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[1] BRIEF HISTORY

RKL GALAXY INTERNATIONAL SCHOOL FOUNDATION is the brain child of a team of professionals headed by **Mr. Pushkar Choubey** sharing a common vision of providing **holistic education**, in a **stress-free environment with individual attention**. Our schools are known to be ideal places for learning through fun, building on skills and application based wisdom. Our aim is to be considered among the finest education institutions in the nation. We endeavour to achieve this aim by providing school infrastructure which meets international standards and enabling an exceptionally well trained and dedicated teaching staff. RKL GALAXY INTERNATIONAL SCHOOL is the first in a chain of Schools and is an initiative of the **RKL GALAXY INTERNATIONAL SCHOOL FOUNDATION**. The school is a secular school and has been established with the aim of providing quality education to people from all walks of life irrespective of gender, caste, colour, creed, etc.

RKL GALAXY INTERNATIONAL SCHOOL is not just a school, it is a vision to bring change in the education system and empower the new generation with life skills for the challenges of a dynamically changing world. RKL GALAXY INTERNATIONAL SCHOOL FOUNDATION is committed to providing quality infrastructure for RKL GALAXY INTERNATIONAL SCHOOL with a reputation of having built projects.

RKL GALAXY INTERNATIONAL SCHOOL has its own character, its own distinct and identifiable “personality”. The integration of academic excellence and professional learning is one of RKL unique strengths. We strive for high standards in the transmission of knowledge, within a dynamic and interactive environment, thereby enabling our students to gain distinction and honours in their chosen fields. Thus our planning and commitments are directed towards the implementation of new projects, along with open access to the expanding world of technology.

Academic excellence has been the key word of the school since its inception. Closely supervised study in an intellectually and culturally stimulating environment, together with an emphasis on student welfare and close contact between staff and students, ensures that an individual gets maximum support. This is also backed by systems to ensure that quality is constantly monitored and standards are reviewed and maintained. We offer education using modern teaching strategies disposing of the pressure and trauma associated with conventional teaching methods. The curriculum is designed to give the child a positive attitude towards learning. We believe in giving the students “Roots and Wings” thereby expanding their horizons. To our minds, whatever abilities children are born with, if they can be helped to use them in the most effective way, both their level of performance in life and their personal happiness are likely to be greatly improved. In preparing its curriculum, the school has sought out the best practices in national and international teaching programme and examination boards. A substantial number of hours in the timetable, and ample opportunity after school, are dedicated to encouraging children to explore the world of creative arts. Time spent on music, drama, dance and painting is time well spent.

It has been said that ‘We perfect nature, not by undoing it, but by adding to it what is more than nature, and directing it towards aims higher than its own’. It is in this manner we make our contribution everlasting, a legacy to the individual, to the community, and finally, to the country.

[2] HOW DOES RKL DIFFER FROM OTHER 'CBSE' SCHOOL?

RKL School is different in several ways:

- The School's strategic management, long term perspective planning, teacher development and shaping the learning environment, will be along corporate lines under the specialized team of Directors
- Teachers are 'facilitators' and role models and enjoy an enhanced social status, with full facilities for in-service personal and professional development
- The concept of multiple-intelligence underscores learning
- Leadership development of our students is founded on experiential knowledge, creativity through emphasis on informal curriculum, co-curricular activities and community service
- The curriculum will fulfill seven educational needs of the children –
 1. Integrated value system
 2. Leadership within the community
 3. Empowerment
 4. Ability to make the right choice
 5. Maximize intelligence potential
 6. Balance between creativity and skills
 7. Self-imposed discipline
- High integration of offline and online learning
- Social responsibility through rural education
- International-class infrastructure in habitat, academics, sports and creativity centre.

[3] VISION & MISSION

VISION

- RKL students will be prepared for success in the twenty first century , this will be accomplished by exposure to technology, hands on learning and active involvement in the learning process
- The education process will be designed to address individual differences while focusing on the belief that all students are capable learners
- Parents and community participation will have an important role in the process
- All students will be educated in a safe, secure and healthy environment that promotes responsibility , etiquettes , self esteem and sound communication skills

MISSION

RKL GALAXY INTERNATIONAL SCHOOL FOUNDATION in partnership with the families and the communities, will educate all individuals to be LIFE LONG LEARNERS and responsible citizens in a global society.

- **MOTTO/ SLOGAN**

“IGNITING A BRIGHTER FUTURE”

[4] BELIEFS & VALUES

We believe:

1. That student exiting RKL should read, write, compute and speak to the best of their abilities.
2. That each student's life long love of learning will be enhanced.
3. In providing opportunities for maximum achievement and continuously searching for effective service delivery.
4. That all students, staff and families have dignity, value and worth while promoting individualism and self esteem for all.
5. That shared participation and mutual responsibility is the expectation of the educational system and the partnership which will be established with the community.

VALUES

RKL WILL INCULCATE THE FOLLOWING VALUES

FAITH, CARE, FORGIVENESS, JUSTICE, SELF ESTEEM, INTEGRITY AND TRUST BY

- | | | |
|----------|---|---|
| I | - | Inspiring faith in HUMANITY |
| C | - | Caring for each other and their surroundings |
| O | - | Offering forgiveness and be humble |
| M | - | Making justice and etiquettes our concern |
| M | - | Maximizing Self esteem |
| I | - | Integrity |
| T | - | Trusting and being trustworthy |

[5] ACCREDITATION CBSE

The Central Board of Secondary Education (CBSE) curriculum at RKL is divided into the Primary Level (Grades 1 to 5) and Secondary Level (Grades 6 to 10) Senior Secondary Level (Grade 11 and Grade 12)

All the levels are based on:

- Integrated Curriculum,
- Interdisciplinary Approach,
- Experiential Learning,
- Research Work and Professional Talk.

For additional information on the CBSE, visit the CBSC website; www.cbse.nic.in

UNIQUE STUDENT ID

Every student is given a unique Enrollment number. This number is to be used in all communications, references, fee pay-in slips and other matters, relating to the school.

[6] ADMISSION REQUIREMENTS:

Application forms for admission for Pre-Primary onwards are now available. No child will be admitted to any class without a copy of the Birth Certificate. The Birth Certificate must be submitted along with the application form. Except for classes where the admission forms are available online, application forms will be available from the School Office. **SUBMISSION OF AN APPLICATION FORM DOES NOT GUARANTEE ADMISSION.**

Admissions are made against vacancies that may arise at the end of the academic year.

The latest School report must be submitted along with the Application Form. If the child's Report is very good, we may not put him/her through an entrance test.

Pupils who join the School in Std. 1 and above should submit a Transfer Certificate from the previous school.

- **Average class size :**

Average class size will be as follows:-

Pre-Primary	Primary	Secondary	Higher Secondary
35	40	45	45

- **The school plans to go up to class XII.**

[7] SCHOOL SCHEDULE

RKL will normally have a Summer, Diwali and Christmas break. Precise dates for the above will be mentioned in the school diary or communicated by school planner and circulars.

