



Jayshree Perival International School

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Discipline Policy

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Steering Committee Members:

Discipline Policy comprises of

- Head of School
- IB Diploma Coordinator
- IGCSE Coordinator
- Discipline Incharges

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School Vision

JPIS aims to be a leading institution in international education focusing both on conceptual and contextual learning. We will provide avenues for academic and holistic development and create globally responsible citizens who confront challenges without the fear of failure. We aspire to have experienced and exceptional faculty who believe in constant upskilling and professional development. We will carve a community that thrives on teamwork and individual excellence.

School Mission

It is our school's mission to ensure holistic learning is imparted. Students leave school as peace-loving lifelong self-learners who value honesty, integrity, loyalty, compassion, and prudence. Develop sensitivity and respect for all people and cultures. Cultivate entrepreneurial and social skills.

Introduction

In Jayshree Perival International School (JPIS) we strive to create an inclusive, safe and vibrant learning and teaching atmosphere which is built on trust, mutual respect and active collaboration among students, teachers and support staff members. In order to uphold the school ethos all students are expected to follow a code of conduct failing which students would be liable to certain consequences. This document gives an overview of the process and guidelines to be followed in JPIS in dealing with disciplinary issues (academic, behavioural or others), due to violation of the code of conduct, in a transparent and fair manner.

In JPIS, a three-tier approach is followed to deal with infractions (disciplinary issues), which have been classified into three broad categories – Level 1, Level 2 and Level 3.

	Infraction	Remedial Measures		
		Level 1 (First Offence)	Level 2 (Second Offence)	Level 3 (Third Offence)
1	Late or non-submission of assignments	<ul style="list-style-type: none"> • Detention (complete work during school hours in completion room) • Reprimand; Verbal Warning 	<ul style="list-style-type: none"> • e-mail to parents • Detention / stay back after school • Apology Letter • Inform DPC 	<ul style="list-style-type: none"> • Refer to Disciplinary Committee • Suspension from school for 5 to 10 days • meeting with Parents • Incident Report to be prepared and kept in student dossier
2	Academic misconduct	As per Academic Integrity Policy		
3	Being late to class or deliberately missing classes (bunking)	<ul style="list-style-type: none"> • Reprimand; Verbal Warning • Detention 	<ul style="list-style-type: none"> • e-mail to parents • Detention • Apology letter • Incident Report to be prepared and kept in the student dossier 	<ul style="list-style-type: none"> • Refer to Disciplinary Committee • Suspension from school for 5 to 10 days • meeting with Parents • Incident Report to be prepared and kept in student dossier

4	Causing in class disturbance	<ul style="list-style-type: none"> • Reprimand; Verbal Warning • Apology letter from student 	<ul style="list-style-type: none"> • e-mail to parents • Detention • Report to Vice Principal • Incident Report to be prepared and kept in the student dossier 	<ul style="list-style-type: none"> • Refer to Disciplinary Committee • Suspension from school for 5 to 10 days • meeting with Parents • Incident Report to be prepared and kept in student dossier
5	Use of abusive/foul language; Swearing / profanity directed at peers or group	<ul style="list-style-type: none"> • Reprimand; Verbal Warning • Apology letter from student 	<ul style="list-style-type: none"> • e-mail to parents • Detention • Reflection form • Incident Report to be prepared and kept in the student dossier 	<ul style="list-style-type: none"> • Refer to Disciplinary Committee • Suspension from school for 5 to 10 days • meeting with Parents • Incident Report to be prepared and kept in student dossier
6	Not in school uniform	<ul style="list-style-type: none"> • Fine • Reprimand; Verbal Warning 	<ul style="list-style-type: none"> • e-mail to parents • not allowed in class/school activities 	<ul style="list-style-type: none"> • Refer to Disciplinary Committee • Suspension from school for 5 to 10 days
7	late arrival to school (without any valid reason/prior permission)	<ul style="list-style-type: none"> • Fine • Reprimand; Verbal Warning 	<ul style="list-style-type: none"> • e-mail to parents • not allowed in class/school activities 	<ul style="list-style-type: none"> • Refer to Disciplinary Committee • Suspension from school for 5 to 10 days • meeting with Parents • Incident Report to be prepared and kept in Student Dossier
8	Screaming/shouting in person or in large groups inside the school building	<ul style="list-style-type: none"> • Reprimand; Verbal Warning • Apology letter from student 	<ul style="list-style-type: none"> • e-mail to parents • Detention • Reflection form • Incident Report to be prepared and kept in the student dossier 	<ul style="list-style-type: none"> • Refer to Disciplinary Committee • Suspension from school for 5 to 10 days • meeting with Parents • Incident Report to be prepared and kept in

