



Discipline and Complaints Policy

PREAMBLE

Discipline is paramount in schools to establish a secure and positive learning environment, ensuring compliance with rules for the promotion of safety and well-being. It imparts values like respect, responsibility, self-control, and accountability, contributing significantly to character development. By averting disruptions, discipline facilitates an optimal learning process and readies students for future challenges, laying the groundwork for responsible and disciplined lives, ultimately fostering personal growth and academic success.

At Pakistan International School in Doha, Qatar, our commitment is to cultivate a secure, inclusive, and conducive learning atmosphere for every student. According to the school's **Key Performance Indicators (KPIs)**, *maintaining discipline is a collective responsibility shared by all educators*. The school emphasizes the importance of instilling moral values in students, encouraging teachers to collectively ensure their overall well-being.

PURPOSE

The Discipline and Complaint Policy has been formulated to uphold the principles of respect, responsibility, and fairness, providing a structured approach **to efficiently address disciplinary issues and manage complaints**. To this end, **a central discipline committee**, with **representation from each school wing**, will be established to handle any discipline-related matters. Minor individual disciplinary issues will be handled by teachers and respective vice principals, while major concerns will be promptly investigated, involving the parents of the students in question.

At PISQ, We Believe That:

- a. Every student deserves respect.
- b. Every student has the right to feel safe and be free from danger.
- c. Every student is capable of learning and is held to high expectations.
- d. Every student should be prepared and unafraid to succeed in school, work, and life.
- e. Every student attends school to learn academics, behavioural skills, and social proximity.

A Student's Proclamation:

- a. I will strive to seek knowledge and be successful.
- b. I will follow directions the first time given.
- c. I will keep my hands, feet, mouth, and objects to myself.
- d. I will put people up, not down.
- e. I will always be in the proper place.
- f. I will walk, not run, in the pathways.
- g. I will use all materials and equipment properly.
- h. I will always be courteous, truthful, and honest.
- i. I will respect the rights and property of others.
- j. I will endeavour to become a true Muslim and proud Pakistani.

DISCIPLINE PLAN

PISQ acknowledges the crucial role of a conducive learning environment, emphasizing effective instruction and continuous learning. To achieve this, we advocate for a structured setting fortified by order, responsibility, and accountability across the entire school community.

At the core of our mission is the **implementation of a Discipline Plan**, rooted in **teaching, counselling, redirection of misbehaviour, and judicious consequences**. This approach addresses challenges, reinforces positive behaviour, and ensures uninterrupted educational pursuits, nurturing holistic growth in academics, emotional intelligence, social skills, and moral character.

The Discipline Plan categorizes offenses into four levels, empowering teachers and school administration to address each level with precision and care.

Offenses and Consequences, Category A

No.	Offenses
1.	Disregard for classroom rules
2.	Running in classroom
3.	Excessive talking
4.	Laughing /sneering
5.	Derogatory notes /pictures
6.	Teasing fellow students
7.	Consistent tardiness
8.	Wandering in the corridors
9.	Chewing gum
10.	Disturbing the learning process
11.	Drinking /eating in the classroom
12.	Throwing objects
13.	Leaving class without out-pass
14.	Not being in assigned seat
15.	Not completing homework
16.	Refusing to work
17.	Tapping pencils/pens on desk
18.	Missing or not preparing class tests. Any other offence that disrupts the learning process in the classroom

Disciplinary Procedure to Deal with Category A Offenses in the Class

- 1) Category A offenses will be handled by the class teacher / subject teacher in the classroom.
- 2) The teacher will follow individual classroom hierarchies of behaviour management.
 - a. Counselling
 - b. Verbal warning
 - c. Note in the Student's Diary
 - d. Parent Contact
 - e. Detention for ten minutes in the class during recess
- 3) At least 3 interventions/strategies (one must be a parent contact) must be implemented before an office referral may be made.
- 4) There must be a time lapse of minimum 3 days between the interventions served for the same offense.
- 5) In case of no improvement in the student's behaviour even after 3 interventions, the student should be sent to the Coordinator CDC with referral and copy of the Intervention Log.