[8] SCHOOL FEES

- If the School fee is not paid/honoured on or before 10TH of the beginning of the quarter, surcharge will be levied @100Rs per day as per fee structure on the amount outstanding/overdue, after the due date. In such cases, fee plus surcharge should be tendered to the school with a new cheque/ Pay Order.
- The parents may be requested to produce the fee receipt to confirm payment of fee, if the same is required by the school.
- The name, enrollment number, and grade, division of the student need to be written on the reverse of the cheque.
- In case the cheque gets dishonored, a new cheque including the cheque return charges of Rs.350/- or at actual needs to be issued.
- Fees once paid are neither refundable nor transferable.
- The school fees do not include school essentials and long tours.
- The school fees do not include snacks/lunch from the cafeteria, bus transport and overnight field trips. These are extra and optional.
- Those who wish to apply for a School Leaving Certificate will need to apply before the beginning of the next quarter, failing which the parent will be required to pay the fees of the following quarter.

Please Note: In the event that the school fees are not paid for beyond one month after the due date, the management reserves the right to strike off the name of the student from the school musters.

[9] COMMUNICATION

Teacher – Parent Communication

- The school diary which has a section allocated for specific teacher/ parent communication is the recommended form of communication. Parents are required not to send communication on chits of paper as these can be misplaced and not communicated to the teacher.
- It is absolutely mandatory for the parent to read and acknowledge the student's diary everyday and also to check for any notes / suggestions or remarks sent by the school authorities.
- Parents should also read and update themselves on the circulars and notices uploaded on the Student's Portal.

Help Desk

RKL has a Help Desk to help you with any queries, problems or suggestions.

Issues	Days	Timings
Fees, Transport related	All Days (Except Sundays and Public Holidays')	9.00 am to 12.30 pm.
Head Mistress/ CEO [Academic related]	Mondays and Thursdays (on prior appointment)	10.30 am to 01.00 pm.
Faculty	Only on prior appointments	As per their free time

Note:

- In the event a meeting is necessary with the CEO/Principal, Coordinator or Counselors the help desk will arrange for the meeting at a convenient time.
- Appointments will be at the discretion of the help desk based on time schedule and nature of the query or problem.
- Appointments will be on a one to one basis to address the individual's issues.
- Representations by proxy or for other than one's own ward will not be entertained. Appointments cannot be combined.
- In an eventuality that there is a change in the regular procedure of fetching your child, a written application needs to be made at least 2 working days in advance. No phone calls will be entertained.

[10] CURRICULUM AND METHODOLOGY

PRE -PRIMARY

There is no curriculum at the nursery stage as such but a series of Early Learning Goals in six major areas of learning. There are:

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Mathematical Development
- Knowledge and Understanding of the world
- Physical Development
- Creative Development

These together lay secure foundations ideal for a spirit of learning.

PRIMARY/ SECONDARY

Our Primary Curriculum focuses on the following subjects:

- English (First Language)
- Hindi (Second Language)
- Marathi / Sanskrit (Third Language) - Grade 3 onwards
- Mathematics / Number Work
- Science
- Social Science
- Computer Studies [ICT]
- Value Education [PSHE- Personal Social Health Education]
- Art and Design
- Physical Education

Additional Subjects

- Music / Singing
- Dance
- Speech and Drama
- Sports (Indoor and Outdoor Games)

Grade IX & X

- English
- Hindi
- Marathi / Sanskrit
- Mathematics
- Science (Physics, Chemistry, Biology)
- Social Studies (History, Political Science, Geography, Disaster Management, and Economics)
- Co Scholastic Area: ICT Theory, ICT Practical, Music, Creative Writing, First Aid and Yoga

PRIMARY SECTION (GRADE 1 – GRADE 5)

The primary curriculum of RKL is based on the ideas, theories and practices prevalent internationally. Our dedicated curriculum team incorporates these ideas, theories and practices within the learning objectives and standards set out by relevant authorities.

The curriculum encourages social development, technical skills and a sound knowledge base. In each grade students are exposed to a broad range of historical, scientific, and cultural topics that builds on one another to prepare them for later educational success.

RKL tries to develop cultural literacy in a way that is systematic but leaves room for creativity for both teacher and student. This curriculum eliminates the lacunae and repetition that characterize a curriculum which is based on text books and traditional teaching methods. The latest teaching methodologies and pedagogies are incorporated to effectively deliver the curriculum and create an ideal environment for learning.

ASSESSMENT SYSTEM

The assessment in primary section is informal and continuous, based on a combination of in class observations and formal work done by the students. The assessments will evaluate the level of skill achievement and attainment of learning goals for each subject as well as the social and cultural development of the students. The assessment criteria fulfill recommendations laid down by the CBSE. At this stage the school does not follow a ranking system. Progress reports of the child will be discussed during PTMs. Final report cards will only be issued at the end of the academic year.

SECONDARY SECTION (GRADE VI- GRADE X)

The curriculum in the secondary section is more specific and focused. The various aptitude and strengths of individual students are further identified and honed; thus they are encouraged to focus on their areas of

interest and skills, thus preparing them for future challenges and the relevant certification. The curriculum is enhanced with teaching aids and experiential learning through projects and field work.

ASSESSMENT SYSTEM

The assessment system in the Secondary section moves to a formal examination system. The formal assessment is introduced from Grade V onwards. The system will evaluate skills acquired and attainment of learning goals for each subject. The assessment criteria fulfill all the recommendations laid down by the CBSE. The school does not follow a ranking system. Progress reports of the child will be discussed during PTMs. Final report cards will only be issued at the end of the academic year.

SPORTS AND PERFORMING ARTS - PRIMARY AND SECONDARY SCHOOL

RKL is one of the few schools in the country which has a structured curriculum for Sports & Performing Arts that includes in-class and out-of-class experiences. The sports curriculum is integrated with all other cross-curricular activities.

The aim of the program in the Primary section is to expose children to various sports and performing arts thereby identifying their individual aptitude and interest. The program is also designed with the intention of developing age specific skills in the child and brings about awareness of various activities thus promoting self confidence. Trained coaches for various sporting activities instruct and guide the children in all activities.

In the Secondary section the children are encouraged to focus and excel in specific disciplines. The spirit of competition is encouraged and children are exposed to various tournaments and competitions.

GUIDELINES FOR SPORTS

- Sports activities are compulsory for students.
- Activities once allotted by the school cannot be changed for the academic year.
- All the requisite personal equipment must be provided by parents.
- Students are expected to attend the sports activity with the required personal equipment that is clearly labeled and marked. Students are expected to take due care of their equipment. The school will not be responsible for damage, loss or exchange of equipment.
- Students not attending their respective activity will face disciplinary action.
- During sports time students are not allowed to sit idle. Students who are not engaged in any particular activity (for a specific reason) will be required to report to the grade level Coordinator.
- In the event that a student cannot attend the sports activity, parents must inform the sports coordinator by writing a note in the student diary. If the reason is medical, it needs to be explained suitably in the student diary.
- Students are expected to maintain good conduct at all times in school.
- Any student found to be violating any part of the discipline policy will face the appropriate disciplinary action.

BALANCED REPORT PACKAGE FOR SCHOOLS WITH EXISTING PE DEPARTMENT

PT class modules for each sport with

- Nutrition
- Sports psychology
- Sports training
- Mental skills & Physical Fitness

HOMEWORK AND PROJECT WORK GUIDELINES

Parents are expected to refer to the student's diary and homework file regularly and ensure that homework is completed and submitted at the allocated time. Parents can assist the child with research and collaborative work; however the homework and project work is to be done by the children with the least amount of assistance from adults. Parents are not expected to do the child's homework.

PRIMARY

Math, Science and English Homework: Math, Science and English homework will be assigned on a daily basis from Monday to Friday.

