

STUDENT CODE OF CONDUCT

Pakistan International School Jeddah – English Section
(PISJ-ES)

TABLE OF CONTENTS

Principal's Message.....	3
Statement.....	4
Scope.....	4
1. General Approach.....	5
2. Communication Approach.....	5
3. Uniform Policy	6
3.1 Junior School	6
3.2 Middle School	7
3.3 Senior School	7
3.4 General Appearance	8
4. Attendance	9
4.1. Approved Leaves (Leave)	9
4.2. Unapproved Absences (Truancy)	10
4.3. Tardiness	10
4.4. Early Leave/Pick-Up	10
5. Classroom Experience Conduct.....	11
6. Academic Honesty.....	11
6.1. Responses & Consequences	11
7. School Transportation	13
8. General Conduct	14
Occurrence of Misconduct	14
8.1. Bullying	14
8.2. Disruptive Behaviour	14
8.3. Unethical Use of Technology	14
8.4. Unauthorised Possession of Controlled Items	14
8.5. Safety Violations	14
8.6. Threatening or Causing Physical or Other Harm to any Person	15
8.7. Misrepresentation	15
8.8. Misuse or Unauthorised Possession or Use of Public or Private Property	15
9. Consequences of Misconduct	16

Appendices

- Appendix 1: Leave Application Form
- Appendix 2: Attendance Warning Letter
- Appendix 3: Late Arrival Warning Letter
- Appendix 4: Disciplinary Action Letter

Principal's Message


Pakistan International School Jeddah – English Section (PISJ-ES) maintains its quest to achieve academic excellence since its inception. Consistent with this vision, it envisages implementing policies and procedures based on the best practices to create a positive learning environment. We consciously confront the challenges implicit in the ever-evolving education conscientiousness. We endeavor to provide the knowledge, skills, and values necessary to enable our students to develop holistically and achieve their potential.

This document will give clear interpretations of the school's policies regarding student conduct and guidance on how to apply them in different scenarios. It is revised on changes to policies and feedback from the staff members.

As you implement these policies, we encourage you to apply an equity lens, identifying opportunities to examine how having strong policies, systems, and structures impacts the outcomes of every student.

I am looking forward to providing every student with a rigorous academic experience that considers their strengths and needs.

I wish you all a very blissful academic journey.



Adnan Nasir
Principal

Statement

Pakistan International School Jeddah – English Section (PISJ-ES) requires all students to act as responsible citizens and academic community members. Each student is responsible to know, observe and abide by the School's Student Code of Conduct and the underlying policies, rules, and regulations.

Consistent with PISJ-ES's mission and culture of respect, the purpose of the Code is to:

- Establish standards of personal and professional conduct for all students
- Provide for the advancement of knowledge and development of ethically sensitive and responsible persons

Scope

This Code applies to all PISJ-ES students. Upon enrolment, students are automatically placed under the school's guidelines, rules and regulations. The application of this Code is not limited to the School site and School hours; it extends to all activities and events that are School-related including platforms requiring School representation or participation on behalf of the School. Students are responsible for keeping themselves informed with all policies and procedures outlined.

Note: The types of prohibited conduct outlined in this Code are not intended to be *all-inclusive* or to limit the types of inappropriate conduct that may subject a student to disciplinary action.

1. General Approach

Student learning is the heart of Pakistan International School Jeddah – English Section. At PISJ-ES, we subscribe to the *responsive classroom* approach to discipline. Our goals are to:

- Establish a calm, orderly and safe environment for learning
- Help children develop self-control and self-discipline
- Teach children to be responsible, contributing members of our community
- Promote respectful, kind and healthy staff-student and student-student interactions

The goal at PISJ-ES is to encourage all students to be active members of the School and work on remediation and problem-solving in the school setting. We believe that discipline can be taught and youngsters learn best when they are actively constructing their knowledge. Students learn about mindfulness, zones of regulation and social-emotional parameters to help self-regulate and increase focus.

