



Pradnya Niketan Education Society's

THE ORCHID SCHOOL

Baner, Pune – 411045.

A -Z

READY REFERENCE REGARDING TOS POLICY, PROCEDURE, PROGRAMME, PEOPLE

'Ready Reckoner' for Parents and Students

READY REFERENCE FOR PARENTS AND STUDENTS REGARDING TOS POLICY, PROCEDURE, PROGRAMME, PEOPLE

The Ready Reckoner is an amalgamation of the important rules, policies and documents every parent and student should know of at the beginning of the year.

It comprises of A to Z- a compendium that guides them to know about TOS in terms of all the information that governs the policies, procedures, processes, and everyday notes they require to refer to; Whole School Behaviour Policy- a comprehensive document stating explicit details of the students' behaviour in school and important forms.

The intent is to keep all stakeholders well-informed and updated about school matters. Parents and students are requested to go through the booklet regularly to use it to its fullest.

This publication is featured on the school website too.

TOS Management reserves the sole right to make changes and introduce new relevant policies as and when situations and realities demand.

A

Activities:

General:

- Activities play an essential part in the holistic development of a child.
- In Pre-Primary, children are exposed to Play Based Learning, Story Telling Sessions, Circle Time, Structured Free Play, Sensory experience, other enrichment activities like celebration of festivals and special days, Field Trips, Puppetry & Skits, Dance, Music, and Art.
- From Std. I to Std. IV, children are exposed to all the co-scholastic activities, namely Performing Arts, Visual Arts, other enrichment programs like Cooking Day, Field Trips, and more. There are projects and hands-on learning experiences for all class levels. Most activities are also featured in the school calendar.
- For Std. V to XII, apart from the above, activities related to Inter House, Inter School events, and competitions are planned throughout the year.
- Fine Arts and Sports programs move towards specialization and are based on choice and interest.
- Classes IX and X have Work Education, Art Education and HPE (Health and Physical Education) which includes SEWA.
- Classes XI and XII have HPE (Health and Physical Education), General Studies and Work Experience which includes SEWA.

Specific:

Sports Programme:

- Sports program includes general fitness and skill-building sessions conducted by sports coaches.
- It includes the active participation of all students. It provides the much-needed skill-building and fitness necessary for the specific age group.
- Following are the level-wise skills which are honed during the sports periods-
 - Pre-Primary, Std. I & II- Free play, general fitness, and flexibility.
 - Std. III- Structured play, general fitness, flexibility, and stamina building.
 - Std. IV & V – Upper & lower body skill development, general fitness, flexibility, and stamina building.
- The sports classes for Nursery to Std V take place in the school premises.
- Std. VI–XII – The students choose any one option from Cricket, Football, Basketball, Volleyball, and Athletics. Special coaches are appointed to train students for these sports.
- The students may have to put in extra hours before/after school for extra practice sessions during the sports competitions.

- Students proficient in any competitive sport are encouraged to participate in Inter-School Events like friendly matches, Zilla Parishad Matches, Sahodaya Sports Meet, CBSE Sports Events, and other outside-school events.
- In case of any CBSE or Zilla Parishad matches / sports events, the school will share the information with all students.
- For those who wish to participate, or the school selects them, it is mandatory for the students to submit all the information, documents and consent form by the timeline mentioned. All details of the student must be shared in advance for timely documentation.
- Students participating in any competitive sport at District/ State / National / International level receive special consideration and support from the school depending on their needs so that they can balance both academics and sports.
- Parents should send an email to the Unit Head informing about the same for prior permission. Permission for the same is granted by the school based on the documents submitted and as per the policy.
- The school reserves the right to grant/deny permission based on internal discussion.

Fine Arts Programme

- **Visual Arts-** It is offered to all the levels from Nursery to X. In Std. XI and XII, it is incorporated as project-based during major school events and activities.
- **Performing Arts-** The following performing arts categories are offered from Nursery to Std. XII:
 - **Nursery, Jr & Sr. KG** – Dance and Movement, Music
 - **Std. I & II** - Dance & Movement, Music
 - **Std. III & IV** – Dance (Indian and Contemporary), Percussion (Djembe and Tabla), Vocal Music (Indian & Western)
 - **Std V to VIII-** Vocal Music (Indian & Western), Dance (Indian and Contemporary), Percussion (Djembe and Tabla)
 - **Vocal Music** –Std. V- Western and Indian Vocal Music- Term wise
 - **Std. VI to VIII-** Students choose between Indian Vocal Music and Western Vocal Music and continue up to Std. VIII.
 - Students will continue with their choice of Dance, Percussion, and Music and will not be allowed to change till they reach Std. IX. This will help students attain a certain mastery level of the chosen art form.
 - **Std. IX & X-** Students choose any one of the following Performing Art forms from – Indian Dance/Contemporary Dance/Drums/Tabla/Indian Vocal/Western Vocal at the start of Std. IX and continue with the selection in Std. X too.
 - **Std XI and XII** – Students showcase their performing/visual art skills through school flagship events such as Night of Bands, Founders’ Day, Concerts and other outside school competitions.

Address:

- Parents are expected to enter the correct address and contact details in the student diary till Std. VIII and while filling in the continuation form.
- The address filled in the continuation form will be used for all official records. The exact address and contact details will be printed on the student's ID card.
- The school should immediately be informed (in writing or via email) in case of any change in address/ contact number/email ID.
- Correct information enhances a smooth flow of communication and helps the school contact you in case of an emergency or if a situation demands so.

Administration:

- TOS aims to make the administration approachable, transparent, and open.
- All Unit Heads and Coordinators are part of the administrative task force. It is decentralized so respective domain heads become decision-making authority or part of the process.

Admission:

- Please visit the website-www.theorchidschool.org for detailed information about the admission process.
- Admission is open to all children irrespective of race, nationality, religion, caste, or gender.
- Siblings (only directly related) may be given preference, subject to vacancy. The child needs to fulfil age criteria as stipulated by the Government norms.
- There are three divisions per level up to Class XII and one division now in Nursery, Jr. KG and Sr. KG.
- In class XI, as per NEP 2020, there is a vast option of subjects available to select so that learners can choose their learning trajectories and programs and thereby choose their paths in life according to their talents and interests.
- A Level Readiness Check for Class I is done to assess the performance level and gaps if any. This is done so the school can plan and provide appropriate support from the beginning.
- **Direct admission to Class X and XII:** Admission is subject to permission from CBSE Board in the pre-defined category.
- Std. XI - Admission is based on the eligibility criteria announced at the time of admission. The details of Std XI admission can be accessed on the school website.

Link- [Admissions - The Orchid School](#)

Foreign nationals need to secure an appropriate visa/resident permit and submit relevant documents at the time of admission.

- All admissions are considered provisional unless submission of the mandatory documents required for admission. The same should be provided within the stipulated time mentioned by the school.
- Special provision is available for admission of students who come to India on a short-term visit by completing admission formalities and payment of necessary fees or with special considerations by the School Managing Committee.
- In case any student wishes to apply for leave of absence for more than five working days due to non-medical reasons, prior permission from the Unit Head is compulsory.
- 75% attendance is compulsory for all classes.
- For Classes X & XII – in case the academic year attendance of the student is less than 75% attendance, students should submit an application to the CBSE Board for permission to appear in the Final Exam.

Admission under RTE -

- As per the RTE act, 25% of seats are reserved as per the guidelines from the Education Department for students eligible for this category.

Admission Process under RTE:

1. Family fills out the online form on the RTE website.
2. The admission will be processed once the final list of candidates after due verification of the application by the authorised government agency.

Admission Withdrawal –

Please refer to the website to know details of the withdrawal process under the Admission Section.

Admission Cancellation:

From the school side:

The following reasons can lead to the cancellation of admission:

1. Absenteeism without prior permission or non-intimation to school authorities beyond one month.
2. Less than 75% attendance in the year for Std. I to XII.
3. Incomplete payment of fees at the time of admission or instalment.
4. Non-submission of necessary documents or submission of fake documents.
5. Violation of school rules that compromises the safety and security of the school and other students.

Affiliation:

- We are affiliated with the CBSE Board up to the Secondary and Senior Secondary School level (Class XII). The School Affiliation No. is 1130279.

Appointments:

- Timing to meet Director/Principal/Vice- Principal /Unit Heads/Coordinators/ Counsellors - Based on appointments.
- Teachers (Class teachers, Subject teachers, and Special educators): 2:30 pm to 3:30 pm on working days with prior appointments.
- Prior intimation (date and time) must be communicated to the concerned Class Teacher/Role Holder/Staff member to avoid waiting and disappointment.
- Working Saturdays, too, are convenient for meetings with the Primary Domain staff.
- Appointments can be taken from the school office in person, or via mail.
- Some meetings like Get to Know Me, Parent-Teacher Conferences are already marked in the calendar.
- Parent Teacher Conference (PTC)/ Student Parent Teacher Conference (SPTC) day appointments are sent via Student Diary (Classes I to V) / email (Classes VI to XII). Parents must acknowledge by signing the diary or by replying to the mail. To minimize waiting time, parents are requested to adhere to the time given.

Approach:

- Refer to 8 R's



- At TOS, everything related to the student gets attention. The approach to deal with the matter may differ.
- Confidentiality is maintained, and no student gets targeted - this is our commitment.
- It is better to seek clarity from school authorities than operate on assumptions.
- We are available to clarify doubts – we are just a mail away!

Appreciation:

- The school has formal and informal ways of appreciating students, parents, and teachers.
- If your child has participated in any program/sports and has excelled with achievement, send us a mail with all the relevant details, and we will feature it on the website and talk about it in the morning assembly.
- The teachers, who play an essential role in shaping your child's future, deserve to receive positive feedback from you. Do mail your word of appreciation, send it through the diary, email, or communicate in person.

Assembly:

- Assembly is a collective space every morning for the Primary, Middle, Secondary, and Senior Secondary School students and teachers.
- Following are the specified days for Domain wise assemblies:
 - Pre-Primary- In the classroom every alternate day
 - Primary Domain Assembly – Monday, Tuesday, and Thursday
 - Middle Domain Assembly- Wednesday and Friday
 - Secondary and Senior Secondary Domain Assembly- Monday & Wednesday
- This space is used for prayer, meditation, important announcements, music, and messages. It is an open forum for sharing news, discussions, class presentations, general awareness, debate, inviting visitors, and reinforcement of school rules.
- Assembly time is from 8:00 am to 8:20 am. Attendance is compulsory for students and staff of the respective levels.

