



LEARNING  
ALLIANCE



LEARNING ALLIANCE  
INTERNATIONAL

## **POLICY UPDATE**

### LEARNING ALLIANCE & LEARNING ALLIANCE INTERNATIONAL

Our policies and procedures form the basis of our practice and enable students and parents to understand their rights and responsibilities as part of the LEARNING ALLIANCE & LEARNING ALLIANCE INTERNATIONAL school community. We are committed to building a 'culture of safety' in which our students are protected from all forms of abuse and harm.

Our policies are regularly reviewed to ensure they are up to date with the needs of the time. It is out of concern for the safety of our students and what they may be influenced by in their greater community that we have decided to update the school policy on Student Safety.

## **STUDENT SAFETY POLICY**

Student Safety Policy aims to ensure that the school environment is safe, welcoming, and conducive to learning so that students fully engage in their academics with a stress-free mind.

### **POLICY OBJECTIVES**

In order to establish a secure environment, all stakeholders, including students, school staff, and the parent community should be protected. The school ensures the security of all persons on campus through provision of adequate facilities and maintenance of the building.

- Ensure all members of the Learning Alliance community know that behaviour and actions have to be in compliance with the safety standards set by the School.
- Formulate a comprehensive policy that clearly directs and guides all stakeholders involved.
- Reassure students and parents that the School cares about the well-being of its students in all forms.
- For all school community members to know that no undesirable behavior will be tolerated.
- To make the entire school community aware as to what steps will be taken to stop bullying or harassment, once it is reported.
- Every new resource hired will be made fully cognizant of the Student Safety Policy.

## PHYSICAL SAFETY STANDARDS

### SAFE FACILITY

- The school employs Special Service Group (SSG) Commandos and trained security guards to provide maximum security to our premises.
- There are CCTV cameras at strategic points on campus and the facility is manned with high level surveillance.
- Planned evacuation or lockdown drills may be conducted on Saturdays with the school staff. Surprise and announced drills are conducted any time during school hours at least twice in one month.
- The staff members are familiarized and trained with emergency procedures and equipment.
- The school building has fire extinguishers, smoke detectors, emergency evacuation, steel ladder in all sunken areas, multiple staircases, and shatterproof glass on all windows/doors to deal with an emergency situation.
- The school campus has a full time Doctor on duty during school hours to deal with minor ailments and first aid.
- All teachers are given first aid training annually.
- Wheel chairs are available on campus. Ramps and lifts are there to facilitate movement

### SAFE ENVIRONMENT

Appropriate measures are taken by School staff to ensure that all students are adequately cared for and supervised while undertaking both on-campus and off-campus activities, paying special attention to the student's age and type of activities.

- Male Custodian Staff, male guards, male cleaners are not allowed in the academic building during school hours. Exceptions can be made in emergency situations.
- Male Staff members from the Administrative Departments and Teaching fraternity, however, are on campus and they are given regular workshops on code of conduct by the HR Department.
- Students are strictly not to enter restricted areas of the school which are clearly identified and marked.
- Male Teachers cannot hold one-on-one meetings with any student either in their offices or classrooms.

### **Controlled Substances and Items**

Students are forbidden to possess, use, sell or misuse or carry illegal substances/items in the school, during school activities at any time within or outside school premises. Students found in possession of or found positive for any illegal or banned drug will be expelled from school with immediate effect without any room for an appeal process or warning.

**Controlled Substances:** In line with the 'Health and Safety' policy, random drug testing is mandatory for students of Senior School (Class 6 and above). Random testing will be unannounced, date and time for which will be decided by the school. Testing will be done by taking samples of the hair follicles, urine or blood through a certified laboratory. Parents will be notified, in case a student is deemed eligible for random testing. Test results will remain confidential. However, documentation and reporting of results will be recorded in students' personal files. A follow up test may be required if test results are inconclusive.

**Controlled Items:** Learning Alliance recognizes weapons as items which could potentially be harmful, and can not only create unacceptable risks of bullying, injury or death, but also undermine the sanctity of the School. The possession and use of weapons by unauthorized persons in, on, or around the School premises is forbidden at all times. "Weapon" may be, but is not limited to:

- A firearm of any description, including starting pistols, air guns and any type of replica or toy gun.
- Knives, including all variations of bladed objects i.e. pocketknives, craft knives, scissors etc.
- Explosives, including fireworks, aerosol sprays, lighters, matches.
- Laser pens or other objects, even if manufactured for a non-violent purpose but have a potentially violent use.

