style-type: none"> ✓ being seated by the time class starts. ✓ listening attentively. ✓ following directions.

	<ul style="list-style-type: none"> ✓ giving others an opportunity to learn. ✓ remaining in class until dismissed by the ✓ teacher. ✓ moving through the buildings in an orderly manner
EVERY STUDENT HAS A RIGHT to be part of a school of which they can be proud.	EVERY STUDENT HAS A RESPONSIBILITY to take pride in their school by helping maintain the campus, the buildings, and all materials and equipment.
EVERY STUDENT HAS A RIGHT to his / her good name.	EVERY STUDENT HAS A RESPONSIBILITY to respect the reputation of others.

What is Good Behaviour?

6. Behaviour of an individual will be considered as good if he/she is:-
 - a. Careful and kind
 - b. Polite and friendly
 - c. Helpful to each other
 - d. Quiet and hard working
7. In addition to above, students are expected to:-
 - a. attend school regularly
 - b. actively participate in classroom learning
 - c. dressed up smartly
 - d. complete classwork and home work in time
 - e. move in an orderly manner to/from the class and around the school
 - f. follow rules / instructions
 - g. treat all individuals with respect
 - h. Be polite and refined in manners at all times.
 - i. Maintain proper decorum at all times.
 - j. Be respectful and obedient to school staff regardless of circumstance.

- k. Be courteous, considerate and show care and concern towards others – e.g. students are not to use vulgar or crude language, threaten, bully, annoy or hurt others regardless of circumstance.
- l. Greet the school staff and visitors.
- m. Demonstrate a sense of civic-mindedness.
- n. Behave with integrity and in a socially responsible manner at all times e.g. perform duties, queue up, throw rubbish into the bins, etc.
- o. Be quiet and orderly during all school events – e.g. assembly period, performances and celebrations.
- p. Follow the security procedures of the school and take care of their belongings.
- q. Uphold the law at all times and report students who are misbehaving or behaving suspiciously.
- r. Adhere to the schools’ directives on the use of school facilities.
- s. Take good care of school property and premises and use them with proper authorisation.

Promoting Good Student Behaviour

- 8. To promote good student behavior, following will be ensured:-
 - a. Staff will praise students when they see good behaviour.
 - b. Staff will tell students clearly what is expected of them.
 - c. Students will remember what is asked of them.
 - d. Rules are consistent, and fair.
 - e. Responsibilities and expectations will be matched to individuals and their development.
 - f. Staff will regularly inform students’ parents of exemplary behaviour as well as achievement (letter of commendation, appreciation certificates, parents meeting, or informally via a note in the students diary or phone-call)
 - g. When students have worked hard to support others, in or out of school, they will be commended – exemplary acts will be commended in assemblies.

Undesirable Behaviour

9. Behaviour which may lead to consequences, sanctions and exclusions are as under:-
- a. Talking / Arguing / Out of Seat/ Swearing
 - b. Untidy uniform
 - c. Defiance of dress code
 - d. Leaving a classroom without permission
 - e. Undue interruptions / wasting time
 - f. Preventing other students from working
 - g. Making fun of others
 - h. Lateness to School
 - i. Eating in class
 - j. Using offensive language
 - k. Throwing paper / rappers inside or outside the class
 - l. Marking / Writing on walls
 - m. Use of mobile phone
 - n. Throwing objects likely to harm others
 - o. Possession, supply or use of alcohol or any illegal item / substance
 - p. Taking offensive photographs / video footages and / or posting on a website or face book / text message or e-mail
 - q. Smoking in school
 - r. Vandalism
 - s. Possession of weapon
 - t. Any illegal action

Discipline Guidelines:

10. Failure to abide by the rules and regulations in this handbook may result in detention, suspension or expulsion.
 - a. **Detention** may be during school hours or after school hours. The teacher may require detention in his or her classroom, or students may be assigned to detention in the Heads of Wing / School office. Detentions referred to the Heads office are recorded. After three detentions, the parent is called. This may result in Suspension.
 - b. **Suspension** can be in or out of school and the student is responsible during the period of suspension for obtaining and completing the assignments given during the period of absence from classes.
 - c. **Expulsion** may be the consequence for serious and / or repeated violations.
 - d. Any behavior or activity out of school that is illegal or brings disrepute to Pakistan Education Academy may result in **suspension or expulsion** from school.