Assessments:

- Assessments are ongoing and continuous and cover Scholastic, Co-scholastic, and Co-curricular aspects. They are done in such a way that inter-learner comparisons and fear of external examinations are minimized.
 - **Nursery – Sr. KG** – The assessments are ongoing based on the observation and interaction.
 - **For Std. I – VIII** - The structure of assessment will be shared with the parent level-wise at the beginning of the academic year.

- **For Std. IX – XII** – The structure of the assessment will be as per the CBSE guideline.
- Co-scholastic assessments are done regularly throughout the year and are graded at the end of each Term.

Some Tools for Enrichment Activities:

1. Group discussions and assignments.
2. Project work – (library, fieldwork, experimental, and research projects).
3. Reports and journals.
4. Experiments and Demonstrations.
5. Role plays, dramatization, and presentations.
6. Games and quizzes.
7. Written and Oral assignments.

Behaviour during Assessment:

- During assessments, if a student is caught with malpractice, the answer script will be confiscated, and the student will re-attempt the paper again from that point of time.
- Marks for any answers attempted till the point of being caught with malpractice, will be nullified.

Invigilator Less Examinations:

- An assessment is an individual task. It gives a platform for the students to trust their abilities and values.
- The Orchid School conducts Invigilator Less Examinations for Classes V to XII.
- This is optional for students. Only those students who feel ready to trust themselves to do the right thing in an unguided environment can sit for this examination pattern.
- This is done after getting consent from the parents and approval from the teacher.
- In case any student is found using malpractice, he /she will not be allowed to use this privilege for any further exams.

Assessment Reports:

- The online Academic Performance Report is a detailed feedback report. HPC for Std I to VIII
- Online Reports are issued after every major assessment.

- The school provides E- Academic Performance Reports, which assists the parents to access them instantly, anytime from anywhere during the academic year.
- As a part of the year-end report, along with the scores and teacher narrative, parent feedback and students' self-reflection are also included.
- The report is an important document and should be downloaded and kept with you as a record for future years.
- In case you withdraw the name from the school, then that time you can bring the print copy of the report, which will be authorized and given back by the school authorities.
- Academic Performance Reports will be available online for the duration of three years. Post that it will be available on request.

Retest-

- Retest will be applicable as per the assessment policy. The Unit Head will share the Assessment policy with parents at the beginning of the Academic Year.

Conditional Promotion:

In case any student fails to secure passing marks in the Final Examination, he / she may be eligible for retest (based on domain criteria) and may be given a chance for a retest for those subject/s, which will be mentioned in the report card narrative comment.

Attendance:

For Students:

- Attendance on the first and last school days before and after the vacation is compulsory.
- Attendance for Class Concerts/Learning Fair, Sports Day, Independence Day, Republic Day is compulsory.
- Missing key events will get highlighted in the student's report card and will affect their cumulative evaluation grade in the Co – scholastic domain. We aim to instil a strong sense of responsibility and accountability.
- To mark the attendance of students, the school follows the RFID System. Parents can view their ward's attendance through the Parent App.
- **75% attendance** is compulsory for Classes up to XII as stipulated by the government. Failure to meet the norms may lead to consequences – like retention in the same class, cancellation of admission, or not being eligible to attend the Board Examination. Absence for a long duration without prior permission may affect promotion to the next class or cancellation of admission.
- Std. VI to Std. XII will work on two/three Saturdays every month as marked in the school calendar.
- If in future need arises or Board/ State Education Department indicates, all Saturdays may be working days for the Secondary and Senior Secondary Domain.

Absence during Assessments:

- **For Std I – IV –**

If a student is absent for any Monthly assessment only because of medical/emergency reasons, or ZP matches; no retest will be conducted. Students will be given average marks after furnishing the required documents.

Retest may be applicable in case of Year end assessments based on the policy.

- **For Std V – VIII –**

If a student is absent for any Monthly assessment only because of medical/emergency reasons, or ZP matches; no retest will be conducted. Students will be given average marks after furnishing the required documents.

Retest will be applicable only in case of Term end assessments as per the policy.

- **For Std IX – X –**

If a student is absent for Periodic assessment 1 only because of medical/emergency reasons, or ZP matches; no retest will be conducted. Students will be given average marks after furnishing the required documents.

Retest will be applicable only in case of Periodic Assessment 2,3 and Year End Assessment as per the policy.

- **For Std XI – XII –**

If a student is absent for any Monthly assessment only because of medical/emergency reasons, or ZP matches; no retest will be conducted. Students will be given average marks after furnishing the required documents.

Retest will be applicable only in case of year end assessments as per the policy.

- Students must submit relevant documents (medical certificate) to substantiate their reason for absence from the exam within two working days of joining back school.
- In Std. IX and X, no retest will be conducted for the PT1 pen and paper exam.
- A retest is not conducted for absence during any assessments for students of Std. I to IV. For absence due to medical reasons only, marks are averaged out only in case of medical cases on submission of the medical certificate.
- If the student is absent for a periodic test for any other reason, they will be marked absent for that assessment. The assessment will not be specifically planned.
- Students will not be allowed to leave early after an examination. If left early, the assessment will not be evaluated.
- For non-written tests like orals, experiments, recitation, etc., a retest may be administered provided that prior approval is sought from the school, unless it is a group assessment then in which case the student should be present with the entire group for assessment. The concerned teacher must be informed well in advance regarding the medical reason for absence.
- Students need to understand the importance of submission deadlines. The due date is sacrosanct for assessments like research presentations, portfolios, etc. In case of any medical/emergency reason, the project submission date may be extended at the teacher's discretion. Parents need to send a note/letter via diary or mail to the teacher concerned on or before the due date of submission of the project.

- No leave will be granted during any exams for personal reasons like marriages, family functions, etc. In an absolute emergency / medical case or where the child is representing the school in inter-school events, the school may decide to either average out the marks or administer a retest.

Attendance for Parents:

- The involvement of parent/s in the student's school life motivates them to perform to their best ability.
- Attendance for Parent Orientation is compulsory.
- Parent-Teacher Conferences (Std. I to IV) / Student-Parent Teacher Conference (Std. V to XII) is compulsory for parents to attend.
- Workshops/ Awareness sessions are designed keeping in mind the needs of parents. Hence, it is compulsory to attend the same. The sessions may be held in physical form or online mode.
- Parents' attendance for level-related events to which they are invited is essential.

Attitude:

- Having a positive, respectful attitude towards your child's school, teachers, administrators, service staff, classmates, and other parents, help.
- In return, parents too get respect and attention as positive energy attracts everyone.
- Choose a positive attitude. Remember that our students reflect our attitude.
- Reality keeps changing, and so do our attitudes and approaches. It is better to work on the negative attitude or experience towards a staff member than to carry it further or spread it to others.
- We view the partnership with parents as a critical component of this process.

Awards and Rewards:

- Rewards are given as incentives and acknowledgment to the students for positive behaviour and action. It is a way to motivate and encourage students to continue to display appropriate behaviour and attitude.
- Students are rewarded for efforts, abilities, and achievements. Rewards can be in the form of stars, stickers, merit certificates, medals, badges etc.
- Nursery to III - All students will be given an appreciation certificate highlighting their unique abilities at the end of the year.

*** Academic Awards for Std. IV to XII**

- For Scholastic Awards - Students are chosen for the annual academic awards based on their performance in pen and paper assessments in scholastic subjects.
- For Skill-based and Co-scholastic awards - Students will be awarded based on their special skills and behaviour.
- A concept note regarding details of the same and their categories will be shared via email in advance.

B

Bags:

- Students of Nursery to Sr. KG should carry a small size bag. They should carry students diary, pencil box, water bottle, napkin, one pair of change of clothes.
- Students should carry a small-size bag (preferably soft with broad straps).
- They should carry the school diary, lunch box, pencil box, water bottle and a reading book in their bag every day.
- All the course books and notebooks are kept on the shelves in the class. The teacher sends the notebook and the course book for only one subject daily home. The student needs to bring those books back to school as per the timetable.
- Avoid buying stationery items that are fancy and bulky.
- Monitor your child's bag periodically for unwanted materials as it adds to the bag's weight.
- Label all your child's belongings – bag, water bottle, shoes, sweaters, pencil box, textbooks, notebooks, and anything they get to school.

Std. III to Std. XII-

- Students should carry an appropriately sized bag.
- Students must carry books as per the timetable shared by the Class Teacher.
- There are shelves in the classroom which can store textbooks and notebooks.
- Students of Std. III – VIII should carry their school diary daily for noting down important announcements made in the class/ school related to their level.
- Hence the student carries home only those relevant books for homework or preparation for an exam. Extra books will be sent on request.
- This way, the weight of the bag is reduced, and the student is not burdened with carrying a heavy bag.
- Books will be sent before the tests for revision.
- Students, if they wish, can leave their textbooks in the school post-completion of the academic session. Incoming students can use these books. This way, students need not bring their purchased book set from home.
- Monitor your child's bag periodically. Gadgets- smartphones, smart watches, iPods, make-up, and unwanted material should not be brought to school. These items, if brought, will be confiscated.
- The school is not responsible for goods or money lost. Therefore, it is not advisable to bring any valuables (like expensive watches or ornaments) or cash to school. Students may carry the required amount, which will suffice the cost of breakfast and lunch.

What to carry other than the books?

- **Std. I to Std. VIII:** School Diary (Applicable only for Std. I -VIII), cloth napkin for lunch break (Applicable only for Std. I - IV), water bottle, snack box, lunch box, pencil box (with three to five sharpened pencils, eraser, ruler, and a sharpener), books and notebooks according to the timetable, a cloth bag for library book – All duly labelled.
- Pens are used for writing from Std. VI onwards. However, in Class V, the students can learn to write with a pen at the teacher's discretion in the second term if they can write neatly.
- Refrain from bringing expensive pens.
- Laptops/Tablets can be brought to school with the prior permission of the Teacher and Unit Head.

Bagless Day-

- Bagless Day for students of Classes VI to VIII is meant to promote practical and vocational learning.
- The curriculum is structured keeping students' interests and abilities in mind, which emphasizes their overall development – cognitive, physical, social, emotional, and sensory.
- Classes VI to VIII students will participate in enrichment activities involving field trips, visitor sessions, arts, quizzes, sports, and vocational crafts as part of the bagless days curriculum.

Behaviour:

For Parents:

- Parents need to be aware of the school's rules to follow them.
- Discipline at home also requires certain ground rules, consistency, and consequences.
- Parents should cooperate with the school by implementing the suggestions made by the school -
- Regarding parking, dress code for their child, attendance, arrival time to school, security requirements, consequences, etc.
- Talk to the child about their behaviour and alternative ways of expressing themselves.
- If your child complains about another student, you must notify the teacher and not directly approach the student or parents.