Other Subjects: Homework for other subjects will be assigned at least twice in the week.

A general discussion on the homework to be done will be carried out during the support period.

SECONDARY

In the Secondary section homework will be given on a daily basis. Project work can be part of the homework given. Such homework will be given on long weekends or holidays. The time factor will be considered before assigning the project work.

FIELD TRIPS

RKL believes in education within and outside the classroom. Pleasure excursions often take the route of learning, a trend which is manifested and upheld. Besides the moral values of co-operation, co-ordination and camaraderie, ecological balance and environmentalism come to fore even at fun filled field trips .It is at long tours that students of RKL learn the basic values of life: sharing, binding, discipline, obedience, caring for others, spirit of adventure, quest for learning and zeal of participation.

Field trips are an extension of concepts explored in the classroom. Children learn better when they are provided with a 'hands on experience'. Field trips are carefully planned, reviewed and monitored by our staff to ensure the safety of the children. During an academic year parents can expect a minimum of 2 field trips for the Primary section and for the Secondary section. The details of the field trip will be intimated to the parents via the diary or circular. In situations where the field trip extends beyond school hours, parents will be expected to collect their children from the school.

Over and above the field trips mentioned above, various overnight and optional field trips will be organized by the school at an additional cost to the parents. The same will be communicated via a circular.

Note: The School takes adequate safety measures, precaution and also necessary care during transit. However the School or its Management or its Bus Contractor shall not be held liable for any injury, accident or damage.

The children need to come in school uniform and must have their ID card on them.

COMPETITIVE EXAMS

The students of RKL Primary and Secondary are given an opportunity to participate in National and International competitive exams like NSTSE, ASSET, etc. These assessments are optional. The details of such exams and examination fees shall be communicated to you through circulars/diary.

HOUSE CONCEPT

The house system is an integral part of our school. It gives a sense of belonging and hones the spirit of competition.

Inter house competitions will be held at regular intervals throughout the academic year. At the end of the academic year, the house with the highest aggregate scores wins the Inter- house championship and trophy. A house once allotted to a student will not be changed as long as the child remains in the school.

SPECIAL DAYS / CULMINATING ACTIVITIES

Special days and Culminating activities are an important part of the academic programme of the children. On such days parents are invited to be a part of the special day activities. Culminating activities are organized for children to demonstrate their skills and project work. Parents are invited to view the work done by their children. We strongly recommend that parents enthuse the children by being proactive and attending these special days and activities.

THE EXTRA CURRICULAR ACTIVITIES

RKL Schools give a lot of importance to sporting activities. We encourage children to participate on various sporting activities like football, basketball, athletics, etc. These will all be conducted in the school playground. Many people consider after school clubs as "important extras", we feel offering children access to such experiences is an essential and not an extra and there are lots! Throughout the year various clubs and activities such as Theatre,

Tennis, Martial Arts, Dancing (Bharat Natyam, Western and Folk), etc. will be organized by the staff. Some of these will take place in school hours and others after school.

EXTRA FOR THE EXTRA-CURRICULAR ACTIVITIES

Activities during school hours are included in the fees. However club activities after school hours are optional and to be paid for separately.

THE CURRICULUM THE SCHOOL WILL FOLLOW

The School is affiliated to the Central Board of Secondary Education [C.B.S.E] and prepares students for the CBSE Examination. English (language and literature), is given the greatest weight age in the curriculum.

The following subjects will be offered for the C.B.S.E. Examination: English, Hindi, History, French, Civics and Geography, Environmental Education, Mathematics, Science (Physics, Chemistry and Biology) and a Sixth Optional Subject such as Computer Applications, Technical Drawing Applications, etc.

TRANSPORT AND THE ROUTES

The School plans to have an extensive network for the school buses.

The route will be planned according to demand and the pickup points finalized later on.

[11] PUNCTUALITY

The children need to come to school on time. The children are expected to be in school 5 minutes before the school time.

Absences - Attendance at the School is extremely important. Absences must be kept to an absolute minimum to ensure success in school. Parents may send a ticket on our RKL website if a child is going to be absent that day. Absent days are totaled at the end of the academic year and form part of the report card which is handed on to parents. It is important when parents contemplate a holiday to make every effort to avoid taking a child out of school during term time. Holidays should be arranged to coincide with the published holidays appearing in the School calendar/planner. Teachers are NOT required to provide work for pupils absent due to holidays and parents should be aware that an extended absence may place the child at a disadvantage in relation to peers who attend regularly. **The School reserves full rights to disqualify a student from appearing his/her Final examinations if the required attendance criteria are not fulfilled.**

Attendance Comment

Above 90%	Excellent
Below 60%	Disqualified for Final Examination (as it would mean, as evidence, that the child is not academically prepared to write the final examinations)

Persistent lateness can also have a detrimental effect on a child's education and can disturb the concentration and learning of the rest of the class when the child arrives. Lateness should be avoided at all times. Any pupil arriving late will be marked in his/her calendar and the same shall also be updated on our RKL website. Lateness is also recorded as part of the reporting process. In the event of a member of staff being absent due to illness or professional development, another teacher will teach your child's class. To ensure continuity, the covering teacher will follow the lesson plans prepared by him/her for their respective syllabus.

Attendance and Absenteeism

- It is important for students to have a minimum of 90 % attendance for the entire academic year.
- It is mandatory for students to attend the first (1st) and the last day of school (i.e. before and after every vacation). If for some unavoidable reasons they are unable to do so, a written permission needs to be obtained from the Principal before the child can attend the academic session.
- For any other day of absence the parents should submit a written explanation in diary.
- If sick leave is being mentioned and it is for more than 3 days, the parent should submit a doctor's certificate.
- In order to participate in athletic or other extra-curricular activities after school or in the evening of a

school day, the student must be in attendance for the entire day on which the activity takes place.

- No half days or early leave for students will be permitted.
- When a long term absence is anticipated, parents/guardians should obtain written permission from the CEO/ Head Mistress.
- No leave will be granted for family vacations, festivities, ceremonies, overseas trips, etc.
- No assessments, tests, examinations will be rescheduled or re-conducted to accommodate students' absence.

[12] UNIFORM AND GROOMING

UNIFORM

- Students are expected to come to school on all days, in complete uniform including socks and suggested school shoes, except on the days when informed otherwise.
- On the days, where the child goes for sports Activities, he / she should wear the sports uniform.
- Mix and match of the regular school uniform with the sports uniform is not acceptable and no excuses for the same will be entertained.
- The school recommends that students wear all season shoes (black) till mid September due to the monsoons.
- **The students are expected to wear their ID Cards at all times.**

SCHOOL UNIFORM

All pupils are expected to wear the uniform described as follows.

Should a pupil not be wearing the correct uniform, a standard remark will be written in his/her School diary indicating which item of clothing does not conform with requirements and the student will be sent back home immediately. Denim is NOT allowed.

- The school provides sports uniform and blazer besides the regular school / college uniform. School shoes (black with lace) and socks (standard length) can be purchased from anywhere, preferably from the shop providing school materials.
- Every Monday & Wednesday is observed as BLAZER day on which every student should compulsorily wear blazer.
- Blazers have to be worn on every official occasions of the school/college and also during the industry visits or field trips or whenever asked by the school/college authority to do so.
- Uniforms are the reflections of school's discipline, integrity and pride. Adherence to complete and clean uniform is once again your obligation. Penalties are laid down if the importance of uniforms is overlooked by any student. Parents are requested to join us in our endeavors to inculcate the best morals in our children where uniforms play a pivotal role.

