



**INDUS INTERNATIONAL SCHOOL, PUNE**  
**Boarder's Handbook**

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## **I. Introduction to Boarding at Indus International School Pune (IISP)**

### **Our Vision**

To create global citizens and leaders of tomorrow through the traditional values of love, empathy, discipline and respect – 21st century citizens who think globally and act locally.

### **Our Values**

We at IISP believe in integrated value system through the core values of the School:

- Love is the master value and imbibes the desire to reach out and make the difference in the lives of other people.
- Empathy is a pre-requisite for leaders to be able to gauge the feelings and sensitivities of others.
- Discipline is about the absence of fear on the campus and self-management.
- Respect is about respect for oneself, others and the environment.

### **Our Goals**

We aim to actively promote and support the well-being of all our boarding students through the provision of a congenial boarding environment which encourages students to develop holistically; aiming to prepare them for a VUCA world. No effort is spared to enable students to build important competencies like collaboration, communication, compassion, critical thinking and creativity so that when our students step out to face the world independently & responsibly, and simultaneously they foster relationship in community living.

## **II. The Boarding Houses**

At Indus we have separate boarding houses for Boys and Girls. IISP has three houses, Two Boys Boarding Houses and One Girls Boarding House. The Boarding Houses have shared rooms occupied by 2 or 3 students as the case may be. House parents reside within the Boarding houses in delegated accommodation to ensure 24 hours support and care

### III. The Boarder's Code of Conduct

#### THIS CODE OF CONDUCT IS IN FORCE -

- While students are attending classes.
- In the school campus at any time.
- During the sponsored or approved activities or events by the school.
- While travelling by the school bus/ private bus for any outing.
- With respect to interaction with any school employee; whether in or out of the school premises.

#### Dress Code.

- Students shall attend school in formal school uniform/P.E. uniform as scheduled on all working days between 8.30am to 3.15pm. On special occasions such as school events, inter school events, students are expected to be formally attired which includes the school blazer.
- Hair should be well groomed. Dyeing or streaking hair in any unnatural colour is not permitted. Girls with shoulder length hair or longer should tie than using black hair bands and should be neatly pinned. Boys' hair should be trimmed to the neck and above the collar and ear. Long & gelled hair, sideburns and stubble are not permitted.
- Hats/caps/sunglasses are not to be worn during school hours.
- No jewelry/ornament is permitted. However, girls can wear a small ear-stud in each ear. Simple and standard sized watches are allowed over the fancy and oversized ones.
- Long and painted nails are not permitted during the academic session.
- When not in school uniform, students are permitted to wear neat casual clothes. Pants/shorts/ trousers/ skirts must be fitted to the waist and must be below knee length.
- Images or words on clothing must not be offensive. If so found, these will be confiscated.
- Sheer and tight-fitting outfits must be avoided.
- Tattoos and other skin decorations are not allowed and must be covered if any student already has one.
- Footwear – Apart from wearing the specified shoes during the academic hours, students must wear appropriate footwear on stepping out of their respective hostels. No slippers / flip flops and sandals are permitted.
  - Boys may wear Crocs and shoes.
  - Girls may wear ballerinas, Crocs or shoes.
  - Crocs will only be worn during rains.
- During Sports time, sneakers are mandatory unless other footwear is permitted by the Resident Doctor or House Parent.
- Appropriate dress code must be followed while going for the study hour or having meals in the dining hall.

**House parents shall judge the appropriateness of the dress and accessories. Students referred by them will be asked to return immediately to the respective hostel to change. Repeated violations of the dress code will lead to disciplinary action.**

## **Students' Behavior**

### **Students are expected to:**

- Be honest during tests, examinations and submissions of assignments.
- Be courteous and polite to every member of the Indus Family.
- Participate fully in classroom and other activities.
- Use computers and laptops responsibly.
- Treat with care and respect the school property and the property of fellow students. Any damage to school property will be made good by the student and deducted from his pocket money.
- Have healthy eating and sleeping habits.
- Keep the campus clean; use litter bins.
- Switch off lights and fans when not required.
- Turn off taps after use.

**No Student will indulge in any form of bullying, intimidation or ragging. Persistent disregard would result in suspension or expulsion. (Please refer to Anti bullying policy at the end of boarder's handbook).**

## **Common Sanctions**

All punishments/ sanctions/ actions on an act of indiscipline will be recorded. A boarder will be awarded the below mentioned sanctions.

- 1 verbal warning (to be recorded) followed by counselling
- 1 written warning supported by counselling
- 3 losses of privileges. (Mobile use, tuck shop, outing)
- Internal Suspension
- External Suspension
- Expulsion from boarding/ school.

**Certain offences may directly lead to suspension and expulsion. Decision of the Principal is final post a thorough investigation carried by members of the SMT, Anti-Bullying Committee and Discipline Committee.**

#### **IV. Reporting to the Boarding Houses**

- Parents to provide critical information like medical condition, travel history, any COVIDcase in family or surroundings, whether from red zone or contagion zone and any other important history of the child to the house parents.
- Parents / Guardians will meet the respective house parent and drop their child at boarding house entrance as per the reporting dates mentioned in the school calendar.