For Students:

- Students are expected to behave courteously and gently on all occasions. They should address their teachers and all members of the staff with due respect and politeness. Good moral behaviour and gentle ways are prerequisites for every student. They should always remember that the school is judged by their conduct.
- Consequences help students to understand that every action has an outcome. It will help the students to be responsible and accountable for their actions without damaging their self-esteem.
- Extreme action or behaviour that is hurtful, destructive, or harmful to other students will lead to **detention after school hours, suspension for a day(s), or any other corrective and remedial measure as per the case and decided by the school team.**

- We at school are tightly monitoring the positive and negative behaviour of the students under our behaviour monitoring policy.

(For details, refer to the Whole School Behaviour Policy)

Missing classes:

- If students are found skipping classes and wandering around the school, they will face serious consequences such as expulsion from the special subject class for the entire academic year.

For Staff:

- Norms of behaviour and code of conduct are also set for the TOS staff.

(For more details, please visit the website)

Birthdays:

Birthday is a special day for the child. Birthdays are acknowledged in class, with singing for the child.

- Students may come in coloured dress.
- Students are encouraged to distribute healthy sweets or fruits not costing more than Rs 8 to 10 per piece.
- Do not send birthday invitations to be distributed in the class to other children along with your child. The teacher will not permit it.
- Students are not allowed to bring to school any birthday gifts/ cake for the staff or their friends. A warm smile and appreciation in words or writing are much valued.

Also, do not send gifts for other students during birthdays.

Parents could donate a book to the school library (new/in good condition) on their ward's birthday if they wish to.

Books:

Textbooks for Nursery to Sr. KG-

- The book sets are provided by the school. It is specially prepared enriched curriculum based to match the age appropriateness. It also includes the resource kit for teaching learning.

Textbooks for Classes I to VIII:

- Textbooks for Classes I to VIII are prescribed by the school and are aligned to the NCERT curriculum.

Textbooks for Classes IX to XII:

- NCERT Textbooks are used for Classes IX - XII.

Important information regarding textbooks and notebooks-

- All learning of the students will be aptly supported with age-appropriate worksheets, journals and notebooks work.

- Students should take care of their textbooks and notebooks and their maintenance.
- If a notebook is lost or gets over, then the student needs to purchase the same from the school store. In this case, the written notes can be copied or photocopied with help.
- When a student attends school without textbooks/notebooks or stationery, the teacher will make a note in the diary/write a mail/ entry in the school App. The parent/guardian is required to address it.
- If a student is absent, they must take responsibility for completing the missed CW/HW. For younger students' parent's support is required to help the student cover up the missed work / complete the incomplete work.
- In case a textbook is lost, the student can buy it from the book vendor:

Vyankatesh Trading Book Store-

Sai Sankul Building,

Near Hotel Kunal,

Kalewadi, Pune 411 017.

Contact Person- Mr. Mahesh Karale – 976 444 1251

C

Calendar

- Please refer to the school calendar for all the events and follow them accordingly.
- Plan your vacation and personal engagements accordingly.
- Management reserves the right to review policy regarding this. If any planned activities or events are changed due to unforeseen situations, they will be notified via a circular/ SMS /mail.

Collaboration with other Organisations-

- TOS students collaborate with social organisations for various programs based on their level realities.
- The objective behind these collaborations is to educate and expose our students with the realities to build an inclusive society through empathy and compassion.
- These collaborations are in sync with our ideological belief that 'all children can learn once they are given the opportunity in an appropriate, productive learning environment.'

Committees:

Core Committee:

- The school Core Committee governs, guides, decides, and implements policies made by the managing committee and oversees the school's day-to-day running. It is an officially constituted body approved by the Board of Trustees.
- All role-holders are members of this committee.
- This committee is also a platform and a training ground for leadership, current, and future.

Executive Committee- Parent Teacher Association (PTA):

- Parent Teachers Association (PTA) is a non-profit, non-political, and non-sectarian organisation made up of school staff and parents, which works to support the School in various ways. The function of the PTA is not only to help/support the School in the development of students but also to provide help/support in the improvement and development of the School.
- The PTA is an association of all parents, guardians, and teachers of pupils in our School who come together with constructive ideas for the welfare and progress of the School.
- The Executive Committee is elected by a voluntary, democratic system at an Annual General Meeting and holds office for one year. Attending GBM helps in fair representation. One representative from each level will be elected.
- The PTA executive committee will have fixed frequency meetings in the year.
- The PTA executive committee is a link between the School and the Parent community. TOS invites the PTA committee members to be a part of major school events, recruitment, admission process, strategic planning meeting, and other spaces of collective and cooperative sharing and meeting.
- At the PTA meetings, the committee will also get an overview of the school budget, program overview, and staff and admission status. After considering the budget, they ratify the fee for the next academic year.

School Managing Committee:

- School Managing Committee (SMC) is an officially constituted body approved by the Board of Trustees of the school and recommended by the State Government under the RTE Act.
- The SMC comprises the Director, Principal, Vice Principal, Educators from neighbouring schools, Teacher Representative, Parent Representative, Admin Unit Head and student representatives.
- The role of the SMC is to facilitate communication and cooperation among school leaders, parents, teachers, community representatives, and students to enhance the quality of school programs and increase the level of student achievement.

Transport Committee:

- The Transport Committee comprises the Principal, Vice Principal, Admin Unit Head, School Transport In-charge, Teacher Representative, Parent Representative, Traffic Police / Police Representative, and Bus Contractor.
- This committee helps monitor the bus services, documentation, and records.

Prevention of Sexual Harassment Committee (POSH)

- The school has constituted a committee to address the staff complaints, if any, related to sexual harassment at the workplace.
- The members of the committee are Principal, Vice Principal, HR Head, Counselor, Admin representative.

Prevention of Child Sexual Abuse Committee:

POCSO (Protection of Child from Sexual Offence) Act

This committee includes the Principal, Vice Principal, Counsellors, and Teacher Representative.

- 'No Touch' policy applies to the staff of TOS. Violation of this policy leads to severe consequences, including legal action.
- The staff is trained and oriented every year on how to interact and behave when dealing with students or any other adult.
- TOS has a zero-tolerance policy for child sexual abuse.

Vidhyatri Suraksha Samiti-

- This committee includes the Principal, Vice Principal, Senior Teachers, Parents and Students
- This committee meets every month to discuss, review and strategies for the safety and security of the students.

Sakhi-Savitri-

- This committee includes the Principal, Vice Principal, Counselor, teachers, police representative, NGO member.

Student Council Representative:

- The Student Council Representative is a body of students nominated and voted by the students, year after year. The Council consists of School Captains and House Captains.
- Jr. House Captains are selected from classes VI to VIII. Sr. House Captains are selected from classes IX- XII.
- School Captains: (Senior & Junior) are selected by the panel, which includes Role Holders, through a selection process.
- House Captains: Two students (a boy and a girl) per house are represented in the Student Council as House Captains. They are elected by the students of the respective houses.
- This Council has been envisioned in such a way as to give all students a chance to discover the leadership qualities they have within themselves.
- They help ensure that rules and discipline are followed at their level smoothly.
- They also help in organising events like Founders' Day, Teacher's Day, Sports Day, Farewell party, etc.

Communication-

We have a robust communication system, and we communicate with our stakeholders in multiple forms.

Circulars:

- All circulars concerning administration, announcements, events, changes in the calendar, etc., are sent as a soft copy via email and are uploaded on the school ERP portal.
- Some circulars are for the whole school, and some are specific to the level or class.
- All circulars sent to parents carry important information and thus should be read thoroughly.
- Whole school-level circulars are also featured on our school website.

Class websites:

- The class teachers maintain class websites for each class from Nursery to Std XII. Regular updates on class activities, events, photographs, portions, date sheets of examinations, and extra worksheets are uploaded so that information can be shared with parents.
- The class website link will be shared with parents within two weeks of school reopening in the month of June.

Email:

- Parents need to give a valid email ID to ensure smooth communication.
- Do not 'CC' all parents when mailing about your child's concern.
- Check emails regularly for class newsletters, updates, circulars, and teacher communication.
- All communications, circulars, etc., will be sent via mail and via School ERP App.

Domain Newsletter-

- Every term-end, a 'Domain Newsletter' is released from the Unit Head's desk.
- It gives a comprehensive update on the span of scholastic and co-scholastic activities adding to the holistic learning of students.
- The bulletin also announces important domain updates for parents.

Student Diary (Applicable to students from Std. Nursery to VIII)

- The students must bring the Diary to school every day.
- It should be appropriately maintained.
- Tearing of pages or scribbling unwanted details is strictly prohibited.

- Parents must go through the Diary daily and sign the appropriate page to acknowledge that they have read all the messages and entries.
- Parents are expected to acknowledge all the entries made. It is their responsibility to supervise their ward's homework/assignments.
- The Diary will also keep a record of a student's non-completion of HW/overall conduct of behaviour. (*Refer to Consequence and Discipline, Bus Discipline pages in the Diary.*)
- Loss of the Diary should be brought to the notice of the class teacher. If not traceable, a new one should be purchased from the school store after paying the cost of approximately Rs. 175/- for the same in the Accounts Office.

School Website:

- Concise report of all the major events and happenings are regularly updated on the school website- www.theorchidschool.org

Community Projects (under the aegis of Life Skills Program):

- The Counsellors conduct LSO (Life Skills Orientation) classes for Std. I to XII. For classes Nursery to Sr. KG the circle time is conducted by the class teachers.
- The classes are activity and discussion based, keeping in mind the goals set at the beginning of the academic year. Also, age-appropriate skills and themes are addressed.
- The LSO classes allow them to analyse, understand and hear different perspectives. In the future, these skills will help them to think critically, and form opinions based on what they believe is right.
- Community projects are introduced as a formal program from Class V and are part of the curriculum until the student graduates from school. The classes are held through activities, discussions, inviting professionals, field visits, and games.
- Community projects also involve partnering, which are programs that link life skills to real-life situations.
- Community projects, internships, rural school exchange programs etc are planned to expand the student's world of understanding and create responsible citizenship.
- Some of these will be acknowledged through a special certificate and testimonial, which the students can use in their CVs and during their application for higher studies.

Competition:

- We encourage equal opportunity and exposure in the early years for all children to develop a cooperative spirit and give scope for 100% participation.