Jewelry - Pupils are not allowed to wear jewellery except for a wrist watch, small stud earrings (only girls) and jewelry which is worn for religious purposes.

GROOMING

General

A student's personal appearance is the responsibility of the student and the parents, but is of vital concern for RKL, especially when the appearance or personal grooming habits are disruptive to the functioning of the school. Administrators reserve the right to make decisions concerning appropriate dress.

- Students should present themselves neatly and well-groomed.
- Students should maintain high levels of personal hygiene.
- Clothing that is inappropriate or that exposes chest, shoulders, bare midsection or buttocks are not permitted. The shirt and pants must have constant overlap with normal posture and movement; midriff should not be visible.

- Any extra attire beyond uniforms - including jewelry, sunglasses, hats, scarves, bandanas, stocking/skull caps, sweat/sports bands, long earrings, chains, pendants, rings or bracelets, fancy watches/ expensive watches, bangles etc. will not be permitted.

Girls

- Girls may wear simple studs or small thin round earrings.
- Ribbons/hair bands must be blue/ white.
- Hair should be worn neatly and plaited or worn in two ponytails if below shoulder length.
- Nail polish or long nails or mehendi application on hands will not be allowed.
- Colouring of hair will not be permitted.

Boys

- Boys are not permitted to wear earrings or ear studs.
- The hair should be cut short and not fall over the collar or over the forehead.
- No fancy hairstyles will be allowed.
- Colouring of hair will not be permitted.

Note: If on any religious grounds any of the above cannot be followed, written permission from the Head Mistress /Principal of the school will have to be obtained.

BEHAVIOUR AND ETHICS - General Comments on Behaviour

Without parental support and involvement in matters of discipline, the School would have great difficulty in helping pupils with behavioural difficulties. In the event of major problems, the Head of the school will consult with parents and involve them with the relevant staff in dealing with the matter. In the event of a pupil damaging property non-accidentally that belongs to either the School or to another pupil, a charge for replacement may be levied. In very severe case the School reserves the right to discontinue the pupil from attending school sessions. However the School does not accept responsibility for personal items lost on the premises.

- All students are responsible to the school authorities for their behaviour both in and outside the school. Any indiscipline on the part of the students shall render them liable for disciplinary actions.
- Fighting, bullying, creating disturbances, denying use of facilities to others, and/ or acting in such a manner as to risk injury to others, using threats or intimidation against others, theft or any other unlawful activity will not be permitted.
- Students must respect the property of others, including keeping all books, facilities, equipment and other materials used in the school in good condition and refrain from damaging school property and/ or the property of others. No student should scratch or spoil the desks or chairs, school furniture or fixtures, curtains, etc.; write or draw anything on the walls or in any way damage things belonging to others.
- Care should be taken to keep the school clean at all times. Litter must be disposed in the dustbins provided.

[13] ESSENTIALS TO BE CARRIED EVERYDAY TO SCHOOL

PRIMARY

- Labeled School Bag
- Student ID Card
- School Diary
- Simple compass box with sharpened pencils, eraser, ruler, sharpener, etc.
- Water bottle
- Home work
- Snacks Tiffin and Lunch Tiffin for those who do not avail school snacks / lunch facility

SECONDARY

- Labeled School Bag (Care needs to be taken that the size of the bag is adequate to accommodate 11 inches x 13 inches size homework file)
- School Diary
- Reader
- Simple compass box with pens, sharpened pencils, eraser, ruler, sharpener, etc.
- Geometry box
- Home work
- Snacks Tiffin and Lunch Tiffin for those who do not avail school snacks / lunch facility.

Things not to be carried to school

- Expensive and flashy items like fancy watches, jewellery, pens, etc.
- Electronic items like iPods, Cell phones, Discman/ Walkman, PSP, Game boy
- CDs, CD Players, Hand held video games, etc.
- Toys, balls, and sporting equipment not related to school activities.
- Inappropriate books, magazines, cassettes, etc. with racist, communal or obscene literature or images.

In the event that these items are found with the children, they will be confiscated and not returned under any circumstances. Disciplinary action will be taken as deemed fit by the school authorities.

[14] DISCIPLINE POLICY

Discipline is the training of the mind and character. It must be instilled in us from very young age. It must begin at home and continued in school.

Discipline teaches us to be respectful and obedient to those in authority. Those who are obedient to teachers in school become obedient citizens when they grow up.

Discipline gives us self-control. We learn the importance of doing our duty. We realize that, instead of doing what we like, we must learn to like what we do. A disciplined child puts duty before pleasure. He will finish studying his lessons before going to play. Disciplined school children are always orderly and punctual in their habits. They do not create a noise and disturbance in class. They learn better because they are quiet and receptive in class.

Disciplined schoolchildren know how to co-operate both with their teachers and their companions. No team-games are possible without discipline. Everything runs smoothly when there is discipline in a school.

Everyone who has a good character also has a strong sense of discipline. This discipline can be acquired, only when one is young. It helps to build up a strong character, and a strong will. People with character will do what is right, whether anyone is watching them or not. Such people become responsible citizens of their country. Those who have no discipline become disorderly, violent and irresponsible citizens. Hence it is very important that children should be disciplined in school, so that they might become worthy citizens of their country. They will become decent law-abiding citizens.

All students are held responsible for their own behaviour. When a student at RKL needs to be disciplined for violating school rules, the intervening staff member may follow one or more of the following options depending on the severity and/or nature of the behaviour.

Parents of students, who are found repeatedly misbehaving, will need to be called in by the Coordinator to discuss the problem. If the student continues to misbehave and show aggressive behaviour, the parent may be asked to withdraw the child from the school.

PRIMARY AND SECONDARY

The following lists provide examples of offenses and their consequences. They apply to in-school, off-school/school-related misconduct. The lists are not necessarily all-inclusive and, therefore, teachers and coordinators are not limited in application because an item is not on the list. A student whose general attitude and conduct demonstrates an unwillingness to follow the principles that govern the school, as determined by the school officials, may be dismissed from the school upon repeated Level Two and Level Three offenses.

HOUSE POINTS

Rewards	Points you gain	Watch out	Points you lose
Teacher's award	10	Late coming	3
Principal's award	20	Improper uniform	3
School's award	30	Indiscipline	5
Class Topper		No submission	5
Over-all	20	Mobile phone	10
Academic	10	Any gadget	10
Achievement	10	Remark in Almanac	5
Conduct	10	Faculty remark slip	10
CCA	10 in Total [5 points for each category]	Detention	15
ECA	10 in Total [5 points for each category]	Suspension	25

CELLPHONE POLICY FOR STUDENTS AT RKL

Students of RKL School are generally not permitted to carry cell phones to school. However, in case any student needs to carry one for any specific reason – which has to be intimated to the school – the protocol outlined below has to be strictly followed.

- The phone must be switched off and kept in the bag while entering the school premises and while leaving until the student exits the school gates. Under no circumstances should it be switched on while the in campus.
- The student will place the cell phone deposit it at the front desk before the very first period of the day. It can be taken out only at the end of the school day when the student is about to leave for home.
- The school will not be responsible for any loss or misplacement of the cell phone in school. **(If not submitted at Front Desk)**
- Should any cell phone be found with the student during school hours, it will be confiscated due to non-compliance of the cell phone policy, and not returned under any circumstances. Disciplinary action will be taken as deemed fit by the school authorities.
- No requests, applications, parent meetings or appointments for the same will be entertained. The decision of the school authorities will be final and binding.

