



Discipline and Grievance Policy

1. Purpose

The purpose of this policy is to establish guidelines for maintaining discipline within the school and provide a fair procedure for addressing grievances raised by students, staff, and parents. This policy aims to promote a positive, respectful, and productive environment for learning and teaching.

2. Scope

This policy applies to all students, teachers, administrative staff, support staff, and parents associated with the school.

3. Discipline Policy

3.1. General Guidelines

- Respect: All members of the school community are expected to act with respect and courtesy towards others.
- Compliance with Rules: Students and staff are expected to comply with school rules, regulations, and policies at all times.
- Responsibility: Everyone is accountable for their actions and must act in a manner that upholds the school's values.

3.2. Types of Misconduct

The following behaviors are considered breaches of discipline:

- Disruptive behavior in class or during school activities.
- Bullying, harassment, or discrimination.
- Damage to school property.
- Disobedience or disrespect towards teachers or staff.
- Use of prohibited substances (drugs, alcohol, etc.).
- Cheating, plagiarism, or academic dishonesty.

3.3. Disciplinary Procedures for Students

- Verbal Warning: For minor infractions, a student may receive a verbal warning from a teacher or staff member.
- Written Warning: Continued or more serious misconduct will result in a written warning, which will be recorded in the student's file and communicated to parents.
- Parent Meeting: If misconduct persists, a formal meeting with the student's parents will be arranged to discuss corrective actions.
- Suspension: Repeated violations or serious offenses may result in suspension from school for a specified period.
- Expulsion: For severe or continuous misconduct, the student may face permanent expulsion from the school.

3.4. Disciplinary Procedures for Staff

- Verbal Warning: For minor policy violations, a verbal warning will be issued by the school administration.
- Written Warning: A written warning will be issued for more serious or repeated violations.
- Formal Investigation: In cases of serious misconduct, a formal investigation will be conducted, potentially leading to suspension pending the outcome.
- Termination: If misconduct is proven, and depending on its severity, the staff member may be terminated from their position.



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4. Grievance Policy

4.1. General Guidelines

The school is committed to providing a fair, transparent, and confidential procedure for addressing grievances from students, staff, and parents. Grievances may include concerns related to:

- School policies.
- Treatment by a teacher, staff member, or fellow student.
- Academic or disciplinary matters.
- School facilities or environment.

4.2. Grievance Procedure for Students and Parents

- Informal Resolution: Students or parents should first attempt to resolve any grievance by speaking directly to the teacher or staff member involved.
- Formal Complaint: If the grievance cannot be resolved informally, the issue should be raised in writing to the Principal or school administration.
- Investigation: The Principal will acknowledge receipt of the complaint within 3 working days and initiate an investigation.
- Meeting: A meeting may be arranged between the complainant and the relevant parties to resolve the issue.
- Outcome: The school will provide a written response to the complainant, outlining the findings of the investigation and any actions to be taken.

4.3. Grievance Procedure for Staff

- Informal Resolution: Staff members are encouraged to resolve grievances informally with their colleagues or supervisors where possible.
- Formal Complaint: If unresolved, the staff member can submit a formal written complaint to the Principal or school management.
- Investigation: An investigation will be initiated to gather facts and address the complaint. This process will remain confidential.
- Meeting: A formal meeting will be held with the complainant to discuss the issue and explore potential solutions.
- Outcome: The school will provide a written summary of the findings and any recommended actions within a specified time frame.

5. Confidentiality

All disciplinary actions and grievance matters will be handled with strict confidentiality. Information will only be shared with individuals who are directly involved in the process.

6. Appeals Process

If the complainant (student, parent, or staff) is not satisfied with the outcome of the grievance or disciplinary decision, they may appeal to the school board within 10 working days of receiving the final decision.

7. Policy Review

This policy will be reviewed annually or as required to ensure it remains relevant and effective.

Principal's Signature: *Sadia Akhter*

Date: April 15, 2025