# Table of Contents

1. **Welcome Letter**

2. **Statement of Purpose**
   - A. Mission Statement
   - B. Core Objectives
   - C. Expectations

3. **Student Life**
   - A. The House System
   - B. Academic Enrichment
   - C. Student Council
   - D. School Magazine
   - E. Sports and Evening Games
   - F. After school Clubs
   - G. Media Centre and Library

4. **Student Support**
   - A. Academic Monitoring
   - B. Remedial Program

5. **Parent Support**
   - A. Communication between Home and School
   - B. Child’s Progress
   - C. Parents Can Help

6. **Policies and Procedures**
   - A. Daily Schedule
   - B. Attendance
   - C. Homework Policy
   - D. Homework Expectations
   - E. Promotion Policy
   - F. Grading and Rewards Policy
   - G. Exam Policy
   - H. Graduation Requirement
   - I. Before and After School Procedures
   - J. Alternate Person
   - K. Withdrawals
   - L. Attestations and issuance of school documents
   - M. Support from Guidance Counselor
   - N. Public Access to School
   - O. Health Care Information
   - P. School Telephone Use
   - Q. Parties at School
   - R. School Dues

7. **Discipline Code**
   - A. Goals and Objectives
   - B. Rules, Regulations and Expectations
   - C. Academic Honesty
   - D. Acceptable Use of Technology
   - E. Uniform
WELCOME LETTER:

Welcome to SICAS. As you enter our campuses, you will experience a lively atmosphere, a rich environment, and a climate of learning. You will find both teachers and students actively and enthusiastically busy in one or the other form of learning activities that are part of our daily tutoring routine. It would not be off beam to say that at SICAS one can find a sense of family that allows for individual expression, as well as teamwork that manifests a healthy collaboration. The well-developed and innovative lessons create an academic environment that enables the enhancement of each student’s potential. Moreover, great care is taken to integrate the curriculum across various disciplines.

SICAS supports learning through several methods. At times you will find two teachers assisting the learning process; supervising experiments in laboratories to help students gain new insights into scientific method, co-teaching and catering students individual needs through remedial classes. We strongly advocate participation in co curricular activities as well and our students are provided with various opportunities via a number of inter-house and inter-school events. Because of a multipronged approach to teaching, there are many ways that student are assessed. Evaluations are done through subjective and objective tests, quizzes, projects, report writing and presentations.

This student handbook offers parents and students concise guidelines for all academic and administrative rules and regulations that are an intrinsic part of SICAS. After reading through it, please sign the pledge and acknowledgement form found at the end and
return to our office for safe our records. Please also feel free to contact us through email 
or telephone to speak to a teacher, counselor, or the principal if you have any further 
questions or concerns. We look forward to having a wonderful year ahead.

**STATEMENT OF PURPOSE**

Our Vision:

SICAS aims to develop in our students a strong intellectual and moral foundation and 
leadership skills that enable them to flourish as responsible citizens. We strive to provide 
a strong academic program, with a focus on superior teaching practices, which allow 
young men and women to develop a responsibility for their own learning, a concern for 
others, and the resources to pursue fulfillment in their lives.

Our Mission/Philosophy

We believe that the school has two main functions. One of these is to help each 
individual acquire the knowledge and skills to enable him to become a lifelong learner. 
These skills include locating and interpreting information, as well as higher order thinking 
skills such as relating, evaluating, and analyzing information. The second basic function 
of the school is to provide knowledge and training useful for being a successful, 
productive, and well-adjusted citizen of a democracy.

The end product is to develop a sound foundation of knowledge and skills that enable 
life-long learning habits. We believe in the dignity and worth of each individual. At the 
same time, we know that all individuals differ emotionally, physically, socially, and 
intellectually. Through guidance in all phases of school life, it is hoped that student may 
discover their self worth, realize their highest potential, and accept responsibilities 
towards themselves and towards society. With the support of parents and community, 
the school maintains a safe haven for students' intellectual development, physical well 
being, social and emotional growth, and moral awareness.
Core Objectives
The primary objective of SICAS is to provide the best possible educational opportunities for its students. Knowledge and skills relevant to attainment goals addressed in the mission are:

1. Academic Areas
   - Development of basic skills and understanding in the areas of communication, computation, aesthetics, scientific investigation, physical and mental fitness.
   - Development of sound problem solving skills in meaningful situations which prepare the student to face situations resulting from change.
   - Provision of a comprehensive and diverse range of curricula which allows for individual abilities and needs.
   - Provision of on-going self-evaluation by the school as a whole with regard to teaching methodologies, curricula, and evaluation.

2. Personal Development
   - Awareness of Self
     - Acceptance and practice of moral and ethical responsibilities.
     - Development of effective study and work habits through initiative and self-discipline.
     - Establishment of worthwhile goals toward which to work.
     - Encouragement of participation in extracurricular pursuit.
     - Encouragement of positive self-esteem.
     - Encouragement of proper hygiene.
   - Awareness of Others
     - Understanding of and participation in group processes.
     - Encouragement of tolerance and compassion toward others.
     - Encouragement of acceptance of civic responsibilities.

Expectations for All
Students, teachers and parents share responsibility in the learning process. Each entity is valued and respected, and each works for the benefit of all in our
community of learners. SICAS offers students and the school community opportunities to exercise responsibility, decision making and leadership as well as opportunities to participate in curricular and extracurricular activities. Our mission will be realized when our students begin to demonstrate an awareness of the relationship between rights and responsibilities; accept responsibility for their own learning; and master skills that enable them to become self-directed learners who set high goals and develop intellectual curiosity.

1. **Academic Expectations**
Students will meet appropriate levels of academic skills necessary to prepare for assessment tests; demonstrate an ability to use all resources and tools available for learning and research, including information systems and computer technology; develop personal study skills to a level sufficient to discover, organize, interpret and evaluate information in order to make decisions and implement new ideas and solutions; demonstrate and effectively employ receptive and expressive communication skills including listening, reading, writing and speaking; and demonstrate the ability to become life-long learners through the use of critical thinking skills, problem solving skills, physical development skills and an understanding of the importance of personal wellness.

2. **Social and Personal Expectations**
SICAS encourages in students to respect their own selves and others, and to develop a sense of dignity and self worth, and a willingness to live and to work with others in a spirit of productive cooperation. In our life together we demand honesty, reward responsibility, and cultivate an atmosphere of mutual caring. Our mission will be realized when our students begin to demonstrate a respect for peers, teachers and staff; respect for individual differences, including but not limited to: gender, ability, sexual identity, ethnicity, religion, cultures, and language; respect for property, including the school building, contents and grounds, as well as personal property of all school community members.
**ACADEMIC PROGRAM:**

**O LEVEL Program:** The following subjects are compulsory for all O Level students at SICAS schools:

<table>
<thead>
<tr>
<th>COMPULSORY</th>
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<tbody>
<tr>
<td>English Language</td>
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<tr>
<td>First Language Urdu</td>
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<tr>
<td>Pakistan Studies</td>
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<tr>
<td>Islamiat</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>English Literature</td>
</tr>
</tbody>
</table>

The compulsory subjects combine with the elective and optional subjects to complete the list of signed up courses for any particular student. The electives at SICAS SENIOR are divided into 3 groups: The Pre-medical Group, Pre-engineering Group and the Business Group. The students must choose one of the three groups.

**ELECTIVE 1 – Pre-medical/Pre-engineering Group**

- Physics
- Chemistry
- Biology

**ELECTIVE 2 – Pre-engineering Group**

- Physics
- Chemistry
- ICT

**ELECTIVE 3 – Business Group**

- Accounts
- Economics
- Business Studies
Students can also choose one or more of the following optional subjects. Such subjects are usually offered through after school classes or offered for short duration crash courses during the summer holidays. Some of the optional courses are offered at SICAS Senior for which students will have to arrange for their transportation.