9	Use of abusive/foul language; Swearing / profanity directed at peers or group	<ul style="list-style-type: none"> • Reprimand; Verbal Warning • Apology letter from student 	<ul style="list-style-type: none"> • e-mail to parents • Detention • Report to VP • Incident Report to be prepared and kept in the student dossier 	<ul style="list-style-type: none"> • Refer to Disciplinary Committee • Suspension from school for 5 to 10 days • meeting with Parents • Incident Report to be prepared and kept in the student dossier
10	Bunking scheduled games/activities/assemblies or any school event	<ul style="list-style-type: none"> • Reprimand; Verbal Warning 	<ul style="list-style-type: none"> • e-mail to parents • Detention • Apology letter 	<ul style="list-style-type: none"> • Refer to Disciplinary Committee • Suspension from school for 5 to 10 days • meeting with Parents • Incident Report to be prepared and kept in the student dossier
11	Discourteous behaviour to a staff member	<ul style="list-style-type: none"> • Reprimand; Verbal Warning • Apology letter from student 	<ul style="list-style-type: none"> • e-mail to parents • Detention • Report to VP • Incident Report to be prepared and kept in the student dossier 	<ul style="list-style-type: none"> • Refer to Disciplinary Committee • Suspension from school for 5 to 10 days • meeting with Parents • Incident Report to be prepared and kept in the student dossier
12	Bullying	<ul style="list-style-type: none"> • Letter to Parents • Reprimand; detention • Apology Letter • Incident Report to be prepared and kept in the student dossier • Refer to Disciplinary Committee • Suspension from school for 5 to 10 days and/or meeting with Parents depending on offence 	<ul style="list-style-type: none"> • Meeting with Parents • Suspension (10 – 30 days) • Refer to Disciplinary Committee • Incident Report to be prepared and kept in the student dossier 	<ul style="list-style-type: none"> • Expulsion

13	Possession / use of mobile phone and other electronic gadgets without permission	<ul style="list-style-type: none"> • Reprimand; Verbal Warning • Confiscation of item 	<ul style="list-style-type: none"> • Detention • Apology Letter to be kept in Student Dossier • Last Warning 	<ul style="list-style-type: none"> • Refer to Disciplinary Committee • Suspension from school for 5 to 10 days • meeting with Parents • Incident Report to be prepared and kept in the student dossier
14	Recording, taking photos or using someone's personal information without permission	<ul style="list-style-type: none"> • Apology Letter • Incident Report to be prepared and kept in the student dossier • Refer to Disciplinary Committee • Suspension from school for 5 to 10 days and/or meeting with Parents depending on seriousness of offence 	<ul style="list-style-type: none"> • Meeting with Parents • Suspension (10 – 30 days) • Refer to Disciplinary Committee • Incident Report to be prepared and kept in the student dossier 	<ul style="list-style-type: none"> • Expulsion
15	Possession or use of fireworks/Holi colours.	<ul style="list-style-type: none"> • Apology Letter • Incident Report to be prepared and kept in the student dossier • Refer to Disciplinary Committee • Suspension from school for 5 to 10 days and/or meeting with Parents depending on seriousness of offence 	<ul style="list-style-type: none"> • Meeting with Parents • Suspension (10 – 30 days) • Refer to Disciplinary Committee • Incident Report to be prepared and kept in the student dossier 	<ul style="list-style-type: none"> • Expulsion
16	Possession of (or trafficking in) alcohol / drugs / cigarettes / e-cigarettes and other prohibited substances	<ul style="list-style-type: none"> • Apology Letter • Incident Report to be prepared and kept in the student dossier • Refer to Disciplinary Committee • Suspension from school for 5 to 10 days • Informing the Parents 	<ul style="list-style-type: none"> • Meeting with Parents • Suspension (10 – 30 days) • Refer to Disciplinary Committee • Incident Report to be prepared and kept in the student dossier 	<ul style="list-style-type: none"> • Expulsion

Code Of Conduct for Students

All students of JPIS are expected to conduct themselves in an appropriate manner both in and outside the school. They must uphold the reputation of the school and demonstrate honesty, integrity, compassion, sensitivity and prudence. The following is the general code of conduct for students of JPIS.