Offenses and Consequences, Category B

No.	Offences
1.	Rude talk / Insolent behaviour
2.	Inappropriate gestures / language
3.	Open defiance
4.	Cheating
5.	Disruptive clothing
6.	Improper hair
7.	Theft
8.	Forgery
9.	Lying
10.	2 consecutive absentees / 3 absentees in a month

Disciplinary Procedure to Deal with Category B Offenses in the Class

- 1) Category **B** offenses will be handled by the class teacher / subject teacher in the classroom
- 2) The teacher is required to adopt the following procedure while dealing with the category **B** offenses.
 - a. Write a warning note in the Student's diary
 - b. Notify the Discipline In charge
 - c. Call the parents (Mandatory)
 - d. Send the student to the Coordinator CDC for counselling

Note: In case of repetition of the same offense, send the student to the Coordinator CDC with referral and copy of the Intervention Log.

Offenses and Consequences, Category C

No.	Offences
1.	Fighting resulting in no injury / minor injury
2.	Obscene gestures
3.	Damaging school property
4.	Stealing
5.	profanity
6.	Pressing / Pulling fire alarm
7.	Truancy / bunking from class
8.	Leaving school without permission
9.	Harassment / black mailing
10.	Threatening / bullying
11.	Bringing mobile phones / objectionable material / electronic devices
12.	6 consecutive absentees

Disciplinary Procedure to Deal with the Category C Offenses by the CDC

- 1) Category **C** Offenses will be handled by the CDC.
- 2) A counselling session with the student / his parent. (Mandatory)

- 3) An appropriate consequence will be given to the student found guilty of having committed category C offense(s).
- a. Warning letter
 - b. After School Detention
 - c. In School Suspension
 - d. Recovery of the loss of the school property
 - e. Out of School Suspension for 3 to 6 days
 - f. Expulsion

Note: Any recurrence of the Category C offense will be dealt with the consequences of the Category D offenses

Offenses and Consequences, Category D

- | | |
|----|---|
| 1. | Fighting resulting in serious injuries |
| 2. | Bringing dangerous instruments / lighters / crackers |
| 3. | Involvement in immoral activities |
| 4. | Use of improper / foul language against any member of the entire School Staff |
| 5. | Physical assault /contact with any member of the entire School Staff |

Disciplinary Procedure to Deal with the Category D Offenses by the School Management

- 1) Zero tolerance be shown to all the Category D Offenses
- 2) Category **D** offenses will be handled by the administration and as such they shall result in a direct office referral.
- 3) Category D Offenses warrant strict disciplinary action, thereof, no clemency shall be shown to the offender.
- 4) The VP will contact the student's parent and hold a meeting with him. (Mandatory)
- 5) Depending upon the severity of the offense, two of the following consequences shall be given to the offender.
 - a. Warning letter
 - b. 3 to 15 days out of School Suspension
 - c. Expulsion

Strategy and Procedure for the Execution of the Discipline Plan

1. The Constitution and Role of the Counselling and Disciplinary Committee:

The formation of the Counselling and Disciplinary Committee (CDC) at Pakistan International School is integral to the execution of the Discipline Plan, ensuring fairness and consistency. Comprising experienced, authoritative, and dedicated educators, the CDC is structured to address disciplinary matters effectively. To cater to the diverse educational needs and strengths of students, separate CDC Committees are established for different wings, including the KG Wing, Primary Wing (Class 1-4), Boys Wing (Class 5-12), and Girls Wing (Class 5-12). The CDC coordinator will be responsible to assign the task to the members of the committee to address the complaints and issues of the students and parents.

