

SAMARTHA

An International Standard School

General Instructions and Rules

Samartha School is a premier educational institution that promotes responsible world citizen who will have the highest educational and ethical standards and contribute positively to building strong, caring and collaborative communities. It is progressive school based on Indian thought culture, tradition and the educational ideals of Satya Sai Baba. The school is run by Chanakya Educational Society.

SCHEME OF EDUCATION:

The school follows National Educational Policy. It prepares students for the All-India Secondary School. The school assess the students by Multiple Assessment system.

ACTIVITIES:

The school offers various activities to students in order to excel in various **competencies**: Chess, Drama, Art & Craft, Music (Vocal and instrumental), Public Speaking, Yoga & Meditation, Gardening, Cricket, Basketball, Volleyball, Kho-Kho, Kabaddi, Carroms, and Athletics.

HOUSE SYSTEM:

The school students are divided into four houses named as:

1. Akash (Blue Colour)
2. Vayu (Brown Colour)
3. Pruthvi (Green Colour)
4. Agni (Orange Colour)

Each house is under charge of a House Mistress/Masters and has students as House Captains, Vice-Captain and Prefects who are responsible for organization and discipline. All competitions in games and co-curricular activities are held on a house basis. Each house is also allocated a colour. Akash is Blue, Vayu is Brown, Pruthvi is Green and Agni is Orange.

The house system forges bonds of loyalty, brings children of different age groups together a better student-teacher relationship encourages self-discipline and arouses greater team spirit.

ADMISSIONS:

For admission to classes to Nursery to III based on interaction between parents, teachers and Principal and for V-X based on entrance test.

All the required documents need to be submitted to complete admission process. Till all the documents are submitted the admission process is not complete and provisional. Required documents are Bonafide, T.C, Marks Memo, Birth certificate.

RULES & RESPONSIBILITIES (FOR PHYSICAL SCHOOL):

"The foundation of a child's character is laid in his formative years"

As Mother is first teacher of child and as a child spends one fourth of his time in school and three fourths of his time with his parents, we expect Parents and School share the same responsibility in bringing up the child. The parents and the teachers work in partnership for the all-round development of a child. It is important to teach students to respect school discipline and be proud of it.

1.REGULARITY

- Parents must ensure that their wards join the school on the notified date at the beginning of the term or after each vacation.
- Parents to revise lessons done in class and check that child do the homework regularly. Parents should take active and helpful interest in the activities of the school. Parents should ensure submission of Assignments and Projects in time. This will make child secure marks.
- Almanac / Annual Planner / Parents Portal will provide information about exam dates, holidays, PTM's, fees and academic pattern of child. Please check it regularly and stay updated.
- Any student falling short of 75% attendance will not be allowed to sit in the end of the academic year exams. Parents are requested to verify the attendance of their ward regularly especially during the parent teacher meetings.

2.COMMUNICATION

- Parents/guardians are requested to check Parents Portal of their ward daily and note the instructions / Remarks made in it.
- Please address all communication to the Principal through Parents Portal. Clearly mention your child's admission number, class and section in your communication.
- Please be sure to inform the school if there is any change in your address, designation or telephone number by submitting feedback through Parents Portal.
- Check the Parents Portal regularly. Keep yourself updated about school activities & other information.
- You can meet the principal and teachers during the visiting hours. Please do not try to contact the principal or teachers over the phone. Meeting the Principal with prior appointment will be appreciated as he has to make himself free to address your concerns.
- Parents can convey their concerns regarding their wards. Scholastic and Non-Scholastic performance or any miscellaneous matter which is hampering the progress of child through Parents Portal.
- School believes in **direct interaction / dialogue with parents only and not their guardian**, for matters related to Academic performance / Behavioural issues & any other administrative requirements of child to prevent any misunderstanding.
- Messages for the school from parents should be delivered in person or by Parents Portal. Word-of mouth messages through children or friends or guardian should not be used.