Attendance and Punctuality

11. Following will be followed by the students:-
 - a. Attend school, classes and other school activities punctually. Skipping any of the above will be treated as truancy.
 - b. Absence from all school activities must be substantiated with a valid medical certificate.
 - c. In cases where medical certificates are not applicable, parents/legal guardians are to approach the school requesting that their child / ward be excused.
 - d. Permission to leave school before official dismissal may be granted for special cases. Permission must be obtained from the Head of the Wing or Head of the School.
 - e. Permission to leave school (T.C. Form) before end of term may be granted for special cases. Permission must be obtained from the Principal or Vice-Principals **at least one month beforehand.**
 - f. Students must write a letter explaining his/her reasons for absence. Such a letter must have his/her parents' signature as a confirmation.

- g. If any student is absent for more than three consecutive days, she/he must inform the school office and/or class teacher for a record. If sick, a letter from a doctor is required.
12. This policy covers overall discipline of the students including the following main areas:
- a. Dress Code
 - b. Out Pass
 - c. Class Room Guidelines
 - d. Examination Guidelines
 - e. Outside Class Guidelines
 - f. Library Guidelines
 - g. Computer Lab Guidelines
 - h. Science Labs Guidelines
 - i. Assembly/Playground Guidelines
13. **Dress Code:**
- a. Students are to wear the prescribed school uniform and modification to the uniform is not allowed.
 - b. Shirts must be tucked in at all times.
 - c. Tie to be worn from 1st November to 30th March.
 - d. School Uniforms must be in good condition and not torn, stained or faded.
 - e. Only plain black school shoes are to be worn. They must be in good condition and kept clean.
 - f. House T-shirts and PE attire may only be worn when specifically directed by teachers.
 - g. Proper haircut, combed hair, trimmed nails, brushed teeth, polished shoes, closed button, proper tie are must.
 - h. Coloured contact lenses are not allowed.
 - i. Highlighting and dyeing of hair is not allowed.
 - j. Tattoos on any part of the body are strictly prohibited.
 - k. Students are not allowed to wear jewellery or make up of any kind. Religious ornaments or amulets are not to be worn.
 - l. Only girls may wear a simple (without design) ear stud and are only permitted to have one piercing per earlobe.
 - m. Nails must be short, clean and unpainted.

- n. Piercing of any other part of the body is not allowed.
- o. Only girls are allowed to wear hair accessories such as hair bands or hair clips, which must be black in colour.

14. Attire and grooming for Boys

- a. Outlandish hairstyles are not allowed.
- b. No dyeing or highlighting of hair.
- c. Long hair at the back of the head hairstyle is not allowed.
- d. The fringe must not touch the eyebrows when combed down.
- e. A black belt must be worn with simple buckle.
- f. Pants must not be tapered.
- g. Shirts must be buttoned up and tucked in neatly at all times
- h. Only plain black school shoes are allowed.
- i. Shoes must be kept clean.
- j. If the shoe has laces, they must also be black.
- k. Only white socks are allowed.

15. Attire and grooming for Girls

- a. Girls with long hair must tie it up neatly with black hair accessories, ensuring that the fringe does not touch the eyebrows.
- b. Girls with short hair must also keep the fringe short or pin it up. Dyeing or highlighting of hair is not allowed.
- c. Hair extensions are not allowed

16. Class Room Conduct:

- a. Students must stand up to greet the teacher when he / she enters the class before lesson.
- b. Students should call their teacher as Sir/Miss.
- c. Enter and leave the class room in orderly and quietly manner, and only after the permission of the teacher.
- d. Students must be attentive, cooperative and diligent in class.
- e. Students are to complete and hand in all assignments on time.
- f. Students who need to leave the classroom for valid reasons must obtain permission from a teacher and obtain an Exit Pass.
- g. Students must keep the classroom neat, presentable and clean at all times.
- h. No food is allowed in the classrooms at all times. All food must be consumed during recess.
- i. Students' personal belongings are not to be left in the classroom after curriculum time.
- j. Follow directions first time given.
- k. Raise your hand to speak.
- l. Respect yourself, as well as others.
- m. Running, shouting or making any noise, fighting, sleeping are not allowed.
- n. Mobile, media players, CD/DVD, USB etc. are not allowed in the class. If found, they will be confiscated and handed over to the Discipline In charge. Discipline In charge will warn verbally once and give it to student at home time. 2nd time the above mentioned confiscated items will be given only to the parents. Repetition of offense will result in permanent confiscation of banned item plus written warning letter. Copy of the letter will be kept in student's file.