#### **v. Medical Protocols for Boarding Students if COVID resurfaces**

- A well-trained medial team from Apollo Shine and Jehangir hospital will be stationed at IISP to deal with medical emergencies.
- Each boarding house will be given a nursing assistant/nurse to oversee all safety measures.They will record daily temperatures and check for flu like symptoms of students and staff.
- A daily report will be sent to resident doctor, Director Administration and Head of Boarding.
- Students showing signs of flu will be immediately isolated to Flu corner for observation and treatment.
- An agreement to abide by the isolation rules and regulations will be signed by both parents and student.
- Fitness certificate must be obtained one week prior to opening of school. It should clearly mention absence of any flu like symptoms.
- A COVID task force for the boarding is formed to coordinate all activities related to precautions such as physical distancing, disinfection of boarding, medical checkups and resolving queries regarding safety policy. The task force comprises of the followingmembers.
  - a. Resident Doctor.
  - b. Director Administration.
  - c. Head of Boarding.
  - d. 02 x Campus teachers.

## VI. Boarding Schedule

The boarding schedule is prepared for student to help them achieve maximum benefits. The timings are adjusted based on the grades. Please find below a sample for MYP. The grade specific boarding schedule will be shared by the boarding house parents.

### a. Weekdays (Monday – Friday)

<b>Jr. Boys Boarding - Week Days Schedule - Monday To Friday</b>		
<b>Sr. No.</b>	<b>TIME</b>	<b>ACTIVITY</b>
1	5:45 AM	WAKE UP CALL
2	5:45 - 6:15 AM	WASH AND CHANGE FOR MORNING ACTIVITY
3	6:15 - 7:00 AM	MORNING ACTIVITY
4	7:00 - 7:45 AM	CHANGE, SHOWER AND GET READY
5	7:50 - 8:15 AM	BREAKFAST
6	8:15 - 8:45 AM	GET READY FOR SCHOOL
7	8:45 - 3:20 PM	STUDENTS ARE IN SCHOOL
8	3:20 - 3:30 PM	STUDENTS RETURN TO BOARDING
9	3:45 - 5:00 PM	SPORTS
10	5:00 - 6:00 PM	TUCK SHOP AND SNACKS
11	6:00 - 6:30 PM	CHANGE, SHOWER AND GET READY FOR STUDIES
12	6:30 - 7:50 PM	EVENING PREP/STUDIES
13	7:50 - 8:30 PM	DINNER
14	8:30 - 9:00 PM	PHONE TIME AND NIGHT MILK TIME
15	9:00 - 10:00 PM	SECOND STUDY HOUR
16	10:00 PM	LAPTOP DEPOSIT FOR MYP 1, 2, 3, 4 STUDENTS
17	10:15 PM	LIGHTS OFF FOR MYP 1, 2, 3, 4 STUDENTS
18	10:30 PM	LAPTOP DEPOSIT FOR MYP 5 STUDENTS
19	10:45 PM	LIGHTS OFF FOR MYP 5 STUDENTS

**b. Weekends (Saturday – Sunday)**

<b>Jr. Boys Boarding - Weekend Schedule - Saturday To Sunday</b>		
<b>Sr. No.</b>	<b>TIME</b>	<b>ACTIVITY</b>
1	8:00 AM	WAKE UP CALL
2	8:00 - 8:50 AM	CHANGE, SHOWER AND GET READY
3	8:50 - 9:00 AM	ATTENDANCE
4	9:00 - 9:45 AM	BREAKFAST
5	10:00 - 10:30 AM	CLEANING ROOM & ORGANISING THE CUPBOARD
6	10:30 - 11:00 AM	REST, SELF TIME
7	11:00 - 11:45 AM	SWIMMING ON SATURDAY
8	12:00 - 1:00 PM	SELF STUDY
9	1:00 - 2:00 PM	LUNCH
10	2:00 - 3:30 PM	HOBBY CLUB ACTIVITY
11	3:30 - 5:00 PM	SPORTS
12	5:00 - 6:00 PM	TUCK SHOP AND SNACKS
13	6:00 - 7:00 PM	NIGHT SPORTS
14	7:00 - 8:00 PM	CHANGE, SHOWER AND GET READY
15	8:00 - 8:30 PM	DINNER
16	8:30 - 9:30 PM	PHONE TIME / NIGHT MILK / LEISURE / TV / SELF TIME
17	9:30 PM	LAPTOP DEPOSIT FOR MYP 1, 2, 3, 4 STUDENTS
18	10:00 PM	LIGHTS OFF FOR MYP 1, 2, 3, 4 STUDENTS
19	10:30 PM	LAPTOP DEPOSIT FOR MYP 5 STUDENTS
20	10:45 PM	LIGHTS OFF FOR MYP 5 STUDENTS



## VII. Things to Carry

- **Formal uniforms and PE Uniforms are to be collected from School Store during the - Single Window/ CRM Day or on the first day of school for a student who joins later in the academic year.**
- **Below Items to be brought by Boarders**