<table>
<thead>
<tr>
<th>Additional Optional Subjects</th>
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</thead>
<tbody>
<tr>
<td>Commerce</td>
</tr>
<tr>
<td>World History</td>
</tr>
<tr>
<td>Environmental Management</td>
</tr>
<tr>
<td>Art &amp; Design</td>
</tr>
<tr>
<td>Sociology</td>
</tr>
<tr>
<td>Additional Mathematics</td>
</tr>
</tbody>
</table>

Our ability to offer an optional subject at SICAS Senior is dependent upon establishing critical class strength of at least 10 students at the time of signing up.

**A Level Program:**

We offer the following subjects in our **A Level program** at SICAS Senior:

<table>
<thead>
<tr>
<th>Physics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
</tr>
<tr>
<td>Biology</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Further Mathematics</td>
</tr>
<tr>
<td>Computing</td>
</tr>
<tr>
<td>Principles of Accounts</td>
</tr>
<tr>
<td>Business Studies</td>
</tr>
<tr>
<td>Economics</td>
</tr>
</tbody>
</table>
Students are advised to choose amongst the popular groupings of Pre-Medical (Physics, Chemistry, Biology), Pre-Engineering (Physics, Chemistry, Mathematics), Business (Accounts, Economics, Business Studies). Alternatively, students may choose any combination of the above subjects provided there are no clashes in the class schedule. Please contact the A Level coordinator to receive the timetable so you can choose your classes. Clashes may be removed by rescheduling classes in the interest of the majority of the students. General Paper is a compulsory AS Level course for incoming Science and Business students. Special permission may be granted at the discretion of the school administration for excluding the General Paper as part of the course load for a particular student.

**ENROLLMENT PROCESS:**

Prospective students can enter SICAS Senior at grade IX subject to allowable space in classes. Grade IX admissions take place in May-August of each year. Students are advised to visit the school’s admissions office during this time to collect the school prospectus and be taken on a round of school facilities. After registering, the student will be asked to come in for an admission test and an interview. An offer for admission may be made after successfully completing the process. The fee structure is available from the admission office and is subject to revision each year.
Admission tests are conducted for Grade IX O Level in the subjects of English, Mathematics, and Urdu. Placement tests may be offered to students in Grade X and XI strictly at the discretion of the management. Students being promoted from within SSS may not sit for the admission tests unless there are some extenuating circumstances.

A Level admission is based on the Cambridge CIE exam results. Edexcel and other board examination may also be considered along with a valid school transcript at the time of admission.

SICAS Senior does not encourage Matriculation students to get into A level stream, however, students with extraordinary academic performance may be offered a conditional admission in A level after conducting an admission test in Mathematics and English based on CIE O level syllabus.

**MERIT SCHOLARSHIPS:** Limited numbers of Merit scholarships are available for A Level students. Students must apply for these and the actual amount is determined after assessing their CIE O level results. Merit Scholarships are awarded only for a limited time and are applicable as long as students keep up their performance level in internal exams (Mid-year or End of Year Exam). Sports and extra-curricular merit scholarships may also be offered.

**Student Identity Cards:**

SICAS will issue students with a student identity card, which is their official identification as a student. It must be used or shown when entering the school premises and at other times, upon request. Students are strictly prohibited to allow other people to gain access to the institute’s facilities through this card. It is important that the ID card is kept safe. A charge of Rs. 200 will be made for replacements.

Any queries about enrollments should be addressed to the admission office or the Information Desk.

Contact personal

Ms. Shabbana Yasir
School Secretary

Email: shabbana.yasir@sss.edu.pk
sicas@sss.edu.pk


**STUDENT LIFE:**

**A. House System**

There are 4 Houses at SICAS, namely: Salam, Tipu, Faiz, and Qasim House. Each House has its distinct motto and is represented by its own flag. A strong House Point System is in place that enables the end-of-the-year House rankings in Academics, Sports, Co-Curricular, and General Proficiency.

Behaviour points are also awarded, and the demerits of school rule infractions are subtracted, to give a tally of points that go towards the Proficiency Cup. A notable feature of the House system is the nomination and appointment of House Captains, whose task is to rally fellow House members and to select individuals for team events, amongst other duties. Housemasters and Housemistresses are also appointed and they are responsible to oversee the performance and discipline of their respective Houses.

Students are encouraged to participate in sports and extracurricular events in order to win points for their respective houses. The student who stands out the most amongst his or her peers will be shortlisted in the senior most Grade to be considered for becoming House Prefect. The criteria for nomination are based on character, academic accomplishment and extracurricular or sporting achievements. The selection committee consisting of school personnel and chaired by the Principal have the final say in the nomination of House Prefects and Head Boy/Girl.

**B. Student Council:**

The Student Council provides an opportunity for students to take on leadership roles, become active and involve in their community, develop organizational skills, set and achieve goals. At SICAS student Council members are nominated every March from primarily AI class. The council members consist of School Head Boy/Girl, Deputy Head Boy/Girl, House Captains/ Vice Captains, Sports Captain, Marshals, and Society representatives. The student council nominations are done through 5 step process:
• Self Nominations
• Rectification of Self Nominations by Council Advisor
• Selection of suitable candidates (Narrowing down process) by the nomination committee comprising of Principal, Vice Principal, and Guidance Counselor
• Interviews with the Nomination Committee
• Final induction and announcement of the student council in the school assembly and oath taking ceremony

List of Societies:

• SIDS English
• SIDS Urdu
• MUN Society
• Dramatics Society
• LAPS (Literature and Poetry Society)
• Arts Society
• Business Entrepreneurial Society
• Irtiqa
• SAW (Scientists at Work)
• Environmental Society
• Music Society
• Media/Newsletter Society (Novelle)

C. School Magazine
Each year the School publishes its own magazine through the members of the LAPS Society. The editor and sub editor is chosen from senior most grades and are usually LAPS society heads. He or she must demonstrate strong writing and publishing skills. Contents include students’ articles, class photos, event coverage, student reports on special days, Student Council, faculty and staff photos, outgoing class wills, and many candid photographs of our students having fun! This student activity is open to all students. Students learn planning, photography skills, layout and design, and many other aspects of publishing.
The Magazine Staff and Advisor determine the schedule of the meetings and the content. Magazine committee is headed by the Magazine head who works in close coordination with English Language teachers to monitor working of the magazine committee.

D. Sports and Evening Games

After school games program is offered for physical as well as mental growth of the students. This is an integral part of physical development and all our students are encouraged to participate in sporting events. We utilize the best sporting facilities and coaches in town to meet the objectives of making our students excel in their chosen sport.

Objective:

- To partake in competitions that honour and promote sports, and have a positive impact on social development.
- To expand the capacity for responding to others by organized group activities.
- To extend self-awareness through purposeful venture in outdoor situations.
- To develop physical fitness by continued exposure to outdoor activities.
- To enhance environmental awareness to perceive and identify our national heritage by conducting outings in the wilderness.

SICAS schools offer training camps for the following sports.

- Athletics
- Cricket
- Table Tennis
- Football
- Hockey
- Basketball
- Tennis
- Swimming
- Badminton

Training camps for a particular sport is subject to student interest and the availability of a suitable coach. SICAS Main athletic facilities can be used for some of the camps especially for Tennis and Football where we have a proper tennis center and football ground.
In liaison with the Adventure Foundation of Pakistan, SICAS offers its students a wide scope of organized activities to promote their self-expressions through adventure by providing them safe opportunities to discover and equip themselves with a first-hand experience of outdoor living. Camping activities offered during the summer season include mountaineering expeditions, trekking trails, rock climbing, rappelling, and various other expeditions by boat. During winters, our students are taken for winter camp-crafts, ice climbing, desert trekking, downhill skiing and sailing.