Staff members strive to be firm, kind and consistent while using conflict mediation to provide students with the tools necessary to solve conflicts. The purpose of conflict mediation is to help students learn from their actions and improve and repair any negative impact. Strategies used by staff may include verbal warnings, a written reflection and plan for future improvement, interaction with the Student Counsellor, a conference with the teacher, a conference with the Principal, a phone or in-person conference with the student's parents, or other reasonable interventions as needed.

2. Communication Approach

We recognise the importance of timely communication between parents and the school to maintain a safe and caring environment that promotes and encourages learning. Classroom teachers have the primary responsibility of informing parents of most student incidents. Incidents of a more serious nature are communicated by the Student Affairs Office. However, less serious incidents are handled by School staff and do not require parent/ guardian notification.

3. Uniform Policy

Our School Uniform helps to promote a culture that provides all students with a fundamental sense of belonging and helps develop, within each student, a sense of personal identity linked to their commitment towards the school community. The school uniform is a cornerstone of our conduct policy and helps us maintain high standards of behaviour and achievement. It reflects the positive image and values that we, as a school, want to demonstrate to the wider community. A consistent and fair uniform policy improves overall student morale and student cohesion in the student body. Students at PISJ-ES are, therefore, expected to maintain a high standard of personal grooming at all times.

3.1 Junior School

PG – YR	Boys	Girls
<i>Top</i>	Pastel-Blue collared shirt with School Logo	Pastel-Pink collared shirt with School Logo
<i>Trousers</i>	Navy-Blue jogging pants	
<i>Shoes</i>	Plain black or white shoes with white socks	
<i>Jumper</i>	Plain navy-blue jumper	Plain maroon jumper

Y1 – Y2	Boys		Girls	
Top	Pastel-Blue collared shirt with School Logo		Pastel-Pink collared shirt with School Logo	
Trousers	Navy-Blue jogging pants			
Shoes	Plain black or white shoes with white socks			
Jumper	Plain navy-blue jumper		Plain maroon jumper	
P.E.	House-coloured loose polo T-Shirt with School Logo			
	Johar (Yellow)	Iqbal (Red)	Jinnah (Green)	Sir Syed (Blue)

Y3 – Y4	Boys		Girls	
Top	White collared shirt with School Logo		Grey shirt (full sleeve & knee length)	
Trousers	Grey dress pants		White shalwar	
Shoes	Plain black shoes with plain white socks			
Jumper	Plain navy-blue jumper		Plain maroon jumper	
Accessories	School tie, black belt & watch		Plain maroon sash, watch & simple ear studs	
P.E.	House-coloured loose polo T-Shirt with School Logo and plain sneakers			
	Johar (Yellow)	Iqbal (Red)	Jinnah (Green)	Sir Syed (Blue)

3.2 Middle School

Y5-Y8	Boys		Girls	
Top	White collared shirt with School Logo		Grey shirt (full sleeve & knee length)	
Trousers	Grey dress pants		White shalwar	
Shoes	Plain black shoes with plain white socks			
Jumper	Plain navy-blue jumper		Plain maroon jumper	
Accessories	School tie, black belt & watch		Plain maroon sash/scarf, watch & simple ear studs	
Outerwear	-		Plain black abaya & scarf	
P.E.	House-coloured loose polo T-Shirt with School Logo and plain black/white sneakers			
	Johar (Yellow)	Iqbal (Red)	Jinnah (Green)	Sir Syed (Blue)

3.3 Senior School

Y9-Y10	Boys		Girls	
Top	White collared shirt with School Logo		Grey shirt (full sleeve & knee length)	
Trousers	Grey dress pants		White shalwar	
Shoes	Plain black shoes with plain white socks			
Jumper	Plain navy-blue jumper		Plain maroon jumper	
Accessories	School tie, black belt & watch		Plain maroon sash/scarf, watch & simple ear studs	
Outerwear	-		Plain black abaya & scarf	
P.E.	House-coloured loose polo T-Shirt with School Logo and plain black/white sneakers			
	Johar (Yellow)	Iqbal (Red)	Jinnah (Green)	Sir Syed (Blue)