	Item	Units
1	Sports Shoes/Sneakers (Preferably Full Black)	1 pair
2	Formal Shoes	1 pair
3	Boys Swimming Trunks	1 pair
4	Girls Swimming Suit ( 1 piece)	1
5	Cap (swimming)	1
6	Night Suit Boys	3 sets
7	Night Suit Girls	3 sets
8	Girls/Boys Handkerchief	12
9	Girls/Boys Coat Hangers	4
10	Girls/Boys Bathrobe	1
11	Girls/Boys Inner wear	6 sets
12	Girls white camisole /half-slips to be worn under the uniform	4
13	Boys Cotton vests	6
14	Socks (white)	6
15	Casual wear – T shirts, trousers, shirts, shorts and knee length (or longer) skirts for girls	6 sets
16	Formal wear - Light coloured shirt & dark Trousers (with belt and tie) for boys and Ethnic Wear/ Formal suit/knee length dress- western wear. Girls to wear stockings/denier tights with dresses/skirts.	2 sets
17	Table lamp	1
18	Toiletries	As required
19	Torch with batteries	1
20	Nail clipper	1
21	Brown shoe polish	1
22	Stationery	As required
23	Lock with keys	2 sets
24	Pouch/Bag with Ziplock	2
25	Crocs	1 set

**Kindly note that the Bed Sheets, Blankets, Pillows and Pillow Covers will be provided by the school. Children should carry their own toiletries. Toiletries are also available in the Tuck Shop for purchase. No hair spray / hair colour / make up is permitted.**

## **Eye Care**

Students who wear spectacles or contact lenses are required to bring three pairs to school along with the prescription for their glasses, of which two pairs will remain with the student and one pair will be kept with the house parent in case of breakage. Lenses must be as that the colour of one's eyes.

## **VIII. General Information**

### **a) Study Hours & Weekend Study**

- **First Study Hour (Monday - Friday)**

First Study Hour (evening Prep) is from 6:15 – 8:00 pm and is designed for boarders to ensure specific subject support as well as serious silent study time.

Weekly subject support for each grade will be drawn up at the start of each academic session.

- **Scheduling of the First study Hour:**

- Teachers on duty, house parents as well as students assemble in the Academic block foyer by 6:15 pm.
- Attendance is taken by the boarding house parents on duty at 6:10 pm.
- Teachers on duty accompany the students to their respective classrooms for Prep at 6:15 pm.
- Students are instructed to visit the restroom/ fill their water bottles/ collect all stationery and books from their lockers before the start of the Prep as this is not permitted between 6:20 – 7:50 pm.
- Teachers are vigilant during their supervision duty and ensure the students are engaged in subject support/ self-study/ reading (PYP-Grade 6, in case of no HW) through the Prep.
- A copy of the homework for the week is circulated in every classroom. Teachers ensure completion of the assigned tasks.
- Use of laptop is permitted; however, ear phones are strictly not allowed. Teachers on duty ensure that the laptop screen is facing towards them for regular monitoring.
- PYP boys and girls will leave prep 5 minutes before the other students.
- Overall in charge for the day for Prep hour as well as teachers on duty ensure all students leave the block in silence and are the last people to leave the classrooms.

- **Second Study Hour**

- The second study hour is for Grades 6-12 and is held in the respective hostel commonrooms according to the schedule mentioned below:

Grades	Start Time	End Time	Lights Off
6-9	9:00 pm	9:30 pm	10:00 pm
10	9:00 pm	10:30 pm	10:45 pm
11-12	9:00 pm	11:00 pm	11:15 pm

- House parents monitor the second study hour.
- Use of laptops is permitted.
- PYP students will have book reading time before lights off.

- **Weekend Study**

- During weekends the boarders are assigned self-study time and self-time which they can use constructively.
- Extra self-practice for English and Math is provided through practice sheets especially prepared by the subject teachers.

**b) Dining Hall**

- All meals are mandatory unless prescribed otherwise by the Doctor and the timings are to be strictly followed:

	Monday to Friday	Saturday and Sunday
Breakfast	7:50 – 8:10 am	9: 00 – 10:00 am
Lunch	As scheduled	1:00 – 1:30 pm
Evening Snack	5 – 5:30 pm	5:00 – 5:30 pm
Dinner	7:50 – 8:30 pm	8:00 – 8:30 pm

- Students are required to observe correct etiquette at all meals, queue up properly for service & clear their own trays at designated places.
- Students are urged to serve themselves only as much food as they can eat and refrain from wasting food.
- Complaints regarding the food may be forwarded to the House Parent/Boarders' Food Committee.
- Food cannot be taken inside the boarding houses.
- Students are not allowed to enter the pantry.

- Each student shares the responsibility of keeping the dining hall clean and orderly therefore, every student must ensure that after each meal, the chairs and tables are properly placed; used plates, spoons, forks, tray etc. are put at the washing counter.
- Use of electronic gadgets or laptop is not allowed in the dining hall, during meals.
- No outside food is allowed inside the dining hall unless special permission is obtained from the HOB and Principal.
- No food will be permitted into the hostel unless it is for medical reasons.

**c) Food Committee:**

- This is a student led initiative to reflect upon the quality of the food and to respond to boarders' suggestions on the menu.
- The student members are nominated by the Senior Management Team of the school.
- The members meet the catering team on weekly basis to discuss the concerns and subsequently implement improvements in the process.

**d) Tuck Shop:**

The Tuck Shop on the school premises stocks sweets, biscuits, fruit juices, seasonal fruits, toiletries, stationery etc.

Students' account for tuck will be maintained in separate registers, hostel wise, at the tuck shop. These will be monitored by House Parents.

