



# STUDENT HANDBOOK

School Values, Rules and Policies

This is a brief handbook, outlining our School's Values and Rules, that is to be read, understood, accepted, and endorsed by EMS High School students and/or [in the case of Montessori students] their parents.

The School management, faculty members, and well-wishers are all very proud of the brilliant results our students have consistently posted over the years, whether in external examinations or in competitions. However we try to always focus on what really matters: education, after all, is meant to groom children into better human beings with strong value sets, good manners, and high self-esteem. This has been, and InshaAllah will always be, our ultimate goal.

- Code of Conduct: School Values and Expectations
- Demeanor and Disciplinary Policy
- Academic Policy

### **For Parents/Guardians only:**

- Financial Matters
- Parental Support and Communication

**The school welcomes and thrives on the richness of Pakistani society and for this reason welcomes Pakistanis [and others] of all identities. One of our founding values is that everyone, from any ethnic, religious, or social background should feel welcome and comfortable at EMS High School.**

**For this reason we exercise a zero tolerance policy on anything that violates these values of sincerity [Ikhtas] and respect [Adab]**

**This document does not require signatures.**

**All students of EMS High School, and by relation their parents/guardians, become automatically bound to, and answerable for the rules and policies stated [and understood] within this handbook once they are admitted to the School.**

## Code of Conduct:

### School Values and Expectations

The School values and expects a high level of discipline and good conduct. We do not want the School's Core Values to just be words decorated on our walls. Students are encouraged to exhibit these values expressly.

A summary of the conduct we expect, in relation with each Core Values is as follows. These are general definitions that are not all-encompassing but will give you a clear understanding of what we value and what we hope to develop and encourage in our students.

- **Ikhlaas- Sincerity:** we believe all matters in life require for us to have sincerity of intention. To be sincere to our education, sincere to the investments our parents make in putting us through School, sincere to the efforts made by our teachers and administration and most importantly sincere to our own being. To be free of deceit, or pretense. Be comfortable in our skin and not feel the need to act like somebody else to feel belonged.

This value, if not present, extends to the issues of peer pressure, bullying, and low confidence levels in pre-teens and teenagers.

- **Adab- Respect:** we expect everyone at the School to truly believe and to exhibit a respect for all: for elders and youngers, for those with authority as well as for those without, for men and women, and children too. A respect for education, for books, for cleanliness, for food [and wastage]. We hope that when we say we respect all we also accept diversity and nurture in us a high tolerance

level for people with different beliefs, different cultures.

- **Sidq- Truthfulness:** This value is the cornerstone for all value sets. What good are any actions if we cannot be true to ourselves, and if we cannot stand up and speak out? This value then represents courage as well. It asks us to value the truth, seek it out, speak it out, and to confidently stand up for it- no matter what the majority does.

We expect students to have the confidence in being truthful. To be able to say something even when they may be the less popular one amongst his/her peers. We expect truthfulness when they sit for exams, when they are given home assignments, and when they are asked to perform duties on campus. This covers all matters pertaining to cheating, plagiarism, and untruthful accounts of misdemeanor.

*Consequences, in cases of a lack of truthfulness, range from explanation calls to immediate expulsion.*

- **Juhd- Hardwork:** The very least we expect from students is to put in the effort. Ours is not a grade-centric system. Every child is capable of different results. Sometimes student who earn a C grade are appreciated more than an A grade student. The reason could be that the C grade was previously a D grade student who put in a lot of effort and the A grade student is actually someone capable of consistently posting A+ grades.

So the difference is in the sincerity with which effort is exerted. We value hard work at all levels and hope that students can learn to value earning through hard work for life.

- **Imtiaz- Excellence:** We believe 'Imtiaz' is the direct consequence of all other values. It is a value we must possess to constantly aim for/work for the very best. Imtiaz doesn't always mean straight As. Excellence is a combination of many different aspects; to have good manners, to dress nicely and smile often, to have a sense of humor but a stronger sense of respect, to value our faith, our country and our culture, to be kind, to be environmentally aware and have a dream to pursue, to know how to handle difficult situations and be comfortable in our skin- no matter how different we may be to popular perceptions of respectability, and to do well over in studies above all is what we define as excellence in our students.

