

**Lahore Grammar School**  
**Senior Girls**  
**Campus O & A Level**  
**IMPORTANT**  
**INFORMATION AND**  
**CODE OF CONDUCT**

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## IMPORTANT INFORMATION

Students of LGS Senior Girls are afforded opportunities to pursue their academic and co- curricular activities independently as well as in an organized manner. Guidance and counseling by members of the staff are available to enable the girls to develop their talents. Occasional deviations are bound to occur and rules are formulated to take note of them to avoid recurrence. At times, strict measures will be needed in the larger interest of the school and community, therefore, provision must be made that all girls and their parents/ guardians are expected to abide by the rules detailed in this booklet so that the School can achieve its objectives.

01- The School rules are to be understood and complied with by all concerned.

02- These are applicable to all students on the School roll for the entire period of their enrollment.\

3. The School takes due care but accepts no liability regarding any accident, injury, casualty or loss in respect of any student on the way to and from school as well as on the School Campus.
4. The decision of the School Administration Committee is final in all matters pertaining to School rules, and may not be challenged in any court of law.
5. The School administrative committee shall comprise of the Directors, Principals, the Administrators and the faculty members.
6. All members of the Student Council are authorized to help enforce discipline and the rules of conduct. They shall be authorized to propose to the administrative committee the issuance of warning slips to the offending students found violating these rules.
7. Class teachers are authorized to issue warning slips ( yellow) for offences falling in category "A" and "B" .Three warning slips issued by a faculty member will make it a strong case for being brought before the Administrative Committee for suspension. The Administrative Committee will decide on the quantum of punishment to be awarded. The decision of the Committee will be final. These warning slips can be issued by the teachers; however, they must be signed by the respective Co-ordinator.

8. Every warning slip issued by the faculty will be counter signed by parents/guardians.
9. For an offence falling under Category "C" the Disciplinary Committee's decision shall be final.
- 10- All members of the Students Council are authorized to help enforce discipline and the rules of conduct. They shall be authorized to propose to the Disciplinary Committee the issuance of warning slip to the Students who are found violating these rules.

# **RULES OF CONDUCT**

## **CATEGORY A**

*The following lapses are punished with warnings  
(Yellow Slips).*

1. Neglecting Homework.
  2. Coming late to class.
  3. Coming late for school functions / duties.
  4. Disturbing other students.
  5. Lending or borrowing exercise books for replicating home work.
  6. Eating / drinking / chewing gum in class or anywhere on the campus.
  7. Failing to obey a lawful order of any appointment holder.
  8. Unauthorized stay in the school or in the swimming pool.
  9. Entering places which are deemed "out of bound".
1. Feigning sickness.
  1. Using cell phones in class or any working areas on the Campus ( for A Level Students).
  1. Carrying cell phones to School (for O Level Students). If found, it will be confiscated for the whole term.
  1. Not wearing School Blazers, Cardigans as winter uniform for O Level Students.
  1. Wearing track-suit without a physical education class.
  1. Poor attendance/improper turn out.
  1. Unauthorized stay on the Campus.
  1. Being late/absent from extra classes or activities.
  1. Disorderly behavior in class or play ground.
  1. Improper or untidy uniform (For O-Level)
  1. Repeated absence from any mandatory School activity.

## **CATEGORY B**

*The [ollowing actions gif/ be punished with suspension  
[rom the School which may extend frorri 3 to 5 days, or  
more.*

1. Writing on or defacing the walls or furniture etc. of the school.
2. Willful damage to school property, movable or immovable.
3. Using unfair means in tests or examinations or cheating in any test or examination.
4. Willful bunking of class.
5. Possessing, witnessing or displaying undesirable and/or pornographic material in school. If the offence is repeated, it can result in prompt expulsion.
6. Insolent behavior towards a member of the staff or officer/ official of the school and disobedience of orders/ instructions issued by a member of the teaching staff/ school officer.
7. Under age driving.
8. Use of defamatory comments or abusive/vulgar language against any student(s).
9. Any defamatory or abusive expression about any Student, Faculty, or Administration of the School on any Social Media.
1. Smoking cigarettes, Vape, E-cigarettes or similar devices which heat and vaporizes liquids that may or may not contain nicotine and /or flavouring in School and outside of the School premises.

