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IIS WORLD SCHOOL

Affiliated to International Baccalaureate Organization, (School Code 000766)
Affiliated to Cambridge International Education (School No. IN201)
Kshipra Path, Opp. V. T. Road, Mansarovar, Jaipur 302020, Rajasthan INDIA

A Heritage of Vision • A Legacy of Innovation

IIS DISCIPLINE POLICY

2025-26

India International School	IIS World School
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Vision

“A Heritage of Vision, A Legacy of Innovation.”

Mission Statement

“The institution aims at uncompromising commitment towards holistic development and groom globally ethical citizens.”

Philosophy

“IIS caters to the global need of today’s youth, aims to engage learners in an active and creative learning journey, build knowledge and skills, promote and sustain high academic principles while retaining the strong value systems and ethics of the motherland and become caring members of global community.”

Pedagogy

“We aim to nurture Caring, Creative, Independent Thinkers who are not only Disciplined but Open Minded as well.”



Purpose of the Document:

1. To align IIS Discipline policy procedures as per respective board norms and school norms.
2. To understand and to provide counselling on disciplinary matters to be followed in school/ excursions, bus etc.
3. To make all stakeholders aware about school discipline policy.
4. To make aware all stake holders about action to be taken by School in case of any breach found. For more clarity examples of Academic misconduct cases.

PHILOSOPHY-

The primary focus at IIS is on the holistic development of every student with the collaborative efforts by the parents, guardians, students, and staff. Through school culture ,we seek to develop responsible and caring behaviour , self- discipline, a positive attitude and respect for others. At IIS, we help the students to have a productive learning environment and to make positive behaviour choices that promote their safety and the safety of others.

OBJECTIVE-

The focus of the Discipline Policy at IIS is to promote positive behaviour choices. Students are guided for rightful behaviour and activities and they are encouraged and appreciated for their correct attitude. We help students to reflect on their errors in behaviour and actions and support them in learning how to make better decisions. At IIS,we teach, guide and model positive behaviour through listening, cooperation, and mutual respect. School environment and culture encourages students to make independent and balanced decisions and act responsibly towards others and with property. A very positive and productive teaching-learning environment enables students to strive for excellence.



DESCRIPTION OF EXPECTATIONS

CLASSROOM BEHAVIOUR

Students are expected to listen and follow all teacher directions for Classwork, homework, class decorum, discipline within class.

BEHAVIOUR IN THE CORRIDORS

Students to maintain appropriate decorum and walk quietly in an orderly fashion through the corridors at all times. This norm will be respected during the instructional school day and with consideration for others who are working.

BEHAVIOUR IN THE WASHROOMS

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of soap, defacing of restroom facilities, and the like, constitute destruction of property.

RULES AND REGULATIONS WHILE USING SCHOOL TRANSPORT

Students are required to adhere to the school transportation rules and regulations strictly. They must conduct themselves in a proper fashion for the smooth and safe transportation of each and every student. They should abide by the following rules: Bullying of any kind is strictly prohibited. • Students should refrain from any aggressive behaviour which leads to fighting or use of abusive language during transportation. They can register their complaints to the teacher in charge/s of the bus, which will be addressed in a just manner by the school. • During transportation, instructions by teachers as well as by security guards have to be followed without fail. • No littering of any kind is allowed in the bus.

BEHAVIOUR DURING SCHOOL ACTIVITIES/FIELD TRIPS/EXCHANGES

Students are expected to conduct themselves in a respectful and responsible manner during school activities, programs and field trips. Behavioural expectations are consistent with school policies.

SCHOOL REACHING AND LEAVING ON TIME-

Students must be on time for school and in their classrooms by 07:30 a.m.; missing the bus and oversleeping are not excused reasons for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian. Gate pass to be signed by the Principal.

UNIFORM AND PERSONAL ATTIRE

All students are instructed - To adhere to the prescribed uniform, Their hair should be well groomed, girls should tie up their hair properly and students should not colour their hair. Nails should be trimmed and students should maintain proper physical hygiene at all levels, Students should not wear any sort of accessories in their hands, No watches allowed.



FIGHTING/PHYSICAL AGGRESSION This includes: play fighting, pushing, wrestling, hitting, punching, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people or any form of physical confrontation.

THREATS/VERBAL ABUSE

This includes any verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

MALICIOUS PRANKS AND PSEUDO THREATS

This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.

INAPPROPRIATE USE OF THE COMPUTER SYSTEMS

This is defined as accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering on social media with any files of another student or staff member

OBJECTIONABLE DEVICES

This is the possession of firecrackers, matches, lighters or any other object which has potential to start a fire.

INSUBORDINATION/DISRESPECT This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, other staff, security guard, bus driver, etc.)

DESTRUCTION OF PROPERTY

This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

POSSESSION OF COMMUNICATION AND OTHER ELECTRONIC DEVICES

Mobile phones, i-pads, lap tops or i-pods, Laser pointers and other disruptive devices are not allowed, if found with students except prior written permission from school will be confiscated. However usage of laptop/tabs will be allowed as per school policy & internet usage policy.