#### **Screening Policy for Controlled Substances/Items**

The school reserves the right to spot check bags, lockers or the person to ensure that students do not bring any prohibited substances or materials that may be used to bully or harass another member of the school community. A Vice Principal or Senior Member of staff authorized by the Principal may also carry out an individual search for prohibited items (respecting the students right to privacy and confidentiality) where there are reasonable grounds for suspecting that a student is in possession of a prohibited item/material. There will always be another senior member of staff present during such a search.

### **MENTAL HEALTH STANDARDS**

We aim to nurture self-aware, independent and empathic students who possess a high adversity quotient and well-balanced emotional regulation. To foster self-reliance and resilience, Learning Alliance & Learning Alliance International ensure an environment, where students are facilitated, accepted, and treated fairly.

The School has a zero-tolerance policy for any inappropriate behavior on school premises or at school-sponsored events, programs or activities, including those that take place at locations off school premises. Inappropriate behavior includes but is not limited to the following:

**Harassment:** Behavior that creates a hostile environment, through threats, intimidation or abuse. Threatening or harassing a student/staff member/parent in any form or manner is against the school rules.

Harassment can consist of verbal, physical or written misconduct. It includes derogatory remarks, demeaning comments or behavior, slurs, name calling, gestures, physical contact, or threats, etc. It also includes actions based on actual or perceived race, appearance, ethnicity, religion, disability, orientation, or gender.

**Sexual Harassment:** is a conduct that includes verbal or physical advances that are sexual in nature. School strongly condemns against any such behavior. This form of harassment includes but is not limited to:

- Abusive or lewd language or suggestive jokes,
- Direct or indirect threats or bribes for unwanted activity, including insinuating that refusal may affect the victim in a negative way
- Displaying or sharing any private or suggestive material
- Physical contact including assault and/or suggestive touching
- Inappropriate and objectionable physical proximity between students and staff

**Aggression:** Fighting/Aggressive Behavior is deemed as taking part in a physical or verbal struggle and is not an acceptable alternative to dealing with disagreements. Students are encouraged to seek help from a school psychologist, teacher, or an administrator if a problem arises.

**Bullying:** A pattern of behavior that creates a hostile environment through threatening or intimidating acts, including treating others cruelly, terrorizing, coercing, habitual putdowns and/or badgering of others that causes physical and emotional harm or induces threats of further aggression.

- Lewd remarks or judgment passed by an individual with regards to someone's mannerisms, religion, and ability or otherwise are unacceptable in the school environment.

**Cyber Bullying:** is harassment that takes place online, text messages, or other types of electronic communication, including social media.

- Students using any social media/networking app must, always, demonstrate responsibility and respect for the members of the school community (including all students and staff).
- School advises parents to monitor their child's presence online on social media and discourage use of age-inappropriate social networking sites, games and other websites.
- Photographs of various school events, activities and presentations may be posted on personal social websites with caution. Posting of any unnecessary photographs of other students or staff members that may demean or hurt the reputation or sentiments of the person involved, are not allowed. Any offence in this regard will be reprimanded No such

photos are permitted to be sent or printed on the media for public viewing without being individually approved by the school administration.

- Students and Parents are strictly prohibited from adding/inviting/accepting any of the teaching or/and administrative staff on their personal friends list or to have any communication with the staff via email, chat rooms or any form of social networking unless it is through the school's monitored network.
- Parents and Students are not allowed to contact any teacher on his/her personal contact number.
- Personal contact information is not to be shared between staff and students, except for official school WhatsApp groups, which comprise at least two students and two staff members.
- Contact information includes, but is not limited to, personal email addresses, phone/mobile numbers and social media accounts.

**Discrimination and Racism:** is the act of denying rights or fair treatment to an individual or group of people based on their religion, race, ethnicity, culture, class, social background or category to which that person belongs. Respect and understanding of cultural diversity within the school and its community is actively promoted. The school takes prejudice very seriously and will take appropriate action to deal any incidents deemed to be racist in nature.

**Hazing:** involves acts directed against another for the induction or initiation in any school activity, including teams and clubs, which produce public humiliation, physical or emotional discomfort or injury and/or public ridicule.

### **SCHOOL PSYCHOLOGISTS**

In order to maintain the mental health of our student body, the School has assigned School Psychologists at every branch, available to discuss any students' mental health concerns that may arise. Students and Parents are encouraged to contact school authority for assistance in this regard when required so that their concerns are properly addressed.