Constituents of the CDC in Every Wing:

- a. Coordinator
- b. One Counsellor
- c. In charge of documentation and record keeping
- d. Four committee members

Guidelines and Framework of the CDC:

- i. **Rapid Management of Serious Offenses:** The CDC ensures prompt and effective handling of serious offenses, with the responsibility to make recommendations to the Principal/Vice Principal when charges are upheld.
- ii. **Model Behaviour:** The committee serves as a model for character training and behaviour, guiding students in adhering to school rules and regulations.
- iii. **Assistance in Conforming to Rules:** The CDC assists students in conforming to school rules, fostering self-discipline and internal discipline.
- iv. **Maintenance of Records:** Complete and accurate records of discipline violations are maintained to track and analyse student behaviour.
- v. **Document Preparation:** The CDC prepares all necessary documents, referrals, and undertakings related to disciplinary actions.
- vi. **Commensurate Punishment:** The committee administers punishments that are proportionate to the offense committed by any student.
- vii. **Liaison with Teachers and Management:** The CDC collaborates with teachers and management, particularly in addressing challenges posed by difficult students.
- viii. **Expectation Awareness:** Ensures that students are aware of the expectations placed upon them and encourages good behaviour among both students and teachers.
- ix. **Promotion of Peaceful Coexistence:** The committee fosters an environment of peaceful coexistence among teachers and students.
- x. **Execution of Guidance Programs:** The CDC executes orientations and guidance programs to support the holistic development of students.
- xi. **Uniform Compliance:** Ensures that students appear in their proper school uniform.
- xii. **Discouragement of Littering and Graffiti:** Works to discourage littering and monitors graffiti within the school premises.
- xiii. **Prevention of Unfair Means:** Discourages the use of unfair means during tests and examinations.

xiv. **Latecomers:** The committee establishes guidelines for addressing latecomers, ensuring that habitual tardiness is addressed with appropriate interventions and consequences.

2. The Role of Class Teachers and Subject Teachers:

Teachers play a crucial role in maintaining discipline within their classrooms. Endowed with complete authority over enrolled students, teachers bear the primary responsibility for discipline. They use reasonable and professional judgment to maintain order, administer disciplinary measures, and communicate clear expectations to students. Documentation and data collection are emphasized for record-keeping and school management referral purposes.

This collaborative approach ensures the effective execution of the Discipline Plan, creating an environment conducive to learning and personal development.

3. Referral to the Discipline Office

Upon exhausting all interventions for Category, A Offences within the classroom setting, a referral will be issued. The student will be directed to the Discipline Coordination Centre (DCC), where the Discipline in charge or counsellor will engage in a conversation with the student to determine an appropriate consequence. The communicated consequence will be shared with the teacher, student, and parent.

4. Class Removal / Suspension

Students who do not respond to interventions in Category A and B, including student-teacher-parent conferences, may face removal from the classroom, resulting in 'Out of School Suspension' for a duration of 3 to 6 days.

5. Counselling and Guidance

Guidance and counselling are integral components of PISQ's educational mission, promoting the personal, social, educational, and career development of all students. The counsellors, as professionals, prioritize students' needs and collaborate with parents to ensure a healthy and successful educational journey for their children.

6. CCTV Installation for School Security

Installing CCTV cameras in corridors, playgrounds, canteens, and bus stands enhances school security by acting as a deterrent, facilitating proactive detection, collecting evidence, and overall monitoring. The surveillance helps identify and address potential issues, including anti-social activities and violations of school rules.

7. Teacher's Discipline Duties

Teachers play a crucial role in implementing the Discipline Plan fairly and effectively. They are responsible for maintaining discipline, responding promptly to unacceptable behaviour, and collaborating with the Coordinator CDC to ensure a safe and healthy educational environment. The guidelines outline their duties during recess and after school to uphold a high standard of discipline.

8. Role of Physical Education Teachers (PETs)

Physical Education Teachers contribute actively to sports and discipline by instructing students in physical fitness, ensuring safety in sports and recreational activities, maintaining order, and reporting any serious offenses to the Coordinator CDC. They play a vital role in the overall well-being of students.

9. Role and Duties of Monitors

Class monitors are elected yearly to maintain discipline in the classroom. They act as role models, reporting teacher absences, reminding students of duties during recess, collecting homework, and ensuring the cleanliness and safety of the classroom.

10. Selection and Role of Prefects

The Prefects Board, comprising active, responsible, and law-abiding students, monitors student activities. Prefects promote and supervise discipline, maintain peace during recess, provide discipline orientation, assist in investigations, and enhance leadership skills through co-curricular activities.