NOT FOLLOWING ACADEMIC INTEGRITY-

All students are guided to follow school academic integrity rules during teaching learning activities as well as during examination. If students do not follow school academic integrity rules, it will be taken through disciplinary actions



DISCIPLINARY ACTIONS-

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehaviour warrants intervention and consequences. Teachers and other staff use a variety of classroom and behaviour management strategies to address such behaviour. When these strategies are not successful in changing that behaviour and/or serious incidents occur, it is necessary for additional action to be taken. The following pages outline those disciplinary actions.

Please Note: Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behaviour is disruptive and detrimental to the operation of the school.



Corrective Disciplinary measures:

Step I

- On the Spot Correction
- Students are counseled by class teacher, parents informed if required.

Step II

- Student counseling session by the Class teacher / Floor head/ Vice Principal (if indiscipline act is for the first time)
- In all counseling sessions, person dealing with the student should clarify expectations and let the student know what consequences will be recommended if inappropriate behavior continues. Put counselling session on record.

Step III

- When such behavior is observed second time, following steps may be followed:
 - i. Parent spoken to, by the Floor Head/Vice Principal where parent is to be informed in person.
 - ii. Document of the meeting to be put in file as Meeting Report.
 - iii. **Issue Discipline Card to a student** not following the expected code of conduct. The card can be issued for a week and the student has to get it signed by the respective teacher at the end of every lesson. If the student receives any adverse remark and has not shown any improvement in his/her behavior/attitude then the card can be extended for one more week /Necessary action may be taken as per the adverse remark.

Step IV

- Principal-Parent Meeting – Reference to File document, and further consequences informed to the parent by the Principal. Meeting documented and parent given a copy of the letter.

Step V

- Suspension at a stretch: 1 to 5 days by the Principal. The Principal may also deem it appropriate to recommend a session with the School Counsellor. (A suspended student should return to the school accompanied by parent/ guardian & have a meeting with the Principal/ Vice Principal / Floor Head prior to being allowed to return to classes) and parent has to give an undertaking (Annexure-II).

Step VI

- If a student earns a second home suspension then the Principal might refer the case to the Discipline Committee set up by the Principal to decide & recommend the further course of action.



Step VII

- A third suspension might call for Principal's discretion to expel the child from school.
- Expulsion from School: - The parent will be informed that the child's case has been referred to Principal for final decision. The final decision will be informed in writing to the parent.

Note:

However, if a student engages in harming some other student then it will lead to step IV & V as per the nature of the indiscipline.

Severe Acts:

- (i) Juvenile delinquency to be reported to the Principal who will confer with legal experts and inform local authorities after informing the parents. (This is when the student has violated criminal law).
- (ii) Gross indecency on the child / parent's part with the school authorities will invoke the role for expulsion wherein the case shall be referred to the Principal for expulsion.



INDIA INTERNATIONAL SCHOOL, MANSAROVAR, JAIPUR

DISCIPLINE CARD

Name:

Class: Section: House:

From To

Reason

Date						
Peirod	Signature (Teacher)					
0						
I						
II						
III						
IV						
V						
VI						
VII						
VIII						
KS (CLASS TEACHER)						
Signature (Programme Head)						

Principal's Signature _____



IIS WORLD SCHOOL, MANSAROVAR, JAIPUR

DISCIPLINE CARD

Name:

Class: Section: House:

From To

Reason

Date						
Peiroad	Signature (Teacher)					
0						
I						
II						
III						
IV						
V						
VI						
VII						
VIII						
KS (CLASS TEACHER)						
Signature (Programme Head)						

Principal's Signature _____



Annexure-II

UNDERTAKING

I am aware that my ward _____ of class _____ was involved in an act of indiscipline (Reason: _____).
Date: _____).

I request the school to permit him/her to attend school with an assurance that he/she will not be involved in any act of indiscipline in future. I will counsel and caution my ward accordingly.

I further undertake that I will be completely responsible for his/her behaviour and actions and will not request the school for any further consideration in case he / she is found involved in any disciplinary activity.

Signature of Parent: _____

Name: _____

Mobile No.: _____

Date: _____



Committee Members:

- School Management Committee
- Ms. Nidhi Mishra- Principal
- Ms.Nidhi Jodha -Sr.Vice Principal
- Ms. Mukta Khandelwal- Vice Principal, DPC & IIS World School
- Dr.Manish Kumar Sharma-Vice Principal
- Ms. Jyotsna Dhamechani-Examination Head & Cambridge Coordinator(IIS World School)
- Dr. Sunita Chopra-Examination Head (CBSE)
- Ms. Aditi Sharma, School Counselor
- Mr. Raj Yadav School Counselor
- Dr. Anjali Dengri, Campus Head
- Mr. Sanjay Mathuria , Bus Incharge

Reviewed and updated on May 2025