- **Tuck Shop Timings:**

**Weekdays:** 5:00 – 6:00 pm

**Weekends:** 5:00 – 6:00 pm

- Fruit juices and seasonal fruits will be provided throughout the week.
- Stationery & toiletries may be purchased on permission from the House Parent.
- Tuck Shop will not accept cash from boarders.

**e) Telephone Calls**

- Students of all grades will be permitted to use their mobile phones on the weekdays from 8:30 pm to 9:00 pm. On the weekends the mobile phone will be issued to the students for 1 hour.
- The students have to make their arrangements for the SIM cards. Vodafone has the best connectivity on campus. Please note that each student is permitted only one SIM card.
- All mobile phones have to be submitted to the respective House parent on arrival. The respective house parent will issue the phones on scheduled days and collect them after the time is up. Any phone found with a student at any other point of time will be confiscated and returned only at the end of the academic term.

**f) Laptop Usage**

- A student is responsible for the safety of his/her own laptop while carrying it to school and in his/her room. It must be kept under lock and key when not in use before the final submission at night.
- Weekly Boarders may take their laptops home for the weekend.
- The school is Wi-Fi enabled and students may not use the laptops outdoors on the campus. Use is permitted only in classrooms, academic blocks, library, resource center and the hostels.
- No borrowing/ loan/exchange of laptops is permitted. Violation of any rules will result in confiscation of the laptop for one week.
- All boarders will deposit their laptops in the designated room under the charge of the House Parent, as per schedule. Laptops may be collected every morning between 7:15 to 7:30 am.
- **Surprise checks will be carried out to locate illegal software, torrents, VPNs, banned websites and gaming platforms. Disciplinary action will be initiated if a student is found carrying them in their laptops, mobile phones and other gadgets, then the school will confiscate the laptop for a week and repeated offenders will face further consequences which could lead to suspension from the school.**

**g) Electronic Gadget Usage**

- **Items Allowed:** a) Cameras b) iPods c) tablet/ iPad.  
These items must be deposited with the House parent on arrival.
- **Usage:** Electronics items will be issued to the students on **Saturdays** after select weekend activities.
- Use of electronic items will not be allowed during study hour on weekends and meal times in the Dining Hall.
- Use of cameras and other devices shall be with prior approval of the boarding staff. If a student is found recording or taking images of any staff or another student in school without prior approval, then his gadget will be confiscated for 1 academic term and the student may face further disciplinary action.
- **Safety:** Any unauthorized electronics items found with the boarder may be confiscated if the student is found to use the electronic gadgets irresponsibly.

#### **h) Communication Mechanisms with Boarding**

Parents are able to maintain contact with the school administration, staff and their own children via :

1. E-mail.
2. Phone calls.
3. Scheduled meetings.

#### **i) Counselling**

A counsellor is available for all boarders from Monday to Friday between 2:30 pm to 8:00 pm on the school premises and on weekends. The school has a duty of care to all students and the prime focus is the overall wellbeing of every child in their care. The counsellor works closely with every boarder and as required will keep the parents, HOB and Principal in the loop. All information is treated with confidentiality.

#### **j) Emergency Evacuation & Fire Drill Procedure**

Parents can be reassured that all boarders are aware of the Emergency Evacuation procedures. Individual house and site drills are held each term. Fire drills are compulsory.

**In the event of emergency evacuation, the following are the instructions given to students.**

- The house parent will instruct you to evacuate.
- Don't panic. Use common sense. Follow house parent's instructions.
- Leave the house by using emergency exit.
- Warn others by reportedly calling "Evacuate".
- Don't pack or bring any belongings.
- Report to the designated Evacuation point and wait quietly for instructions.
- The house parent will conduct a roll call and inform Head of Boarding if anyone is missing.
- The Head of Boarding will inspect the house, check with the house parent and report to the designated authority.

**k) Safety and Security:**

- Boarding houses are manned by security guards/lady security guards throughout the day and night.
- All movements in the boarding houses are covered by CCTV cameras. There is a dedicated CCTV camera operator for the boarding.
- Night wardens are deputed to take rounds and to keep a check inside the boarding houses.
- No parents/guardians are allowed inside the boarding houses. Parents can meet their wards in visitor area/common area.
- It is mandatory for the boarders to have a local guardian. The details of the local guardian will be provided before start of the new session. Those students who don't have local guardian can nominate the parents of their day scholar classmates who will act as their local guardians.
- Students bags will be checked when they return from break/holidays. Apart from that surprise checks will also be conducted.
- For security reasons term boarders are not allowed to use school buses. In case of emergency, parents would need to seek prior approval from the DA and applicable charges would be deducted from the student's pocket money account.
- Vehicles will drop the kids and move to the designated parking lots immediately.

**l) Laundry**

- There is a designated laundry room for students in the dining hall complex.
- Students will keep submit their laundry bags on scheduled days.
- Washed and disinfected clothes will be kept outside their rooms to ensue contact less delivery.
- Each student will maintain a record of their respective clothes being given and on receiving will check & sign in the presence of the concerned launderer.
- Boys and Girls will be assigned their specific laundry submission and collection days.
- Students must deposit the washing/dirty linens in laundry bags on the previous evening in the laundry room.
- Any clothing found damaged or faded must be reported to the House Parents on the same day.