11. Confiscation of Mobile Phones / Electronic Devices

Confiscated devices will be handed over to the Coordinator CDC, and parents will be notified. Devices will be returned only to parents or legal guardians, and a fine of QR 100/- will be imposed.

Complaint Policy for School-MoE-Qatar

In accordance with the guidelines from the Ministry of Education & Higher Education (MOE&PH), the school has established an Internal Complaints Committee to address and resolve complaints registered by parents. As per the Ministry's directives, the school does not refer or forward complaints to MOE&HE, except in cases of extreme issues where an administrative decision is required between two parties. The committee is bound to resolve problems in a considerate manner, aiming to satisfy parents, reflecting the school's commitment to quality performance. This ensures that disputes or problems do not have a psychological or academic impact on students.

The committee comprises of:

- 1- School V.P (As a Chairperson)
- 2- Vice In-Charge Academics / Academic Head
- 3- Coordinator Student Affairs
- 4- Experienced Teacher / Teachers
- 5- Teacher of Islamic Studies
- 6- Administrative Supervisor

In this regard, the school adheres strictly to a **Code of Procedures and Regulations** provided by the Ministry of Education & Higher Education, outlined as follows:

1. The school should establish a channel/complaint form on its official website, prominently announced with clear instructions. It should identify the designated authority for receiving complaints by providing names and contact details. Additionally, the school should include a hotline/emergency contact and email. A parent's user manual should also be uploaded or made available in the complaint section of the website.
2. Upon the submission of a complaint, the parent should promptly receive an email/message from the school on the same day. For urgent cases, a meeting should be scheduled immediately, and for ordinary cases, within two days.
3. The school should adhere to the Complaint Form provided by MOE&HE, requesting parents to register their complaints by filling out the designated form.
4. Upon registration of a complaint, the committee should review and analyze the issue through the appropriate channels. Evidences should be collected, and relevant comments/opinions prepared.
5. A meeting with the complainant should be scheduled within two days of registering the complaint to discuss the matter.
6. The school aims to close the complaint and achieve the complainant's satisfaction by the third day of receiving the complaint at the latest.
7. Upon closure of the complaint, the school should send a message to the parent, confirming the completion of the required procedure and the closure of the case.
8. If necessary, the school will take appropriate actions, such as issuing a warning letter or penalty, in accordance with its internal policies. This response is contingent on the situation if any negligence or mistake is proven against any employee. All actions should be in written form and documented appropriately.
9. The school should establish a channel/complaint form on its official website, prominently announced with clear instructions. It should identify the designated authority for receiving complaints by providing names and contact details. Additionally, the school should include a hotline/emergency contact and email. A parent's user manual should also be uploaded or made available in the complaint section of the website.

10. Upon the submission of a complaint, the parent should promptly receive an email/message from the school on the same day. For urgent cases, a meeting should be scheduled immediately, and for ordinary cases, within two days.
11. The school should adhere to the Complaint Form provided by MOE&HE, requesting parents to register their complaints by filling out the designated form.
12. Upon the registration of a complaint, the committee should review and analyze the issue through the appropriate channels. Evidence should be collected, and relevant comments/opinions prepared.
13. A meeting with the complainant should be scheduled within two days of registering the complaint to discuss the matter.
14. The school aims to close the complaint and achieve the complainant's satisfaction by the third day of receiving the complaint at the latest.
15. Upon closure of the complaint, the school should send a message to the parent, confirming the completion of the required procedure and the closure of the case.
16. If necessary, the school will take appropriate actions, such as issuing a warning letter or penalty, in accordance with its internal policies. This response is contingent on the situation if any negligence or mistake is proven against any employee. All actions should be in written form and documented appropriately.
17. A **Complaints & Suggestions Box** will be prominently placed at the main reception area of the school, providing parents with a platform to submit any complaints or suggestions regarding school improvement and academic matters concerning students.

The school is committed to maintaining a positive and respectful environment within our school community. This policy outlines the procedures for filing and addressing complaints, emphasizing fairness, accessibility, and the well-being of students, staff, and parents. This policy applies to all members of the school community, including students, parents, guardians, teachers, staff, and any other stakeholders associated with the school.