- As the student gets more competent and confident with different skills, abilities, and maturity to understand the concept of competition and develop the ability to take failure, appropriate events are introduced. Selection is based on merit and competence.
- Inter-house events are organised from class V onwards. These events are competitive in nature as houses are awarded points accordingly.
- The school shares information about the various inter-school competitions organised by other schools/educational organisations.
- Students are encouraged to participate in inter-school events as and when announced. However, depending on the competition criteria, students may be selected based on their competency.
- Olympiads are organised through SOF from class III onwards.
- The school facilitates the registration of students participating in various competitive exams. e.g., NTSE, Aryabhatta Ganit Challenge, etc.
- The hall tickets or any other document that must be attested should be submitted to the school office.

Complaint Handling:

- Domain specific complaints received from stakeholders (teachers, parents, or students) will be addressed by the Academic / Admin UH.
- Depending on the nature of the complaint, the matter may be escalated to the Principal / Director for further interventions and final closure.

Consent for Administering of Medicine:

- In case your child needs to be administered any medicine in school due to ill health, it is mandatory to fill up the consent form available in the infirmary.
- Only on receipt of the form, the medicines will be given by the nurse.

Concerts:

- During student life every child experiences class concerts also called Learning Fair which gives exposure to various skills such as theatre skills, public speaking, fine arts, etc. These fairs enable them to showcase their abilities and develop stage confidence.
- All the concerts are planned with the idea of different forms of theatre and stage performances.
- The emphasis is on creating an ambience and atmosphere that is non-threatening for the performers.
- At the Pre-Primary, Primary and Middle School levels, all the students are given the opportunity to participate and perform in these events.

- Secondary and Senior Secondary School students participate on stage or backstage depending on their interests, aptitude, and talent.

Continuation Form:

- Every year at the end of February/March, parents must fill out the Online Continuation Form.
- The continuation form is filled out to give the status of the student's continuation for the next academic year in the school.
- This form includes the personal details of the student and parents, the declaration, and the consent form.
- The details provided through this form are used for identity cards and all official records related to the student.

Contact Us:

- Reception Desk- +91-20- 6711 6711
- E-mail- contactus@theorchidschool.org
- Website- www.theorchidschool.org
- Address: The Orchid School
Baner - Mhalunge Road,
Baner,
Pune 411045.
Maharashtra, India

Core choices of TOS:

1. Equal Opportunities
2. Inclusive education
3. Continuous Evaluation
4. Experiential Learning
5. Activity-Based Learning
6. Non-threatening Environment
7. Freedom of expression

Curriculum:

- TOS follows NCERT/CBSE guidelines. The choice of textbooks is on the lines of the NCERT/CBSE curriculum.
- CBSE recommends schools follow the NCERT curriculum and base its program on the National Curriculum Framework (NCF).
- Both NEP 2020 and NCF 2023 envision the foundational stage as a crucial period for shaping a child's personality, skills, and learning habits. The early years lay the foundation for robust academic and personal

growth, making it essential for children to acquire fundamental mathematical and linguistic concepts alongside social, emotional, and environmental intelligence.

Key Features of the Pre-Primary Curriculum: -

- **Integrated with Pancha Kosha Concept** : The foundation of comprehensive growth is rooted in the Panch Kosha concept, which represents five interconnected domains of human development. Our curriculum integrates these elements into a seamless tapestry of learning, honoring each child's individuality while fostering holistic growth. By embracing the Panch Kosha philosophy, we create an environment where children are encouraged to explore, discover, and thrive across all dimensions of their development.
- **Holistic Skill Development:** The curriculum emphasizes physical, motor, social, emotional, aesthetic, and intellectual growth. Activities are designed to develop these skills, ensuring children thrive in all aspects of their development. Thus aiming at providing inclusive education by providing equal opportunities.
- **Personalized Attention**
- **Foundational Numeracy and Literacy**
- **Physical Development and Well-being**
- **Creative and Aesthetic Growth**
- **Social Learning and Emotional Intelligence**

Enrichment of Curriculum:

- The curriculum is enriched with various activities in each subject. Few of the examples are mentioned below:
 - Field Visit
 - Expert Visitor Session
 - Projects / Real Life Project
 - Integration of subjects in terms of the learning experience, projects and assignments
 - Chefs at work
 - Art integration
 - Managing Professional Events
 - Skill development modules
 - Tinkering experience
 - Parents as resource persons
 - TOS believes in parents as partners. The belief is that parents and teachers being the adults in a student's life should come together for the enriching experience for the students in their precious years of learning.

- Considering the parents have the various sets of expertise and inclination towards supporting the school and class for the greater experience of learning for our students, TOS invites parents regularly as resource persons.
- Class Presentations during the Assembly
 - Each class in a year gets the opportunity to make a class presentation during assembly time. It is a part of every class activity.
 - All students of the class perform on a specific given theme.
 - It is a platform for the students to showcase their hidden talents, build self-confidence, and overcome stage fear.
 - Parents can also participate in this event by volunteering to train students or help in writing the script.

D

Detention:

- It is a consequence given to the student for repetitive actions in not completing the homework /class work or for any misconduct.
- Detention will be after school from 2:30pm to 3:30pm, as informed by the teacher.
- Detention applies only to students of Std. III and above.
- Parents will be informed in advance about the detention through a note in the diary / mail/phone call.
- Parents will have to make their own arrangements to pick up the child at 3:30pm on the day of detention. School transport will not be provided.
- Incomplete homework will be recorded by the teacher in the diary. Detention will be exercised after three remarks in the diary.

E

Events:

- All through the academic year, various events are held in the school.
- Most of the events are marked in the school calendar for the academic year and distributed evenly.
- There are mega-level school events like Founders' Day, Independence Day, Republic Day, Concert, Sports days, Festivals, etc.
- Various Inter-House events are held like debates, quizzes, and sports matches like Cricket, Basketball, Volleyball, Cricket, Football, and Athletics. The school participates in many co-curricular Inter-School events.

F

Facilities:

- The school has well-equipped laboratories- which include the Math Lab, Language Lab, Science Labs, Atal Tinkering Lab, Computer Lab and a Composite lab.
- The school library has books of all genres, and the space is also technologically equipped to plug in laptops and work on projects.
- The school has a state-of-the-art auditorium, a large capacity dining hall, a massive open-air amphitheatre and a multi-purpose hall (MPH).
- In addition, TOS has exclusive spaces for conducting art, music, dance, and percussion classes.

Fees:

- Refer to the website for all updates related to the fees.
- For the payment of every instalment, a fee desk is set up in the school's atrium for each instalment.
- Fees can also be paid online through the Fee Portal.
- If fees are not paid on time, a fine of Rs. 50 per day will be levied for each pending instalment.
- Banks will not accept fees beyond the due date without the school office authorising the late fees component.
- If a parent is late in paying the fee, then the online fee payment will not be accepted without the late fee.
- No negotiation about late fees will be entertained under any circumstances.

First Aid:

Infirmary:

- The school has 2 infirmaries to cater to the needs of all the students.
- In case a student gets ill or is hurt during school hours, the parents will be called.
- The first-aid and sick bay is available for the student to rest until the parents come to pick up the child.
- A full-time in-house nurse attends to all ailments and emergencies.
- In case of a severe emergency, students will be rushed and admitted to the nearby hospital (duly accompanied by our staff), and parents will be informed.
- No medicine will be given to students by the infirmary nurse for consumption.

Food:

- Students should bring healthy finger snacks /meals for their short break/lunch break, respectively.
- Parents should inform/ indicate during Get to Know Me or, in writing, to the class teacher about any food allergy that their ward may have.

- Healthy breakfast snacks and lunch meals are available on sale, in the school premises.
- Students can buy the same if they have not got the food.
- Prior intimation of meals should be done in advance as per the requirement of the catering service provider.
- Last-minute requirements will be subjective to the availability of food.
- Outside food delivery is strictly prohibited in the school. Parents must refrain from ordering food through food delivery sites. This is keeping in mind the health of the students.

Forms/Documents:

- Forms like the continuation form, student's medical form, indemnity form which are mandatory for our records need to be duly filled and submitted to the school office.
- Parental Consent form, Declaration form, and Parent Information detail is collected through Continuation Form, which is filled out online. For new parents, these details are collected at the time of admission.
- Medical form is a mandate document that is to be submitted by the end of June.

Furniture:

- Our furniture choices are mainly driven by students' chronological age, developmental milestones, methodologies suitable at that age, expert recommendation, and the learning stage they are in.
- It is the students' collective responsibility to maintain and take good care of the school furniture.
- If it is damaged deliberately, then its cost will be recovered from the ones responsible for the damage.

G

Gifts

- Parents are requested not to send any gifts for any of the Orchid staff.

Golden hour

- 'Golden Hour' are the classes that are conducted during school hours for classes VI & VII.
- The options offered to the students for the classes are mostly skill based and promote hands-on learning.
- A google form with the available options is circulated to the parents.
- Selection of the option will be done on first come first serve basis.
- A student cannot change the Golden Hour option once allocated.

H

Home Visit:

- Our teachers/counsellors may make a home visit with prior intimation- if your child is absent due to hospitalisation, prolonged illness, a family crisis, or to meet the family in a certain context.
- Home visits strengthen the bond between the student and the teacher and help in a better understanding of the child's background.
- The teacher can play the role of a mentor, better and facilitate the overall development of the student.

Home / Class Assignment:

- The school gives regular assignments to instil in student's self-study habits and accountability to develop skills and attitudes required for future life.
- If the student is unable to do the assignment for reasons of not understanding the concept/matter/topic, make a note in the diary requesting the teacher to reiterate the same.
- If the home assignment is not done for other reasons, it will invite detention. An incomplete assignment will be recorded in the diary. (See '*Detention*' page.)
- If a student is absent for a long period, it is the responsibility of the parent to help the student cover the topic taught and help to complete all the work done during the period of absence. The teacher will guide and give support for the same.
- If a student is recovering from illness or has a fracture, an adult can complete missed work or get the work photocopied.
- Holiday assignment is given during vacations to keep the student occupied appropriately. They would be given the projects that involve research, data collection, creating models or observation etc to hone their skills.
- Students will receive project tasks along with specific guidelines in written form. A clear explanation and discussion on the project will take place in the class later. Please remember home projects are for the students and not for the parents. Students are expected to do the project independently (Parents may help with ideation. However, let the project be the student's creation.) Parents must ensure that children do not begin their project work at the last minute. Parents can help in understanding the objectives of the project.
- As home assignments Std. I and II students will be sent books to read at home, artwork, fun activities related to concepts, etc.

Partnering with your ward for Home Assignments:

- Home Assignments/Project is not a chore for parents. It is set for the student by their teacher.
- Help your ward chart down their own daily study time.
- Provide a quiet and conducive space for study with minimal distractions.