A. After School Clubs and Camps

Student life at SICAS is not just about academics, but also about a diverse co-curricular program specially designed to enable students to explore their talents and creative abilities. Students are encouraged to participate in theatre, debates, art, technology, music, social services, sporting activities and much more.

SICAS offers a broad spectrum of different after school clubs. These clubs are not only important for a child’s mental growth but also serve to foster his social skills. Such activities are absolutely essential if a child is to grow up confident, full of life and exuberance. Students are encouraged to become active members of various clubs such as the Music Club, English and Urdu Debate Clubs, Dramatics Club, Photography Club, Entrepreneurial Club. The arrangement of these clubs will be subject to student interest.

B. Use of The Library/Computer

Students are encouraged to use the library or computer lab for research and to spend their time constructively. They are required to adhere to the following guidelines:

- Students may use the library during school within allocated library lesson or may borrow books after school. School library also remains operational during summer vacations.
- The librarian may schedule special classes near the beginning of the school year for teaching or reviewing specific library skills.
- Students are expected to be orderly and quiet while in the library.
- It is prohibited take any resource out of the library without following proper procedures.
• Students are responsible for paying fines for any books or library materials that they lose or damage.
• Students are also provided internet lab apart from computer lab where they can access e-sources.

**STUDENT SUPPORT**

A. Academic Probation

All students who receive failing grades on their report card are put on Academic Probation and are required to participate in academic monitoring. Monitoring is a cooperative effort shared by school heads, the teaching staff, the student, and his/her parents. Students placed on monitoring will receive a weekly or fortnightly progress report from the respective coordinator office. The report includes comments on the student's effort, class work/homework, and has indicators for the student's test average. Students placed on probation will be expected to fully participate in all activities designated for their improvement. Parents are encouraged to visit and confer with the individual teacher if there are concerns with their child's academic progress. Students on Academic Probation may be barred from participating in co-curricular and sporting activities.

B. Remedial Program & Homework Help

To improve the performance of at risk or struggling learners, SICAS holds after-school remedial classes for selected subjects. This is a mandatory program for struggling students and serves to extend and strengthen classroom lessons and learning. This program is offered free of cost either during break or after school.

**PARENT SUPPORT AND INVOLVEMENT**

A. Communication Between Home and School
Involving parents is essential to improve student achievement; therefore, the school fosters and supports active parental involvement. This is accomplished through regular, two-way, meaningful communication; scheduled parent-teacher conferences; active involvement in a variety of roles; and the promotion of responsible parenting.

Throughout the year, students’ papers are sent home in order to keep parents informed. Teachers are encouraged to make every effort to clearly explain expectations related to various assignments. When papers are sent home with unsatisfactory grades or notes concerning incomplete assignments, please follow up on this. It is the responsibility of parents to closely monitor their child’s academic progress and insist that students complete all assignments.

B. How to help?
A child’s report card is as personal and as individual as the child. It is best not to compare report cards among children in the family or in the neighborhood. Since children do not develop or learn at the same rate, we strive to understand how your child learns best and cater to each individual’s unique style of learning. It is recommended that you have at least two conferences a year with your child’s teacher. If you have questions about your child’s work, progress, grades, or other concerns, please call the school office to schedule a meeting.

C. Parents Can Help:
Following are some things parents can do to help their children be successful in school.

- Insist on regular attendance and punctuality
- Keep your child home when they are sick. Encourage and help the student to make up work missed due to absence. Also remember to send in a written application for his/her leave.
- Be sure your child gets a good night’s sleep (9 or 10 hours) and has a wholesome breakfast before coming to school.
- Show a sincere interest in what your child is doing in school.
- Be informed of school rules, expectations, and your child’s progress.
- Provide a suitable time and place for your child to read and study at home.
- Set and maintain reasonable standards of behavior for your child.
- Nurture self-discipline in your child.
• Foster in your child () respect for others and to obey the law and those in authority.
• Encourage your child to appreciate people, to value work, and to recognize his or her place in the immediate community and beyond/
• Be active in the school P.T.C’s and attend school functions whenever possible.

POLICIES & PROCEDURES

A. Daily Schedule

1. School Hours O Levels

REGULAR DAYS

<table>
<thead>
<tr>
<th></th>
<th>Morning</th>
<th>Afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td>O level</td>
<td>7:50 am</td>
<td>2:00 pm</td>
</tr>
<tr>
<td>A level</td>
<td>8:00 am</td>
<td>4:00 pm(as per schedule)</td>
</tr>
</tbody>
</table>

HOUSE ASSEMBLY IS MANDATORY FOR ALL O AND A LEVEL STUDENTS

<table>
<thead>
<tr>
<th></th>
<th>Morning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>7:50 am</td>
</tr>
</tbody>
</table>

2. School Hours A Level:

Arrival: Member of the student council have to report (on a rotational basis) for the morning assembly according to their schedules. All other students can come to school at the time of their first morning class.

Departure: A Level students must adhere to their allotted timetable. They are not allowed to leave campus once they arrive. However, they may leave after their last class after 12:00 noon. Students are encouraged to spend their free time in the library or other designated study areas of the campus to revise their lectures or on assigned class work. A Level students are also allotted time for recreation and physical education is also incorporated as part of their weekly schedule.

NOTE: All A Level students are required for the House Assembly on Tuesdays.
3. **House Assembly and House Meetings:**

Each house hosts the Tuesday Morning House Assembly on a rotational basis. The House is free to select presenters for that particular day and must ensure their adequate preparation. House Meetings are to be held at least once a month after the Tuesday Morning House Assembly. Once the meeting is announced the House Captains must come up with an Agenda around which the discussions take place. Students are typically motivated and shortlisted for upcoming inter-house events and a review of the House Points also takes place. Students and/or Council members who are absent from the House Assembly or the House Meeting are subject to disciplinary action. They must inform the school administration in advance if an allowed leave is to be sought.

### B. Attendance

- **Late Arrival (Tardy)**

  Tardy is defined as *not being in school before morning assembly* or in other words by the second bell. Please see that your child arrives at school well before 7:50 when the tardy bell rings. Students who come late must report to the main office for an admission slip.

  The school policy towards tardy in one academic term is as follows:

  - **First and second time**: Name is registered
  - **3rd time**: Pink Slip is issued and a disciplinary action is taken as per policy
  - **Fourth time**: Child is sent to the Principal’s Office for in-school detention and parents are informed. For each additional tardy after 3rd time, a pink slip is issued, suspension for one/two day will be given after issuance of 3rd pink slip. House master, class teacher and house captain are informed about the student is contributing negative points for the respective house,

- **Tardiness from Class (A Level)**

  If an A level student is late to class by more than 5 minutes he will not be allowed to enter the classroom. A-level students are expected to be seated before the
respective subject teacher arrives in the class. Under special reasons, A level coordinator may permit the entrance of the student with a warning. Students arriving late by more than 10 minutes are issued pink slips and are marked absent not only for the class but also for the whole day. A level teachers may address tardiness issues individually. The parent will be contacted if the problem persists.

- Absences from School
  SICAS recognizes two types of absences of students: **Excused** and **Unexcused Absence**. An excused absence is defined as one in which the student was absent for one of the following reasons:
  - Personal illness of student
  - Official school-sponsored activities
  - Medical appointments
  - Serious illness in the immediate family (parent, guardian, sibling, grandparent, child)
  - Death in the immediate family (same as above)
  - Any circumstances not covered above which the school principal or committee determines are excused.

  Any absence not described above will be defined as unexcused.

  All absences from school need to be reported to the school office **before 8am on the day of the absence**. Parents are requested to contact the school office via telephone for this purpose. Parents may send information through e-mail to the official school address but this must be followed by a written application (see below).

