



DISCIPLINE POLICY

We believe that:

- Westminster is a community, where the members have both rights and responsibilities.
- The fewer rules the better.
- Rules, which cannot realistically be enforced, will undermine the overall discipline structure.
- Our students should be treated as young adults rather than children.
- Persuasion and dialogue are more powerful than either prescription or proscription.
- Self discipline is preferable to externally enforced discipline.
- Rehabilitation is preferable to retribution.
- Punishment can sometimes be an effective deterrent.

Some behaviour necessitates automatic removal from the school.

STANDARDS FOR BEHAVIOUR AND RESPONSIBILITY

Show respect for others

- Allow others to learn without disruption
- Listen when others are speaking
- Behave in a safe and considerate manner
- Take care of the property of others
- Accept those with differing backgrounds, culture, ability and gender

Show respect for yourself

- Come to class on time and prepared
- Start work promptly
- Work to the best of your ability
- Ask for help when you need it
- Make good use of the academic, cultural and sporting opportunities provided

Show respect for your environment

- Reduce, reuse and recycle waste
- Put litter in the rubbish bins
- Take care of the furniture, buildings and plants etc. at school

Students will support these expectations by:

- Accepting responsibility for their own behaviour and its consequences
- Accepting the right of teachers and management to set rules to support learning

Staff will support these expectations by:

- Providing a safe, orderly, caring learning environment
- Showing enthusiasm for their subjects
- Showing commitment, preparedness and professionalism in their work
- Encouraging each student to develop to their full potential
- Establishing clear guidelines for work and behaviour, and make sure that these are met
- Maintaining regular and open communication with students and their families
- Providing professional support for each other

Parents and guardians will support these expectations by:

- Ensuring punctuality and regular attendance
- Taking an active interest in their child's school life
- Supervising the child at home to see that a proper effort is made for homework and revision work
- Encouraging a more responsible approach and concentrated effort
- Supporting school activities
- Communicating with the school promptly in case of any updates, difficulties or unusual circumstances.

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Students are expected to follow school rules, regulations, and behavioural expectations during the regular school hours and any school sponsored event. Specific rules and regulations in effect for any off-campus event are considered as additional to the regular rules and regulations.

1. Not all problems of behaviour, effort or attitude will necessitate a meeting with the student.
2. All problems of behaviour, effort or attitude will be recorded in the student's file.
3. The main sanctions available to the School will be detention, suspension and expulsion.
4. Except for serious behaviour problems, the initial counselling/discussion will be between the student and Teacher.
5. Regardless of whether a behaviour, effort or attitude problem has led to an official sanction, any meeting with a student will focus primarily on the future and strategies for improvement.
6. Only the Director and Principal may place a student in detention.
7. Any student found in possession, or proved to be under the influence of an illegal substance will be expelled.
8. Parents/guardians will normally be advised of all but the most routine discipline problems or concerns.
9. The Discipline Policy will be reviewed as necessary.

Disciplinary Offences

1. P.D.A (Public Display of Affection)

2. P.D.V (Public Display of Violence)

Firm disciplinary measures will be taken to counter these unacceptable behaviours. There is zero tolerance for Public Display of Affection and Public Display of Violence by students. Such behaviour leads to expulsion.

3. Generally, through appropriate due process procedures, school disciplinary measures shall be imposed for conduct which adversely affects the school's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by the school.
4. Individual misconduct which is subject to disciplinary sanction, shall include but not be limited to the following examples:
 - ⌘ Conduct dangerous to others: Any conduct which constitutes a serious danger to any person's health, safety or personal well-being, including any physical abuse or immediate threat of abuse.
 - ⌘ Any act of hazing and/or bullying of any variety by an individual or group
 - ⌘ Disorderly Conduct: Any individual or group behaviour which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals.
 - ⌘ Obstruction of/or interference with school activities and facilities.
 - ⌘ Misuse of/or damage to school property
 - ⌘ Any act of theft, misappropriation, or unauthorized possession or sale of school property or any such act against a member of school community or a guest of the school
 - ⌘ Misuse of documents or identification cards.
 - ⌘ Use and/or possession of explosives, fireworks, and flammable materials.
 - ⌘ The use and/or possession of alcoholic beverages on school owned or controlled property.
 - ⌘ The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance or sale or distribution of any such drug or controlled substance.
 - ⌘ Gambling in any form
 - ⌘ Failure to comply with directions of school officials acting in the performance of their duties
 - ⌘ Academic and Classroom Misconduct
 - ⌘ Plagiarism, cheating, and other forms of academic dishonesty

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Disciplinary Sanctions

Upon a determination that a student has violated any of the rules, regulations or disciplinary offences set forth, the following disciplinary sanctions may be imposed, either singly or in combination, by the school officials.

1. **Restitution.** A student who has committed an offence against property may be required to reimburse the school for damage to or misappropriation of such property.
2. **Warning.** The school may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
3. **Reprimand.** A written reprimand, or censure, may be given any student whose conduct violates any part of these Regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the school community, but that any further violation may result in more serious penalties.
4. **Restriction.** A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent school in any way, denial of use of facilities, participation in extracurricular activities.
5. **Probation.** Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these Regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
6. **Suspension.** If a student is suspended, he or she is separated from the school for a stated period of time with conditions of readmission stated in the notice of suspension.
7. **Expulsion.** Expulsion entails a permanent separation from school. The imposition of this sanction is a permanent bar to the student's readmission to the school.
8. **Termination.** The term 'termination' will refer to the removal of a student from school for academic reasons.