3.RESPONSIBILITY:

- Please mark all the belongings of your ward with his/her name, admission number, class and section
- Please check your Notifications and HOME WORK TAB daily.
- Please check your ward's weekly exam papers and sign them.
- If on any given day school app is down, we will upload the HOMEWORK in website. (samarthaschool.co.in)
- Please note class 1 to 5 for exams refer STUDIO and COMPANION only. At times if Note book not corrected before exam ignore it.
- Do spend quality time going through note books especially on weekends.

- Taking leave during working days is strongly discouraged. **Parents are responsible to make up for the loss of studies in case of leave taken.** The school will expect these students to be at par with the class in every way and that will have to be ensured by the parents.
- Ensure that your child does not bring any valuable articles to school. In case of loss of valuables, the school will not be responsible for the loss.
- Gifts and Valuable articles like gold/ diamond jewellery (chain & danglers), facial make up like eye makeup, nail art & bindi, mehandi decorating on arms & feet, body art (Tattoo) is strictly prohibited in the school. Application of Mehandi should be restricted to the inner side of the palm and that too with prior permission. **Hair clips, bands in black colour only are permitted.**
- Parents to ensure that their wards attend school in neat and well ironed, complete uniform. Boys with short and decent hair cut (not in fashionable or military cut) and girls with plaits or pony as the case may be. In case of non-compliance, they will be issued Disciplinary cards. Repetition will de-bar them from attending the classes and parents shall be called to take them home.
- **Do not provide any extra money to your wards.** If extra money is found in their possession, it will be confiscated.

4.SAFETY & SECURITY:

- Parents are requested to personally see off and receive their awards at the bus stop (especially Classes Pre-Nursery to V).
- Parents are requested not to collect their wards during school hours. In case of emergency the parent should come in person or an authorized person whose photograph should come along with the application and parents must also convey the message in Parent portal to the concerned In- charge.
- Motivate your child to maintain a proper code of conduct. Any misbehaviour / indiscipline and damage to school property may lead to serious consequence (disciplinary action).
- No sharp objects namely blade, knife, scissors, and needle should be sent to school to ensure safety. Posting of derogatory remarks & obscene pictures on social media will invite severe disciplinary action (Suspension / Rustication from school).
- Parents and guardians must not visit their wards or teachers in the class rooms.
- Electronic gadgets (mobiles, i-pod, play-stations, audio / video players, camera etc) are not permitted inside the school premises as per CBSE school

rules. If found, **the articles will be confiscated for 6 months.** If such instances are repeated, then the child will be asked to leave the school.

- **Parents are suggested to send healthy hygienic vegetarian food. Non-Vegetarian food is not allowed. Please Co-operate**
- Parents must ensure that their wards have packed their school bags carefully for the day. No item in the form of lunch boxes / pencil boxes/books/activity material/musical instrument etc. will not be allowed entry in the school after the school begins.

5. CONSIDERATION

- **Child will not be sent from school with half day leave** on pretext of any reason. In case the child is not medically fit to attend the school, then it's advisable to have proper care and rest at home. For other miscellaneous reasons (home functions, marriage, birthday etc), kindly check the priority and take an appropriate decision. **Parents are requested not to make any social engagements or medical appointments during working hours.** Under no circumstances the child will be sent back home once he attends the school. Any request or application in this regard will not be entertained. Child will be marked **Absent** if he / she is forced to leave school premises during the day.
- If a child is found unwell while at school or gets injured while playing, then school will inform parents immediately and will be allowed to collect their ward from school for further course of action.
- A student who has respect for the school and the teacher learns immensely. **Avoid criticizing the school or the teacher in the presence of your child.** If you have any legitimate complaint, kindly meet the Principal/HM/Administrator.
- You are requested to ensure that the birthday celebration of your ward in the school is confined to his/her classmates only and should be on a modest scale. **Child is not allowed to bring any kinds of chocolates. Homemade sweets are permitted. Children may come in casual dress on their birthday. Students should not wear watch and jewellery.**
- **No gift /sweets are to be sent for the staff members on any occasion. No invitations should be given to the staff members on any occasions/functions.**
- Encourage your ward to speak in English at home and provide him / her ambience to improve spoken English.