  The school year consists of 180 full days of instruction. No half days are permissible. Students must have at least 90% of attendance i.e. 162 of the 180 days. Absences in excess of 10% will be a factor for consideration in determining promotion. There are specific policies regarding homework during absences. Please refer to the **Homework Policy** for guidance.

  Approval of leave in form of written application, addressed to the Principal, must be submitted to the school office. Valid reasons regarding serious illness must be accompanied by a medical certificate. Weddings outside immediate family will not
be considered as a valid excuse for absence. Overseas travel should be undertaken during summer vacations or winter break. Special travel for immigration purposes will be approved on a case-to-case basis. **Fine policy** for unexcused absence is as follows:

- A child will be fined Rs.200 for absence on days adjoining weekends i.e. Friday and Monday
- Written warning letter addressed to the parent is issued for absents exceeding 10% (more than 5 days in a term).
- If a leave application for multiple absences is not received in time the student may be liable to face disciplinary action.

**Early Dismissal**
If possible, parents should try to schedule external appointments or other events outside of school hours. If a child is to be dismissed early, it is important that a signed note by the parent/guardian be sent in the morning to alert the school authorities; a phone call for said purpose will not be accepted because of security reasons except under exceptional circumstances. Students will not be called out of class prior to the arrival of the parent. If your child will be returning to school after an appointment, the child **must** sign back into the office.

**Note to Parents:**
Emergency messages and personal items will be delivered to the students only through school office. No visitor is allowed to go to a classroom during school hours.

**C. Homework Policy**
SICAS believes that the purpose of homework is to provide students with opportunities to extend classroom lessons and to transfer specific skills and concepts to new situations. In addition, homework is designed to develop personal responsibility, self-discipline and effective study skills. As with all instructional activities, homework
assignments are meaningful, relevant, and grade appropriate.

1. **Routine Homework Assignments**
   Generally, teachers assign any of four types of daily homework assignments. These are preparation, practice, extension, and creative/enrichment assignments. Examples of these types of assignments are:

   - **Preparation:** This type of assignment is intended to help students get ready for the next day’s classroom lesson. Students might be asked to write their own discussion questions based on the reading assignment. Or, the student may be asked to complete answers to reading review questions from the text.
   - **Practice:** By successfully completing practice assignments, students have the opportunity to review and reinforce skills, knowledge, and information presented in a previous lesson.
   - **Extension:** Extension assignments ask students to expand on skills and/or concepts taught during a previous class. For example, after studying an historical period, a student might be asked to read an article or book pertaining to that period and report their findings to the class.
   - **Creative/Enrichment:** This assignment includes analyzing, synthesizing and evaluating concept or skills already taught. Students have an opportunity to develop and apply their own ideas about a topic and prepare a presentation for the teachers or class.

2. **Long-Term Assignments:**
   Another category of homework is the long-term assignment. Frequently, teachers will assign long-term assignments that generally include special projects, research reports or book reports. The number and frequency of these assignments vary according to specific course requirements. The amount of time required to complete the assignments may be from one week to as long as four weeks.

3. **Daily Reading**
   A student's ability to read is strengthened by reading each day at home. The school strongly urges each student to spend time reading for pleasure or interest each day. In addition to books of interest, newspapers, magazines and journals can be included. A minimum of 20 to 30 minutes of daily reading will significantly enhance students’ reading skills.
D. Expectations on Homework

The specific amount of homework assigned varies according to subject and grade level. The amount of time individual students spend in homework studies will also vary according to the individual student's study skills and personal work habits. These variables are important considerations when teachers, parents and students work to identify the appropriate amount of time a student should spend in homework study. The recommendations listed below serve to provide guidelines to parents and students. When applying recommended time to individual students, please keep in mind the variables of grade, subject, student's work habits and motivation. Teachers' homework assignments may also vary slightly in amount of time expected of students.

<table>
<thead>
<tr>
<th>O Level</th>
<th>2-3 hours daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>A level</td>
<td>3-4 hours daily</td>
</tr>
</tbody>
</table>

1. Homework for Absentees

Students are required to turn in completed assignments given to them during multiple day absences upon their return to school. Students are responsible for making up for any missed work upon their return to school.

Note: Teachers are not obligated to provide advance assignments for students.

2. School Absences Because of Family Vacations

There are times when families plan vacations when school is in session. Students who are absent from school because of vacations cannot be excused from their scholastic obligations. The school recognizes the importance of family time for its students. The school also understands the difficulty and complexity of scheduling important family events. The guidelines presented below address the problem in a manner that best supports the purposes and goals of the school and the needs of the student.

- Teachers are not obligated to provide advance assignments for students.
- Students and parents are obligated to initiate making up for specific assignments, missed because of vacation during regularly scheduled school sessions.
- Teachers are expected to provide the same, reasonable make-up opportunities extended to students who experience an excused absence. Teachers are not
expected to provide more time for students who missed school because of family vacations.

3. Chronic Homework Difficulties
At times, students may struggle in meeting their homework obligations. When students routinely experience difficulties in completing homework assignments, teachers and parents need to confer about the nature of the student's difficulties. The school faculty has had success in assisting students to work through study skill problems. We know that collaborative school-home efforts can be effective in helping students improve their study skills. Please contact the school with your questions/concerns when you believe your child is experiencing chronic homework problems.

E. Examinations

Assessments and Examinations are ongoing processes and are diagnostic, formative and summative. SICAS monitors and records the performance of students in these examinations and communicate students' performance to parents through report cards in formal parent teacher meetings at least 3 times in an academic year.

O and A Level (grade IX, X and A-I)

<table>
<thead>
<tr>
<th>October Assessments</th>
<th>Mid-Year Exam.</th>
<th>March Assessments</th>
<th>End of Year Exam.</th>
<th>Consolidated</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 marks</td>
<td>100 marks</td>
<td>50 marks</td>
<td>100 marks</td>
<td>300 marks</td>
</tr>
<tr>
<td>Second week of October</td>
<td>Second week of December</td>
<td>Second week of March</td>
<td>Second/third week of May</td>
<td></td>
</tr>
</tbody>
</table>
O and A level (grade XI and A-II)

<table>
<thead>
<tr>
<th>October Assessments</th>
<th>Send-Ups</th>
<th>Mocks</th>
<th>Consolidated</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 marks</td>
<td>100 marks</td>
<td>100 marks</td>
<td>250 marks</td>
</tr>
<tr>
<td>Second week of October</td>
<td>Second week of December</td>
<td>Second week of March</td>
<td></td>
</tr>
</tbody>
</table>

Reports are sent out after each examination and assessment. Assessment Report cards are printed on white paper and Examination reports are printed on formal watermarked cards. Results of the examinations for Universities are only generated on the school transcript. Date sheet for the examinations and assessments are handed out to the student at least 2 weeks prior to the exam.

F. Promotion and detention Policy

Promotion of the students will be decided by the Promotion Committee comprises of the:

- Academic Head/Director SSS
- Head of school
- Coordinator
- Class teacher
- Subject teacher(s)

Note:

- Decisions of the promotion committee are final
- Re-evaluation will only be permissible after the promotion committee meets again.
- A special ad-hoc committee appointed by the promotion committee will recheck answer scripts of intended detainees before the declaration of result.
- All examination Answer scripts are shown to students and handed over to parents in PTCs.
Promotion Rules

Class VIII to IX

The O level promotion policy dictates that students require a minimum of 60% in 6 subjects in order to be promoted. Conversely, if a student secures U's in English or Mathematics he will not merit promotion to O level stream.

Class IX to X:

For promotion to Class X pass marks are 50% in all subject

Class X to XI

For promotion to Class XI pass marks are 50% all subject.

Class A-I to A-II

For promotion to Class A-II pass marks are 50% all subject.