Types of Complaints that may be Resolved under this Policy

Pakistan International School encourages students, parents and employees to promptly lodge concerns regarding child protection, discrimination, workplace bullying as well as more general complaints that include areas such as:

- The school, its employees or students have done something wrong.
- The school, its employees or students have failed to do something that they should have done.
- The school, its employees or students have acted unfairly or disrespectfully.
- Issues concerning learning programs, assessment and reporting of student learning.
- Issues concerning communication with students or parents or between employees.
- Issues concerning school fees and payments.
- General administrative issues.

All complaints will be treated impartially. Procedures for filing complaints will be easily accessible to all stakeholders. Complaints will be addressed promptly. Information related to complaints will be handled with utmost confidentiality. Insights gained from the complaint resolution process will be used to enhance the overall school environment

Procedure:

Submission of Complaint:

Complaints can be submitted in writing, via email, or using a designated online form. Verbal complaints will be documented by the staff receiving them.

Acknowledgment:

Upon receiving a complaint, an acknowledgment will be sent to the complainant immediately.

Investigation:

The complaint will be assigned to an impartial investigator, such as a designated school official or committee, who will conduct a thorough and unbiased investigation.

The investigator may seek additional information from relevant parties.

Resolution:

Based on the investigation, appropriate actions will be taken to address the complaint. The complainant will be informed of the resolution within a week.

Appeals:

If the complainant is dissatisfied with the resolution, they may submit an appeal within two days. Appeals will be reviewed by a designated authority not involved in the initial investigation.

Documentation:

All complaints, investigations, and resolutions will be documented for record-keeping and analysis purposes.

Responsibilities:

The Wing Vice Principals are responsible for overseeing the complaint resolution process. All staff members are responsible for cooperating with the investigation process and implementing corrective actions.

Review and Revision:

This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with any changes in regulations or school procedures.



المدرسة الباكستانية الدولية
PAKISTAN INTERNATIONAL SCHOOL

Student's Discipline/ performance Report- _____ wing-PISQ

Student name _____ Class/Sec. _____.

Classroom Behaviour _____.

Adherence to School Rules _____.

Respect for School Property _____

_____.

Discipline issue/compliant
received _____

_____.

Overall Discipline _____

_____.

Suggest action: _____.

(Counselling, Warning, In-school Suspension, Out of school, Expulsion)

If suspension/suspended for _____ days.

Remarks/Reason in connection to the 'action' suggested _____

Remarks of Discipline in-charge _____

Remarks of Vice Principal _____

Date: _____ . Teacher Name _____ Signature _____

PAKISTAN INTERNATIONAL SCHOOL-QATAR

Counselling and Disciplinary Cell (CDC) _____ Wing-PISQ
Warning Letter-Category “ _____ ” Offense Dated: _____

Assalam-o-Alaikum! This is to inform you that your son/daughter _____ of
grade _____ ID# _____ has been found guilty of committing the following offense(s).

- 1. _____
- 2. _____

As a consequence, he/she has been given a warning letter and advised to desist from any such violation of the rules of the school in future as the recurrence of the same offense(s) shall result in a strict disciplinary action against him/her. Please note that this warning letter has become a permanent part of his school record.

You are also requested to see the undersigned on any working day between 12 p.m. to 1 p.m on _____.

Your cooperation is highly appreciated.

Sincerely Yours,

Iqbal Khan

Discipline Coordinator-PISQ

Guardian/Parents Copy

PAKISTAN INTERNATIONAL SCHOOL-QATAR

Counselling and Disciplinary Cell (CDC) _____ Wing-PISQ
Warning Letter-Category “ _____ ” Offense Dated: _____

Assalam-o-Alaikum! This is to inform you that your son/daughter _____ of
grade _____ ID# _____ has been found guilty of committing the following offense(s).

- 1. _____
- 2. _____

As a consequence, he/she has been given a warning letter and advised to desist from any such violation of the rules of the school in future as the recurrence of the same offense(s) shall result in a strict disciplinary action against him/her. Please note that this warning letter has become a permanent part of his school record.