The following measures have been put in place by the School in accordance with their respective Psychologists:

- Workshops with students and staff regarding healthy interaction within the school community. Students are encouraged to come out and speak up against any inappropriate behaviour.
- Awareness campaigns regarding appropriate and acceptable behavior. An agenda may be shared with the parents prior to these sessions to clarify any concerns they might have.
- Workshops for parents of Junior School focused particularly on the well-being of students.
- To remain connected, the Senior Vice Principal and senior management regularly interact with the student body on campus. The Senior Vice Principal has an open-door policy, which allows direct access for students to discuss any concerns that they have in person or

they may choose to email at [info@learningalliance.edu.pk](mailto:info@learningalliance.edu.pk). All emails are received by the centralized information department at the DHA Campus and are forwarded to concerned departments with a follow up to ensure an appropriate response. All emails are absolutely confidential.

## REPORTING A VIOLATION OF THE STUDENT PROTECTION POLICY

### COMPLAINTS AND CONFIDENTIALITY

Concerned parties should be assured that all complaints will be treated with utmost confidentiality and will only be shared on an absolute need-to-know basis. The School will do its best to ensure these concerns are addressed fairly and effectively for all concerned.

### LINE OF REPORTING FOR STUDENTS

Parents are encouraged to foster a healthy communication with their children. If a student feels, he or she is being harassed and bullied; they must first convey the issue to their parents. If a student experiences an act of bullying and harassment, they must follow the course of action stated below;

- ***Teacher/Vice Principal/Senior Vice Principal***

If a student wishes to lodge a complaint, they must immediately get in touch with any teacher/VP or directly with the SVP. All staff members, informed of an incident, are duty bound to report it to the VP/SVP who may request the student to fill in the incident form and get it signed by the parents. VP/SVP may also call in the parents for a meeting. VP/SVP can recommend the student to visit the school psychologist if need be.

- ***School Board/ Principal***

In case the matter remains unresolved, the students are at full liberty to write an email to [info@learningalliance.edu.pk](mailto:info@learningalliance.edu.pk) for the attention of the Principal or the School Board. The appropriate course of action and the final decision will be given by the Principal or anyone acting on behalf of the Principal. It is imperative for a minor student to be accompanied by the parent at this stage.

### LINE OF REPORTING FOR PARENTS

If a parent wishes to report an act of bullying and harassment, they must follow the course of action as stated below:

- ***Administrator/Vice Principal/Senior Vice Principal***

If a parent(s) wishes to lodge a complaint, they must get in touch with the School Administrator for an appointment with the VP/SVP. Parents may be asked to fill in a complaint/Incident form at this point.

- ***School Board /Principal***

In case the matter remains unresolved, the parents are at full liberty to write an email to [info@learningalliance.edu.pk](mailto:info@learningalliance.edu.pk) for the attention of the Principal or the School Board. The appropriate course of action and the final decision will be given by the Principal or anyone acting on behalf of the Principal. It is imperative for a minor student to be accompanied by the parent at this stage.

### **PARENT-STUDENT-STAFF RELATIONSHIP**

We are committed to fostering an environment that promotes academic and professional success in our students and teachers at all levels. Staff, Students and Parents bearsignificant responsibility to hold a mutually respectful behavior. The school demands a specified code of conduct to be observed by students, parents and staff during their interaction with each other within or outside school premises. All rules and regulations set by the school authorities must be followed to avoid a situation where any member of the school community feels unsafe.

- Our staff of Learning Alliance and Learning Alliance International is bound by their contract to maintain cordial and respectful relationship with students and parents. In the same spirit, parents are also requested to conduct themselves appropriately with the staff, other students and parents. However if there is any complaint, parents are expected to communicate their grievances to school administration. All school community members are to refrain from using abusive and lewd language, threats, and suggestive jokes.
- All telephone calls are recorded for quality purposes.
- School prohibits students and parent from offering gifts to staff members.
- School prohibits intentional damage to personal belongings of any of the staff members or students.
- Parents are not allowed to enter the academic blocks/classrooms without prior permission.

## POLICY OUTCOME

- The School will enforce strict disciplinary measures if the School Policy is violated.
- These measures would include a warning or even a compulsory withdrawal or termination from the school, depending on the gravity of the issue at hand.
- In a case where the incident does not warrant an expulsion of the accused, the School will take the required measures to resolve the issue and ensure that it does not interfere with the students' academic growth.
- If parents permit, students can take sessions with the School Psychologist if they are undergoing any distress owing to the situation.
- The School expects students, parent(s) and staff to respect the decision taken by the Principal and School Board.
- School Administration reserves the right to advise students on their civic and social responsibility even outside the school premises.
- The school reserves the right to inform/call for the law enforcement agencies if the security of the staff or other students is being threatened.

*This policy has been published on Friday, 2<sup>nd</sup> October 2020 and will be reviewed for renewal and revision in July 2021. Please keep yourself updated by reading the complete Policy Manual at [www.learningalliance.edu.pk](http://www.learningalliance.edu.pk)*