- Students are expected to reach school before 8:00 am every day. Students must have an attendance of above **80%** in all subjects.
- Students are expected to be punctual for their scheduled classes and other activities.
- Students must carry all relevant books, notebooks, stationary for classes and activities
- Students must be well groomed and in proper school uniform while in school or representing school. They shall not wear ornaments or jewellery in school.
- Students should actively support the school in maintaining cleanliness and hygiene. They shall avoid littering and dispose refuse in designated bins only.
- Students must maintain decorum and avoid making loud noise in class or within the school premises.
- Students should preserve and take care of all class room and school properties. They should refrain from writing or defacing school properties like walls, display boards, tables, chairs etc. Parents/ Guardians will compensate for any damage/loss of property caused by their ward.
- Students using the Computer, Design and Technology, Biology, Chemistry and Physics labs must follow all lab procedures and regulations.
- Parents/ Guardians can meet teachers or school authorities during the parent teachers meeting or with prior appointment only.
- Students are expected to be responsible for all their personal belongings. School will not be liable for any loss or damage of articles like laptops, books, stationary etc of the students.
- Students must be polite, courteous and respectful towards fellow students, teachers, instructors, coaches, visitors, school guests and other school staff members.
- Students are accountable to the school management for their actions in and out of the school.
- For cleanliness, safety and security the school prohibits the following:
 - chewing gums; pan masala etc
 - climbing trees, walls, buildings, etc
 - Driving cars, motor bikes etc inside school premises.
 - use of portable electronic devices like cell phones, music players etc,
 - possession of weapons; fire crackers, Holi colors
 - possession/consumption/trafficking in of tobacco products, cigarettes, e-cigarettes, alcohol, drugs, etc
 - gambling, betting etc
 - Buying or selling of items; lending and borrowing money.
- Insubordination, academic malpractice, vandalism and sexual misconduct would be considered as **Level 3 Offence and would be dealt with according to the disciplinary policy of the school.**

- Any form of **Bullying – Physical** (hitting, kicking, pushing, damaging property); **Verbal** (name calling, teasing, intimidating, racist remark, use of abusive languages); **Social** (spreading rumors, damaging social reputation, mimicking); **Cyber** (abusive texts, emails, videos, images, posts; spreading gossip or rumors etc, posting class/school/fellow students material on social media without permission) are not accepted in JPIS and would be considered as **Level 3 Offence** and call for serious consequences.

Attendance

Regular attendance is necessary for students to keep up with the day to day class room learning experiences, subject assignments and the continuous assessment system followed at JPIS. Uninterrupted attendance not only ensures an enhancement in a student's academic performance but also allows them to gain from the different learning opportunities provided at school in terms of co-curricular activities. Students missing school regularly would develop knowledge gaps, face difficulty in completing their course work/internal assessments and being part of the student leadership team.

At JPIS absence from school can be of two types:

1. EXCUSED ABSENCE: This includes –

- Special Contingency Leave/Medical Leave approved by Section Heads/Head of School
- Absence due to approved school trips, inter-school competitions, in-school activities like assembly practice, College Application sessions (with permission), detentions and when admitted in school infirmary.

2. UNEXCUSED ABSENCES: This includes –

- Leave due to medical reasons without Doctor's certification
- Absence from school/class without permission from school authorities (Section Heads/Co-ordinators or HOS).
- Absent from particular classes (bunking).

Students must have an attendance rate of “**at least 80%**” during an academic year (after taking into account **excused absences**). A drop in attendance rate below this would lead to disciplinary consequences.

CONSEQUENCES:

- Attendance will be recorded in student's official academic transcripts; and filed in personal dossiers.
- Class participation, which is part of formative assessment, will be low due to absence from class.
- Parents/Guardians will be informed on a regular basis and are expected to support the school attendance policy.
- Students shall complete all work assigned during the unexcused absence independently.
- Students missing school regularly would be reported to the Disciplinary Committee.

- Students with low attendance rates would be barred from participating in school trips, inter-school competitions and in-school events like 'Senior Prom'.
- Students with very low attendance (below 60%) will be removed from certain programs/Student Support systems (enrichment lessons, college counseling, SAT tests etc) and will also be disallowed from appearing in the Semester End Examinations which will affect their predicted grades.
- Students with very low attendance (below 40%) can be asked to be withdrawn from school.