- Monitor, guide, and facilitate your ward's work. Help and assist only if there is a need and if you can.
- Support the teacher's implementation of consequences when the assignment is not completed.
- Keep in touch with your ward's teachers about the requirements of assignments.
- Go through your ward's books from time to time.
- Talk to your ward about the day's activities in the school and keep abreast of the progress.
- Read the student diary daily, see if your child has completed all assigned work, and sign the page.
- Be generous with feedback, appreciation, and incentives on every accomplishment – big and small.

Houses:

- The Student Council Representative is segregated in Junior and Senior houses.
 - Junior House - Std. V to VIII
 - Senior House - Std. IX to XII
- Houses inculcate the spirit of cooperation, competition, and competence.
- The students are categorised into four houses- Ujala (Yellow), Unnati (Green), Umang (Red), and Udaan (Blue).
- The groups are heterogeneous and consist of children having mixed abilities.
- The student must wear the house uniform on all PE and inter-house events day.
- The student will continue in the same house till they graduate from Secondary School.
- Each house in the Junior and Senior category will have two House Captains (Girl and Boy) who are elected by students of Middle School and Secondary and Senior Secondary School students.
- A main teacher will be in charge of each individual house and will be supported by a team of house teachers.
- Rotating trophies and awards will be given for the year for various inter-house activities and competitions.



Identity Card:

- Students are given identity cards(RFID) for their safety, so please ensure they wear them to school and field trips.
- Get the identity card updated whenever you change residence or contact numbers.
- Students will be given ID cards of different colours depending on the kind of transport they avail.
 - White ID cards - School transport

- Beige ID cards - Private transport & Parent pick up.
- Parents of Nursery – Std VIII are also given a Parent ID Card and the colour of the same depends on the mode of transport chosen by the student.

Illness:

- Avoid sending your ward to school if they have any illness. Inform the class teacher about the illness.
- In case your ward has any specific health issue, keep the class teacher informed.
- Inform the teacher about food restrictions during convalescence/illness/ allergies.

Inclusion:

The school abides by The Right of Children to Free and Compulsory Education Act 2009 stated by the Government of India as well as The Right of Persons with Disabilities Act of 2016, both laws being those that promote inclusive education.

- TOS has a policy whereby students with special educational needs are 'included' in mainstream classrooms.
- We have a Resource Room and Special Educators to address this need and provide intervention in the classroom for children.
- All students are provided with equal opportunities and participation.

Indemnity:

- The indemnity form is filled at the time of admission and every subsequent year as part of the continuation form.
- The indemnity form covers consent for participation in field trips, overnight camps, study visits etc.
- The form also covers consent for the transport chosen for your ward.

Induction:

- Every year the school organises Parent Orientation and Get to Know Me.
- The Parent Orientation appraises the parents of the scholastic and co-scholastic plans, programs, processes and policies related to their ward's level.
- A dedicated 'Get To Know Me' day is earmarked in the calendar for parents and students to interact with their Class Teacher.
- The Orientation session is also very helpful for 'New Parents' to familiarise them with our systems at the beginning of a new academic year.

Insurance:

- The school has initiated a Group Accident Insurance Policy from IFFCO TOKIO General Insurance Company Ltd. for students.
- This policy covers OPD charges up to Rs. 25,000/student with other benefits.
- Details of the policy will be available with the Admin Unit Head of the School.

Inter-school Events:

- The school participates in various inter-school events.
- Most of the time, the school bears the cost for the same.
- Occasionally the students may need to pay the relevant fees as decided by the school.
- These events include CBSE Sports, ZP sports, inter-school competitions, etc., which give students exposure to various levels of competitions like city level, district level, state level, or national level.

Internship:

- Students of Std. IX going to X and XI going to XII must take a compulsory internship in the month of May.
- The objective of this project is to give exposure to a professional workplace and the skill sets required for the future.
- The duration of the internship is as follows:
For Std. X – Minimum 8 working days; For Std. XII - Minimum 15 working days.
- Students can choose the organisation where they would like to intern.
- The school assigns a mentor for each student who stays in touch with the intern's supervisor and with the intern.
- This project is graded for the students.

ISO:

- The Orchid School is ISO 9001:2015 certified. Please check the website for further details.

L

Language:

- We do not discriminate between languages, and equal importance is given to all languages.
- Adults should model good spoken language usage and conventions.

Language Program:

Class	1 st Language	2 nd Language	3 rd Language
Nursery & Jr. KG	English	Hindi (Oral only)	Marathi (Oral only)
Sr. KG	English	Hindi (Oral only)	Marathi (Functional)
I	English	Hindi	Marathi (Functional)
II - VIII	English	Hindi	Marathi
IX & X	English	Hindi/Marathi	Students opting for Hindi as a 2 nd Language must appear for Marathi Internal Assessments.
XI & XII	English	NA	NA

- Students coming from other countries or states who have no exposure to Marathi or Hindi will be provided support through Parallel Program.
- Students with diagnosed difficulties may drop one or both languages, depending on their formal diagnosis from a certified Government agency.
- Concessions of these kinds are arrived at after due discussion and deliberation on a case-to-case basis.

Late Coming to School:

- Timely attendance is mandatory, and the school shall give consequences for late coming.
- The school timings are:
 - **Monday to Friday**
 - Pre-Primary- 9:00 am to 12:30 pm
 - Std I-IV 9:00am-3:30 pm
 - Std V -XII 8:00 am to 2: 30 pm.
 - **Saturday**
 - Std VI-XII 8:30 am to 12:30 pm.
- The school has been ensuring that all buses enter the school premises before school begins so that every student gets time to settle in school.
- Due to Metro work, there could be traffic issues leading to late coming. Hence, the school urges parents to opt for school bus transport.
- The last entry in the school will be till 8:02 a.m.

- If a child walks in beyond 8:02 a.m., the school has set in place consequences for the students to lose house marks based on the highest number of defaulters.
- If any student has come late to school more than three times, the parent will be asked to come to school and take their ward back home.
- The student coming late to school or reaching late to the class will be marked absent.

Learning Support Assistant (LSA)

- The Orchid School (TOS) has students with varying abilities who all learn together. The teaching and learning process is suitably adapted to meet the needs of all students with and without disabilities. The principle of inclusion thrives on the fact that every child has value to add, no matter what their abilities/difficulties may be.
- All students with difficulties have great potential to engage with their class-level work and even excel at it. However, they face some struggles during independent work in certain situations. To support them in those situations, it is proven that some assistance goes a long way.
- Therefore, TOS initiates the concept of allocating 'Learning Support Assistants' or LSAs to students with special needs.
- The goal of the LSA will be to support a student with a task that will be part of the teaching-learning process in the classroom. They are not expected to teach or guide the student with both CW and HW.

LSA-Eligibility:

1. Parents of students studying in TOS on a volunteering basis as a Learning Support Assistant.
2. Student interns at the Graduate or Post Graduate Level from Educational Institutions that will collaborate with TOS.

Learning Material:

- For Pre-Primary, Std. I to X, TOS provides teaching learning material (TLM) and art and craft material from school. This is given at the beginning of the year or at the time of admission or to use during learning time.
- For Std. XI and XII, the school facilitates the textbook and notebook procurement directly with the vendor. Students may choose to use pdf versions of textbooks.

Leave Policy for Students:

- Information regarding vacations and holidays is intimated to parents through the school calendar.
- Parents should plan their vacations/trips/family functions, etc., accordingly.
- All long leaves must get prior sanction from the Class Teacher/Unit Head/Vice Principal/ Principal.
- In case of a sudden/unplanned holiday declared, the week's Saturday would be compensated with a working day. The same will be intimated to the parents through SMS/ Diary/ Circular.

General Leave:

- In case of 1- or 2-days leave, parents should inform the class teacher via email/note in the diary.

- Prior permission should be sought from the Unit Head / Vice Principal / Principal for more than three days. An email needs to be sent by the parents to inform the leave.
- A doctor's certificate and prescription should be produced if the student is absent for more than three days due to illness.

Half-day/ Permission to leave early:

- The school will grant half-day leave if the student has medical, diagnostics, psychological tests, visa, or passport appointments.
- Half days will not be granted on the days of tests (and if the school is functioning full day). If the student does so, the test marks will not be counted.
- Do not send your ward for a test/exam if they are unwell. Students are granted leave for such situations. A medical certificate and prescription need to be provided for the same.
- If your ward is unwell and still has come to give the exam, they will be sent home. This is also to restrain the infection from spreading to others.
- A special permission will be granted to leave early for medical reasons (if the child is unwell/hurt during school hours)/or in case of family emergencies. This will vary from case to case.
- Permission to leave early in exceptional situations may be granted if a student must attend competitive exams, competitions, or matches outside school. However, leave needs to be sanctioned by the Class teacher/Coordinator/Unit Head/Vice Principal/Principal. This must be backed up with a corresponding document and permission letter. Permission should be taken in advance and not on the same day of the leave.
- For all the above, parents need to show the student ID card to the concerned people and take the students out of school.
- **Permission for half day for travel, family function, routine doctor's appointment, and other personal reasons is strictly not granted.**

Leave on important dates:

- Please refer to Attendance.

Long leave:

- The school reserves the right to sanction leave.
- Students need a minimum of 75% attendance (for all levels) in a year.
- In any leave situation, the child/ parent is responsible for completing the schoolwork missed. The teacher will, however, help in giving the notes. See Homework / Classwork.
- Absence without prior permission and intimation that exceeds one month will lead to termination of admission.

Leave during Assessments - Refer to Assessments.

Legal Issues:

- The school should be informed and kept aware of any legal issues between the parents, especially marital disputes.

- Relevant documents related to custody of the ward should be submitted to the school's office at the time of admission or as soon as the official decree is obtained from the court.
- In the absence of any court verdict, the school will not exercise any request from a parent.

Library:

- Pre-Primary students have their reading session with the teachers in the classroom. They have their Class Library in the classroom.
- Std. I onwards, students can borrow books from the school library.
- Each student is issued one book at a time, and they can renew it as soon as they finish reading.
- During the weekend and long vacations, students can have more than a book to read.
- Students can also come and read books or issue the books in the library during their break time or free period.
- Library Skills Classes are time-tabled and are taken by the Library Skills teacher. These classes help the students to study books with guidance and encourage them to read.
- Please discourage the child from scribbling, folding corners, or soiling the library books.
- If any book is damaged or lost, parents will have to reimburse the cost.