You are also requested to see the undersigned on any working day between 12 p.m. to 1 p.m.

Your cooperation is highly appreciated.

Sincerely Yours,

Iqbal Khan

Discipline Coordinator-PISQ

Student’s / guardian’s Signature _____

P/File Cop



Counselling and Disciplinary Cell (CDC) Boys Wing-PISQ

L# _____ Warning Letter-Category “ D ” Offense

Dated: _____

Respected Parents/Guardians,
Assalam-o-Alaikum!

This is to inform you that your son _____ of grade _____ ID# _____ has been found guilty of committing the following offense(s).

1. <input type="checkbox"/> Fighting resulting in serious injuries.	4. <input type="checkbox"/> Use of improper / foul language against any member of the entire School Staff
2. <input type="checkbox"/> Bringing dangerous instruments / lighters / crackers	5. <input type="checkbox"/> Physical assault /contact with any member of the entire School Staff
3. <input type="checkbox"/> Involvement in immoral activities	

Therefore, he/she has been given a warning letter and advised to desist from any such violation of the rules of the school in future as the recurrence of the same offense(s) shall result in a strict disciplinary action against him/her. Please note that this warning letter has become a permanent part of his school record. As a consequence, he has been given ‘**Suspension**’ for ___ day. He is also not allowed to attend his classes till _____ You are also requested to see the undersigned on any working day between 12 p.m. to 1 p.m. on _____

Your cooperation is highly appreciated.

Sincerely Yours,

Iqbal Khan
Discipline Coordinator-PISQ

Subject/Class Teacher: _____

Dated: _____

P. File Copy

D

Assalam-o-Alaikum! This is to inform you that your son/daughter _____ of _____ grade _____ ID# _____ has been found guilty of committing the following offense(s).

1. <input type="checkbox"/> Fighting resulting in serious injuries.	4. <input type="checkbox"/> Use of improper / foul language against any member of the entire School Staff
2. <input type="checkbox"/> Bringing dangerous instruments / lighters / crackers	5. <input type="checkbox"/> Physical assault /contact with any member of the entire School Staff
3. <input type="checkbox"/> Involvement in immoral activities	

As a consequence, he/she has been given a warning letter and advised to desist from any such violation of the rules of the school in future as the recurrence of the same offense(s) shall result in a strict disciplinary action against him/her. Please note that this warning letter has become a permanent part of his school record. As a consequence, he has been given ‘**Suspension**’ for ___ day. He is also not allowed to attend his classes till _____ You are also requested to see the undersigned on any working day between 12 p.m. to 1 p.m. on _____.

Your cooperation is highly appreciated.

Sincerely Yours,

Iqbal Khan
Discipline Coordinator-PISQ

Subject/Class Teacher: _____

Student’s / guardian’s Signature _____



Counselling and Disciplinary Cell (CDC) Boys Wing-PISQ

L# _____ Warning Letter-Category " B " Offense Dated: _____

Respected Parents/Guardians,
Assalam-o-Alaikum!

This is to inform you that your son _____ of grade _____ ID# _____
has been found guilty of committing the following offense(s).

1. <input type="checkbox"/> Rude talk / Insolent behavior	4. <input type="checkbox"/> Open defiance	8. <input type="checkbox"/> Theft
2. <input type="checkbox"/> Inappropriate gestures / language	5. <input type="checkbox"/> Cheating	9. <input type="checkbox"/> Forgery
3. <input type="checkbox"/> Improper hair	6. <input type="checkbox"/> Disruptive clothing	10. <input type="checkbox"/> Lying
	7. <input type="checkbox"/> 3 absentees in a month	11. <input type="checkbox"/> 2 consecutive absentees

Therefore, he/she has been given a warning letter and advised to desist from any such violation of the rules of the school in future as the recurrence of the same offense(s) shall result in a strict disciplinary action against him/her. Please note that this warning letter has become a permanent part of his school record.

You are also requested to see the undersigned on any working day between 12 p.m. to 1 p.m.

Your cooperation is highly appreciated.

