

Safety & Security
Policy
for School

Student Safety and Wellness Committee (SSWC)

1. Preface

JET SCHOOLS always promoted the well-being of its students in the school and while traveling for the school. We have a zero tolerance policy for any act of corporal punishment, child abuse and safety and security of our children. In view of the above SSWC aims at providing a safe and secure environment for the wellbeing of its students during the period of their stay in school and also traveling from and to the home.

2. Objectives

- 2.1 To ensure safety of the students
- 2.2 To provide secure environment for the students
- 2.3 To ensure overall well being of students in the school.
- 2.4 To ensure school environment free of any kind of abuse, harassment and ragging.
- 2.5 Timely and satisfactory redressal of complaints registered by students and parents
- 2.6 To create awareness among students about bad & good touch.
- 2.7 To have regular counseling session for students especially for girls by lady teachers.

3. Committee Members:

- 3.1 Vice Principal- Chairman
- 3.2 HM-Member
- 3.3 Parent Member
- 3.4 Volunteer
- 3.5 Teacher Member
- 3.6 Teacher Member
- 3.7 Teacher Member
- 3.8 Student Representative (Class XII & XI)

4. Guidelines Issued by the Government:

- 4.1 Every school should provide its name and address to Jurisdictional police station
- 4.2 Strangers should not be allowed inside the premises
- 4.3 Management should provide names & address of its office bearers to police station
- 4.4 Details of teaching & non teaching staff should be updated in station regularly
- 4.5 No child or staffer should stay on premises after school hours
- 4.6 Separate toilets for boys & girls in schools. Ensure female staff presence near girls toilet during school hours
- 4.7 Punishments like locking the kid in the dark room are barred

- 4.8 Outsourced staff should be recruited from reputed agencies and their details sent to police station
- 4.9 Teach children about good and bad touch
- 4.10 Parents and schools should ensure children don't talk to strangers and allowed to become close even with familiar faces
- 4.11 Inform cops if child gets obscene messages or videos on cell phone
- 4.12 Police should visit immediately, if mental or physical abuse of kids is reported in schools
- 4.13 Schools should send their children only with their parents or guardians
- 4.14 Schools must ensure entire campus has power connection
- 4.15 School buses should drop children only at designated places
- 4.16 Complaints of hostellers, day scholars should be shared with parents once a month

5. Internal Guidelines

- 5.1 To address and resolve the problems faced by the students
- 5.2 To build rapport with the students, especially girls
- 5.3 To encourage girl students to bring to notice any information about a stranger or unidentified person about threatening / obscene SMS or e-mail received by them and take immediate steps to lodge such complaints in the police station
- 5.4 To caution students against providing their personal details to anyone, including on social networking sites
- 5.5 To educate students and parents through frequent workshops organized by professionals
- 5.6 To ensure that no class goes without a teacher at any point of time
- 5.7 To ensure that campus is well lit
- 5.8 To ensure helpline for students
- 5.9 To ensure that all the activities of the school are carried out within the time 7:30 am to 6:00 pm
- 5.10 In the event of complaint to be lodged, the complainant lodges the complaint in the register which is available in Principal/Office room
- 5.11 School will maintain details of all its employees
- 5.12 Transport facility used by the students to be monitored on a continuous basis under the supervision of transport committee.
- 5.13 To ensure that all doors of classrooms are open while teaching.
- 5.14 To ensure that corporal punishment is not practiced in the school by any one.
- 5.15 To ensure that a child is not humiliated at any point of time.
- 5.16 To ensure no stranger in the school premises.
- 5.17 A register to be maintained in the office for the visitors of any kind.

- 5.18 Suggestion/complaint register to be maintained in the office.
- 5.19 Suggestion box to be opened regularly to ensure registering of complaints or suggestions.
- 5.20 Parents to meet teachers only on Monday's & Friday's after the school is over between 1.50 pm to 2.20 pm. However parents may meet office/Principal on all working days between 8.30 am to 10.00 am besides other scheduled PTMs, Open days etc
- 5.21 Round duty to be very exhaustive and to be reported as per the procedure.
- 5.22 Recess duty to be done regularly as per the procedure laid down.
- 5.23 HM/PT teachers to monitor the school campus during the recess time as per the format issued.
- 5.24 All safety issues to be addressed in last working day meeting of all faculty members by the Principal and to be brought to the knowledge of higher management if required.

6. Plans

- 6.1 CCTV to be installed at all prominent locations.
- 6.2 To introduce in/out gate pass system for visitors.
- 6.3 No activity of any kind to be allowed in the school without school authority supervision after 6.00 p.m.
- 6.4 Duty master system to be introduced with immediate effect so that proper monitoring on daily basis is ensured.