**Parents are kindly informed that name tags will be placed on all their children's clothing by the laundry staff.**

**m) Open Forums**

- The school would encourage all parents and students to immediately contact the respective boarding house parent for guidance or assistance regarding any aspect of their child's life in school. Open Forums could be utilized by the school on a need basis to bridge any communication gaps between parents and the school. Constructive dialogue is essential and we hope to always achieve this.

**n) Hobby Club Activities**

- Hobby Club Activities will run over the weekends.
- Boarders who can choose their Hobby Club Activities.
- The Hobby Club Activities will give the boarders an opportunity to explore activities beyond the text books and get hands on experiences.

**o) Weekend Outings**

- Saturdays (other than Working Saturdays) will be devoted to participation in activities / clubs such as Music, Art & Craft, Dance, Cooking, Time Management Skills, Etiquette classes, Health & Hygiene, visiting historical & places of interest etc. Students will be chaperoned to the city for outbound activities such as, Theatre, Movie shows, Concert, etc.
- On no account will students be permitted to go out of the campus alone.
- Parents of assigned local guardians must come and collect their child if he/she is a Term Boarder / Regular Boarder. Please do not have them travel alone or with drivers/acquaintances'.
- All Weekly/Term Boarders must return on Sunday by 6:00pm without fail. In case a student is unable to return on Sunday, parents must intimate the House Parent or the Head of Boarding in advance and permission would be granted only in case of emergency.
- Baggage of students returning from an outing will be checked by the Security/House Parents. Weekly boarders can avail days school bus prior permission from Manager Transport on payment basis. Parents can contact transport manager for further allotment of seat.

**p) Visitors to the Campus**

- Parents and Guardians need to take permission from the Head of Boarding before meeting their child.
- After approval parents are requested to visit their child, either after school hours or during the weekends.
- In case of an emergency special permission will be taken from HOB/Director Administration.



**q) Pocket Money**

- Purpose for Pocket money – Tuck, Toiletries, Medical, Projects, Phone recharge, Stationery, Grooming & Haircut, Repair of damage to school property, School authorized activities and events
- Boarders are not permitted to have any cash transactions or barter of goods.
- Boarders may purchase Books worth Rs. 2000 per annum from the regular Book Fairs held at school.
- Boarders are not permitted to keep cash, credit cards or expensive jewelry with themselves. These items must be handed over to the house parents who will log in details. Parents are requested not to give cash to their wards during their return after the vacation/break/leave.
- Pocket money accounts will be sent by Bursary to the parents at the end of December and June.
- Any damage to school property by a student will be recovered or replaced from the pocket money account of the student.

**r) Health & Hygiene**

- Parents are requested to brief the Medical Staff and House Parent on any past medical history of their ward at the time of admission.
- A detailed history of a student's health has to be communicated at the time of admission (see medical history form), in order to guard against any kind of mishap.
- Any student feeling unwell must report his/her condition to the house parent, who will then provide a written slip for a visit to the Infirmary. In case a student feels ill during school hours, permission must be sought from the respective Coordinator. No student will be permitted to the Infirmary without a permission slip.
- No self-medication/Diet should be taken by any student.
- Parents must seek permission for leave on medical grounds from the DA/ HOB.
- The resident doctor/nurse will contact the parent in case of any medical emergency.
- Only review and follow up visits can be under taken or by request from parents.
- The appointment for the treatment will be arranged for Saturdays only and the cost on transport will be borne by the student.
- All medical expenses will be borne by students.
- Any personal medication needs to be handed over to infirmary staff. No medicine to be kept with the student.
- Medical check-ups will be carried out.

**Health and Hygiene sessions will be conducted every term. School conducts a medical check-up for all boarders, and the blood check-up for the ones Who have their parents' consent, includes:**

1. **BLOOD:** Complete blood profile with ESR, RBC Count, Platelet Count, MCV, MCH, MCHC &PCV
2. **BIOCHEMISRTY:** Blood Sugar (random), Blood Urea, s. Cholesterol, Serum Creatinine, S. Uric Acid
3. **SEROLOGY:** HBsAg, HIV, Blood Grouping with Rh Typing
4. **URINE:** Routine and Microscopy

## s) Grooming

### Hair Cut & Shaving:

- Hairstyles should be neat and of a modest style, neither excessively long or short. Sideburns length should be up to the lower part of the ear lobe.
- Boys' hair must be off the collar at the back and off the ears. The length of hair must not go beyond the eyebrows.
- Students' hair must be of natural colour. No hair dye, bleach or streaking is permitted.
- The barber will be available at the boys' hostel twice a month.
- Boys must shave once in three days, depending on the growth. Beards are not permitted.

### Beauty Services for Girls

- Girls are permitted to avail the services of a beautician.
- A beautician from the city will visit the girls' hostel once a month. Students can spend up to Rs 1000/- a month for maximum of Rs. 5000/- per year.
- The following services will be provided by the beautician:
  - Full legs waxing
  - Full arms waxing
  - Underarms waxing
  - Facial threading / waxing
  - Eyebrow threading
- Parents are required to confirm to the House Parents what services may be used by their wards, through email and the same would be billed to the student's account.