## Demeanor and Disciplinary Policy

The values stated above when agreed with, owned, and exhibited ensure that a student's general behavior will become self-managed as the student will strive for excellence in what he/she does. We therefore focus on positive discipline policy that reinforces and encourages excellent behavior. This behavior becomes second nature to the EMS High School student and not something that he/she must be pushed and punished to arrive to. This behavior is something that doesn't need reminding or rewards.

The Discipline Policy, then, is essentially the procedure followed when demeanor is not in line with School Values and is in some way or form harming students' well-being.

Misdemeanor is behavior that is anything less of what is expected of students in terms of how they conduct themselves.

The following all come within the domain of misdemeanor:

**Talking back, being rude and dismissive to anyone, being irregular, non-serious, arguing, bullying, wearing improper uniform, planning group 'bunks' from School days, treating anyone on campus with disrespect [from the Teachers, fellow classmates, junior and seniors, to the Management, from the Sweepers and Aayas to the Security Guards and Coordinator Assistants], not completing assigned work or submitting low-quality work consistently, sharing notes in class, mimicking teachers or other students or any other form of disruptive behavior in class or hallways, habitual late coming or habitual absents.**

The more serious disciplinary offenses include all actions that require immediate and often times serious action.

**Plagiarism or cheating, physical or verbal fights, bringing mobile phone or electronic devices to School, bringing unrelated or offensive/immoral material to School, bunking classes or skipping School without the knowledge or parents or school management, leaving the School building, any form of damage to School property or assets, abusive language, misconduct/ badmouthing related to School on any form of social media, inappropriate gender mixing on campus or proof of it off-Campus when representing the School elsewhere, forging parents' signatures are all within the domain of serious offenses. *Anything that doesn't necessarily come within the stated here but is considered serious by teachers and/or administration will also be a part of this category.***

The action taken for different levels of misdemeanor depends on many aspects: *the seriousness of the act, truthfulness exhibited in the explanation call, remorse shown, past record, consequences of their actions on others, and cooperation level by parents when contacted.*

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## Disciplinary Policy Procedure:

All misdemeanor is first reported to the Coordinator who speaks to the accused child. We believe in giving students an honest chance to explain themselves. We also believe that if given the chance, a child will always take responsibility for his/her action. We never take action without evidence unless we strongly believe that evidence has been concealed or destroyed. In these cases, more than one and up to 5 people are asked to form a Disciplinary Committee and submit their recommendations accordingly.

A policy of having the child write down him or herself the entire episode is something we believe teaches them to take responsibility for their actions. This exercise is now practiced whenever we have an issue with respect to broken rules and or misdemeanor.

The next step is to form a committee of teaching and administrative staff to discuss the case, depending on its seriousness. Parents are called in for the more serious issues. Three warnings are given in succession, with each being recorded in the student's file. The 3<sup>rd</sup> warning is the last, any undesirable behavior/action after this is an automatic suspension, and in more extreme cases expulsion, no matter what the circumstances.

In all disciplinary cases, utmost effort will be taken by the management to ensure a fair and unbiased decision but once taken, the Discipline Committee's decisions cannot be challenged. We ensure a fair process but we expect full cooperation from the students and their parents. This helps our system work seamlessly.

### **Additional notes:**

#### **Bringing of electronic gadgets, fashion accessories, expensive watches and or stationary and irrelevant material.**

It is completely unacceptable for students to bring anything but School related items with them. Anyone found of possessing irrelevant material will be taken to Disciplinary In charge and the case will be processed as and how she feels it fit but in accordance with School policy, taking into account the said student's past behavior record.

#### **Uniform, General Attire and Attitude:**

We have seen some serious liberties taken with the uniform in these past 2 years. The uniform is very straightforward. There is no room for fancy accessories, fancy hairdos and for hair and makeup products to be used. Any child found guilty will be given a fine slip. After 2 such slips, the third time found guilty will find the child under the scrutiny of the Demeanor and Disciplinary Policy.