6.ENVIRONMENTAL CONCERN:

- Samartha is a poly bag free zone. All parents are requested not to send or bring any article to school in poly bag.
- In an initiative to conserve forest through the minimal use of paper, the school administration has decided to do away with printed circulars. Instead, the circulars will be put on the school's app **PARENTS PORTAL**. Please log on to it to check circulars / Newsletters / Academic & Miscellaneous Information.
- In the fast-paced age of computers, it is mandatory for all the **stakeholders / parents of Samartha to possess their personal E-mail id** so as to share vital information pertaining to your ward.

7.EXAMINATION AND PROMOTION:

- The school follows the guidelines issued by the government and the CBSE for the promotion of students to the next class. Guidelines given by the government and the CBSE are subjected to change from time to time. In the wake of the new rules adopted by the government regarding promotion to the next class, the school is of the opinion that students, who do not qualify to earn promotion if promoted, would find challenges in the succeeding years which in turn will adversely affect their future academic performance.
- Missing out on Periodic Assessment (Weekly Tests and Subject Enrichment Activities) and Half Yearly / Annual Exam directly affect the promotion of the students to the next class at the end of the session. Thus your ward's presence in all the Assessments places him / her on a safer pedestal and decides a better place in the class. Please take these Tests/Evaluations seriously and avoid absenteeism for the betterment of your ward.
- **A student, who fails twice in the same class, shall not be permitted to continue his / her studies in the school.**
- **A student who gets absent during exams & writes re-exam is not eligible for Diamond Club memberships.**
- **If a student writes re-exam, 4 marks are deducted as a penalty marks.** This is done to ensure regularity during exams & to give fair competition to all students.
- Re exam is conducted only on the grounds of health issues.
- Read and understand the promotion and assessment policy of school / CBSE thoroughly.

- Leave during Periodic Test, Half yearly and Annual examination should be strictly avoided as it may hamper the child's Academic Progress and Promotion to higher class.
- Students unable to appear in Examination due to medical reasons should submit application to Principal along with photocopies of medical prescription and medical certificate.
- It is the sole responsibility of Parents to inform School / Class Teacher if child is absent.

8.COMMANDMENTS FOR GOOD PARENTING :

- Parents should spend quality time with their children. They should sacrifice their leisure hours if they want to see their wards fulfil their dreams.
- Make a habit to read 1 moral story before they go to bed in any language and ask them to read Self talk at Home Every day.
- Criticism of the school, the Principal and the teachers should be avoided in front of children. Such criticism builds disrespect for the school and the child may find himself in a state of confusion regarding following the rules and code of conduct laid down by the school.
- The school rules should first be followed by the parents, such as paying fee on time, attending all PTMs, coming to school on calls from the teachers or the Principal. Seeing the parents' positive response, the children will readily accept their teachers' instructions.
- **Don't be impulsive in pleading your ward's case** if a teacher of the school has punished him/her. Try to know the reason by first talking to your child and then talking to the concerned teacher or the HM.
- Never say, "We are earning & doing hard work for you; what we have belongs to you". Delay instant gratification and learn to differentiate between need and want. Raise children in disciplined manner.
- Parents should regularly check the bags and belongings of their children at least once a week. A few children sometimes bring unwanted material to school, so parents should not mind if the bags / pockets / bottles are checked by the school authorities.
- Parents should **never allow unchecked, uncontrolled, unsupervised access to the internet and social networking websites**, especially Facebook, Instagram, Twitter & Google chats to their children. If the children feel bad about it, let them feel so. Parents should be firm on their decision as it is a question of their ward's future. **Such websites invite distraction as there is an abundance of objectionable material available on the**

internet. Bad is always bad, and bad will make the child worse if he is not monitored and guided at the right time and the right age.