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SUSPENSION PROCEDURE

Suspension of a student will normally take place as the result of inappropriate behaviour arising from two possible scenarios:

1. Where the student has repeatedly failed to meet behaviour requirements for study to continue at the school. In these circumstances the student will have received counselling, a verbal warning, and a written warning. The verbal warning will be given only by the Teacher, Principal or Director. The written warning will be given by the Principal or Director.
2. Where the student has been involved in a single incident or serious misbehaviour. In these circumstances the Director should normally (see below) be involved.

In all cases involving suspension the following procedure should be followed:

1. The decision to suspend a student will normally be made by the Director or Principal.
2. The parents of a suspended student should be contacted immediately, where possible by telephone, and the situation explained. If it is not possible to contact the parents, the student's guardian should be contacted.
3. If the student is under 18 transport arrangements (at the student's expense) should be made for the student to be sent to his/her parent or guardian.
4. If the student is over 18 transport arrangements (at the student's expense) should be made for the student to be sent to his/her guardian (or a responsible adult)
5. When a verbal or written warning is given, the parents, any teaching staff directly involved in the reason for the warnings, the Principal and the Director will be advised. The person giving the warning is responsible for informing all of the above.
6. In the event of a suspension a letter (preceded by an e-mail where possible) will be sent to the parents, the guardian.
7. In the event of a suspension the teachers of the student and all school staff (including the security guard at the school gate) will be advised. This is the responsibility of the Principal.
8. A record of a verbal warning and all documentation relating to written warnings and suspension must be placed in the student's file.

EXPULSION PROCEDURE

The term 'expulsion' will only refer to the removal of a student from school for reasons of gross misconduct. *Any student found in possession or proved to be under the influence of an illegal substance will be expelled.* Public Display of Affection and Public Display of Violence by students leads to expulsion.

In all cases of expulsion the following procedure will be followed:

1. The decision to recommend expulsion will be taken by the Principal or Director.
2. When the decision to expel has been made, the parents of the student should be contacted immediately, where possible by telephone, and the situation explained. If it is not possible to contact the parents, the student's guardian should be contacted.
3. Transport arrangements should be made for the student to be sent to his/her parent or guardian
4. In the event of an expulsion a letter (preceded by an e-mail where possible) should be sent to the parents, the guardian.
5. In the event of an expulsion the all teachers of the student and all school staff (including the security guard at the school gate) will be advised. This is the responsibility of the Principal.
6. A record of all documentation relating to the expulsion must be placed in the student's file.

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TERMINATION PROCEDURE

The term 'termination' will refer to the removal of a student from school for academic reasons.

Removal of a student from school for academic reasons will be a last resort. The school prides itself on its willingness to persevere with a student beyond the point, which would normally be reasonably expected, but recognises that there is always the possibility of failure.

The following procedure will therefore only be initiated if there has been considerable support, advice and assistance over a considerable period of time from all possible quarters, but in particular from the Subject Teachers, Class Teacher, Principal and the Director.

In all cases of termination the following procedure will be followed:

1. The parents will be advised (they will have been contacted earlier and informed of the school's growing concern) that there are very serious concerns about their son's/daughter's performance and that he/she has been placed on probationary status.
2. In consultation with the parents clear goals will be set for the next academic session and a support system set up under the supervision of the Principal.
3. Feedback will be provided to the parents at regular intervals during the next academic session.
4. The Academic Committee will meet during the penultimate week of the academic session to determine the progress made by the student in relation to the goals set.
5. The parents will be advised of the outcome of the Academic Committee meeting.
6. If the student has not met the goals set, he/she will be asked to leave the School.
7. Exceptionally, if the student has failed to meet the goals but still made considerable progress, the period of probation may be extended.

Miscellaneous

Attendance

We expect 100% attendance from students at all levels. As a courtesy and safety measure parents/guardians should contact the school to inform of any unavoidable student absences. Students suffering from infectious diseases will not be allowed to attend school until a medical certificate is provided by a doctor, certifying that the student is no longer suffering from any ailment. Applications for special leave (holidays or planned absences) must be forwarded to the Director/Principal.

Restricted Items

Students are not permitted to have or use tobacco, alcohol or illegal drugs at school, or at any school activity. Substances or articles likely to be harmful (fireworks, firearms, knives, lighters, matches) must not be brought to school. Possession and/or use of mobile phones, radios, tape, CD players and other electronic gadgets in school is prohibited unless they are authorized for specific class or school activity. Such items will be confiscated.

Dress

All students must adhere to proper school uniform. Student clothing should be neat and clean. Bandanas, hats or other headgear and slipper style footwear is not allowed in school. Use of cosmetics and jewellery is not permitted.

Closed Campus

Once students are in school they may not leave the campus during the school day without prior authorization from parents/guardian and school administration. A student who has a need for an early dismissal must have parent/guardian and school administration's permission before leaving.

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Miscellaneous

- All cases of misbehaviour will be recorded on a Green Form except for missing homework.
- Incomplete or late homework should be reported to the Principal/Section Head using a Yellow Form.
- Minor discipline problems (i.e. missing homework etc.) will be dealt with by the Section Head but with initial back up from the Class Teacher. Only when a pattern develops will the Principal become directly involved.
- For more serious or continuing discipline problems the Principal/Director should always be involved.
- Persistent lateness to lessons should be reported on a Green Form.

Students should not:

- Eat, or drink inside the building and classrooms.
- Carry a mobile phone in school (Kindly confiscate it and deposit with the Principal/Section Head)
- Have a walkman/disc player, I pod, or any other electronic gadget
- Smoke anywhere in or around the school premises.

Members of staff are designated duties before and after school time and at break time to monitor student behaviour and ensure prompt movement to classes.

All students refer to teachers and Staff members as Sir, Madam, Ms., Mrs., Mr.