Students who use indecent language, show disrespect to fellow students, and/or are seen misbehaving with teachers or administrative staff are subject to the policy without warning.



## Academic Policy

Students are expected to maintain a certain performance level. This doesn't pertain only to final passing grade for cumulative subjects but also to performance in weekly and monthly quizzes and tests.

It is absolutely imperative that parents maintain communication with regards to results. We cannot respond to you efficiently if we do not receive acknowledgements throughout the year and have you complain of final year exam results.

Sometimes the performance expected from students may differ based on their abilities, their previous record, and their behavior. *This will always be clearly communicated with parents, and for senior classes, also with the students.* We expect students of Classes V and onwards to act responsibly with the expectations we have in them.

Inability to meet expected performance will result in a warning and then in more serious action taken [ranging from a Parent-Teacher meeting, extra homework, extra tests].

***If a student is consistently underperforming across a period of 3 months, the student automatically gets recommended for an Executive Decision made by their Incharge in consultation with Coordinator and Principal.***

For Board Exam taking students this means the School may not be sending their Entry for the Final Board Exams. ***This policy is not open to negotiation.*** After all the efforts put in by administration and faculty and after communicating so openly and frequently with parents, we reserve the right to refuse School endorsed entry for the Board Exams [both FBISE and Edexcel].

We do however offer such students to repeat the said class before reappearing for their pre-Board Mocks and being eligible for School endorsed entries. This is a decision that the student and parents may take.

### **Our policy on 'Tutions'**

We do not endorse the tuition culture. Our teachers work extremely hard to conceptually teach, revise, test students consistently. If students are enrolled elsewhere for tuitions, not only are you investing extra money but the students also lose interest in School work, resting on the assurance that they'll cover concepts at the Tuition Centre.

If you feel your child needs extra attention, please be in communication with the teachers via meetings with the Coordinator in allocated time spots. We will do our best. And in extreme cases where some students may need the extra attention in certain subjects, please allow us to recommend the right tutor and to endorse it officially by getting written permission for this from the Coordinator after a detailed meeting.

## Financial Matters:

EMS High School is proud of being a law-abiding, tax-paying entity. We follow all rules that are issued to us. This is something you should be assured of. Additionally we are a School that believes in service over profits. We try our very best to offer you the most economic payment plan without compromising on the quality that we invest heavily in.

If fees are not paid on time or are challenged, our focus shifts from maintaining high quality education to handling unnecessary administrative procedures.

Please be regular in paying Fees and be confident that we hold ourselves accountable to rules and regulations that apply to us. We also take it very seriously to not be unfair. So our Fee Policies are well considered for.

The Academic Year for Matric students is practiced a little different from the regular School because their Final Exams are scheduled different from the rest. But this doesn't affect the administrative costs incurred by the School. So their Academic Year with us remains the same as the rest of the School's.

Inability to complete financial liability due to the School will result in 2 notices issued by our Accounts Office. The consequence of defaulting beyond these two notices can range from:

- Student not accepted into the classroom
- Student not allowed to sit in exams
- Student not awarded their grades for exams
- Student not given their Board Exam entry slips and or Mark Sheet/Result Card.

***Please ensure your child is not affected in any of the above ways. It will be painful for us to have to take any of the above decisions.*** Unfortunately the School has had to suffer in the past and has had to make this policy to ensure fair treatment.



## Parental Support and Open Communication:

The School can never operate smoothly unless cooperation is extended by the students and their parents. You have entrusted us with your children, we hope that you can trust that we do our very best to ensure that your child is given the best opportunities to learn and grow in an encouraging environment that is built on very strong values.

We hope that you continue to extend this cooperation and that you take advice we give you very seriously. Especially when we ask you to attend meetings, we expect that you will leave everything and come to meet us on priority. Your cooperation is always valued. We are available to discuss student related issues every week, by appointment with the Coordinator. We request you to be as involved as possible- these are very crucial years in your child's education and we want to work together to make them the best, and most memorable as well InshaAllah.