- Mobile culture should not be encouraged during school life. Experience conveys that there is more harm than good due to mobile addiction. It is a device which distracts most of the children from their studies. Physical activities such as sports should be encouraged, for the healthy development of the child. If the children are too young to go alone, their parents should take them to the playground.
- Involve your sons as well as daughters in household chores such as washing, cleaning, dusting, ironing clothes, cooking and gardening, which may be taken up for half an hour twice a week. This channelizes their energy in constructive work and also teaches them dignity of labour, apart from reducing the aggression in them.
- School will try to teach social works like sweeping their own classrooms, cleaning grounds, etc.
- A careful combination of firmness and leniency should be used. Excess of pampering will be problematic in later stages of school and college. Over-pleading the cases of wards will bear negative results in life ahead. They might become sympathy seekers.
- In the wake of deteriorating moral standards in the society, parents should keep a close watch on their child's friend circle, including tuition friends. They should frequently visit tuition classes (if they attend) to check if there is a noticeable change in his/her behaviour.
- The parents must keep track of the expenditure of the pocket money of the child and also help him to develop a habit of saving money. They should refrain from giving excess money to their child. School doesn't demand money from parents & SMS will be sent to the parents in case money is required.
- Be patient with your child; never show paroxysms of anger, give off-the-cuff remarks or jump to conclusions without listening to him / her. Give your child time, advice and love and see how beautifully you can ward off all the negative thoughts of your child.

9. SCHOOL FEES:

Fees will be collected at main branch. The required money should be deposited in the branch, within the specified period. If you are late in the payment of fees, the same should be deposited with the late fee in the school office. (late fee or fines will be Rs 500 per month added to fees)

- Parents are requested to pay the school fees within the specified period for each quarter mentioned below:
 1st term 1st June to 30th June
 2nd term 15th Sept to 15th Oct
 3rd term 15th Dec to 15th Jan
- Non-deposit of fees after the due date will force the school authorities not to allow child to appear for exam and to strike off the name of the student from the roll without prior notice.
- Parents are requested to make records of fee slips and collection money slip which is required at the time of T.C.
- Fee once deposited will not be refunded in any case except caution deposit.
- School holds right to discontinue and services for no payment of fees or Disciplinary issues.

MODE OF PAYMENT:

Cash/Account transfer/Cheque.

If first cheque is bounced , from second time cheque will not be taken for paying fees

WITHDRAWALS:

- No transfer certificates issued until all the school dues are cleared.
- A fee of Rs. 200 will be charged of a duplicate copy of the Transfer Certificate after the parent submits an affidavit about the loss of the original certificate
- As admissions are limited, if you are leaving the school, please report us by the month of April, otherwise 100% fees of next academic year will be charged.

a: If a parent wants to withdraw a student from school during the academic session, it must be communicated to the principal in writing one month in advance.

b: However, this is not applicable to the students who apply for T.C. at the end of the academic session.

c: For any request like Fee Tax Receipts, Bonafides, TC's, account dues etc send request in school app and give 10 days for us provide the same. T.C's will be provided to students who have submitted old school T.C during admission.

d: The School reserves the right to ask the parents to withdraw their ward from school:

- i:** if he/she does not show any progress in the academic performance;
- ii:** if his/her conduct is harmful to the other students;
- iii:** if the school authorities are of the opinion that the continuation of a student in the school is undesirable.
- d:** Immorality, grave insubordination, contempt of authority or willful damage to school property are always reasons for withdrawal.

