

Discipline Framework & Code of Conduct

Pakistan International School of Damascus -2026

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Pakistan International School of Damascus (PISOD) Comprehensive Discipline Framework & Code of Conduct

1. Scope

This framework applies to all members of the PISOD community, including students, teaching staff, and administrative staff, within school premises and during all school-related activities.

1.2. Purpose

- To ensure a safe, respectful, and disciplined environment
- To establish clear behavioural expectations
- To provide a structured and fair disciplinary process

1.3. Discipline Committee

The Discipline Committee shall be constituted to ensure fair, transparent, and structured handling of all serious disciplinary matters within the school. It shall comprise the following members:

1.3.1 Roles & Responsibilities

- Principal (Chairperson) – Overall head and final authority of the committee
- Vice Principal – Academic and administrative support and oversight
- Concerned Section Head – Representative of the relevant school section (Foundation / Primary / Junior / Senior)
- Senior Staff Member – Experienced faculty member providing independent academic perspective
- Discipline In-charge – Responsible for documentation, reporting, and procedural coordination

1.3.2. Case Review and Evaluation

- The Discipline Committee serves as the highest internal disciplinary body for school-related behavioural matters. Its responsibilities include the following:
- The committee reviews serious, sensitive, or repeated disciplinary cases referred by teachers, section heads, or administration.
- Each case is examined based on written reports, evidence, and witness statements to ensure fairness and accuracy.
- The committee ensures that decisions are not based on assumptions but on verified information and documented facts.

1.3.3 Fair and Transparent Decision-Making

- The committee ensures that all disciplinary decisions are made in a fair, impartial, and consistent manner.
- Students and staff are treated with due process and opportunity to explain their position before any final decision is made.

- The committee maintains the principle of educational correction rather than punishment alone, wherever appropriate.

1.3.4 Documentation and Record Keeping

- All proceedings, findings, and decisions are properly documented and securely maintained.
- Records of repeat offenders are tracked to ensure progressive disciplinary action where necessary.
- Documentation supports transparency, accountability, and future reference.

1.3.5 Recommendation of Disciplinary Actions

- Based on case severity, the committee recommends appropriate disciplinary measures.
- Recommendations are aligned with school policy and may include corrective, preventive, or punitive actions.
- The committee ensures that consequences are proportionate to the nature and frequency of misconduct.

1.3.6 Behavioural Monitoring and Improvement

- The committee may recommend behavioral improvement plans for students or staff.
- Follow-up reviews may be conducted to assess improvement or recurrence of issues.
- Positive behavioural change is encouraged and acknowledged.

1.3.7 Coordination with School Leadership

- The committee works in close coordination with the Principal and Vice Principal.
- Final decisions are aligned with the overall school vision, safeguarding policies, and academic integrity standards.

1.3.8 Authority

The Discipline Committee is empowered to take or recommend the following actions based on severity of cases:

For Students

- Issue of final warning
- Temporary or long-term suspension or Home Schooling
- Recommendation for expulsion in extreme or repeated cases
- Behavioural monitoring plans and restrictions

For Staff

- Issuance of formal warnings (verbal/written)
- Initiation of Performance Improvement Plans (PIP)
- Role reassignment or duty modification
- Recommendation to Chairman BOG for contract review or termination in serious cases

1.3.9 Guiding Principles of the Committee

The Discipline Committee operates under the following principles:

- Fairness: Every case is reviewed without bias
- Confidentiality: All proceedings remain strictly confidential
- Consistency: Similar cases are treated with similar standards
- Accountability: All decisions are properly documented
- Educational Focus: Priority is given to correction, guidance, and improvement

CHAPTER 2 :
STUDENT DISCIPLINE POLICY

2.1 Disruptive Behaviour

Definition: Students are expected to maintain discipline and follow teacher instructions at all times. Behaviour that interrupts teaching and learning, including talking out of turn, ignoring instructions, or creating distractions.

Action & Procedure:

- The teacher will first address the behaviour through a verbal warning and classroom management strategies.
- If the behaviour continues, the matter will be reported to the Section Head for further intervention.
- A written warning may be issued and recorded.
- In repeated cases, parents will be informed, and corrective measures will be discussed.

2.2 Damage to School Property

- Definition: Students must handle all school property with care and responsibility. Intentional or negligent damage to school facilities, furniture, equipment, or learning resources.

Action & Procedure:

- The incident will be investigated and documented.
- Parents will be informed, and full financial compensation for damages will be required.
- Depending on the severity, disciplinary action such as warning or suspension may be imposed.
- Repeated or serious cases will be referred to the Discipline Committee.