AS-A2	Boys		Girls	
Top	White collared shirt with School Logo		Khaki shirt (full sleeve & knee length)	
Trousers	Khaki dress pants		White shalwar	
Shoes	Plain black shoes with plain white socks			
Jumper	Plain navy-blue jumper		Plain maroon jumper	
Accessories	School tie, black belt & watch		Plain maroon sash/scarf, watch & simple ear studs	
Outerwear	-		Plain black abaya & scarf	
P.E.	House-coloured loose polo T-Shirt with School Logo (full-sleeved inner for girls)and plain black/white sneakers			
	Johar (Yellow)	Iqbal (Red)	Jinnah (Green)	Sir Syed (Blue)

3.4 General Appearance

1. Students must adhere to proper hygiene.
 - Boys' hair must be cut short and styled neatly
 - Girls' hair must not be dyed & must be braided or tied up neatly
2. Clothing must be worn appropriately and correctly sized.
 - Shirts (other than P.E) must be tucked in with no rolled-up sleeves
 - Vests must be worn under formal as well as P.E uniforms and not be visible at any time
 - See-through or mesh/revealing clothes are not allowed
 - Baggy or sagging pants are not allowed.
3. Shoes must be polished and any laces tied at all times.
4. Any headwear or accessory other than that listed in the uniform policy, such as sunglasses or bandana, is not to be worn inside school buildings.
 - All belts must be plain and buckled at all times
 - Should girls be required to cover their heads then a plain scarf may be worn (white, black or maroon)
 - Girls may wear small studs but these may be removed for P.E classes
 - Any makeup or nail colours are not allowed

Reasonable consideration and relaxation can be extended to students requesting a waiver for a particular guideline for dress or appearance due to medical reasons. The waiver request must be submitted to the Student Affairs Department in writing by the parent or guardian along with supporting documents, including any medical statement.

Note: Newly admitted students are given a two-week grace period from enrolment to obtain and wear the proper school uniforms.

4. Attendance

Student attendance is essential for learning as it ensures the proper utilisation of valuable instructional time. For this reason, the School equates attendance with academic achievement and establishes policies and procedures designed to encourage and require students to be in school. Parents are informed of the late arrival or absence of their wards by the Student Affairs Office/automatic SMS generation.

4.1. Approved Leaves (Leave)

In case a student is unable to attend due to reasonable circumstances or commitments, they are required to submit a leave application for approval. If the leave application is approved, the student is required to make up for any tests or exams that were missed. (*See Annex A – Leave Application Form*)

Leave applications are processed under the framework outlined below:

	Acute Medical Reasons	Family Necessity or Dependent Care	Transfer of Sponsorship
Maximum Time in one session	30 days	15 days	30 days
Required Documentation	Recommendation by a licensed health Hospital (polyclinic not acceptable)	Basic information about the family member or dependent, (with medical if any)	Letter of Induction or authorisation for active/impending workplace
Important Information	If the absence exceeds 30 days, the student should discontinue and apply for re-admission when they can return to active study.	If the absence exceeds 15 days, the student should re-apply for the approved leave. In case the leave is not approved and the leave period extends 30 days, the student should discontinue and apply for re-admission when they can return to active study.	If the leave exceeds 30 days, the student should discontinue and apply for re-admission when they can return to active study.

Note:

- All leaves supported by the medical report / Other Documents are required to be submitted within 03 days of sickness
- In case of travelling, leave applications are required to be submitted before travelling
- Failure to apply for leave as per the policy will be considered unapproved
- Late applications will not be processed
- After 30 days of unapproved leave/absence, the admission stands deferred

4.2. Unapproved Absences (Truancy)

A student is considered unexcused or truant when absent without valid cause for a school day or any portion of a school day. If a student's absence is unexcused, they do not receive credit for any graded work or tests that were missed.

- If a student is truant for more than 15 consecutive days in a term, a warning letter is sent to the parents. (*See Annex B – Attendance Warning Letter*)
- If a student is truant for more than 30 consecutive days in a term, the student is classified as a No Show and the School reserves the right to defer their admission.

4.3. Tardiness

Tardiness is not acceptable because it disrupts the classroom environment and the morale of the students who are on time and develops a negative future working habit of being late.

A student is considered tardy if less than 10 minutes late to class.