Lost and Found:

- There is a 'Lost and Found' shelf kept in the atrium.
- Parents can go there and look for their ward's lost belongings during PTC / Open days or after school.
- Encourage your ward to be responsible with their belongings and search for them when misplaced.
- If your ward's diary/calendar is lost, a copy of the same can be bought from the school store.
- If textbooks are lost, they must be purchased from Vyankatesh Trading Company – Refer to 'Books'

M

Management:

- TOS is managed by Pradnya Niketan Education Society (PNES), a public charitable trust registered under the society's act.
- It has 14 members on the Governing Board- Bureaucrats, Educationists and Entrepreneurs.

Mobile Phone-

Mobile Policy: For Students:

- This policy applies to students of Secondary and Senior Secondary (classes IX to XII) Domain of The Orchid School.
- Students of Class VIII and below are not allowed to carry their cell phones to school.

Guidelines for Students and Parents:

- Students to carry their brick phones ONLY if required, as the school is well connected, and contact can be established in case of emergency.
- Students are allowed to carry only brick phones (phones which do not have internet compatibility) to the school.
- Smart phones are not permitted in the school.
- Cell phones to be allowed ONLY after the Parent Consent form is signed by the parents.
- Parents are advised to buy basic models of phones for their ward, for school use.
- If the student is found faltering in submission of the phone to school, then the permission will be revoked, and student will not be granted the permission to carry the cell phone further for the whole academic year.
- In case of students involved in special projects the student should seek prior permission from the Unit Head. The usage for the task will be for a specific time in a day. Beyond permitted time the phone should be submitted to the Class Teacher.
- In no case the permission would be granted to carry the phone for one odd day if the permission was not taken by submitting the consent form.
- This effort will help us curb all the unnecessary issues stemming from usage in social media during school hours even though this may lead to slight inconvenience for students who use the phone for booking online facilities like cab service.
- This privilege of allowing basic phones will also be reviewed in case we have a large number of defaulters.
- Unless specified, the student should not carry mobile phones during trips and excursions.
- Students should strictly follow the cyber safety norms. In case the school receives any complaints regarding the same, the school will treat it as a cyber crime and strict action will be taken based on the severity of the case like filing a legal case with police.
- If any student is found accessing any objectionable material on the mobile phone or trying to access someone else's mobile phone, it will be considered a cybercrime, and their phone will be confiscated.

Read through the Mobile Policy for complete clarity.

For Parents:

- Parents should put their mobile phone in switch off or silent mode while attending a school function or official meetings.

O

Organogram/ School Leadership Structure:

- Refer to the school website.

Outdoor Learning-

- Research has even suggested that outdoor learning boosts confidence, social skills, communication, motivation, physical skills, knowledge and understanding. It has also been found to boost children's self-esteem, self-confidence, ability to work cooperatively and positive attitude to learning. TOS plans Camps, Excursions and Field Trips to enhance the learning of the students.

Camps:

- Camps are part of the learning process during the school years.
- The school recommends students participate, considering all the learning and experiences they will gain.
- Camps are compulsory for the students of IV - VII. Parents will have to make payments for these camps at the time they are announced. Also, they are required to sign the consent forms pertaining to these camps for the child.
- The details of the camps will be shared with parents as and when they are planned.

Exchange Programs:

- Exchange programmes are an integral part of our school curriculum as they are conducive to the holistic development of the child.
- The objective of these excursions is to expand real-world experiences and enrich the students and take learning beyond the four walls of the classroom.
- The school arranges excursions for study visits for students of Classes VII to XII, which are optional in nature and must be selected only if the student wishes.
- The detailed information of the exchange program will be shared by the school as and when they are planned.

Excursions:

- While Field Trips and camps are compulsory, excursions are optional and must be paid for by parents only in case their ward wishes to undertake the travel.
- These excursions are planned for Classes VI onwards.
- The details of these excursions will be shared with parents during orientation for the same.

Field Trips:

- Out-of-school educational trips supplement the experiences provided in traditional regular classroom-based teaching and encompass all facets of learning.
- These trips help to develop new insights, understanding, and ideas about the concepts.
- All the field trips have direct curriculum connect. During these visits, students explore and experience the real-life application of the concepts learnt.
- Learning is extended through field trips with pre-and post-activities.
- Pre-activities include reading about the topic and looking through a magazine or a related story.
- Post-activities include writing notes/observations, individual process writing, art projects, dramatic play, worksheets, etc.
- We welcome parent volunteers to accompany the class on the local field trips. Class Teachers will reach out to the parents for the same.

Please note -

- For all such field trips, excursions and exchange programs, the name of the list of students undertaking such activity will be scrutinized by the Unit Head, Counselors and Special Educators.
- Selection of students with high needs of personal supervision and monitoring can join the Field Trip, Camp, and Excursion only at the discretion of the management.
- Only if the Management approves, the students will initiate the payment procedure and travel.
- Students are expected to wear school uniform while travelling to and fro.
- If they must, students should wear only the maroon school jacket when on a day/overnight camp. No other jacket will be allowed.

P

Parallel Program

- Parallel Program is a program that provides support to students to bridge the gap in English, Mathematics, Hindi, Marathi, and Remediation.
- It is planned during school hours and is part of the weekly timetable.
- This program provides extra academic support to the selected students who require additional support.
- The students are selected for these groups based on the teacher's observation and the student's academic performance.
- Enrichment activities like Creative Writing, General Knowledge, and Math/Science are conducted for those students who don't require extra support in the mentioned subjects.
- The support provided at different levels is for-
 - Std. I to IV – English, Hindi, Marathi, Mathematics, and Remediation.
 - Std. V & VI: English, Hindi, Marathi, Mathematics, and Remedial.

- Std. VII and VIII: Hindi, Marathi, Mathematics, and Remedial.

Parents as Resource Persons-

- Apart from the PTA, which is a representative of the school parent body, TOS has created a system to tap the expertise of parents.
- TOS believes in parents as partners. The belief is that parents and teachers being the adults in a student's life, should come together for an enriching experience for the students in their precious years of learning.
- The school will reach out to parents considering they have various sets of expertise and also the inclination towards supporting the school and class for a greater learning experience.

Parking:

- Since TOS is in a narrow residential lane, parents are requested to avoid parking in this lane.
- With the increased amount of traffic in Baner area, it is necessary for cyclists to wear helmets too.
- Parents are requested to carpool due to traffic congestion.
- Students with physical challenges are given special permission to drive to the main gate.
- Parents must drop their ward at the designated drop-off zone on the main road.
- Avoid arguing with security personnel regarding parking.

Photographs:

- TOS has appointed an official photographer to cover all important class/school events. You can buy photographs and/or pen drive of different events from him.
- You can place an order, pay and collect them from school through the photographer.

Phone calls:

- Students are not allowed to make phone calls using the school phone except in emergency situations.
- Do not call the teacher/your ward during class hours.
- Do not call at the last minute to inform a change of plan regarding the student going home (asking the bus driver not to take your ward on the bus, etc.) The request will be considered only if given in writing in advance.
- Do not make phone calls to the Director/Principal/Vice Principal/Unit Heads/Coordinators on personal numbers, except in emergency situations. Contact them on school numbers.

Promotion Policy: As per CBSE norm and school policy.

Q

Questions—who will answer what!

- Regarding academic matters: Your child's teacher, Coordinator, or the Unit Head / Vice Principal/ Principal
- Administration-related matters: Administration Unit Head/ Vice Principal
- Fees and accounts related: Accountant
- Macro level policies: Principal / Director
- Regarding admissions: Admission Incharge
- Regarding student support: Counsellor/Special Educators/ Class Teacher
- Regarding transport: Administration Unit Head.
- Regarding IT: IT Head

To seek support from any of the above-mentioned persons, you can write a mail on the school's email ID or seek an appointment by calling the school's office.

R

Reception:

- When you come to school to meet your ward/teacher, come to the reception desk so you can be helped or guided to the relevant space or person.
- Drop materials/tiffin at the reception and not in the class.
- Do not walk into the classroom during school hours.
- Leave messages for your ward/teacher at the reception.

Relationship:

- We view our association with you as a partnership where relationship-building is central to all our processes.
- We request you to address us as 'Di' or 'Da.' This is one more step towards building a relationship with you and your ward.

S

Security:

- School campus and classrooms are covered by surveillance CCTV cameras.
- Dedicated security staff ensures that no student leaves the gate without permission.
- Make appropriate entries at the security when you visit the school for any purpose.
- If the student is not supposed to board the bus or if someone is going to pick up the student, please inform the class teacher and the bus attendant a day prior.
- While picking up the student from school, carry the Parent ID card that is given.
- If any new member will be picking up the student from school and does not come with an ID card, then the student will not be sent along until the parent sends the communication in written form with proper authorization.

Skill Building:

- The school recognises the need for the students to build 21st century skills.
- The school offers level specific skill courses as per the guidelines of the New Education Policy.
- The school offers a host of skill building courses ranging from Bagless Days to learn Vocational Skills, Certificate courses on various skills ranging from Financial Literacy, Climate Literacy, Inter cultural Literacy etc.

Special Needs:

- If your child has any food allergy, learning disability, or specific need, please inform the school authorities and the class teacher about it in writing through a letter or email.
- In case of any specific learning difficulty, submit the assessment report to the class teacher. This will help the teachers to provide specific support to the student.
- In certain cases, based on the observation Class Teacher/ Special Educator may recommend for assessment. Parents are expected to cooperate as it is for the well-being and support of the student.

Sponsorship:

- We invite sponsorship for special events like Founders' Day, Theatre Plays, Awards, major flagship programs, etc.

Social Media:

- Parents and students are expected to handle social media with sensitivity and responsibility, especially while sharing comments about teachers, other students, or the school.
- In case of being found allegedly involved in misbehaviour through social media, the school will take a step to report cyber cell/respective officials/departments.
- Humiliating school staff or passing rumors or false allegations in social media groups will be dealt with seriously.
- The school uses ERP(Nursery-Std XII) bulk SMS services / WhatsApp Broadcast groups(Std IX-XII) to notify parents about fee due dates, report release dates, or any announcements or changes.

T

TEAMS Portal

- TEAMS portal is used for conducting online classes/ meetings/ orientations.
- Every student is given a username and password to access the portal.

Theme of the Year:

- The cultural ethos of an institution is based on its value system. The customs and practices, the beliefs and behaviour of each member of the institution are what define its unique identity.
- The values are inculcated through the annual theme.
- The annual theme for AY 2025 - 2026 is '*Communication*'.

Timetable:

- The class teacher gives the class timetable to the students within the first week of school.
- It will also feature in the Class website.
- Do follow it to help your ward pack their bag, books, homework schedule, etc., so that it doesn't become unnecessarily heavy.
- The Timetable is subject to change depending on school activities and events.