## IX. NO TOUCH POLICY

- Physical violence, however mild or spontaneous it may be, is a criminal offence. Moreover, it goes against the very grain of self-discipline, tolerance and non-violence which are values that we are trying to instill in our students. Violence is invariably used for dominance over and bullying of weaker people and speaks ill of any society that condones it. Moreover, it is the most ineffective penalty that can be given to correct a misdemeanor.
- No public display of affection will be permitted between students. This extends to touching, holding hands, linking arms or putting arms around shoulders. Even the most harmless intent may be construed otherwise, so it is best to avoid it.
- All students will make their own beds and ensure that their room spaces are neat and tidy at all times.

## **X. General Rules**

- House Parents will have access to all rooms at all times for monitoring purposes.
- Students will not lock doors from inside & will not cover the peepholes.
- Students will only bring articles that fit into the wardrobes, bookshelves and desks provided by the School and will be responsible for the safe custody of their belongings.
- Students shall not bring valuable articles into the school; the school will not be responsible for any items stolen or lost.
- No borrowing and loan of personal belongings is permitted.
- Students are not permitted to be in possession of money. In case they carry the same, it should be handed over to the HOB for safe custody and will be returned to the student when leaving for the term breaks or collected as and when the need arises from the HOB.
- Students may use extension boards to increase the number of outlets. Heat producing electrical devices such as heaters, electric blankets and halogen lamps are prohibited. Small cooking appliances such as rice cookers, hot pots and electric grills are not permissible in rooms. The residential staff will confiscate any device not in compliance with fire and safety codes and regulations. Use of candles and incense sticks are prohibited.
- After lights out students are not permitted to enter another student's room or loiter inside the boarding premises.
- Parents/Guardians/Weekly Boarders are strictly prohibited from bringing food into the school campus for distribution to their wards or friends.
- No inter hostel visits by any boarder will be permitted unless prior permission is given by the House Parent.
- Day Scholars or staff children are not permitted to enter the boarding houses.
- Boarding students are not permitted to enter the house parents' residence or any teaching staff members' residence.
- Parents are requested to avoid sending tuck to their children for the following reasons: -
- Students store eatables in their cupboards/ rooms which attract insects/ants in their room.
- Students are tempted to steal one another's tuck due to which discipline issues arise.
- Students avoid eating regular meals in the dining hall.

**Surprise cupboard inspection by the respective house parent will be held from time to time in the presence of the student.**

## **XI. WEEKEND ACTIVITIES**

- Study Time
- Sports Activities
- Hobby Club Activities
- Trekking and Cultural Visits
- Outings to the Mall or for Lunch
- Social Activities
- Counselling and Educational Workshop sessions
- Goal Setting based on Tikkum Olam and pursuing their goals.

- CAS activities (one main project by boarding).
- Power of hands (Organic gardening).
- Badminton
- Chess Classes
- Yoga
- Working at Animal Shelters
- Drama Club
- Debate Club
- Outings and group activities are suspended till further instructions.
- Zumba
- Horse Riding
- Counselling Workshops on:
  - Gender Sensitization
  - Cyber Safety
  - Table Manners & Etiquette
  - Dressing and Grooming
  - Substance Abuse
  - Time Management
  - Peer Pressure
  - Exam Fear
  - Conflict Management
  - Responsible use of Digital Devices

## **XII. Zero Tolerance Policy**

- The school has a Zero tolerance policy to address the needs of the school for discipline that can maintain school safety, while maximizing student opportunity to learn. By removing students who engage in disruptive behaviour, the aim of the Zero Tolerance policy is to deter others from disruption, and create an improved climate for those students who remain.
- Students from Grades 9 to 12 will undergo random urine testing for alcohol and drugs, at least twice in an academic year.
- If a student tests positive for alcohol/drugs/nicotine or any other unauthorized substances, parents will be called for a meeting to school; test reports will be shared with them; they will be expelled from school, after a detailed Investigation of the matter by members of the Discipline Committee.
- If students are found in possession of alcohol/drugs/cigarettes/e-cigarettes/vape in school, at the Indus School of Leadership camps or during events where they represent school, or in school transport, they will be expelled from school, after a detailed Investigation of the matter by members of the Discipline Committee.
- Use of tobacco products, sale, distribution, possession/consumption of alcohol or a narcotic drug, or any other intoxicant, comes under the category of zero tolerance. The Principal and members of the Discipline Committee will give the offending student, a hearing before an appropriate decision is taken.

### **XIII. Contact Details of Boarding Staff**

**Mr. Abad Irani**

Head of Boarding

Email: [hob@indusschoolpune.com](mailto:hob@indusschoolpune.com)

Mobile no. +91-9886304543

**Mr. Mahesh Gulia**

Senior Boys House Parent

Email: [Mahesh.gulia@indusschoolpune.com](mailto:Mahesh.gulia@indusschoolpune.com)

Mobile : +91-9813452659

**Mr. Shamsheer Alam**

Senior Boys House Parent

Email:- [shamsheer.alam@indusschoolpune.com](mailto:shamsheer.alam@indusschoolpune.com)

Mobile: +91-8210744039

**Mr. Akshay Mujumale**

Junior Boys House Parent

Email: [akshay.mujumale@indusschoolpune.com](mailto:akshay.mujumale@indusschoolpune.com)