- Students entering the School 15 minutes after their prescribed arrival time must obtain a 'Class Entrance Pass' from Student Affairs Office. Students are not allowed in their classrooms without this pass.
 - Students are not allowed after 30 minutes of their arrival time after which the gates are closed.
- A 'Tardy Alert' is given to the students who are frequently late. The record is maintained in students' files and reflected on their report cards. The fourth tardiness in a month is investigated; if the tardy stands, it is recorded on a discipline notice. Parents are notified and further action can be taken. (*See Annex C – Late Arrival Warning Letter*)

4.4. Early Leave/Pick-Up

A student may be allowed to leave early or picked up in case the student is unwell and the parents have been intimated by the School itself or if the parent has sent a prior note /call stating the relevant reason one day before the pickup needed.

- Early leave or pick-up is not allowed without any valid reason, medical appointments or proof of urgency.
- Early leave or pickup is not allowed during tests and exams.

5. Classroom Experience Conduct

Students have the right to learn without interference from others. Faculty members have the authority to protect this right by creating and maintaining an environment that is conducive to learning. The School is an institution of learning and teaching and strives to maintain a climate of respect, sensitivity, and courtesy.

Classroom experience misconduct is any behaviour which disrupts or interferes with the learning experience or violates the expectations of any teacher or academic coordinator. Students are required and expected to conduct themselves in a mature and considerate manner that is respectful to all individuals. This includes respecting the rights of others to comment and participate fully in class as well as following specific guidelines provided by the School, teachers, or academic coordinators.

6. Academic Honesty

The School is a learning community in which students experience educational practices that honour and empower them. The School works with students to design the education and training needed for their academic and career success through programs that develop and enhance skills, competencies, attitudes, and values.

For students to take advantage of the educational opportunities at PISJ-ES, they must engage with and produce their original papers, exams and other assignments. Students may not reproduce the work of others and characterize it as their own. Not only is such a practice dishonest, but it does not lead to the development of new skills and intellectual capacity.

Academic dishonesty is any form of academic conduct that is deceptive, dishonest, or fraudulent. It includes, but is not limited to, cheating, plagiarism, and fabrications.

6.1. Responses & Consequences

Base Consequences

In any actionable case of academic dishonesty, the following consequences can occur:

- A “0” for the assessment in question
- Notification sent to the student’s parents

First Offence

The first offence in a student’s academic history incurs a base consequence as defined above. If a first offence is deemed to be a more serious offence, it may incur additional penalties.

Additional, Multiple, or More Serious Offences

Additional, multiple or more serious incidents of academic dishonesty (including serious first

offences) are dealt with more severely. In addition to the base consequences defined above, consequences may also include any of the following:

- 1-10 days of suspension (in or out of school)
- Removal from any leadership positions in the school or extra-curricular activities, including, but not limited to, captaincy on sports teams and club/activity leadership positions
- An ‘Ungraded (U)’ letter grade for the subject in which the offence occurred

6.2 Variables for Determining Severity of Offence

Penalties and consequences are determined by the Disciplinary Committee based on the severity of the offence. In determining severity, the Disciplinary Committee considers factors such as:

- Repetition (prior incidents)
- Collusion with other students
- Type of violation
- Seriousness of the offence
- Contrition of student
- Premeditation of offence
- Degree of effect on the School community

7. School Transportation

The School provides a transportation facility via an extensive network of bus routes. Bus drivers are responsible for explaining conduct expectations to students on the first day of school and continuing the guidance process throughout the year to enhance the safety of the students. The following general rules apply to all bus students.

1. Students should be at the specified bus stop 5 minutes before bus arrival.
2. Students should not drink or eat or carry strongly scented and viscous foods or chew chewing gums on the bus to maintain a neat and orderly environment.
3. Students should not carry animals, glass objects, nuisance items, hazardous materials, or dangerous tools onto the bus.
4. Students should not extend heads, arms, or objects out of the bus windows and remain seated until the bus comes to a stop. Students should signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up the object.
5. Student must inform the driver or school management in advance if he/she does not intend to go to/from school with the assigned bus.