If a student secures more than 1 U in the send up examinations, his entry will be sent as a private candidate for the CIE examinations; however, the registration process would be completed through school as a ‘private candidate’.

Double Failure/Detention

- Double failure means the failure of a student to qualify for promotion on two consecutive occasions during his/her school career.
- A student who fails more than once in this way will be subject to withdrawal the student from the school.
- At the time of the first failure, the promotion committee may take into account any special circumstances, such as lengthy and unavoidable absence from school, and decide whether they constitute a valid reason for allowing the student to be promoted to the next class. In such a case, an undertaking must be taken from parents at the time of the first failure, committing them to withdraw their child if he/she fails again the next year.

Double promotion

Double promotion is not permissible in any class for the O/A Level program.

Conditional promotions

Conditional promotions are to be strongly discouraged. If at all necessary, it must be accompanied by an undertaking from parents committing them to share responsibility for their child’s/children’s performance within the school.
Absence from Examinations or Assessments and Retake Policy for Internal Assessments and Examinations.

Students who are absent for class tests, assessed written work, or examinations, will not be retested, but would be considered under the following rules:

- In case a student has been unable to sit for the end-of-year examinations, with a valid reason, the committee will consider his/her promotion on the basis of his/her consolidated performance in the continuous assessment and the mid-year examinations.

- If a student is absent from the mid-year examination with a genuine reason, the promotion decision will be based on the continuous assessment and the end-of-year examination results.

- In case if a student misses any examinations/assessments due to his late admission, the committee will consider his/her promotion on the basis of the later continuous assessments and the end-of-year examinations.

- Students on approved long leave for a negotiated period of time are given a placement test for the compulsory subjects at the time of rejoining.

- If a student is absent from one or two subjects in the end-of-year examinations without a valid reason, the marks of the mid-year examinations or the minimum passing marks will be allotted, whichever is less. If he/she is absent for the entire mid-year or end-of-year examinations without a valid reason, he/she will be given no credit at all for the examination.

- If a student has been absent for less than half the class tests or assessed written work during a term, the average marks gained in other tests and written work, or the minimum passing marks as decided by the promotion committee will be allotted for the missing work.

- When a student is absent for less than half the class tests with a genuine reason, his/her assessments are based solely on the number of tests taken.

- When a student is absent for more than half the class tests with a genuine reason, he/she may be given the average of the other class tests or minimum passing marks, whichever is less.

- When a student is absent for less than half the class tests without a genuine reason, he/she may be awarded minimum pass marks or the average of the other tests, whichever is less, however, he/she is given no credit for the ones missed.
A student who misses any exam is not eligible for a prize for academic excellence in the Academic Prize distribution ceremony.

Retake Policy for CIE O/A level Examinations

- Any O/A level student can only sit in Oct/Nov session for re-take examinations through school as per CIE policy. He/she will have to pay all dues imposed by CIE/British council/School Admin fee as per stated exam.
- Any O/A level student who wishes to appear in the next May/June session, that will be treated as a fresh entry and child will have to be enrolled in the level for one year to appear as a regular candidate of the school.

Malpractice Cases:

If it is established that a student has indulged in any malpractice or breach of the examination rules, he/she may be required to:

- Forfeit any award for the paper in which a student is found to be cheating. No marks will be awarded for the particular exam.
- Leave the school (this may be appropriate for a habitual offender or one who threatens a teacher, or who seriously disrupts an examination).

G. Grading and Rewards Policy

As per CIE policies, students' performance is benchmarked using six grades (A*-E).

An ‘A*’ is awarded for the highest level of achievement whereas ‘E’ indicates minimum satisfactory performance. A ‘U’ is given for ungraded or unsatisfactory performance.

For O level:

<table>
<thead>
<tr>
<th>Accounts, Business Studies, Economics, Biology, Chemistry, ICT &amp; Physics</th>
<th>English Language &amp; Literature, Urdu Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>A* = (90% - 100%)</td>
<td>A* = (85% - 100%)</td>
</tr>
<tr>
<td>A = (85% - 89%)</td>
<td>A = (75% - 84%)</td>
</tr>
<tr>
<td>B = (75% - 84%)</td>
<td>B = (65% - 74%)</td>
</tr>
<tr>
<td>C = (65% - 74%)</td>
<td>C = (55% - 64%)</td>
</tr>
<tr>
<td>D = (55% - 64%)</td>
<td>D = (50% - 54%)</td>
</tr>
<tr>
<td>E = (50% - 54%)</td>
<td>E = (45% - 49%)</td>
</tr>
</tbody>
</table>
A grade for Effort and Behavior is also awarded in the internal examinations on a 1-4 scale as shown in the diagram above.

**HONOUR ROLL**

Students in grades who receive all A* in their consolidated internal result or highest result in CIE examinations will be placed on the honor roll. Students will be eligible for additional rewards at the time of the annual prize distribution ceremony. The criteria for these rewards may be inquired from the school authorities.

**H. Graduation Requirements**

Graduation at SICAS occurs in two stages. First, upon completing the internal academic requirements of the school. The students are invited to attend their Graduation Ceremony at the school Annual Prize Distribution. This event that takes place in April every year. Second, the student is considered a High School graduate after passing his CIE A Level exam; the result of which is declared in August of the year the exam is taken.

To meet the internal requirement of the school, students must successfully clear the A1 End-of-Year exam and attain an adequate passing grades in the send-up and mock exams. Borderline cases concerning students on Academic Probation will be given clearance to graduate at the discretion of the school Principal.

In order to pass the CIE exams, students must clear three CIE full-credit A Level exams and attain passing marks in each. Upon clearance of the CIE exam students, a student previously on academic probation may attain the SICAS diploma.
**Subject Change/Withdrawal (A Level)**

Class schedules will be given to students prior to the start of each term. Subject changes or withdrawals will be allowed through the first 2 weeks of the September of A-I, thereafter enrollment in new subjects will be at the discretion of the school authorities and students will be charged subject change/withdrawal fee.

**H. Student Records**

Permanent records include the student’s personal file, copies of his report cards, certificates of scholastic and co-curricular achievements, letters of commendation or of concern, behavioral incident reports, standardized testing results, attendance, and health records. A student and/or parents/legal guardians may see the student’s record by making an appointment with the school office. The student and/or parents/legal guardians may request for any statements or documents in the record if it pertains to the student’s school work. Students may request that a particular item be removed from the file; however, the counselor may or may not grant the request. If the request is denied, an appeal may be made to the Principal.

**I. Summer School Camps**

SICAS Senior offers a summer school program of varying lengths during the winter and summer vacation period. Summer school is for catching up with the required course work as well as for preparing for O Level Optional subjects. Summer school also provides a variety of co-curricular and leadership programs such as Debate, MUN, French, swimming and other sports training camps.

**J. Withdrawal**

To withdraw, a student or parent should obtain a Withdrawal Form from the school office and have it signed by counselor, librarian and the Principal. A student must have his/her parent/legal guardian’s permission to withdraw. All books and materials checked out are to be returned and school dues, including fines assessed due to damaged or lost materials should be paid. Any student seeking withdrawal before graduating will have to state reason for leaving and parents/legal guardian’s need
to meet with Vice Principal/Principal in person to get the school leaving certificate (SLC).

K. Attestation and issuance of school documents

Students need to present original documents to get photocopies of academic/co-curricular achievement certificates verified. School will not attest any copy without verifying the original document. SICAS issues certificates such as bona fide certificate, hope certificate, school transcripts, school reports, on request. In order to obtain such certificates a request to the guidance counselor must be made at least 5 businesses days in advance. All certificates will be specifically addressed to institutions where submission is needed. Transcripts and recommendation letters will directly mailed to the universities where student is seeking an admission. Mailing or courier charges must be borne by the student.