- o. Writing on the walls, furniture is not allowed.
- p. Students can share their problem(s) with teacher/class teacher in writing too.
- q. Don't touch the electrical appliances like fan/AC/lights/sockets.

17. Examination Guidelines:

- a. Follow the instructions of the examiner.
- b. Copying from others, exchange of any material, borrowing of any material, talking, showing work to others is not allowed.

18. Outside Classroom Guidelines:

- a. No running or any disturbance is allowed in front of class rooms/ examination halls/ offices.
- b. Keep the premises clean. No littering is allowed. Use waste bins to throw wrappers etc.

19. Library Guidelines:

- a. Enter and leave the library very quietly and in order.
- b. Search or ask for any book required only at your turn.
- c. Read quietly.
- d. Take care of books. Writing/marking on library books is not allowed.
- e. Return the books on time.

20. Computer Lab Guidelines:

- a. Enter and leave the computer lab very quietly and in order.
- b. Follow the instructor.
- c. Don't bring or use USB, CD/DVD without permission.

- d. Installation, deletion of files, changes in settings, plug/unplug, repositioning of PCs or accessories is not allowed.
- e. Playing Games, chatting or working on any irrelevant software is not allowed.
- f. Take care of PCs, accessories, software. Any damage will be charged to the student responsible for that.

21. Science Labs Guidelines:

- a. Enter and leave the computer lab very quietly and in order.
- b. Follow the instructor/teacher/lab staff.
- c. Don't bring your own instruments in the lab for any experiment unless permitted by the teacher.
- d. Any damage to the lab equipment will be charged to the responsible student(s).

22. Assembly/Play Ground Guidelines:

- a. All students need to come neat and clean in the assembly in proper manner.
- b. Disturbance of any type is not allowed during the assembly.
- c. Follow the instructions given by the Teachers/Prefects.
- d. Fighting and ill-mannered activities will not be allowed.
- e. Take care of safety of yourself and others during playing.
- f. In case of any dispute while playing consult PTI / Staff.

Rewards and Consequences

Rewards

23. Appropriate (good) behaviour will be praised and rewarded. Awards will be given in the morning assembly or in specially arranged programme to the students for the following:

- a. Full Attendance
- b. Neat and Tidy Uniform
- c. Good Behaviour
- d. Great Achievements
- e. Sports Activities
- f. Star of the week/Month
- g. Best Helper
- h. Best Reader for the month
- i. Best Writer!
- j. Contribution in a in particular subject

24. **Following level will be considered for rewarding for occurrence of behaviour**

Level	Attitude / Performance Leading to rewards	Reward
R1	Punctual, Good attitude, Noticeable efforts, Improved performance.	Letter to home at the end of term by Head of the Wing / School
R2	<ul style="list-style-type: none"> • Commendable Performance. • Improvement in attitude and behaviour. 	Commendation Letter at the end of the year by Head of the Wing / School
R3	<ul style="list-style-type: none"> • Excellent performance – in and outside the classroom including. • community service 	At the end of the term, by the Head of Wing / School:- <ul style="list-style-type: none"> • Class 6 & 7: <ul style="list-style-type: none"> ✓ School Certificate ✓ Commendation Letter
R4	<ul style="list-style-type: none"> • Outstanding work in the classroom / homework / coursework. • 100 % attendance • No consequences during academic year. 	At the end of Academic Session by the Principal <ul style="list-style-type: none"> • Commendation Letter • Letter to Home
R5	<ul style="list-style-type: none"> • Consistent Performance. • Excellent behaviour. • Represented school in co-curricular activities / competitions:- <ul style="list-style-type: none"> ✓ Qiraat / Naat ✓ Debate / Declamation ✓ Sport / Arts 	At the end of the session by the Principal <ul style="list-style-type: none"> • School Certificate • Principal • Commendation Letter Entry in Roll of Honour
R6	Roll of Honour over the course of three years from class VI	Achievement Award (Shield + Award) by the Principal at the end

Consequences

25. As part of helping a child to get back on track and work within the boundaries set by the school, the consequences will come into effect.