Mobile :- +91-9764901757

**Ms. Aruna Yadav**

Junior Boys House Parent

Email:- [aruna.yadav@indusschoolpune.com](mailto:aruna.yadav@indusschoolpune.com)

Mobile:- +91-9566971611

**Ms. Rachna Rangray**

Junior Boys House Parent

Email:- [neena.srivastava@indusschoolpune.com](mailto:neena.srivastava@indusschoolpune.com)

Mobile: +91-7218845394

**Ms. Neena Srivastava**

Girls House Parent

Email:- [neena.srivastava@indusschoolpune.com](mailto:neena.srivastava@indusschoolpune.com)

Mobile: +91-7218845394

**Ms. Ujwala Kamble**

Girls House Parent

Email:[ujwala.kamble@indusschoolpune.com](mailto:ujwala.kamble@indusschoolpune.com)

Mobile: +91-8806442341

**Ms. Meera Kripal**

Girls House Parent

Email:- [meera.kripal@indusschoolpune.com](mailto:meera.kripal@indusschoolpune.com)

Mobile: +91-963452659

## XIV. Important Forms

### AGREEMENT

I/We.....Parents of

.....of

Grade....., who is a Week Boarder/ Term Boarder, have

Read the IISP Boarders' Handbook and agree to abide by the Policies of IISP Boarding.

Parent's Signature: .....

Date: .....

Student's Signature: .....

Date: .....

**Note:** Please sign this form and hand over the same to the respective House Parent on arrival at the respective boarding house parent.

## BOARDERS' INFORMATION SHEET

Please fill in Capitals.

Student's Name. \_\_\_\_\_ Grade. \_\_\_\_\_

DOB: \_\_\_\_\_ Hostel: Junior Boys Hostel/Senior Boys Hostel/Girls Hostel

Father's Name. \_\_\_\_\_ Tel/Mob. No. \_\_\_\_\_

Mother's Name. \_\_\_\_\_ Tel/Mob. No. \_\_\_\_\_

Father's E-Mail I.D. \_\_\_\_\_

Mother's E-Mail I.D. \_\_\_\_\_

Parents Address. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Local Guardian's Name. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ID Card Number: \_\_\_\_\_

Tel/Mob. No. \_\_\_\_\_

E-mail ID \_\_\_\_\_

Food Preference N. Veg/ Veg.: \_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

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**Note:** To be filled by the Parent and handed over to the respective House Parent on arrival at the respective boarding house.

## ELECTRONIC EQUIPMENT REGISTRATION FORM

**Boarder's Name:**.....**Grade :** .....

### **Mobile Phone**

Mobile Phone Number:..... Brand and Colour:.....

Description:.....SIM Card Number:.....

### **Tablet**

Brand:.....Serial Number:.....

Description.....

### **iPad**

Brand:..... Serial Number:.....

Description.....

### **Laptop**

Brand:.....Serial Number:.....

Attachments (ie cords etc).....

Description:.....

### **Camera**

Brand:..... Serial Number:.....

Description.....

### **Other**

Brand:..... Serial Number:.....

Description.....

Brand:..... Serial Number:.....

Description.....

**Note:** To be filled by the Parent/Student and handed over to the respective House Parent on arrival at the respective boarding house



## **XV. Anti-Bullying Policy**

### 1) Policy objectives:

- This policy outlines what Indus International School will do to prevent and tackle all forms of bullying.
- The policy has been adopted with the involvement of the whole school community.
- Indus International School is committed to developing an anti-bullying culture where the bullying of children, young people and adults, is not tolerated in any form.

### 2) Responsibilities:

- The Principal to communicate this policy to the school community, to ensure that disciplinary measures are applied fairly, consistently and reasonably, and that a member of the senior leadership team has been identified to take overall responsibility.
- HOS of all schools to take a lead role in monitoring and reviewing this policy.
- All staff, including senior leadership, teaching and non-teaching staff, to support, uphold and implement this policy accordingly.
- Parents/guardians to support their children and work in partnership with the school.
- Students to abide by the policy.

### 3) Definition of Bullying:

“Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, or destruction of property.” – BAR ASSOCIATION OF INDIA

Bullying can be:

Emotional being unfriendly, excluding, tormenting (e.g. taking belongings, hiding books, threatening gestures)

Physical pushing, kicking, biting, hitting, punching or any use of violence

Personal background Taunts related to ethnicity, nationality, religion or culture and socio-economic background, SEN

Sexual unwanted physical contact or sexually abusive comments, gender based

Homophobic because of, or focusing on the issue of sexuality

Direct or indirect Verbal/ Non-verbal name-calling, sarcasm, spreading rumors, teasing, graffiti, gestures

Cyber bullying Sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos.