Bus drivers maintain daily written documentation of all occurrences in the driver daily log book. Any violations are reported immediately to the Admin Coordinator in writing. Student Affairs Office, after feedback from the Admin Coordinator, counsels the student or gives a verbal warning, if required. In case the student misconduct persists after two verbal warnings, the Student Affairs Office notifies the parent/guardian and the following corrective measures may be adopted based on the severity of the misconduct and the frequency of the student bus referrals:

Warning	Junior School	Middle School	Senior School
First Warning	Verbal warning	Verbal warning	Verbal warning
Second Warning	1-Day Bus Suspension	1-Day Bus Suspension	5 Days Bus Suspension
Third Warning	3 Days Bus Suspension	3 Days Bus Suspension	10 Days Bus Suspension
Fourth Warning	5 Days Bus Suspension	5 Days Bus Suspension	Bus Suspension for Remainder of School Year
Fifth Warning	Bus Suspension for Remainder of School Year	Bus Suspension for Remainder of School Year	-

8. General Conduct

All students are expected to respect and value the rights of others and conduct themselves as responsible citizens. Choosing to join PISJ-ES obligates each student to abide by a code of respectful behaviour.

The following list contains specific conduct that is ***prohibited*** by the School under this Code. The list is not intended to be exhaustive, and the School reserves the right to take disciplinary action against actions that may not be expressly identified.

Occurrence of Misconduct

Includes any activity intended to misrepresent any official document or identification used by or issued by the School.

8.1. Bullying

Bullying is systematic intentional behaviour that threatens, intimidates, or is intended to threaten or intimidate others. Bullying may take many forms, including but not limited to, repeated unwanted physical, verbal, or written acts, which are hostile or offensive; that target an individual or group and create an intimidating and/or threatening environment or a risk of psychological and/or physical harm.

Offensive behaviours may include, but are not limited to, inappropriate behaviours such as abusive language, derogatory remarks, use of obscene gestures or mocking.

8.2. Disruptive Behaviour

Includes the disruption of School activities in classes, programs, meetings, and other student events. Disruption may include disorderly conduct, lewd or indecent behaviour, breach of peace, or aiding, abetting or procuring another person to breach the peace on School premises or at functions sponsored by or participated in by the School.

8.3. Unethical Use of Technology

The use of technology resources is subject to all local laws, and the School's applicable policies and guidelines.

8.4. Unauthorised Possession of Controlled Items

This includes the unauthorised use, possession or distribution of cigarettes, drugs, and other controlled items.

8.5. Safety Violations

Conduct which endangers the health or safety of any person(s), including, but not limited to:

- Intentionally or recklessly starting a fire or causing an explosion
- Misusing fire safety equipment, fire escapes or elevators
- Intentionally or recklessly endangering the welfare of any individual
- Using, possessing, or storing dangerous lighters, chemicals and inflammable items on School premises
- Utilizing any instrument in a manner that endangers or tends to endanger any person
- Falsely alerting others about an emergency

8.6. Threatening or Causing Physical or Other Harm to any Person

Includes any conduct that threatens or causes physical injury or endangers another person's or one's health or safety including, but not limited to physical violence, assault, or the threat to use physical violence.

8.7. Misrepresentation

Includes representing or acting on behalf of the School or another individual when not authorized to do so.

8.8. Misuse or Unauthorized Possession or Use of Public or Private Property

Includes, but is not limited to:

- Theft or the taking or unauthorized use or possession of public or private property or unauthorized use or acquisition of services
- Destroying, damaging or littering any property
- Conduct that defaces, destroys, damages, or litters any property of the School or any property of an individual or group.

9. Consequences of Misconduct

The following may be imposed by the School for a violation of the Student Code of Conduct:

Verbal warning – issued by teachers, Student Affairs Office, Deputy Head’s Office and Principal’s Office

Written warning – issued by Student Affairs Office, Deputy Head’s Office and Principal’s Office (*See Annex D*)

Probation – A period of observation and review of conduct during which the student must demonstrate compliance with School standards. Terms of this probationary period will be determined at the time probation is imposed.

Suspension – The student has a temporary loss of student status for a specified length of time.