[15] BIRTHDAY CELEBRATION

PRE PRIMARY AND PRIMARY (GRADE 1 AND 2)

- While we understand that a birthday is a special day in a child's life, parents are encouraged to keep the celebration and expenses to a bare minimum.
- The birthday child of the above mentioned grades can come to school in party wear. While parents are permitted to send cake for the child to cut in class, birthday cakes are not compulsory.
- The cake needs to be eggless with no icing or cream on it.
- No return gifts or gifts for teachers should be distributed or accepted.
- If parents wish to invite the class students for a birthday party, they are encouraged to invite all the children.
- Distribution of birthday invitations in the school will only be permitted if all children of the class are invited.

PRIMARY (GRADE 3 TO 5) AND SECONDARY

- The children are permitted to come to school in party wear, but the dress worn should not violate decency and must have constant overlap with normal posture and movement; bare midriff should not be visible. No cake for birthday celebration in school.
- No return gifts or gifts for teachers should be distributed or accepted.
- Distribution of birthday invitations in the school will only be permitted if all children of the class are invited.

[16] PETS ON CAMPUS

Dogs and cats or any pets are not permitted on campus unless specifically requested by a parent for any curriculum related matter by the school authorities.

[17] LOST AND FOUND

The school is not responsible for the loss / misplacement of items. In the event that any item is lost, parents are required to contact the Help Desk personally within 2 working days of the loss. If the item is not traced, it will be considered lost. The school will not be liable for the lost item.

Please ensure that all items relating to studies, sports, clothing etc are clearly named. It is much easier to return lost items to the rightful owner and track 'lost' items if they are clearly identified with the pupil's name. Pupils who have mislaid anything may look through the lost property which is located in the office. Student may also contact the Lost & Found Committee in case of any troubles. At the end of each academic year, all unclaimed property will be donated to local charities.

[18] EMERGENCY

FIRE DRILL (Mock Drills)

An emergency fire drill will be conducted twice in an academic year.

- At the sound of the fire alarm, teachers will take their students to the designated safety area, and assemble there in class lines.
- Once lined up, teachers take attendance and fill out the attendance sheet.
- This sheet is sent to the Head Mistress /Principal.
- The all clear signal will be given by an announcement.

EARTHQUAKE OR IMMINENT DANGER DRILL

In the event of an earthquake or imminent danger staff and students need to be aware of the procedures using the DROP command and put them into effect immediately. An emergency drill will be conducted twice in an academic year. When the DROP command is given, the following actions are taken if inside the school building:-

- Drop to knees facing away from windows, knees together.
- Get under equipment (desk/table etc.) where available (Try to avoid glass and other objects from falling on you).
- Fold arms on the floor close to the knees.
- Bury face in arms and close eyes tightly.
- Remain in position until the teacher gives the next command.

When the DROP command is given, the following actions are taken if outside the school building:-

- DROP immediately to the ground and cover head with arms.
- Stay in position till the teacher or administrator gives instructions.

Closure of school during emergencies In the event of:

- Curfew in the area or on the roads approaching the school.
- Serious warning from the city authorities on floods / earthquakes / riots, etc. The school authorities may take the decision to keep the school closed at their discretion, keeping in mind children's safety.

Note:

- **During monsoons, the school will remain open on all working days. On the days of heavy rainfall, parents' discretion is advised for sending their children to school.**

EMERGENCY DISPERSAL OF STUDENTS DURING FLOODS / CIVIL UNREST

- The school buses will not play during such emergencies.
- The parents will be notified by the school authorities to fetch their children from school.
- The children will be handed over to the parents or guardians only on presentation of bearer cards/authority letter and/ or if the parent/guardian is identified by the teacher and student.
- In an extreme case, when it is impossible to move out of the school premises and it is required to take shelter in the school building, necessary basic arrangements will be provided for the students by the school.

[19] PARENT TEACHER MEETS – PTM

Parent Teacher Meets are scheduled 6 times a year. The parents get an opportunity to go through the class work sheets, assessment sheets and other work done by the child in school. All aspects, academic and non academic related to the child are discussed during this meet.

PTM dates will be communicated to the parents through circulars. Parents will be allotted a time slot to meet the teachers. Parents are expected to adhere to their allotted times to avoid causing any kind of inconvenience to themselves and other parents. **It is compulsory that parents attend the PTM.**

[20] LIBRARY

The mission of the library is to support the school curriculum, promote appreciation of literature, and teach literacy skills. The library is open during school hours. Students and staff are invited to use the library for browsing, recreational reading, study and research.

Library Books

Students are permitted to borrow up to one book at a time.

- Books are issued for a one-week period.
- Reference books, magazines, and videos cannot be issued.
- Books issued can be renewed. To renew, the book has to be brought to the library and request for renewal.
- Students returning materials are requested to hand over the same to the librarian.

Fines

- If a book is returned late, a fine of Rs. 5/- per calendar day will be charged.
- Overdue and fine notices will be communicated to the class teacher by the librarian once a week. The class teacher will note the same in the school diary.
- All outstanding overdue books/materials and fines must be cleared before the child is issued the next book.

Note-

- All patrons will be charged for damaged books/materials.
- The exact fine will be determined by the librarian on an individual case basis.
- All fines must be paid at the school fee-counter.

[21] SICK BAY

Children are sent to Sick Bay for the following reasons:

- illness occurring during class time;
- an accident in the playground; or
- any other similar reasons (medical)

The following procedures are followed for children entering Sick Bay:

The First Aid Incharge Staff assesses the child's condition and decides that one of the following actions is necessary:

- child remains under observation;
- child is provided with first aid and returned to class in minor injury cases;
- child is assessed as being ill and parents rung immediately to collect child; or

- in circumstances of extreme injury, an Ambulance is called and parent contacted as per rules.

NOTE: Where parents are unable to be contacted, the decision is taken by the Principal or delegate in relation to the most appropriate action.

Children who enter the Sick Bay are recorded in a register for all sickness and injuries. Parents sign the register when collecting their child from the Sick Bay.

The First Aid In-charge Staff will have the medical data of all students at every time during the year and will act accordingly. It is therefore necessary for parents to provide the school with proper information (medical report) at the time of admission. The tablets, syrups, ointments, bandage and other materials provided in the first aid kit are suggested by the authorized medical practitioner.

In the event parents, caregivers or contact persons are not available and where the student's condition is of concern, the nearby doctor will be contacted for advice

HEALTH AND SAFETY

Health and Safety is a strong department at RKL making its presence felt every single day with regular check ups and treatment of students who need medical attention. Health and Safety Department has a focused and specific target every month besides the regular priorities.

- The school is equipped with a sick bay. The school has a doctor -on – call, who will visit the school as and when required.
- While every precaution is taken by the school to provide a safe and secured environment for the students, in the unfortunate eventuality of an accident or student falling ill, the first step will be to take the child to the sick bay.
- If the incident is minor, the teacher will administer the treatment.

However, in case of any major incident the school may need to call the doctor. Parents will be informed of the incident by the teacher as soon as possible. Parents may be requested to collect their child from school.