#### 4) Warning Signs:

##### SIGNS THAT A CHILD IS BULLYING OTHERS:

- gets into physical or verbal fights
- has friends who bully others
- is increasingly aggressive
- frequent detention
- has unexplained extra money or new belongings
- blames others for his/her problems
- doesn't accept responsibility for his/her actions
- competitive nature
- worries about his/her reputation or popularity
- spreads nasty stories about other children
- hitting and pushing others
- taking other children's things
- intimidation using gestures, social exclusion & threats
- indulging into teasing & name calling
- increased behavioural issues or disciplinary actions at school (or elsewhere)
- increasing insensitivity or callousness towards others
- starts to hang out with the "wrong" crowd

##### SIGNS THAT A CHILD IS GETTING BULLIED:

- comes home with torn, damaged, or missing pieces of clothing, books, or other belongings
- has unexplained cuts, bruises & scratches
- stays close to teachers during breaks
- separation anxiety
- regression (such as bedwetting)
- trouble getting out of bed
- asks for extra pocket money or food
- suddenly sullen, withdrawn or evasive
- remarks about feeling lonely
- begins bullying siblings or younger kids
- waits to get home to use the bathroom (school and park bathrooms, are often not adult-supervised and can be hot spots for bullying)
- blames self for problems
- feels "not good enough"
- has few, if any friends, with whom he or she spends time
- seems afraid to go to school, walking to and from school, riding the school bus, or taking part in organized activities with peers (such as clubs)
- shows a change in the his/her ability or willingness to speak in class
- lost interest in school work or suddenly begins to do poorly in school
- appears sad, moody, teary, or depressed when he/she comes home
- complains frequently of headaches, stomach aches, or other physical ailments
- has trouble sleeping/frequent bad dreams
- suddenly skipping meals or binge eating

- running away from home or harming themselves
- talking about suicide
- being a frequent target for teasing, mimicking or ridicule
- makes passing statements about suicide or meaninglessness of life

#### WARNING SIGNS – CYBERBULLYING

##### SIGNS THAT A CHILD IS CYBERBULLYING OTHERS:

- impersonating another individual on social media accounts - use of hate messages, online harassment and other digital abuse
- teasing & name calling on social media
- quickly switches screens or hides their device when you are close by
  - seems to be using multiple online accounts
  - demonstrates violent tendencies on social media
  - uses the computer or mobile devices late at night or when he or she is unsupervised
  - gets extremely upset if computer privileges are revoked

##### SIGNS THAT A CHILD IS A TARGET OF CYBERBULLYING:

- unexpectedly stops using their device
- appears nervous or jumpy when using their device
- appears to be angry, depressed, or frustrated after going online (including gaming)
- avoids discussions about what they are doing online
- secretive about online activities

#### 5) Responding to bullying

The following steps will be taken when dealing with all incidents of bullying reported to the school:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or witnessed the concern.
- The school will provide appropriate support for the person being bullied – making sure they are not at risk of immediate harm and will be referred to the Counselor.
- The Teacher is to report the incident to the respective HOS/ Counselor immediately.
- An extensive investigation would be conducted by the HOS and the Counselors and an Incident Report is filed.
- The school will ensure parents/guardians are kept informed about the concern and action taken, as appropriate and in line with CPC (child protection policies).
- Sanctions, as identified within the school policy\*, and support will be implemented in consultation with all parties concerned.
- Where the bullying of or by pupils takes place off school site or outside of normal school hours (including cyberbullying), the school will ensure that the concern is fully investigated.

6) Sanctions

To be decided by the bullying committee as per the severity of the case.

7) Publishing and Publicizing the Anti-Bullying Policy

- Excerpts from the Anti-Bullying Policy will be visible throughout the school in corridors and classrooms.
- Anti-bullying Policy on display in classrooms.
- It will be published on the school web-site: [indusschool.com](http://indusschool.com), in the school diary and in the school Code of Behaviour.

8) Indus International School community (Staff and students) pledge for-

1. Anti-bullying

2. Doing the RITE thing

R = RECOGNISE you have the right to feel safe and to operate in an environment free of bullying.

I = INFORM the bullies that you want them to stop. Do this in a polite but firm way.

T = TELL a responsible adult about the bullying.

E = EVALUATE the situation. If it does not improve, seek further help.

INDUS INTERNATIONAL SCHOOL

ANTI-BULLYING PLEDGE

We the students of Indus International school agree to join together to stamp out bullying and cyber bullying at our school.

We believe that everybody should enjoy our school equally and also enjoy a peaceful life at home while on the Internet and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. "Cyber bullying" is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. Bullying and cyber bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying or cyber bullying.

By signing this pledge, we the students agree to:

- Value student differences and treat others with respect.
- Not become involved in bullying or cyber bullying incidents or be a bully or cyberbully.
- Be aware of the school's policies and support system with regard to bullying/cyber bullying.
- Report honestly and immediately all incidents of bullying/cyber bullying to a faculty member.
- Be alert in places around the school where there is less adult supervision such as bathrooms, Corridors and stairwells.
- Not be a passive bully and remain quiet when I see my schoolmates picking on someone.
- Support students who have been or are subjected to bullying/cyber bullying.
- Talk to teachers and parents about concerns and issues regarding bullying/cyber bullying.
- Work with other students and faculty, to help the school deal with bullying/cyber bullying effectively.
- Acknowledge that if I don't report bullying/cyberbullying, I am guilty of supporting the bully.
- Provide a good role model for younger students and support them against bullying/cyberbullying occurs.

Student's Sign: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

By signing this pledge, I, an Indus parent agree to: -

1. Work in partnership with the school to encourage positive behavior and valuing differences.
2. Talk to my child about his/her school day daily and reinforce school bullying policies.
3. Inform school staff if any bullying has occurred.

Parent's Signature \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Date: \_\_\_\_\_