CODE OF CONDUCT:

The school authorities reserve the right to cancel the admission of a student on any one of the following grounds:

- Non-payment of fees
- Disciplinary grounds

SCHOOL TRANSPORT RULES:

- All students using the school bus are expected to be at pickup / drop points with escorts at least five minutes before the arrival time of the bus.
- The buses will not wait for the latecomers.
- Communication in the bus must be in English only
- The children should stay away from the main road until the bus arrives.
- No student should come near the entry door of the bus until it has made a complete halt.
- Drivers and bus attendants are there to serve us and ensure our safety. Students and parents must obey their instructions. Arguing and misbehaving with them may lead to withdrawal of transport facility to the particular child.
- All students must occupy seats immediately after boarding their buses.
- The front door of the bus is the only authorized entrance and exit.
- The drivers are authorized to stop the buses at the designated stop only, unless otherwise directed by the bus In-charge. The list of stops is prepared keeping in view the convenience and safety of all bus commuters and is subject to change.
- When the bus is in motion, students must not move around in the bus and should not peep or put their hands out, through the window.
- Objects / eatables of any kind must not be discarded inside or thrown out of the bus. No student is allowed to eat in the bus. Disciplinary action will be initiated if found indulging in such acts.

- Students will be held responsible for any damage caused to buses by negligence or vandalism. Student will have to bear the expenses for damage.
- Unruly behaviour like shrieking and shouting is strictly prohibited.
- Courteous behaviour is expected at all times from parents / students towards transport staff.
- The drivers must not be distracted for any reason.
- The bus In-charge and student bus monitor are responsible for maintaining discipline in the buses. Bus incharge teachers and leaders will have all rights to change bus seats arrangements and also rotates as an when required. Any serious offence must be reported to the principal.
- Under no circumstances children will be allowed to board another bus to fulfil social engagement.
- List of students with bus stops etc. will be available in each bus.
- School has the right to withdraw the bus facility for students on disciplinary grounds. Decision will be binding on parents and no request in this regard will be entertained.
- In case you want the bus route changed even for a day, a written note should be submitted.
- Most buses also have teachers or other staff members. Obeying the instructions given by them (regardless of the fact that they are your teachers or not) is a precondition to avail yourself of the school transport.
- School has the right to withdraw the bus facility for students if Bus cannot cover that route for any reason with one month notice.

CORRECTIVE MEASURES FOR DEFAULTERS:

1. Counselling by the teacher a) Dairy note to the parent b) Apology from students.
2. Counselling by principal a) Dairy note to the parent b) written imposition
3. Pasting a warning note in diary/portal: a) parent called to school b) Detention-no grades for extra activities.
4. In school suspension (week): a) Counselling, written imposition isolation
5. Out of school suspension: a) Reflect in Assessment
6. T.C.

SCHOOL UNIFORM:

Students should come to school in the school uniform specified. Girls may wear tiny studs or small rings in their ears, but no dangles and no coloured ear rings. No nail paint please, nails should be cut short.

UNIFORM:

Boys: Sky blue shirt with lining. Navy blue trouser, Navy-blue Blazer, White handkerchief, school belt, black leather shoes with white socks and ID card.

Sports Dress: House T-shirt, blue coloured lower, Black leather shoes with white socks and ID Card.

Hair should be oiled, combed.

Girls: Sky blue shirt with lining. Navy blue skirt, Navy blue Blazer, White handkerchief, school belt, black leather shoes with white socks and ID Card.

Sports Dress: House T-shirt, blue coloured lower, Black leather shoes with white socks and ID Card. Leggings are allowed for older kids and color should be matched with skirt.

Hair should be oiled, combed two plates with black ribbon.

No Religious dress is allowed.

SCHOOL UNIFORM SCHEDULE (Days subject to change):

Monday & Thursday: Complete Uniform with Blazer.

Tue, Wed, Fri & Saturday: Sports Dress.

MEETING WITH THE PRINCIPAL:

Only Tuesdays & Fridays between 2pm to 4pm only by prior appointment on the phone from school office.

DISCIPLINE

All Samarthians are expected to conduct themselves as gentlemen/ladies at all times and in all places. The whole-hearted co-operation of the guardians is expected at all times in formation of the character of their children. As the child progresses from the junior to the senior classes, increasing opportunities will be given to shift from conforming to externally imposed order to self-imposed discipline. The school will insist on strict punctuality, regular school attendance, cleanliness in dress, general grooming and

fidelity to study and work assignments. Absenting oneself from school for merely social functions is strongly discouraged.