2.3 Fighting / Physical Misconduct

- Definition: Physical misconduct is strictly prohibited. Any form of physical aggression, including hitting, pushing, or engaging in violent behaviour.

Action & Procedure:

- Students involved will be immediately separated and removed from the situation.
- The incident will be reported to the Discipline committee members, and parents will be informed.
- Based on severity, suspension may be imposed.
- Serious or repeated cases will be reviewed by the Discipline Committee for further action.

2.3 a) Physical Aggression, Fighting and Assault

Any student found involved in physical fighting, assaulting, or physically hurting another student without provocation shall be subject to strict disciplinary action. Depending on the severity of the incident and the circumstances, disciplinary measures may include suspension or expulsion from the school. The school reserves the right to take appropriate action following an investigation and review of the incident.

2.4 Bullying

Definition: Repeated behaviour intended to harm, intimidate, or humiliate another student.

- The school maintains a zero-tolerance approach to bullying.

Action & Procedure:

- The complaint will be investigated confidentially.
- Initial action may include counselling and a formal warning.
- Parents of all involved students will be informed.
- Continued or severe bullying will result in suspension or further disciplinary action leading to expulsion

2.5 Cyberbullying

- Definition: Students must use technology responsibly and ethically. Use of digital platforms such as social media, messaging apps, or online forums to harass or harm others.

Action & Procedure:

- The matter will be investigated with available evidence.
- Devices involved may be confiscated (if applicable).
- Parents will be informed, and the student will receive a formal warning or suspension, depending on severity.
- Serious cases may be escalated to the Discipline Committee.

2.6 Political / Sectarian Conduct

- Definition: The school maintains a neutral and inclusive environment. Engagement in political, sectarian, or sensitive expressions that may create division or conflict within the school environment.

Action & Procedure:

- Any such incident will be immediately reviewed by the administration.
- Parents will be informed, and the student will receive a formal warning.
- In serious cases, strict disciplinary action, including suspension, may be applied.
- The case may be referred to the Discipline Committee if required.

2.7 Mobile Phone Misuse

- Definition: Mobile phones are not permitted unless officially authorized. Unauthorized use of mobile phones during school hours or for non-academic purposes.

Action & Procedure:

- The device will be confiscated immediately.
- It will be returned only to the parent/guardian.
- A record of the incident will be maintained.

- Repeated violations will result in stricter disciplinary action, including possible suspension.

2.8 Smoking & Vaping

Definition: Use or possession of tobacco products, vaping devices, or similar substances. Strictly prohibited on school premises and during school activities.

Action & Procedure:

- The student will be immediately removed from the premises or activity.
- Parents will be informed without delay.
- Suspension will be imposed, along with a final warning.
- Repeated violations may lead to serious disciplinary consequences.

2.9 Uniform Violation

- Definition: Students must wear complete and proper uniform daily. Failure to comply with prescribed school uniform standards.

Action & Procedure:

- The student will be advised and issued a warning.
- A note will be sent to parents for non-compliance.
- Repeated violations will lead to disciplinary action, and the student may be restricted from attending class until compliance is ensured.

2.10 Academic Dishonesty

Definition: Any act of cheating, plagiarism, or unfair academic practice. Students are expected to maintain honesty and integrity in all academic work.

Action & Procedure:

- The concerned work will be cancelled or marked accordingly.
- The student will receive a formal warning.
- Parents will be informed.
- Repeated offences may result in stricter academic and disciplinary consequences.

CHAPTER 3:
TEACHING STAFF DISCIPLINE POLICY

3.1 Professional Misconduct

Definition: Any behaviour inconsistent with the ethical and professional standards expected of a teacher, including inappropriate conduct, lack of professionalism, or actions that negatively impact students or colleagues.

- Teachers are expected to demonstrate integrity, respect, and professionalism at all times.

Action & Procedure:

- The matter will be reviewed by the Section Head or Administration.
- The teacher will receive a formal verbal warning, followed by written documentation if the behaviour persists.
- A meeting will be conducted to clarify expectations and required improvements.
- Repeated or serious misconduct will result in formal disciplinary action, including escalation to the Discipline Committee and intimation to Chairman BOG for further action.

3.2 Irregular Attendance & Punctuality

Definition: Frequent absence, late arrival, or failure to adhere to assigned schedules without valid justification.

- Teachers are required to maintain consistent attendance and punctuality.

Action & Procedure:

- Attendance records will be monitored regularly.
- In cases of irregularity, the teacher will be formally notified.
- A meeting will be conducted to address concerns and identify corrective measures.
- Continued non-compliance may lead to written warning, salary implications (as per policy), or further disciplinary action.