L. Support from the Counselor’s Office

The Guidance Counselor:
- Guides and advises students on college admissions.
- Writes comprehensive, honest and positive descriptive statements for students through the various resources available to him/her, such as information from teachers, advisors, parents, and observation of the student from his/her own personal experience.
- Liaisons with admissions officers of universities and colleges
- Reports any disciplinary incidents regarding an applicant to his/her university if such an incident occurs after the submission of the student’s application.
- Informs the colleges and universities if it is discovered that a child’s work on his personal statement/college essay is not his own; plagiarism is not allowed and is very strictly handled by school personnel and universities personnel locally and abroad.
- Reports any positive developments in a student’s profile to his/her university since the submission of his/her application (e.g. Mid-year report, End of year report).
- Coordinates and follows-up with the university/college personnel for any additional documents that might be needed for the student’s admissions file.
- Responds to any queries that the university admissions officers may have regarding the student(s) application to their universities.
- Follows up with students and the universities/colleges they have applied to, regarding their admission status.
- Makes a student understand that it is his/her own academic record and overall profile that determines admission to a university/college.
• Ensures that all that the admissions requirements are completed by the students and the office personnel involved in a timely manner, and that all documents are mailed (via online or courier services) to the Universities/colleges, before the published deadlines.

Expectations from A-I and A-II students:

• A Level students are expected to visit counselor office in the beginning of A-I to get to know the complete procedures of counselor office. Moreover, all students need to coordinate with counselor to ensure that their files are established in counselor’s office for future proceeding.
• At the beginning of A-I, an orientation session is held to encourage students to take on a challenging curriculum appropriate to their abilities.
• All students must meet SICAS internal application deadlines.
• When researching for colleges, students should look for at least two “safety” colleges, two or three “likely/middle range” colleges and two “dream/reach colleges”, depending on their academic record and personal profile.
• Research for colleges should depend on the preferred location, the most suitable program offered to suit the student’s career goals, the size of the school the student wishes to attend, the nature of the teaching style offered, preparation for a future career choice, cost and the availability of financial aid (if required)
• Students should provide the teacher/counselors with a CV or resume to assist in writing a recommendation letter
• Students should start work on their personal statement during the summer at the end of A-I.
• Students should keep themself well informed about school activities and resources available through assembly announcements and bulletin boards.

Expectations from Parents:

• Support and encourage your child, offering advice and guidance when appropriate.
• Encourage your son or daughter to visit the Guidance Counselor Office at SICAS, and not to hesitate to ask questions regarding college applications/career goals, or to update the Counselor about their academic performance and involvement in extracurricular activities
• Avoid imposing or forcing your preferences regarding career/college choices onto your son or daughter. It is important to remember that college planning decisions are as much as possible, a student’s decision. However, do help your child to gather enough information and research thoroughly through the various resources available, before making his/her decision.
Family meetings should be held as early as the end of a student’s Grade XI (or even earlier). These meetings should focus where the parents want to send their child for undergraduate studies and to start the ground-work on college admissions. This decision will be based on many factors: finances, family commitments, amongst others.

Parents should be open to new ideas and suggestions. They should not be focusing only on the best-known colleges, but rather on the “best suited” colleges for their sons and daughters, where he/she can be happy.

Parents should help their child to understand that there is always more than one college that is appropriate for him/her.

Parents should encourage their child that there are no shortcuts to getting into the top colleges; an ethical approach to college admissions should be supported.

Parents should teach their children to complete their own applications, write their own personal statements/college essays.

M. Public Access to School

1. Visiting the School
   It is highly appreciated if visitors seek a prior appointment in order to meet any management staff member. The Front-desk officer and school administrator will always be available during school hours to answer any query. However, Vice Principal/Principal may not be able to meet visitors without a prior appointment. Due to security reasons, parents and visitors are required to get visitor’s pass at the gate to enter in to the school premises. All visitors must first report to the main office. The Front-desk officer will manage your meeting with the concerned staff.

2. Contacting the School
   At times it will be necessary for parents to contact the school to speak to teachers or, occasionally, their children, during school hours. Please use the following procedures:
   Teachers:
   The school holds formal parent teacher conferences (PTC’s) in order to bring parents up to date with the progress of their child. If a meeting is necessary in addition to the scheduled PTC’s, then parents must make a request for such an appointment through the school secretary. Teachers are not permitted to leave the students unattended in order to meet with parents and such meetings will be allowed at the discretion of the school Principal/Vice Principal.
Students:
Occasionally, a parent may need to pass on a message directly to their son/daughter at school. If you need to leave a message or speak directly to your child, please briefly explain the situation to the front-desk officer. He/she will take the necessary measures to put you in touch with your child.

3. Dropping items off at school

Parents often find themselves coming to drop off homework, books, lunch, lunch money, gym clothes, musical instruments, etc. at the school. Parents must come to the office and not leave items with the guard at the gate. The item must be labeled with the name and class of the student before the front-desk officer sends it to the student.

N. Healthcare Information

Parents are requested to inform the school about any health issues pertaining to their son/daughter. Especially in case of diabetic, asthmatic, dyslexia, neurological or acute psychological depression, parents must provide complete written information regarding their child’s medication. It is equally important to fill out the emergency contact information in the student file.

Prescription Medication in Schools
If under exceptional circumstances a child is required to take prescription medication during school hours and the parent cannot be at school to administer the medication, the medication can be administered in compliance with the following regulations:

1. A permission form with written, dated instructions and permission signed by the parent will be maintained by the school and will include:
   - The doctor’s prescription
   - child’s name
   - name of medication
   - purpose of medication
   - time to be administered
   - dosage
   - possible side effects
termination date for administering the medication access and maintenance of inhalers prescribed for asthmatic students

2. Parents will be responsible for delivering medication to the school and reclaiming any unused medications. ALL MEDICATION MUST BE IN A CONTAINER APPROPRIATELY LABELED BY THE PHARMACY (OR DOCTOR’S SUBSCRIPTION), STATING THE NAME OF MEDICATION, DOSAGE, AND TIME TO BE ADMINISTERED. Any unused medications will be destroyed by school personnel if unclaimed more than one week following termination of treatment or at the end of the school year.

3. The parents of the child must assume responsibility for informing the Principal of any change in the child’s health or change in medication.

4. The school personnel will not be responsible for any adverse drug reaction when medication has been given in the manner prescribed on the permission form.

5. The school district retains the discretion to reject requests for the administration of medicine.

6. All medication must be stored in a secured, locked, clean container, or cabinet accessible to authorized school personnel. The school does not have facilities to store medication that requires refrigeration.

Medical support in case of an emergency

School has a very basic first-aid arrangement in case of any injury during school hours. First-aid is administered by a trained member under the supervision of senior management. As we are not permitted to give any oral medicines, it is in your child’s best interest to call parents to further pursue medical assistance. However, in case of severe injury or illness school may call RESCUE 1122 to transfer a student to a nearest hospital and an immediate call is made to parents to seek further guidance.

O. School Telephone & Cell Phone Use

No student will be allowed to use the office telephone without special permission from the administrator or the School Secretary. O level students are generally not allowed to bring mobile phones to school. In case a student needs to have a phone on a particular day, he/she will be required to hand it in to the school administrator before classes start and collect it at home time. Any students violating from this rule will have to face disciplinary consequences.
A-level students may use mobile phones only in the designated common rooms. They are strictly prohibited from using cell phones in the academic block and especially in the classrooms.

P. School Dues

All school dues must be paid on stipulated dates on the fee bill otherwise the student may not be allowed to sit through the regular school classes or examinations. The school administrator or accountant may notify parents telephonically about outstanding dues. In such circumstances, please make sure that the dues are cleared at the earliest and the bank deposit receipt is shown to the school office. In order to get any school documents such as transcripts, examination results, O level certificates or recommendation letters, all school dues need to be cleared till that day. Please see further rules at the back of the school fee bill.