Samarthians should behave in a courteous manner wherever they go. They should always remember that the school is judged by their conduct. They should greet teachers wherever they meet them.

a: We expect all Samarthians to be very SMART. Make sure that your ward is well groomed. He/she should take bath daily, dress up neatly in complete school uniform and comb his/her hair. (For all these he/she should be woken up well in advance before starting for school.) See to it that his/her nails are trimmed frequently. No long/polished nails allowed in school. Boys should trim their hair once in three weeks at least. We strictly prohibit the boys going for any stylish haircut.

b: Train your ward to become self-dependent and take up the responsibility of his/her life gradually. He/she should be taught how to dress up on his/her own, polish the shoes, tie the knot of the school tie. He/she should get the school bag, uniform, shoes etc. ready on the previous night so that the morning rush can be avoided.

Cleanliness:

a: 'Cleanliness is next to Godliness'. All parents must educate their wards how to keep their environment clean. The parents not only set an example in this by maintaining their surroundings clean but also engage their wards in cleaning their rooms, shelves, wardrobes etc clean and tidy.

b: Train your ward how to keep his/her room tidy, make his/her own bed and maintain cleanliness at home. Inculcate the need for cleanliness early in the life of your ward.

c: Do a surprise checking of your ward's school bag to ensure that it is clean and tidy. Please see that there are no unnecessary items kept in it. Students are not allowed to bring any books other than school books/library books, CD's, I-pods, wrist bands etc to school. Mobile phones are strictly not allowed in school. If impounded, it will not be returned till the end of the academic session.

d: Kindly ensure that your ward packs his/her school diary/books/notebooks/pen/pencil box as per the daily school time table only, so that school bag is not overloaded and the child doesn't have to carry a heavy bag to school.

e: Keep your ward at home if he/she is suffering from contagious diseases like mumps, measles, chickenpox, small pox, whooping cough, conjunctivitis and send him/her to school only when fully cured with doctors' fitness certificate is a must when the child returns to school.

Disciplinary Action:

a: If a student is repeatedly caught for bullying, fighting or using abusive language in the school bus he/she shall summarily taken out from the school bus, he/she shall be prohibited from using the school bus and disciplinary action will be taken against them.

b: Pupils are forbidden to bring crackers, explosives and other dangerous material to school. (Parents of the students in the Prep and the Junior School must ensure that the children don't bring any sharp, pointed articles to school.) Disciplinary action will be taken against such offenders.

c: Strict action will be taken against the forbidden practices which include rowdyism, rude behaviour, casteism and communalism by any student. Bullying, violence or use of indecent language will not be tolerated.

d: If a student uses unfair means, or he/she receives, or gives assistance in any form during the tests/examinations, or tampers with the evaluated answer sheets in any way or alters the marks in the answer sheet or report card, he/she will be given zero in that subject. Repetition of the same will result in dismissal.

Contacting your ward in school during school hours:

a: Parents/Guardians/Visitors are not allowed to enter the classrooms and meet their wards during the school hours. In event of an emergency, contact your ward through the school office.

b: In the past we have come across many situations when parents contact their wards during the school hours on mobile phone. It is strictly prohibited.

c: Due to some security concerns avoid sending tiffin to your ward through servants or even personally, because the school authorities may not always be able to ascertain the identity of the person who brings food to school.

d: Feel free to contact an individual teacher during his/her free periods by taking prior permission from the Principal/Headmaster/Vice Principal/Director if you wish to discuss the performance of your ward.

e: cctv recording videos are for internal purpose and discretion at Principal to show the videos to Parents. School is not responsible for video recordings,

f: For any Non-emergency calls please send request in school app. Call front office only for emergency calls only

DECLARATION BY THE PARENT:

I have read the rules and regulations given in the school diary. I agree to abide by them.

Parent/Guardian's signature