3.3 Negligence of Duty

Definition: Failure to perform assigned teaching responsibilities effectively, including poor lesson preparation, lack of classroom engagement, or incomplete academic tasks.

- Teachers must ensure quality teaching, planning, and timely completion of responsibilities.

Action & Procedure:

- The issue will be observed and documented through lesson observations or reports.
- The teacher will receive feedback and guidance for improvement.
- A Performance Improvement Plan (PIP) may be initiated with clear targets and timelines.
- Failure to improve may result in role reassignment or further disciplinary action.

3.4 Miscommunication with Parents

Definition: Sharing misleading, unverified, or inappropriate information with parents, or bypassing official communication channels.

- All communication must be accurate, professional, and routed through approved systems.

Action & Procedure:

- The incident will be reviewed and verified.
- The teacher will be counselled and formally advised on communication protocols.
- A written warning may be issued for serious or repeated violations.
- Continued non-compliance will lead to disciplinary action and possible restriction from direct parent communication.

3.5 Conflict of Interest (Private Tuition)

Definition: Engagement in private tuition or external academic support that compromises classroom teaching or creates unfair advantage.

- Teachers must ensure that classroom teaching remains complete, effective, and unbiased.

Action & Procedure:

- Any concern will be investigated and documented.
- The teacher will be formally advised to comply with school policy.
- If a conflict is established, the teacher may be required to cease such activities.
- Repeated violations may lead to disciplinary action or contract review.

3.6 Unprofessional Behaviour

Definition: Behaviour that reflects a negative attitude, lack of responsibility, poor collaboration, or inappropriate conduct with students or colleagues.

- Teachers are expected to maintain a positive, respectful, and responsible professional attitude.

Action & Procedure:

- The issue will be addressed through counselling and feedback.
- A formal warning will be issued if behaviour does not improve.
- Continued concerns may result in monitoring, performance review, or escalation to the Discipline Committee.

3.7 Disciplinary Actions (Teaching Staff)

All disciplinary actions will follow a structured and progressive approach:

- Verbal warning (documented)
- Written warning
- Performance Improvement Plan (PIP)
- Role reassignment / limitation of responsibilities

- Contract review or termination (in serious cases)

CHAPTER 4:
ADMINISTRATIVE & SUPPORT STAFF DISCIPLINE

4.1 Negligence of Duty

Definition: Failure to perform assigned administrative responsibilities with accuracy, diligence, and accountability.

- Staff must ensure timely and efficient completion of tasks.

Action & Procedure:

- The issue will be identified and documented by the reporting authority.
- The staff member will be formally notified and guided for improvement.
- A performance review meeting will be conducted.
- Continued negligence may result in written warning, reassignment, or further disciplinary action.

4.2 Irregular Attendance & Punctuality

Definition: Frequent absence, late arrival, or failure to adhere to assigned schedules.

- Administrative staff must maintain strict punctuality and attendance.

Action & Procedure:

- Attendance will be monitored through official systems.
- The staff member will be informed of irregularities.
- A formal meeting will be conducted to address the issue.
- Repeated violations may result in written warning or disciplinary measures.

4.3 Unprofessional Conduct

Definition: Inappropriate behaviour, poor communication, lack of cooperation, or misconduct with colleagues, students, or parents.

- Staff must maintain respectful and professional interactions at all times.

Action & Procedure:

- The matter will be reviewed and discussed with the staff member.
- A formal warning may be issued.
- Continued misconduct will result in disciplinary action or reassignment of duties.
- Serious cases may be escalated to the Discipline Committee.

4.4 Mismanagement of Responsibilities

Definition: Poor handling of assigned tasks, delays, lack of organization, or failure to follow procedures.

- Staff are expected to demonstrate efficiency, organization, and accountability.

Action & Procedure:

- Performance concerns will be documented and reviewed.
- The staff member will receive guidance and clear expectations.
- A monitoring period will be implemented.
- Continued issues may lead to performance review or reassignment.

4.5 Dress Code Violation

Definition: Failure to adhere to prescribed professional dress standards.

- Staff must maintain a neat, professional appearance.

Action & Procedure:

- The staff member will be advised and reminded of dress code expectations.
- Repeated non-compliance will result in a formal warning.
- Continued violations may lead to disciplinary action.

4.6 Disciplinary Actions (Administrative Staff)

A structured approach will be followed:

- Verbal warning (documented)
- Written warning
- Performance review
- Reassignment of duties
- Contract review or termination (in serious cases)

4.7 Referral to Discipline Committee

- Serious or repeated violations will be referred to the Discipline Committee for review and final decision.