Timings:

- **Monday – Friday:**
- Pre-Primary: 9:00 AM to 12:30PM
- Std I- XII: 8:00 AM to 2:30PM
- **Saturday**
Classes to be held for Std VI – XII from 8:30AM to 12:30PM

Two-Wheeler Norms:

- Valid licence and helmet are compulsory for students who use a two-wheeler to come to school.

- In case of a pillion, he/she too must wear a helmet.
- Students using bicycles should also wear helmets.
- Without a helmet the parking outside school will not be permitted.

Training:

For Staff:

- Teachers are given training in various aspects of teaching, teamwork, classroom management, team building, and subject enhancement on a regular basis to hone their skills for better performance.

For Parents:

- Workshops for parents are conducted in Language, Mathematics, Parenting, Mental Health, and other relevant areas concerning education. Awareness sessions are also organized from time to time.

For Students:

- Training programs for students are designed for mental health, developing various skills like leadership abilities and issues relevant to different class levels.

Transport:

TOS does not operate its own transport services.

- **Sharvari Bus Services** have signed a contract to provide transport services to students and teachers who opt for it.
- The transporter decides on the bus route, pick-up, and drop location and communicates to the parents directly.
- All financial transactions are done directly to the service provider.
- School interfaces with them in terms of training and sensitizing them towards safety requirements, students, and the way to handle them during travel time.
- School also monitors the service provider following all the norms.
- A transport committee has been formed to check RTO compliances.
- Parental concerns could be shared with the PTA volunteer who is a part of the committee / the Admin Unit Head of the school.
- Parents should ensure that private transporters (other than school transport) follow norms as per guidelines given by RTO. Parents need to verify and keep a check on all matters related to transport. TOS is not responsible in any way for outside/private transporters.

Trust:

- Trust us for our choices, approaches, guidance, and pedagogical choices.

- We are a dedicated team of professionals with experience.
- Some of us have been around for some time, while others have come up with new dreams and ideas. We are also constantly in the mode of self-examination, evaluation, reflection, modification, and modernisation.
- We seek expert help through workshops, training programs, and consultations on a regular basis.
- Our teachers participate in study trips to other schools and institutions and are engaged in innovative practices in education.

Tuition:

- TOS teaching staff are not allowed to take tuition for TOS students.
- In case of any academic concern, if you have a tutor for your ward, you may bring the tutor for a face-to-face meeting with the class teacher.
- This is to brief them on your ward's performance levels and the kind of inputs and monitoring required for the student.

U

School Uniform:

Levels	Regular Uniform	Sports Uniform (To be worn on the sports classes day)
Pre-Primary	●	●
I - IV	<ul style="list-style-type: none"> ● Checked Shirt, <ul style="list-style-type: none"> - For girls-Beige skirt/shorts/trousers - For boys – Beige shorts/trousers ● Fully black shoes of any brand and black socks ● Black floaters only on the rainy day ● School Belt 	<ul style="list-style-type: none"> ● Maroon T-Shirt ● Black Track Pants/Black Shorts (with maroon stripes). ● Fully black shoes of any brand and type and black socks
V – X	<ul style="list-style-type: none"> ● Checked Shirt <ul style="list-style-type: none"> - For girls-Beige skirt/shorts/trousers - For boys – Beige shorts/trousers - School Belt ● Fully black shoes of any brand and black socks ● Black floaters only on rainy days 	<ul style="list-style-type: none"> ● House T-Shirt ● Black Track Pants/ Shorts with stripes of house colour

XI – XII	<ul style="list-style-type: none"> ● Maroon T-Shirt and Blue Jeans (Both having school logo) ● School Belt ● Black Shoes, Black Socks ● Black floaters only on rainy days 	<ul style="list-style-type: none"> ● House T-Shirt ● Black Track Pants/Shorts with stripes of house colour ● Black Shoes, Black Socks
<ul style="list-style-type: none"> ● Wednesday will be ‘Dress As You Like’ Day for Classes I to XII. <ul style="list-style-type: none"> - Students to wear civil clothes on every Wednesday. - Black shoes and black socks are compulsory. - Black floaters can be worn only on rainy days. - In winter or any other day, students must wear maroon school jacket only. No other jacket is allowed. 		

(For images of the school uniform, please visit our school website- www.theorchidschool.org)

- Please note that the school-specified footwear is plain black socks and shoes. During monsoon season, black floaters will be allowed only in case of rain in the morning on that specific day.
- Students can wear sports shoes only during the sports periods. However, they must wear black shoes and socks before and after the sports periods.
- During winters, students must wear the maroon jacket with the school logo. No other jacket will be allowed.
- Students must wear the regular school uniform when representing the school for any competitive exam or inter-school events.
- Students, while representing the school for any sports event, must wear the jersey given by the school.
- During any field trip, camps and excursions students must wear school uniform.
- Only maroon school jacket must be worn by the students during any camp or excursion or field trip. No other jacket will be allowed.

General Rules regarding Uniform:

- Wearing a clean and ironed uniform is a must.
- Nails must be neatly trimmed and cleaned.
- Avoid use of long earrings, bracelets, or other jewellery that can cause injury while playing.
- ID card is part of the uniform and is compulsory on all days. If students are not wearing an ID card, they will be asked to contact their parents to get the ID card. The objective is to keep the student safe on the school premises.

Violation of the above mentioned school uniform code whether on the school premises or when students are representing school during inter-school events, field trips, camps or excursions would lead to serious consequences as mentioned in the behaviour policy.

For the purchase of uniforms, parents can contact **Yogi’s Kids**.

Contact person: Mr. Girish Bhatia

Contact number: 020 - 65336917

Website: www.yogikids.in

W

Website:

Log on to www.theorchidschool.org

Wholesome Wellness Program-

- At The Orchid School, we firmly believe that it is imperative for an individual to be socially, emotionally, and behaviorally well-adjusted to function to his/her complete potential.
- With this aim in mind, The Orchid School has formed the Wholesome Wellness Team who will focus mainly on the physical, emotional, social, and spiritual well-being of the students.
- Along with catering to the different day-to-day wellness needs of the students, the team will also be organizing awareness programs and campaigns, which will benefit all the stakeholders involved in the holistic development of the child.
- The team will comprise of the Counselors, Special Educators, Fitness Coaches, and the school Nurses.

Withdrawal from school:

- See Admission withdrawal policy on the website under Admission Tab.

Y

You are part of Us-

Need we say more?

Z

Zen Parenting: Be calm and relaxed. Do not be an overanxious parent. Every child has different capabilities and interests. They follow a unique path of development.

The Orchid School Behaviour Code of Conduct

Every learner has the right to ample opportunities towards growth, be safe in school, be treated with compassion, and be heard. Therefore, any action by any learner or adult that infringes upon the above rights will result in serious consequences.

To maintain an environment conducive to attaining high quality of education, TOS has formulated the following document relating to learner conduct which encourages learners to uphold the sanctity of the school, recognizes and appreciates those who follow the rules, delineate unacceptable behaviour and provide the basis for sound disciplinary/behaviour practices. (i.e. a balanced combination of rewards and consequences).

PURPOSE

This learner code of conduct outlines the policy framework for identifying and resolving issues of behaviour and conduct of learners as members of the TOS community.

SCOPE

- This policy (Code of Conduct) applies to all TOS learners and includes all situation and activities:
 - That take place in school premises, classrooms, playgrounds, including activities run by outside agencies.
 - That take place beyond the school grounds, where learners are representatives of TOS.
 - That take place online that may be created, authorised, sponsored, that involve TOS learners.
 - Where TOS is represented at internal, local, national, or international conferences or events.

DEFINITIONS

TOS – The Orchid School

Violation – Break the rules, disregarding, disrespecting, fail to do.

VALUES

The learner code of conduct expresses the school's values and guidelines that create an equitable learning atmosphere.

- We are inclusive, open, respectful and reflect the diversity of our country.
- We are committed to integrity and ethical behaviour.
- We value, enable, and celebrate collaboration between each other.
- We are committed to ensuring our learners are lifelong learners who are valuable members of our community, the country, and the world.
- We are committed towards ensuring that every learner has equal opportunities towards maximising their potential.
- We reinforce the necessity to value the world we live in.
- We treat others (younger & older) with the same dignity and humility we want to be treated with.

AIMS

The learner code of conduct aims to:

- Build and promote positive learner behaviour within the school community.
- Encourage and celebrate positive conduct whilst limiting violations and inappropriate behaviour.
- Provide a suitable educational environment to achieve the principle of comprehensive education.
- Apply the principles and culture of encouraging and caring in society to minimize inappropriate behaviour.
- Provide a regulatory reference to deal with learner behaviour.
- Guarantee execution of laid down procedures to prevent future behaviour violations.
- Instructing, guiding, and teaching learners who demonstrate inappropriate behaviour in a positive manner too display positive behaviour.

PRINCIPLES

The following principles set out the behaviour that is expected of all learners:

- Treat each other in a transparent, non-discriminatory manner.
- Remain honest and ethical towards all members of the TOS community and within their studies.
- Take responsibility for their actions.

- Act in accordance with the values, principles, policies and procedures of the school, as active contributors in building a collaborative learning community and the positive reputation of TOS.
- Engage in their studies, actively participate in learning activities including all class time, independent learning, and assessments, and strive to seek depth, breadth, and challenge in their learning.
- Respect differing points of view including economic, cultural, or religious perspectives.
- Treat all members with consideration and courtesy, through any mode of communication either in person or online, including social media.
- Use TOS grounds, property, resources, and facilities with respect and sustainably, considering the needs, choices, health and safety and wellbeing of others.
- When acting as a representative or ambassador for TOS, conduct themselves in a professional manner to uphold the reputation of the school.

TOS learners shall not act in a manner that:

- is discriminatory, harassing, bullying, or engaging in any form of interpersonal, psychological, or physical violence.
- brings the reputation of the school into disrepute.
- unreasonably hinders other learners in their studies.
- disrupts, interferes with, or undermines school activities, events, functions, and teaching.
- involves any act of stealing/taking items that do not belong to them.
- is fraudulent, or dishonest (cheat) that would unfairly advantage or disadvantage themselves or another learner.
- would cause a danger to the safety and well-being of others and/or undermines the values of the school.

REPORTING

All learners take responsibility for their own actions and ensure they always act in a respectful manner which supports the dignity, safety, and wellbeing of others.

Learners are encouraged to report any incidents of bad behaviour (misconduct) that they may have seen or experienced themselves.

Learners can report such incidents to the Teachers, Unit Head, Coordinators, Principal, Vice Principal, and Counsellors.

The member of staff will inform the Unit Head /Counsellor who will complete an incident report form if required and initiate the investigation of the concern.