GUIDELINES FOR HEALTH

- The health of all students is of vital concern to us.
- The health form needs to be filled in accurately and submitted to the school before the commencement of the academic year.
- In case of any major change in the information given in the health form, you are required to inform the school in writing.
- Do not send children to school if they have bad cold, cough, fever or are suffering from a contagious or infectious disease.
- Medication can be administered (with parental written instruction) at the school. Under such circumstances medicines sent to school should be accompanied with a copy of the doctor's prescription.

[22] SPECIAL COUNSELLING CELL

Students face diverse challenges both personally and developmentally. The special counseling cell helps students tackle these challenges.

OUR COUNSELING CELL IS QUALIFIED

- To provide prevention and intervention programmes.
- To implement counseling programmes that promotes and enhances overall development of a student.
- To cater to the students with specific learning difficulties.
- To cater to the students with special emotional/ behavioural / social needs.
- To help students attain age appropriate social skills.
- To equip students to develop decision making skills to design an appropriate career plan.
- To provide workshops and training programmes for the school community
- To provide curriculum based "Life skills" programmes for the Secondary students

IDENTIFICATION OF SPECIAL NEEDS

- References from parents at the time of admission.
- Teacher references/observation of the child during the academic year.
- Observation of students by professionals after parents/ teachers refers the need to the Special Counseling Cell.

NOTE

- Depending upon the level of support required for the student, parents may be required to pay additional fees for the support.
- Parents may be asked to arrange for a special educator exclusively for their child, who will work under the supervision and guidance of the school Special Education cell.
- Parent participation is an important aspect of special support. Parent may need to come to school more often in such cases.
- In all cases school authorities' decision will be considered as final. Parents are required to adhere by the decisions of the school authorities.

[23] CANTEEN/CAFETERIA [Will be implemented shortly]

- The canteen provides nutritious hot snacks and lunches. Children who bring their own snacks / lunch may also sit and eat in the canteen and may purchase additional food items with coupons.
- A varied Lunch menu is designed which is rotated on a monthly basis. The snacks menu is rotated on a weekly basis.
- The details of the same will be available with the Help Desk.
- Snack/Lunch Coupons can be bought from the Admin Department.
- **NO CASH** will be accepted at the canteen.
- The school authorities reserve the right to make any changes in the menu as well as the pricing of lunch and snacks.

Note: Parents are requested not to send junk food, especially packets of chips and aerated drinks to school.

[24] BUS SERVICE

- The school is not directly responsible for transport and will appoint a school bus operator under contract. Parents interested in availing of the same for their children are requested to fill the Bus Enrolment form available at the Help Desk.
- The bus facility shall be extended to students depending upon the feasibility of the bus route and availability of a seat in the specific bus.
- Every bus has an attendant who will accompany the students on all routes.
- The school will not be responsible for any delay or cancellation of bus service.
- Misbehavior /indiscipline in the bus or non-payment of bus fees may lead to cancellation of the bus facility for the student. The school retains the right to deny the facility to anyone without assigning any reason whatsoever.
- Transportation fees are to be paid directly at the Fee Desk.

All transportation related queries should be directed to Help Desk.

ROUTES

The suitability of a route to school will be assessed by the bus operator. The suitability of the route will depend on the distance, load factors, and road conditions.

PICKUP POINTS

- Students will be collected as near to their home as possible although they may have to walk a 'reasonable' distance to meet the transport. The pickup point will be determined by the bus contractor. The responsibility for ensuring a child's safety in getting to and from the picking up/setting down point rests with the parent.
- Under no circumstances shall students or their parents / guardians compel the bus employee to divert any route or change any pick-up or drop-off point allotted at the beginning of the year.

PERMANENTLY EXCLUDED STUDENTS

Students who show aggressive behaviour, creating disturbances and/ or acting in such a manner as to risk injury to themselves and others in the bus will be permanently excluded from the transport facility.

Parents are encouraged to avail of the bus facility to avoid traffic congestion during the arrival and departure time. Nonetheless, for parents who prefer to drop their children by private transport, the school is not responsible for their vehicle parking or traffic congestion. Parents are requested to drop their children and leave the school premises immediately in discipline manner.

[25] SECURITY

- Our aim is to provide a safe and secure environment for our students, staff and visitors. We request parents and other visitors to co-operate with the security personnel at all levels.
- All visitors are expected to come to security cabin at the main gate, sign in the Visitor's book, wear a visitor's badge and report to the Help Desk.
- All parents who make an appointment to meet with a member of staff must follow the same procedure as above.
- Kindly note that the staff has the right to challenge visitors who are not wearing a visitor's badge.
- Students should not come to school unescorted.
- During emergencies the emergency protocol will be followed.
- We strongly recommend that children should not be sent or picked up by new house maids or drivers.

In case this is unavoidable and there is a change of the staff, the class teacher should be informed of the same immediately.

[26] TEMPORARY GUARDIANSHIP/ DAY CARE

At times during the school year, parents may have to leave the city, but they may wish to keep their children in school. RKL requires the parents to fill out a temporary Guardianship form and send it to the office. Parents may ask for the form from the school office during the school office hours.

[27] ERP & INFORMATION AND COMMUNICATION SYSTEM

RKL proposes to provide an impeccable and efficient functioning of its website where each activity, notice and recent events of the school is accessible for students and parents. The daily uploads of home assignments, attendance, remarks and worksheets are of immense help to parents especially those with busy working schedules for they have been empowered with all academic information at the click of a button. The ticket system also enables parents and teachers to maintain a more transparent and convenient way of communication. The SMS Alert System for each and every notice, information trekking and field trip journey updates have garnered huge support and appreciation from the parent community. Technology used in an efficient manner has surely empowered modern parenting Besides these the Pre-open House and the Open House are all very detailed, honest and constructive sources of information regarding the academic progress of any student.

[28] SOCIAL SERVICE

The School supports Social service and Donation activities usually as a direct result of a world natural \disaster. In such times the pupils in the School or College are encouraged to stage fund-raising events which contribute to the School's sponsorship programmes. Participation in these activities also accounts for a strong recommendation of a student by the School for their further College or University admissions.

[29] GENERAL COMMENTS

THE SCHOOL CODE OF BEHAVIOUR

We expect pupils to adhere to the following code:

- Treat other people as you would want them to treat you.
- Respect and be courteous to ALL people equally.
- If you cannot get along with someone then avoid being with them.
- Chewing gum and bubble gum are not allowed, nor is eating during lesson times permitted.
- Children may bring a bottle of water to drink during lessons (apart from Science lessons). NO fizzy drinks at all.
- Matches, knives, toy guns and other similar objects are not to be brought to school.
- I-Pods are not to be brought to school.

In addition to these general rules, we expect the students to adhere to the following:

- Respect ourselves and each other.
- Look after our school and everything in it.
- Work, talk and walk around quietly.
- Call everyone by their own name.
- Do as we are asked the first time.
- Listen to others quietly and politely.
- Put up our hand if we want to say something.
- Finish our work carefully and always do our best.

Rudeness, disobedience and physical violence/fighting will not be tolerated and any instances will result in parents being contacted to discuss the matter further. The School reserves the right to give warnings which may result in suspension for extreme cases of anti-social behaviour.