Sincerely Yours,

Iqbal Khan
Discipline Coordinator-PISQ

Subject/Class Teacher: _____

Dated: _____

P. File Copy

B

Assalam-o-Alaikum! This is to inform you that your son/daughter _____ of
grade _____ ID# _____ has been found guilty of committing the following offense(s).

1. <input type="checkbox"/> Rude talk / Insolent behavior	4. <input type="checkbox"/> Open defiance	8. <input type="checkbox"/> Theft
2. <input type="checkbox"/> Inappropriate gestures / language	5. <input type="checkbox"/> Cheating	9. <input type="checkbox"/> Forgery
3. <input type="checkbox"/> Improper hair	6. <input type="checkbox"/> Disruptive clothing	10. <input type="checkbox"/> Lying
	7. <input type="checkbox"/> 3 absentees in a month	11. <input type="checkbox"/> 2 consecutive absentees

As a consequence, he/she has been given a warning letter and advised to desist from any such violation of the rules of the school in future as the recurrence of the same offense(s) shall result in a strict disciplinary action against him/her. Please note that this warning letter has become a permanent part of his school record.

You are also requested to see the undersigned on any working day between 12 p.m. to 1 p.m.

Your cooperation is highly appreciated.
Sincerely Yours,

Iqbal Khan
Discipline Coordinator-PISQ

Subject/Class Teacher: _____

Student's / guardian's Signature _____



Counselling and Disciplinary Cell (CDC) Boys Wing-PISQ

L# _____ Warning Letter-Category “ C ” Offense Dated: _____

Respected Parents/Guardians,
Assalam-o-Alaikum!

This is to inform you that your son _____ of grade _____ ID# _____ has been found guilty of committing the following offense(s).

1. <input type="checkbox"/> Fighting resulting in no injury / m injury	5. <input type="checkbox"/> profanity	10. <input type="checkbox"/> Threatening / bullying
2. <input type="checkbox"/> Obscene gestures	6. <input type="checkbox"/> Pressing / Pulling fire alarm	11. <input type="checkbox"/> Bringing mobile phones / objectionable material / electronic devices
3. <input type="checkbox"/> Damaging school property	7. <input type="checkbox"/> Truancy / bunking from class	12. <input type="checkbox"/> 6 consecutive absentees
4. <input type="checkbox"/> Stealing	8. <input type="checkbox"/> Leaving school without permission	
	9. <input type="checkbox"/> Harassment / black mailing	

Therefore, he/she has been given a warning letter and advised to desist from any such violation of the rules of the school in future as the recurrence of the same offense(s) shall result in a strict disciplinary action against him/her. Please note that this warning letter has become a permanent part of his school record. As a consequence, he has been given **‘Suspension’ for ___ day**. He is also not allowed to attend his classes till _____

You are also requested to see the undersigned on any working day between 12 p.m. to 1 p.m. on _____.

Your cooperation is highly appreciated.

Sincerely Yours,

Iqbal Khan
Discipline Coordinator-PISQ

Subject/Class Teacher: _____

Dated: _____

P. File Copy

C

Assalam-o-Alaikum! This is to inform you that your son/daughter _____ of

grade _____ ID# _____ has been found guilty of committing the following offense(s).

1. <input type="checkbox"/> Fighting resulting in no injury / m injury	5. <input type="checkbox"/> profanity	10. <input type="checkbox"/> Threatening / bullying
2. <input type="checkbox"/> Obscene gestures	6. <input type="checkbox"/> Pressing / Pulling fire alarm	11. <input type="checkbox"/> Bringing mobile phones / objectionable material / electronic devices
3. <input type="checkbox"/> Damaging school property	7. <input type="checkbox"/> Truancy / bunking from class	12. <input type="checkbox"/> 6 consecutive absentees
4. <input type="checkbox"/> Stealing	8. <input type="checkbox"/> Leaving school without permission	
	9. <input type="checkbox"/> Harassment / black mailing	

As a consequence, he/she has been given a warning letter and advised to desist from any such violation of the rules of the school in future as the recurrence of the same offense(s) shall result in a strict disciplinary action against him/her. Please note that this warning letter has become a permanent part of his school record. As a consequence, he has been given **‘Suspension’ for ___ day**. He is also not allowed to attend his classes till _____

You are also requested to see the undersigned on any working day between 12 p.m. to 1 p.m. on _____.