Expulsion – It is the most serious disciplinary action and means the permanent removal of the student from the School. Expulsion includes forfeiture of all rights and certificates not awarded at the time of the expulsion, notification of expulsion to the student and/or permanent notation of the action on the student’s record. The School takes this sanction very seriously. Expulsion is warranted in two cases:

- i. Persistence of misconduct after receiving warnings at all three levels i.e. student’s teacher, Deputy Head Office and Principal’s Office
- ii. Direct involvement in an activity categorized as a major offence by the School Administration.

All decisions of expulsion are made by the *Disciplinary Committee* after an impartial and thorough investigation process.



LEAVE APPLICATION FORM

Pakistan International School Jeddah – English Section

Date: _____

Admission No: (As written on fee slip)		
Student Name:		
Class-Section:		
Leave Applied for _____ days	From:	To:
Reasons for Leave:		
Contact Number		
Email Address		
Signature		

**All medical leaves will only be approved with subject to the medical certificate provided.*

**No leave is permissible during Tests/Exams except acute medical reason of the student.*

(For office only)

Remarks:

(Coordinator - Student Affairs)

Remarks:

DHJS/DHMS/DHSS

Remarks: _____ Total No. of absences: _____

Home Room Teacher



ATTENDANCE WARNING LETTER

Pakistan International School Jeddah – English Section

Date: _____

Subject: ATTENDANCE WARNING LETTER

To the Parents of _____ of Grade/Section _____

School attendance has a direct impact on academic achievement. In order to make the most of educational opportunities, students must have consistent, punctual daily attendance. PISJ-ES has a policy that requires us to notify the parent or guardian if a student has been absent from school for fifteen (15) or more days within the Mid-Term.

Our records indicate that your child has absences without excuse. Students must be in the classroom when the roll is taken to be counted present. If you believe your child was present at school, please call the student affairs office.

To provide a reason for your child's absences, please write a note with an explanation for each day of absence and send it to the student affairs office.

Parents, guardians, and school officials share a responsibility to make earnest and persistent efforts to resolve attendance problems. Parents or guardians are always welcome and are encouraged to call or visit the school for current attendance information concerning their students.

Thank you for your attention to this matter.

Hope to see you complying with the school rules.

Sincerely,

Coordinator Student Affairs

**Please sign this letter in acknowledgement*



LATE ARRIVALS WARNING LETTER

Pakistan International School Jeddah – English Section

Date: _____

Subject: LATE ARRIVALS

To the Parents of _____ of Grade/Section _____

Dear Parent,

This letter is to bring to your attention that your child has repeatedly shown up late to school despite regular reminders and verbal warnings.

Arriving late at school not only disrupts the ongoing class decorum but also affects a student's own learning and progress at school. It reflects the commitment and attitude of a student who when applying to other institutions gets investigated upon his attendance and punctuality.

Please be warned that the school may not entertain any more late arrivals and a straightforward absence will be marked in case the situation persists.

PISJ-ES abide by its policies and expects the same level of compliance from its students.

Sincerely,

Coordinator Student Affairs

**Please sign this letter in acknowledgement.*

DISCIPLINARY ACTION LETTER

Date: _____

To the Parents of _____ of Grade/Section _____

He/She has violated the School Code of Conduct: i.e.,

- ☐ Escape lessons / frequently missing assignments etc.
- ☐ **General** – tardy, dress code, or incomplete assignments etc.
- ☐ Carrying unacceptable items to school
- ☐ Physical aggression or misbehaviour / continuous disruption of classes
- ☐ Damaging property
- ☐ Cheating/Stealing property
- ☐ Other

The following action has been taken by the Discipline Committee

- (i) Warning 1 2 3
- (ii) Suspension for _____ days from (date) _____ to _____
- (iii) Exclusive _____

In case of suspension and final warning, if a student is observed violating school rules and code of conduct any further, the school reserves the right of the student's expulsion/detention.

Thank you,

 Coordinator
 Student Affairs

 Deputy Head

 Principal

I accept the above action taken by the school Discipline Management.

Parent's Name and Signature: _____

Student's Name and Signature: _____