**DISCIPLINE CODE**

There will be a clearly defined standard of behavior within the School community that promotes a safe and productive learning and teaching environment. All members of this community have the responsibility to conduct themselves in a way that demonstrates a mutual respect for all individuals, their rights and their property.

A. Goals and Objectives

In planning and maintaining both school and classroom settings which promote appropriate student conduct, the SICAS is committed to the following objectives:

- To promote mutual respect among students, staff/faculty, administration, and parents through the display of appropriate language, attitude and physical behavior.
- To maintain a safe and secure learning environment in which all students have the opportunity to reach their potential.
- To promote each student's self-knowledge, self-discipline, and self-reliance.
- To recognize and value individual differences.
- To recognize that the management of student behavior is the collective responsibility of students, staff/faculty, administrators, and parents.
• To maintain open lines of communication in a positive, fair and consistent manner while recognizing the individual needs of students.

Each child’s education is the shared responsibility of the student, the parent/guardian, and the school. Such a collaborative partnership can help motivate, support and encourage the student. When a large group of people work together in a community such as the school, each partner must understand his/her responsibilities or roles and their relationships.

B. Rules, Regulations and Expectations

The rights and responsibilities for all students and staff members must be respected at all times. In an effort to strive for excellence, it is important for students and staff to be aware of the basic rules, regulations and expectations that govern these rights and responsibilities. The following rules and regulations are consistent with the Goals for all SICAS students set forth in the Student Handbook. It is also expected that students will follow the standards of conduct which have been established.

C. Academic Honesty (pertaining to Fraud, Plagiarism and Cheating)

Student work is highly respected and important to academic success. For that reason, academic fraud cannot be tolerated. Plagiarism is regarded as a serious offense. Plagiarism involves passing off other people’s work as your own. Any copied or plagiarized work will be reviewed and may result in a zero for the assignment or appropriate consequences. In case if a student feels extreme academic pressures, please contact the counselor. SICAS wants all students to succeed producing their own product or work.

D. Acceptable Use of Technology

Students must conduct themselves in a responsible manner while using the school’s technology. Computers and technology are being made available for educational use and the use of equipment is a privilege, not a right. Accessing or producing content that is vulgar, racist, profane, violent, obscene, or pornographic is subject to
disciplinary action. Internet chat and game play is not allowed at any time. The school has a right to monitor use of school technology.

E. School Uniform for Boys and Girls

- All students must wear clean uniform to school on a regular basis.
- No jewelry of any type, except for a watch, and small studs for girls are allowed.
- Students will be liable for disciplinary action in case of not following the dress code.
- Students who have games period (once a week) are required to come in their sports uniform that specific day only.
- It is mandatory for all students to wear proper school uniform (regular/sports) supplied by the authorized uniform supplier.
- Students may not wear hats, sweatshirt hoods or other headgear such as bandanas, or items that are determined inappropriate by school personnel in the school building.
- All students must wear school-sanctioned black shoes.
- Clothing shall be worn with appropriate undergarments.
- School belts must be buckled, sashes tied, and shirts buttoned up omitting the top most.
- Council members must wear their council badges at all times.
- Items that are worn for religious reasons must be approved in advance from the school administration.
- All shorts should be worn no shorter than four inches from the top of the knee.
- Any clothing or hairstyle, that disrupts the educational process, is prohibited.

1. Classroom and School Environment

Students are expected to behave in an orderly fashion in classrooms and all areas of the school.
- It is a very serious matter to interfere with the educational process by being disruptive in class or by creating disturbances in and around school.
- Pushing, shoving, running and “play-fighting” are forms of unacceptable behavior.
- All these may be regarded as acts of bullying which is strictly prohibited at SICAS. (Read ahead for more detail about this.)
• Students caught bullying others on social websites will also be subject to strict disciplinary action that may also result in expulsion. These cases would be directly handled by the Principal of the school.

Due to the potentially disruptive nature of electronic games, electronic apparatus, and communication devices such as cellular phones are not permitted on school premises and may be confiscated if found. Students are not allowed to bring: cell phones, CD and media players, iPods, radio, walk-mans, electronic games, digital diaries etc. to school. If there is an exigent need they must be submitted to the administrator’s office for safekeeping. School will not be responsible for loss of any electronic item.

F. Behavior Towards Peers & Adults
Students must be respectful of each other and of all adults in the building.
• Rudeness, disrespect, and discourteous behavior are intolerable regardless of the particulars of the situation.
• A student who is insolent or insubordinate in refusing to obey reasonable requests made by a teacher or staff member is subject to firm disciplinary action including suspension from school.

1. Care of Building and Property
Everyone at SICAS should take pride in the appearance of our school. Acts such as theft and vandalizing school property are considered to be extremely serious. They are not only violations of our school’s Code of Conduct; they are against the law. Students found stealing, damaging or defacing school or personal property will be subject to disciplinary action including suspension and held responsible for the costs of repairs or replacement. Each case will be handled on an individual basis. Possession of matches, lighters and other paraphernalia is forbidden on school property.

2. Physical Violence, Fighting and Verbal Intimidation
Physical violence and verbal intimidation or threats directed toward any member of the school community are not tolerated. Although some incidents begin inadvertently, each instance will continue to be treated as a serious disciplinary offense.
Students involved in fighting, bullying (see more below), ganging and other forms of physical violence (regardless of who started the altercation) are subject to suspension and their parents are notified. The use of abusive, obscene or profane language and/or gestures will be dealt with as a serious breach of conduct.

3. Bullying

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether it occurs on the school grounds; off school grounds at a school sponsored or approved function, activity, or event; or going to or from school or a school activity.

Definition: Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse of the child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students.

Examples of “Bullying” may include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic “compliments” about another student’s personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
5. Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.
Students are encouraged to report behavior they consider to be bullying; including a single action, which if allowed to continue, would constitute bullying, to their teacher or the principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action, which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook that may have simultaneously occurred.

Notice of what constitutes bullying, the school’s prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in classrooms, restrooms, auditorium, and school bus.

4. Harassment
Words or actions directed at a particular person or group based on their sex, race, religion, national origin, age, sexual orientation, physical appearance or disability in any form will not be tolerated.

5. Money and Personal Items
Students are to bring only money for breakfast, lunch, or for a specific school purpose. No toys, games, bats, gloves, balls, tapes, radios, or any personal items are to be brought to school. The possession of cell phones, or other telecommunication devices by a student on school property or while attending school activities is prohibited. Such devices will be confiscated. Parents may retrieve these items from the school office after the confiscation period expires.
6. **Weapons**

Students are forbidden to bring weapons, sharp objects or explosives of any kind, including but not limited to guns, knives, firecrackers, and cap guns. Replicas of any type of dangerous weapons are also forbidden. A student who brings any weapon to school is subject to suspension and possible expulsion. (See Expulsion Policy)

7. **Display of Affection**

At SICAS we prohibit display of affection at school or school-sponsored activities. To establish a respectful environment in the context of our local culture, please refrain from intimate behavior of any sort. Teachers and other staff members are instructed to correct students if their behavior is not acceptable. Please accept these corrections in a constructive manner. It is the intent to maintain a proper atmosphere for all students and to prevent adverse consequences from occurring.

**G. SICAS BUS CONDUCT**

**Bus Safety**

All students using school transport are expected to adhere to the guidelines in the SICAS Bus Conduct Code as outlined in the Student Handbook. Improper conduct aboard a school bus is to be treated as a school offense, subject to consequences at the discretion of the school administration.