BREAK-TIME PROVISION

The rules for behaviour during break-time are based on common sense to ensure that all students benefit from using the facilities. In line with the general and specific rules for behaviour within the School, students are encouraged to respect themselves and each other. At break-times pupils of std. 8th to 12th have access to the ground area and the tuck shop (canteen). In the event of wet weather, the students can also remain in their class rooms.

BREAK-TIME RULES

The break-time rules are:

- Treat each other with respect.
- Allow other students to get on with their own activities.
- Respect the adults on duty and follow their instructions.
- Behave sensibly at all times.
- Take care of younger children
- Put litter in the proper place
- Be alert to be in the classroom before time.

HOUSES

Pupils in each class at the School placed in one of four teams or houses. These are Knights (Yellow), Spartans (Red), Samurai (Green), Trojans (Blue).

One pupil is voted as the House Captain and one as the Vice Captain. Teachers also nominate pupils from each class to take on the responsibility as class representatives for each class.

SCHOOL/STUDENT COMMITTEE

To help make the school a happy experience for all the pupils the RKL encourages students to contribute to developing the school, with this in mind we have a school/student's committee. Four representatives from Grade VI onwards meet with the teacher representative and the Head of School to discuss issues and plans for development. A male or female class representative is elected by each class and is responsible for bringing concerns, ideas or issues to the committee meetings on behalf of their class, and in turn to feed back decisions from the meetings. The School also has a Head Student (boy or girl). They form part of the School/Student Committee and undertake roles of responsibility in every day school life.

ASSEMBLIES

Everyday morning, a whole school assembly is held. This assembly may be led by the Head Student with the in charge teacher or involve a particular class presenting a class assembly. The events in the daily assembly may include; newspaper reading, presentation of a moral value in form of a skit, remembering personalities, important announcements, significance of the day, pledge, national anthem morning prayer, etc. At the end of the day, whole school will be involved in a thanks giving assembly in their respective classroom. This class wise assembly will be led by the respective class representatives. (Theme base assembly/ Special assembly)

HOMEWORK

Homework is set according to the class timetable. In principle, three or four pieces of homework are set for each evening. Pupils are expected to spend quality time on each piece of homework set. If a student has a real problem completing the work in a given time, parents / students can make a note in the diary to inform the teacher that the work was attempted appropriately, but was not completed. There may also have occasions when work is not set for a particular subject due to changes in topic etc. The student should then record "**No Homework**" in the diary and get the teacher to sign. We expect all students to attempt the work set. Persistently failing to hand in homework will result in detention and parents may be contacted to discuss the matter further. We ask you (parents) to encourage your child to read a wide variety of books, magazines and newspapers. They should read as often as possible. Listening to children read is an essential aid to reading development. This fact is obvious when a child is young and just beginning to read. It remains true, however, for the older students too. Please do not stop reading TO or WITH your child just because of their age! Remember that reading should be a pleasure and not a chore. Avoid the temptation to over-correct, overanalyze or over-criticize. Make it fun! Pupils are encouraged to keep reading logs which they should share with their English teacher.

[30] READING FACILITIES (Library or Reading Room)

There seems to be an immediate need for students to develop the reading habits. This shall result in students getting better outcomes in their examinations. To inculcate this habit, RKL School has taken a step forward to create a reading session within the limits of the class time-table. A Room is specially allotted for this purpose. Students shall keep a record of what they read during a week and then summarize it in writing to be submitted to the English teacher for assessment or feedback. RKL School will be providing students with many online resources to supplement their academics. Parents will be regularly informed about the reading habits of their ward.

[31] EDUCATIONAL VISITS

During the school/college year, your child may be involved in a variety of educational visits both within and outside the School. These visits are planned to reinforce ideas and concepts linked to the course of study, or to offer the opportunity to experience new things outside the usual range of activities in school. It is compulsory for the parents to send their children on such visits as an alternative to Learning. Teachers will have made a recent pre-visit to check out the site and facilities. School trips, excluding off-site sports matches and tournaments, will be financed within the standard school/college fees. Miscellaneous expenses during such trips (e.g. spending money for shopping) will need to be covered by parents. A minimum of two teachers per 30 students will accompany any off-site visit. A first aid kit is always taken with the group and the trip/activity in charge teacher will have an itinerary and a list of names and contact numbers for all the pupils taking part in the visit. The details of every visit will also be updated on the school website.

[32] LONG TOURS

Students in the School/College may take part in Long tour scheduled in the yearly Planner during the summer term and/or winter term. The cost of this visit is not included in school fees and will need to be met by parents. The venue and cost of this visit will be advised well in advance. Long tours (of 8-10 days) are planned to fulfill/inculcate in children's; entertainment, educational values, discipline, sense of responsibility, etc. Such tours are arranged in coordination with professional tour operators and utmost care is taken for the safety of students. Miscellaneous expenses during such tours (e.g. spending money " for shopping) will need to be covered by parents. A minimum of one teacher per 15 students will accompany the long tour. A first aid kit is always taken with the group and the tour operator & teacher in charge will have an itinerary and a list of names and contact numbers for all the pupils taking part in the tour. During the tour, a daily update will be available for parents on the school website.

[33] HOME/SCHOOL COMMUNICATION

REPORTS

Each student will be given a full written report towards the end of each term. The class teacher and individual subject teachers will prepare the report. It will detail progress and achievement in each area of the student's work and make suggestions of areas for improvement during the next academic term /year. CTC will be formed for Parent Teacher communication.

PARENTS ORIENTATION PROGRAMME

This occurs at the start of each academic year. It provides an opportunity for school/college to explain their aims and objectives for the term and forthcoming academic year, along with their homework expectations. The syllabus, methods of assessment, etc are briefed to the parents. It also provides an opportunity to meet other parents of students in the same year group who have joined the school during the same term.

OPEN HOUSE(S)

After every examination, students of every class are shown their corrected answer scripts by the respective subject teachers. After a minimum of 3 days, an Open House is scheduled for parents and students. Parents are expected to be present on such open houses.

PRE-OPEN HOUSE(S)

This meeting provides an opportunity for both teachers and parents to raise issues, agree targets and to discuss the student's progress. Teachers will also use this meeting to explain to parents the targets they have set for the student to achieve in the following examination and how home and school can work together to achieve these.

PARENTAL INVOLVEMENT

Note: The School/College shall not entertain any parent's or student's involvement in activities which may result in spoiling the reputation of the Institution or which may lead to any protests, etc. Strict actions will be taken against those found guilty.

EXPECTATIONS FROM PARENTS

Duty of the Parents

It will be appreciated if parents cooperate with the disciplinary rules, which are in the child's best interest and ensure that:

- Their children attend class regularly and punctually.
- They complete all the projects/assignments on time.
- They put in regular amount of study time at home.
- Check the website regularly for student progress and attendance.
- Login to their RKL Connect ID on a regular basis and generate e mails or tickets for any administration work required.
- Submit a leave note in case the student is absent.
- Keep a regular contact with the school administration and the faculties with prior appointment.
- Check regularly their ward(s) notebooks and worksheets.

- Make sure they attend/participate in Orientation, Pre- Open — House , Open House , Sport Day, Annual Day or any other activity which you are requested to be part of.
- Visit the office during office timings.

All parents can access the progress of their child, any new development on our website.