CODE OF CONDUCT

Under the code of conduct, guidelines for expected behaviour from students have been laid down below.

MECHANISM OF VIOLATION PENALTY

Following are the examples of violations as stated by the school policy and based on the type and severity of violation performed appropriate consequences for the same will be meted out- For every infraction, a remark will be given in the relevant section of the learner's diary, or the incident will be noted in the observation book. For the learners of class IX to XII, the warning remarks will be sent via mail to the parents. After every three remarks, further consequences as given below to be implemented.

Level I - First degree (Simple) Examples of Violation	Consequences
<ul style="list-style-type: none">● Not wearing the correct uniform consistently.● Failing to bring books and other resources consistently more than 3 times consecutively.● Failing to do the Classwork / Homework in time.● Arriving at school late even after 3 warnings.● Missing classes while in school.● Using abusive language during conversations.● Carrying a brick phone / smartphone to school & not submitting the same.● Using a brick phone / smartphone without permission of the teacher.● Using unfair means during exams.	<ul style="list-style-type: none">● If the learner is still not in complete uniform, he/she will not be allowed in the classroom until the parents /guardian delivers the uniform or missing item to school.● Class III onwards, after every third remark, the learner will be given detention from 2:30 pm – 3:30 pm (supervised by adults, and informed beforehand). Parents need to make the arrangements for picking up the child from school.● Notebook Upkeep marks will be deducted for incomplete notebook work.● Projects/Assignments that are not submitted on the due date will not be marked by the teacher or marks may be deducted.● If late coming gets repeated parents will be asked to come to school and take their ward back home.● The learner coming late to school or reaching late to the class will be marked absent.● The students will be barred from attending the respective subject class for 30 days starting from violation date.● If it continues further, then the student will be exempted from that class for the whole year.● After every third remark, the learner will be given detention from 2:30 pm – 3:30 pm (supervised by adults, and informed beforehand).● Brick phones / smartphone to be confiscated and submitted to the principal. The same will be returned at the end of the academic year. (*This consequence will be applicable from the 1st infraction itself.)● Any means used for copying such as chits, phones etc will be confiscated. The students will be allowed to attempt the rest of the paper. The previously answered questions will stand null and void. (*This

	consequence will be applicable from the 1st infraction itself.)
<p>*** For Level 2/ 3/ 4 violations, the learner will have consequences based on the severity of the violation.</p> <p>For violations in Level 2/3/4 the following process will be followed:</p> <ul style="list-style-type: none"> • If the misbehaviour continues or in the case of a first-time offence of a very serious nature the teacher, Unit Head, Counsellor, and Principal meets the learner. • The teacher / Counsellor writes an incident report giving all details of the incident. • The learner is then asked to write down the incident in their words. After giving the statement in writing the learner may be sent back home immediately. • The learner then submits a Behaviour Agreement acknowledging the behaviour expected of him / her. In case of any infraction, consequences meted out by the school will be acceptable to the learner. <p>Note:</p> <ul style="list-style-type: none"> - Class VIII onwards the after-school detention may include service to the school. - The school reserves the right to conduct surprise Urine tests of students if deemed necessary in case of violations concerning consumption of substance abuse. 	
Level II - Second Degree (Fairly Dangerous)	Consequences
<ul style="list-style-type: none"> • Bullying – name calling, physical and mental abuse. • Discrimination between peers. • Minor damage to school property and resources. • Threatening fellow learners in school, online platform and in school bus. • Stealing books and other resources from classmates. • Using a brick phone / smartphone in school resulting in cybercrime. 	<ul style="list-style-type: none"> • The consequence will be ranging from detention to suspension. • Detention could be from an activity class, lunch time after school hours. • Lunch time detention – This may include clean-up work in the cafeteria, halls, or other areas of the building. • Extracurricular activities suspension – student may be suspended from attendance or participation in extracurricular activities. • Out of school suspension & Probation: Student will be suspended from school for a period of two weeks following which the student will also be put on a Behavioural Probationary Plan created by the counsellor ratified by the Unit Head & Principal which needs to be acknowledged and signed by the parent & student. • If parent & student refuse to sign within 5 school days, they agree to dismissal. If the student doesn't fulfil the expectations stated in the Probationary Plan the situation will be discussed between the Teacher, Unit Head and Principal and can lead to dismissal. • If test results show any traces of consumption of drugs / alcohol, student will be given serious
Level III - Third Degree (Dangerous)	
<ul style="list-style-type: none"> • Bullying- fighting, biting. • Throwing resources, school equipment at other members of the community. • Damaging furniture in school. • Vandalising school and bus property. 	
Level IV - Fourth Degree (Significantly Dangerous)	
<ul style="list-style-type: none"> • Bullying- fighting, biting. • Consumption / Possession of illegal substance such as drugs, nicotine etc. • Smoking / Vaping/ usage of E cigarettes. • Presence of illegal substance during surprise urine test of students. • Leaving school without permission. 	

<ul style="list-style-type: none"> ● Damaging school property or resources through fire, theft, smashing windows. ● Cyber bullying others. ● Assaulting others (sexual in nature) 	<p>consequences such as suspension/ expulsion as deemed fit based on the severity of the offence.</p> <ul style="list-style-type: none"> ● In case of 4th level of misbehaviour, the school will report the matter to the police. ● The investigation committee will be formed and based on the report of the committee the consequence will meted out. ● The consequence will be either suspension or expulsion from the school.
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Sequential Plan of Action-

Every time a remark/observation is written, the concerned teacher must:

Step 1: Speak to the learner in private, state observation, state expected behaviour, discuss strategies of how that can be followed and set a period for observation where the child must display expected behaviour.

Step 2: Teacher to give remark to the learner for any Level 1 violation. Learners will be allowed 3 remarks before severe consequences are meted to the learner.

If behaviour persists beyond the period of observation/if the misconduct was severe/damaging i.e. level 2,3 or 4, the teacher, Counsellor and the Unit Head meets the learner.

- The teacher / Counsellor writes an incident report mentioning all details of the incident.
- The learner is then asked to write down the incident in their words. After giving the statement in writing the learner may be sent back home immediately.
- The learner then submits a Behaviour Agreement acknowledging the behaviour expected of him / her. In case of any infraction, consequences meted out by the school will be acceptable to the learner.
- The Unit Head may refer the learner to the counsellor to discuss restorative strategies.

In case violation related to substance abuse -

- The school reserves the right to conduct surprise Urine tests of students if deemed necessary.
- If test results show any traces of consumption of drugs, student will be given serious consequences such as suspension/ expulsion as deemed fit based on the severity of the offence.

Bus behaviour -

- Learners who violate bus safety rules or indulge in any misbehaviour in the bus may be denied bus transportation. In either of these instances, the parents need to make arrangements for picking up the child. Thereafter any of the following consequences* may be meted, depending on the gravity of the misbehaviour. The Unit Head will make note of this incident in the complaint book and communicate the consequence to the parent. The learner will be referred to the Counsellor after returning to school, towards discussing restorative measures and introspections.

*Consequences that can be meted out are as follows:

1. Extracurricular activities suspension – learners may be suspended from attendance or participation in extracurricular activities. These activities are seen as a privilege for learners.
2. After school detentions.
3. Out of school suspension & Probation- Learner will be suspended from school. The duration for the suspension will be dependent on the severity of the violation. Following which the learner will be under strict observation along with introducing the Behaviour Agreement that must be signed by the learner and their parent. Any further misconduct can result in expulsion from the school.
4. Dismissal/Expulsion

APPLYING THE PENALTIES

The learner's Class teacher and Unit Head are responsible for monitoring and tracking the learner's behaviour.

Teachers/staff should complete the attached behaviour form and hand it to the Unit Head when requiring points to be added/deducted.

As a consequence, for repeated misbehaviour or not following class /school rules or for absence on important days, a strong remark will feature in the student's report card. This will affect the student's non-scholastic grade under the Work Habits section.

Learners who are subject to receive penalties must be treated with full respect for their personal feelings and qualities as per the following rules:

- Avoid cruelty, psychological abuse, offence, insult, and mocking.
- Do not apply a penalty to all learners in the class for a violation committed by one learner.
- Achieve justice and equality in dealing with learners.
- Consideration must be given to the school's responsibilities before issuing any penalty.
- Learner confidentiality and privacy must be always maintained.
- Avoid any defamation of character.

Staff are prohibited from taking certain action against learners such as :

- Corporal punishment of any type or form.
- Provoking or mocking the learner.
- Preventing/suggesting/encouraging fellow learners from interacting with the learner.
- Refusing to assist the learner during academic classes.
- Detaining the learner in the school without prior information to parents.
- Reducing or threatening to reduce the scores of other subjects.

- Infringing on the personal liberty of the learner.

Learner Behavioural Contract

(To be in a perforated sheet for students to sign and submit to class teacher)

Learner

1. I agree to be in class at the start time and ready to begin work.
2. I agree to pay attention to my teachers during all classes.
3. I understand that talking to my friends during lessons will disturb my classmates and teachers.
4. I agree to follow all my teachers' instructions the first time he/she asks me to do something.
5. I agree to behave respectfully, without arguing, and cooperate when a staff member gives directions or makes a request.
6. I will always respect and protect the modesty of my friends and peers.
7. I will not ask to go to the infirmary unless it is an emergency.
8. I agree to keep my parents informed about school-related matters and make sure I give them any information sent home.

9. I understand that to be successful, I must respect the school timing; therefore:
 - I agree to be in school every day by 8.00 a.m.
10. I agree to go to breaks and assembly on time.
11. After breaks and assembly, I agree to proceed to class without wasting anytime.
12. When teachers ask me to do something, I agree to do it on time.
13. I understand that my appearance, reflects on me and my performance; therefore:
 - I agree to come to school every day wearing the full school uniform.
 - I agree to wear the P.E. uniform only on the days which I have P.E.
 - I will make sure that my uniform is clean and tidy all the time.
 - I understand that my hair will be always neat.
14. I understand that I need to respect all members of the school community.
15. The school community includes teachers, employees of the school and learners.
16. I understand that if I leave school without permission, I will face serious consequences.
17. I understand that in case I break the Code of Conduct one more time, I will face serious consequences.

Parent Section

We have received a copy of the School's Code of Conduct and understand the behaviour that is required of our ward.

We also understand that if our ward's behaviour is disruptive, then we agree to comply with all school measures (including transfer from school) in case of further violations and breaches.

We agree to the terms of this behaviour contract as set forth above.

Learner's name: _____ Date: _____ Signature: _____

Parent's name: _____ Date: _____ Signature: _____

Date: _____