- Be on time to meet the bus. Last minute rushing often causes accidents. Also the driver is not supposed to wait except when it is raining, and then only long enough for students to reach the bus from the nearest shelter.
- Wait for the bus at the designated area and do not venture far off.
- When getting on or off the bus, use the handrail.
- After boarding the bus, sit down as quickly as possible. If the bus starts with a jolt, you could be thrown in the aisle if you are still standing.
- Keep the aisles clear. Keep books, lunch boxes, legs, and feet out of the aisle.
- Ride only the bus you are assigned to ride. You must have permission in advance to do otherwise.
• Do not open any windows without permission from the bus driver. Keep head, arms, and hands inside the bus.
• Do not throw anything inside the bus or out of the bus window. Do not litter the bus.
• Make as little noise as possible. The bus driver must be able to hear horns, trains, and other warning signals.
• No horseplay or scuffling of any kind on the bus. This is very distracting to the driver.
• Stay seated and facing the front of the bus at all times until the bus comes to a complete stop where you get off.
• If you must cross the street in front of the bus, go at least 10 feet in front of the bus so the driver can have a clear view.
• The bus driver will have authority to report any disciplinary issue.

H. Care of Books

Please insist that your child uses but not abuses his/her books. Damaged/lost books will be the responsibility of the student and parents. Costs for repair or replacement of books will be charged. Students are expected to bring books/notebooks according to their class schedule. We discourage heavy bags and unnecessary books and notebooks should not be brought to school. Students are advised to print their names and classes on their books and notebooks as they often get misplaced. The school will not be responsible for any loss of property.

I. Smoking and Drug Use Policy

The initiation and implementation of a successful smoking policy requires the cooperation and wholehearted support of both management and staff.

Policy Statement:
• Smoking and/or use of recreational drugs is known to be a serious risk to health. It is a significant cause of disease and premature death. In addition there is now evidence that “passive smoking”, the inhaling of other people’s smoke, can cause lung cancer in non-smokers, as well as causing a deterioration of respiratory conditions.
• This smoking and drug policy would not allow any smoking or possession of any banned substance within the boundaries of the school site at any time, by the students, parents or visitors.
• It would be the responsibility of school authorities to enforce the policy at all times and to advice students to ensure that the students comply with these arrangements.
Rules for Pupils:
- Smoking on campus is strictly not permitted at any time.
- Smoking during school visits, trips, or school events is strictly not permitted.
- Pupils caught smoking will be issued a pink slip.
- Rs.1,000/- will be fined immediately if a child is caught smoking or credible evidence is found of him/her to have been smoking. He or she may be liable for further disciplinary action.
- Pupils caught with banned drugs or alcohol will be notified to the school authorities and they will either be put on extended suspension or be expelled from the school.
- Awareness sessions on the dangers of smoking and or use of drugs may be planned.
- The above rules also apply to electronic cigarettes.

J. Litter and Chewing Gum Policy:

Any student caught littering the school premises or school owned property will be subjected to disciplinary action. The act of chewing gum is especially prohibited as its improper disposal causes unnecessary damage to school property. In the event that a student is found chewing a gum or littering the school premises he or she will be levied a fine of Rs.500 in addition to facing disciplinary action.

K. Disciplinary Procedures & Consequences

Communication among all members of the School community is essential in implementing the Code of Conduct and helping students to assume their responsibilities as citizens of this school. All students and parents are encouraged to bring any violations of rules and regulations to the attention of an administrator. In addition, all school staff has an obligation to report violations of rules and regulations to the school administration. Both teachers and administrators will inform specific students and parents when school expectations and standards of conduct are not being maintained. Students should have a full understanding of the consequences of their behavior should they fail to meet school expectations. The consequences of breaking school rules depend on the seriousness of the behavior and the overall disciplinary record of the individual student. Every effort will be made to balance fairness with consistency in the application of this code.
SICAS disciplinary guidelines and policies include procedures which ensure that students and parents will be informed of their rights regarding due process to be followed by school authorities. Any student involved in a disciplinary action is entitled to an opportunity to express his/her position on the incident leading to disciplinary action. Parents have the right to request and ensure presence at such a meeting/hearing.

**Note to Parents:**
- Parents are to be informed of the above policies through this handbook and any changes thereto through newsletters and other forms of communication.
Detentions

Parents are entitled to 2 hours’ notice of a detention that takes place outside normal school hours, so that the parents can make arrangements for transport or childcare. The notice should tell you why the detention was given and how long your child will have to stay at school.

If the child cannot attend the detention, parents must explain the reasons to the child’s teacher or the principal. They may reconsider the detention in certain circumstances, such as:

- The detention falls on an important religious day for the family.
- The parents are concerned about the length and safety of the route between school and home.
- Parents can’t reasonably make alternative arrangements for collecting their child from school.

In such circumstances a during school hours short-term suspension may be given.

L. Explanation of Consequences

Unacceptable classroom or school behavior will be handled according to the nature and severity of action including verbal warnings, counseling, detention, suspension and referral to the office for discipline.

1. Verbal Warning and Counseling (level 1)

If an administrative/staff member has issued a warning, this indicates that student’s behavior is inappropriate and that continuation of this behavior may result in serious consequences.

Every effort is made at all levels within the school environment to help students adhere to the academic and behavioral expectations at SICAS. Many matters can be more effectively resolved in counseling sessions that take place with teachers, administrators, guidance counselors, fellow students, and parents/guardians.

2. Pink Slips (level 2)

In case of any behavioral, disciplinary or academic anomaly, a Pink Slip may be issued to a student. This document indicates that a serious infringement of a school
rule has taken place. Upon being issued a Pink Slip the discipline committee may decide consequences depending upon the nature of offense. A copy of the pink slip will be retained in student’s personal file for a record. Issuance of pink slip will earn negative house points for the respective house as well.

3. Suspension and issuance of warning letters (Level 3)

After three successive pink slips are issued in one academic term, a student may be suspended for three school days and a parent-meeting may be called by school administrator. The Administrator will notify schedule of suspension to parents by telephone and by issuing a suspension and warning letter.

4. Expulsion:

If in extreme cases a child is given repeated suspensions and if all other avenues of counseling a child have failed, or if the nature of offense is so dire, the school Principal may take a decision to expel a child. This will be the last resort especially if the child is on repeated Academic Probation and the continued behavior is so egregious that other students in particular and the school environment in general are suffering as a consequence. The parents will be given due explanation as to the school’s decision and will be made to understand that the school reserves the legal right to disallow a child from continuing as a student.

5. Other Consequences as Appropriate

RESOURCES

C. School Office Personnel

Principal/Director: Mr. Shehryar Salamat (shehryar.salamat@sss.edu.pk)
Vice Principal: Mr. Muhammad Azhar Khan (azhar.khan@sss.edu.pk)
Administrator: Zeeshan Khan (zeeshan.khan@sss.edu.pk)
A Level Coordinator: Mrs. Lubna Assad
O Level Coordinator: Ms. Saadia Qureshi
Guidance Counselor: Ms. Nishat Hassan (nishat.hassan@sss.edu.pk)
**Head Office Personnel**

- Mr. Saleem Salamat, CEO, SICAS
- Mrs. Mussarat Salamat, Executive Director SSS
- Mr. Shehryar Salamat, Principal SICAS Senior and Executive Director SSS
- Mr. Omer Salamat, Executive Director SSS
- Mrs. Lalarukh Zaidi, Director Operations

The above can also be contacted at sicas@sss.edu.pk

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**D. School Handbook Feedback**

The SICAS Handbook is the result of a cooperative effort between teachers and administrators. In order for this Handbook to be effective, it must continue to be responsive to the needs of parents and students. The school office solicits valuable input from parents and students. Please take time to review this Handbook and share your thoughts with us via email on the following addresses. Thank you!

(shehryar.salamat@sss.edu.pk)
(azhar.khan@sss.edu.pk)