PARENT VOLUNTEER

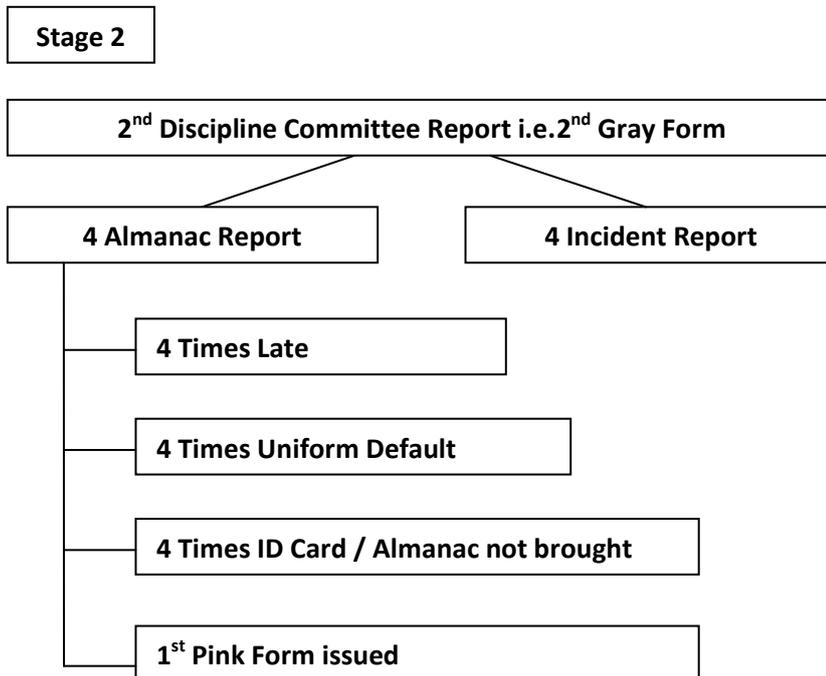
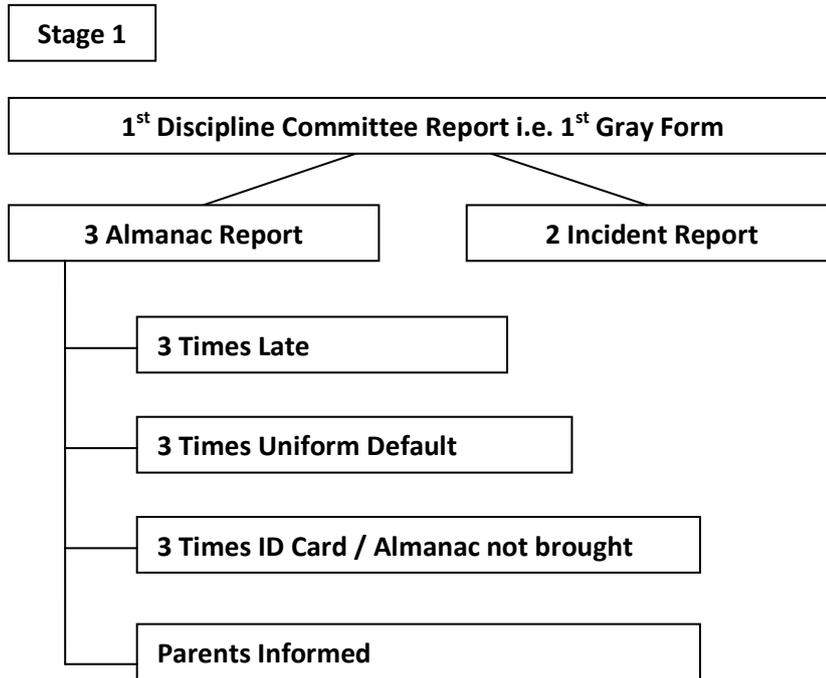
The school has a parent volunteer record to which parents may volunteer their time or particular skills and talents. The school refers to the records when it is working on a particular project (e.g. social service, making costumes or painting scenery for a production, industrial visits, field trips, sports etc) and asks those parents with the relevant skills to help. Please note that whilst the school is grateful for any parental help, parents should not feel pressurized to lend their support.

CONCERNS

The School has an open-door policy and whilst it provides formal times to meet the parents, it also encourages them to speak on a more informal basis with the class or subject teacher whenever they have questions. These questions can be asked using the Ticket system available on our RKL Connect website. From time to time, parents may have concerns about their child's experiences at school, whether they are academic, social, emotional or of another nature. If you feel your child is experiencing problems, please contact the subject teacher, class teacher, as soon as possible. Furthermore, if there are any temporary circumstances outside school that may affect the student's attitude or behaviour, we would appreciate your contacting us. Should you find your concern has not been adequately addressed by the subject teacher, class teacher, the matter may be brought to the attention of the Principal. We assure you of a reply to your query within 24 hours of the receipt of your ticket.

Note: The School/College shall not entertain any parent's or student's involvement in activities which may result in spoiling the reputation of the Institution or which may lead to any protests, etc. Strict actions will be taken against those found guilty.

[34] DISCIPLINARY PROCEDURE FLOW CHART (Grades I – X)



AND SO ON...

|

EXPLANATION OF THE DISCIPLINARY PROCEDURE

RKL School is committed to ensuring not just the academic and extra-curricular achievement of your child, but also their physical and mental safety as well. In the interest of protecting the rights of your child, and fulfilling our commitment to his/her safety from harm from others and self, a certain disciplinary procedure applies to all students regardless of age, sex, race, nationality, disability, or any other discriminatory factors. The school encourages your **careful** reading of this document and welcomes any questions that seek to clarify our policy on the behaviour and discipline of our pupils.

Explanation of Terms:



Pupils are issued with an Almanac every year. This Almanac is alternatively known as a student's "diary", or "calendar." A pupil is liable to have a note entered into their Almanac for **minor** disciplinary issues such as lateness to school, untidy appearance, lateness/incompletion of homework, etc.



A White Form is a school memo issued from the desk of a teacher or other school official to the Discipline-in-Charge, reporting on an incident of indiscipline of a pupil. This form contains typical scenarios in the form of a checklist that the teacher/official that reports the incident checks against. These scenarios have a severity of up to (approximately) 5 on a 10-point scale, and include misbehaviour in the form of interfering with lessons, fighting with students or staff, foul language, and endangering the safety of self and others.



A grey form is another kind of school memo, also issued from the desk of a teacher or another school official to the Discipline-in-Charge. However, this is not a checklist of items but a handwritten/typed report of the incident that took place. Serious incidents of a severity of above 5 (approximately) on a 10-point scale are reported in such a manner.



A pink slip is a letter issued to a pupil's parents, and is thus called as it is printed on pink paper. It is a disciplinary referral form for parents. In this slip, the Discipline-in-Charge reports to you on your child's indiscipline in school, the history leading up to this contact, and the action taken by the teacher/Discipline-in-Charge prior to the referral. It is the **first contact with you, as a parent, on repeated and wilful pupil indiscipline.**



A yellow slip is issued to you in the same vein as a pink slip, but is more serious in nature. A yellow slip is more likely to involve a telephone call and/or request for a personal meeting with the pupil's parents. While pink slips may also involve telephone calls, a yellow slip must be considered a serious warning to parents that the misbehaviour continues to be wilful and disruptive.



A red slip is issued in the highest level of severity in terms of reporting pupil indiscipline. Repeated incidents will lead up to this stage, and punitive action will invariably involve an extended period of suspension, effects on recommendations to other schools and universities, and other severe action. A red slip is to be treated as a pupil's final chance to conform to the rules or face the regrettable consequence of expulsion.