## **CATEGORY C**

*The following offences are punishable resulting in immediate expulsion  
from the school.*

1. Proven theft
2. Involvement in immoral/ unlawful activities
3. Using of drugs of any kind in School or outside of the school premises
4. Any other offence deemed to belong to this category by the Disciplinary Committee.

**THIS CODE REMAINS EFFECTIVE FOR THE STUDENT'S ENTIRE  
ENROLLMENT PERIOD WITH THE SCHOOL.**

**THE SCHOOL RESERVES THE RIGHT TO ADMIT OR ASK ANY  
STUDENT TO LEAVE DUE TO VIOLATION OF THE STATED SCHOOL  
RULES**

**INFORMTATION**  
**CO-CURRICULAR PROGRAMME**

Following rules and regulations are in addition to those already mentioned and should strictly be followed by the student and the parent/guardian.

The head of Co-Curricular Programme can issue warning slips and can refer to the Disciplinary Committee for stricter action.

1. Although efforts will be made to encourage the talent of all students, the School reserves the right to nominate any student to represent the school in any activity.
2. Students are expected to balance Academic and Co-curricular activities. Poor academic performance may lead to expulsion from Co-Curricular Programme.
3. Administration has the right to prevent the student to represent the school on different forums, Competitions/ School trips if they have Disciplinary issues.
4. School is not responsible for the loss of student's personal possessions during or after co-curricular activities.
5. The activities are regularly announced through assembly, notice boards and official Facebook page. Students are advised to be observant and vigilant in order to be well informed. No students are forced to participate in any activity. Students should decide for themselves which activities they want to participate in.

# COMPULSORY CODE OF CONDUCT

## REPEATED FAILURE

***Any O Level Student who fails twice in a Promotion Examination may be asked to leave the School immediately after her second failure.***

## PUNCTUALITY

***All students are expected to be regular and punctual. Monday morning assembly is mandatory to attend by all Students. Parents /Guardians should ensure that Students observe punctuality. Habitual late comers are liable to be marked absent, and appropriate action may be taken against them.***

Students should also observe punctuality for their classes. Any student coming late to class will be penalized duly.

## LEAVE RULES

***Leave must be obtained before a student absents herself from the School. In case of sudden illness, a medical certificate either with the application, or afterwards must be submitted to the School.***

## WITHDRAWAL

***A student may withdraw from the school after submitting a written notice. The Student must clear all dues before requesting a transfer/ school leaving certificate. This certificate will be issued free of charge; however, in case of a duplicate, fee will be charged. Security will only be refunded up to six months after the withdrawal. Specific rules for O & A Level Programmes are detailed in the respective prospectus and should be followed in this regard.***

All dues should be clear before requesting a School Leaving certificate.

## CHANNELS FOR ADDRESSING CONCERNS

- ***Email to the School's Official Email address ([lgsitgirls@yahoo.com](mailto:lgsitgirls@yahoo.com))***
- A written letter to the Principal, or an appointment with the Principal, if desired.

e Email to the Director In-Charge, Ms. Samina Rahman (Email address is available from her Office at Senior Boys Campus 364 E/1, Johar Town Lahore)

6. No Student is allowed to participate in any co-curricular activity outside school without the consent of the Parents/Guardian

7. Auditions/ tests/ interviews/ meetings are held for all activities.

Therefore, any student not appearing in these cannot claim any right of participation in the given activity whatsoever.

8. Students are chosen through these auditions/ tests/ interviews/ meeting ratings etc. on merit by the Appointing Authority. The decision of the administrative committee will be final and binding in this regard and cannot be changed.

9. Any participant found indulging in any of the following will be issued a warning and might be banned from the activity:

- A. Coming late for the activity without any proper justification
- B. Being absent from the activity without prior permission or apt justification.
- C. Wasting time during the activity
- D. Displaying lack of interest in the activity.
- E. Using abusive language with the team members
- F. Displaying insolent behavior towards authority or disobeying a direct order.
- G. Refusing to participate in the activity after appearing in the audition and getting selected for that activity.
- H. Any other activity/ behaviour seemed by head of the programme to belong to this category.

#### RULES FOR APPOINTMENT HOLDERS

An appointment holder will be treated as any other student regarding general discipline and conduct. The student will be withdrawn from her appointment for any of the following deviations:

1. Misuse of authority
2. Inefficiency
3. Negligence of duties
4. Poor academic performance
5. Misconduct