Your cooperation is highly appreciated.

Sincerely Yours,

Iqbal Khan
Discipline Coordinator-PISQ

Subject/Class Teacher: _____

Student’s / guardian’s Signature _____



Counselling and Disciplinary Cell (CDC) Boys Wing-PISQ

L# _____ **Warning Letter-Category " A " Offense** Dated: _____

Respected Parents/Guardians,

Assalam-o-Alaikum!

This is to inform you that your son _____ of grade _____ ID# _____ has been found guilty of committing the following offense(s).

1. <input type="checkbox"/> Disregard for classroom rules.	8. <input type="checkbox"/> Throwing objects	15. <input type="checkbox"/> Disturbing the learning process
2. <input type="checkbox"/> Running in classroom	9. <input type="checkbox"/> Leaving class without out-pass	16. <input type="checkbox"/> Drinking /eating in the classroom.
3. <input type="checkbox"/> Excessive talking	10. <input type="checkbox"/> Not being in assigned seat.	17. <input type="checkbox"/> Missing or not preparing class tests.
4. <input type="checkbox"/> Laughing /sneering	11. <input type="checkbox"/> Not completing homework	18. <input type="checkbox"/> Any other offence that disrupts the learning process in the classroom
5. <input type="checkbox"/> Derogatory notes /pictures	12. <input type="checkbox"/> Refusing to work	19. <input type="checkbox"/> Wandering in the corridors
6. <input type="checkbox"/> Teasing fellow students	13. <input type="checkbox"/> Tapping pencils/pens on desk	
7. <input type="checkbox"/> Consistent tardiness	14. <input type="checkbox"/> Chewing gum	

Therefore, he/she has been given a warning letter and advised to desist from any such violation of the rules of the school in future as the recurrence of the same offense(s) shall result in a strict disciplinary action against him/her. Please note that this warning letter has become a permanent part of his school record.

You are also requested to see the undersigned on any working day between 12 p.m. to 1 p.m.

Your cooperation is highly appreciated.

Sincerely Yours,

Iqbal Khan

Discipline Coordinator-PISQ

Subject/Class Teacher: _____

Dated: _____

P. File Copy

Assalam-o-Alaikum! This is to inform you that your son/daughter _____ of grade _____ ID# _____ has been found guilty of committing the following offense(s).

1. <input type="checkbox"/> Disregard for classroom rules.	8. <input type="checkbox"/> Throwing objects	15. <input type="checkbox"/> Disturbing the learning process
2. <input type="checkbox"/> Running in classroom	9. <input type="checkbox"/> Leaving class without out-pass	16. <input type="checkbox"/> Drinking /eating in the classroom.
3. <input type="checkbox"/> Excessive talking	10. <input type="checkbox"/> Not being in assigned seat.	17. <input type="checkbox"/> Missing or not preparing class tests.
4. <input type="checkbox"/> Laughing /sneering	11. <input type="checkbox"/> Not completing homework	18. <input type="checkbox"/> Any other offence that disrupts the learning process in the classroom
5. <input type="checkbox"/> Derogatory notes /pictures	12. <input type="checkbox"/> Refusing to work	19. <input type="checkbox"/> Wandering in the corridors
6. <input type="checkbox"/> Teasing fellow students	13. <input type="checkbox"/> Tapping pencils/pens on desk	
7. <input type="checkbox"/> Consistent tardiness	14. <input type="checkbox"/> Chewing gum	

As a consequence, he/she has been given a warning letter and advised to desist from any such violation of the rules of the school in future as the recurrence of the same offense(s) shall result in a strict disciplinary action against him/her. Please note that this warning letter has become a permanent part of his school record.

You are also requested to see the undersigned on any working day between 12 p.m. to 1 p.m.

Your cooperation is highly appreciated.

Sincerely Yours,

Iqbal Khan

Discipline Coordinator-PISQ

Subject/Class Teacher: _____

Student's / guardian's Signature _____