- a. The purpose of punishment should be corrective in nature without leaving any negative impact on the personality and career of the student.
- b. No physical punishment is allowed.
- c. It should be confidential and limited to the students, concerned teachers/staff and their parents.
- d. Following will be consequences for undesirable behaviour:-

Level	Actions Leading To Consequences	Likely consequences
C1	Undesirable Behaviour (a to k) occurring for the First Time	Verbal Warning
2C1	Undesirable Behaviour (a to k) occurring second time during week	Written warning Time out (5 to 10 minutes)
C2	10 absentees per term Repetition of Undesirable Behaviour (a to k)	30 minutes detention after school with prior warning and information to parents. + Red Slip and call in parents
3C1	3rd time late in a week or repeated occurrence of CI	2 nd Yellow Slip in student's folder Parents to be informed Counseling Session One hour detention after school with prior warning and information to parents
C4	Undesirable Behaviour (l to s) occurring for the First Time.	1 hour after school detention with prior warning + Letter to Home +

2C4	Undesirable Behaviour (1 to s) occurring for the Second Time.	One day suspension + Warning Letter Home + Red Slip in students folder Principal's meeting with
C5	<ul style="list-style-type: none"> • Persistent C4 behaviour • Persistent failure to follow school rules • Offensive behaviour to a member of staff , student or visitor • Failure to attend detention Meeting with Parent/s • Possession of or under the influence of drugs or alcohol • Posting offensive material (photos, comments, videos) • Serious Physical assault 	<p>Suspension from school for a fixed period of time + Letter to parents + Principal's Meeting with Parents</p> <p>If a Class 9-11 student is suspended, he / she will not remain eligible for School Council. This decision will be up for review when the student reaches Class - 12.</p>
C6 2C5's =C6	<ul style="list-style-type: none"> • Persistent and defiant behaviour. • Major offence (1 to s) • Carrying banned items. • Violent behaviour towards a member of staff, student, or visitor • Supplying or intending to supply drugs or alcohol. • Taking offensive photographs / video footages and / or posting it on a website or facebook / text messages or e-mail 	<p>Permanent expulsion from school</p> <p>2 suspensions = expulsion from school</p>

Home/School Agreement

26. I father / mother / guardian of _____ solemnly affirm that:
- a. My child must always wear correct uniform with no jewellery
 - b. There must be a note to explain if my child is going to be late, a phone call is made to the school on the first morning my child is absent
 - c. There is always a note or phone call to explain absences, on the day of return from absence
 - d. My child remains on the school premises throughout the day
 - e. My child completes homework with as much support and encouragement as I can provide
 - f. I will attend the Parent Teacher Meetings or make an alternative arrangement if the date is inconvenient to me
 - g. My child must be encouraged to abide by the school's code of conduct and show respect for other people and their property
 - h. My child must attend detentions for up to 1 hour, with advanced notice, if required
 - i. I will support the school's Behaviour Policy and the sanctions it describes
 - j. My child can leave the school premises for a properly escorted visit for educational purposes in the local area as part of the school day.
 - k. My child may be photographed by staff, by journalists invited by the school or by visiting parents with the Principal's permission.

Signature(s)

(Parent/Guardian)

27. The school will endeavour:
- a. To care for child's individual safety and happiness and respond to any possible bullying issues
 - b. To see that child achieves her / his full potential as a valued member of the school community
 - c. To provide a balanced curriculum to meet the individual needs of your child
 - d. To demand high standards of work and behaviour through good relationships and a sense of responsibility
 - e. To keep you informed about general school matters and about your child's progress in particular
 - f. To be open and welcoming and quick to respond to requests for meetings
 - g. To help students care for property even though it cannot accept responsibility for loss or damage
 - h. To ensure that purposeful home work / class work are set and marked regularly.

Signature:

(Head Master / teacher)

28. The Student will affirm that I understand that I must
- a. Wear correct and full uniform every day without jewelry.
 - b. Report immediately to the school office if I am late.
 - c. Attend school regularly and on time.
 - d. Bring a letter of explanation on the morning I return to school after an absence.
 - e. Remain in school all day without leaving the premises.
 - f. do all my classwork and homework as well as I can and seek help when necessary.
 - g. Keep my homework planner up to date and make sure it is seen and signed every week by home and school.
 - h. Bring all the equipment I need every day.
 - i. Respect other students, teachers, their property and their rights.
 - j. Respect and care for the school environment and property.
 - k. Respect the good name of **PEA** when I am in school, out in the neighborhood or on school visits.
 - l. Follow the requirements for conduct in the classroom as stated in the School Behaviour Policy and uphold the Student Code of Conduct at all times.
 - m. Will not bully others and report any instances of bullying that I am aware of.
 - n. Seek help when I need it.

Signature:

(Name of Student)