7. Reviews

- 7.1 Review meeting of the committee to be conducted on first Tuesday of every month
- 7.2 Proper minutes of meeting to be prepared and to be filed.
- 7.3 Any major issue there in to be brought in the knowledge of Principal/Management/Concerned authority

8. Complaint Handling

There are many channels and platforms where complaints/Feedback may be communicated to the school authorities.

- 8.1 Complaint Register kept in the office
- 8.2 Empathy box
- 8.3 Email ID as displayed in the notice boards
- 8.4 Scheduled PTMs
- 8.5 Scheduled Open Days
- 8.6 Through school almanac
- 8.7 Direct Application to the Principal/Headmistress

8.8 Formal meeting with the Principal as per the visiting hours/appointment

9. Key elements of our complaints handling procedure

- 9.1 Impartiality
- 9.2 Confidentiality
- 9.3 No victimization
- 9.4 Timeliness

10. Complaint Format:

| | |
|----------------------------|-----------------------------|
| Students Name | Class Address & Contact No. |
| Date and time of Complaint | Nature of Complaint |
| Complaint handler | |
| Complaint Closed date | Student Informed |
| Initial Root Cause | Final Root Cause |
| Corrective Action | Corrective Action Date |

JVM
STUDENT CODE OF CONDUCT

Corrective Measures

GENERAL:

1. *Appointment/s and Teacher/s may put other students on corrective drills for untidiness, bad behaviour, wrong or improper dress, lack of punctuality or breach of any other school rules only with permission of the Principal.*
2. *Any Teacher or appointment may recommend the name of any student to the Principal through Discipline Incharge for corrective drill for any breach of a school rule or misconduct.*
3. *All corrective drill must be properly recorded and signed in the Corrective Drill register.*
4. *All punishments must be counter-signed by the Principal.*
5. *Extra school will be executed only by the Discipline Incharge/s or any other Teacher appointed by the Principal.*
6. *Under no circumstances will students/teachers in authority hit another student or inflict any corporal punishment, for any reason whatsoever.*
7. *Any student may be expelled or rusticated for serious offences, which are likely to impair the discipline of the school, or for repeated misconduct and disregard of the school rules.*
8. ***Corrective Drills should be used as a corrective measure and not to humiliate a student.***
9. ***Example is better than precept. Those giving corrective drills should know that unless they are abiding by the rules themselves.***
10. ***A word of advice and caution is a much better way than punishing students mindlessly.***

GROUP 'A' DEVIATION

SPECIFIC REMEDIATION:-

| <u>MISCONDUCT</u> | <u>Remediation</u> | <u>CORRECTIVE MEASURE</u> | <u>DISCREDIT</u> |
|--|--|---|--|
| CONSUMUNG DRUGS | EXPULSION | COUNSELING/ REHABILITATION AID | |
| CONSUMUNG ALCHOL | 1 ST TIME – HOME STAY ON RETURN UNDERTAKING BY PARENT 2 ND TIME- EXPULSION | COUNSELING/ REHABILITATION AID | 1. LETTER TO PARENTS 2. WILL BE CONSIDERED ADVERSE WHILE DECIDING UPON SELECTION FOR -APPOINTMENT; REPRESENTING SCHOOL OUTSIDE. |
| SMOKING | 1 st time- HOME STAY Subsequent-HOME STAY FOR REST OF TERM & PARENTS UNDERTAKING | 1. COUNSELING 2. TALK BY STUDENT IN ASSEMBLY 3. LIBRARY DUTY BY STUDENT FOR A WEEK WHICH MAY INCLUDE: a. ASSISTING IN MAINTAINENCE b. READING A BOOK FOR A WEEK AND PREPARING A BOOK REVIEW | |
| SERIOUS MISBEHAVIOUR | | | |
| BREAK BOUND | | | |
| MOBILE & UNAUTHORIZED GAZETTE | 1 ST TIME 1. GAZETTE WILL NOT BE RETURNED 2. HOME STAY 2 ND TIME 1. GAZETTE WILL NOT BE RETURNED 2. HOME STAY & PARENTS UNDERTAKING | | |
| HITTING/BEATING/ BULLYING /RAGGING/ INFLECTING INJURY | 1 ST TIME – 1 WEEK HOME STAY; 2 ND TIME – 1 WEEK HOME STAY + TERM EXTRA SCHOOL NOTE : 1. FOR SEVERE BEATING AND/OR USAGE OF WEAPON OF ANY KIND SCHOOL DISCIPLINE COMMITTEE WILL DECIDE THE PUNISHMENT BASED ON THE DEGREE AND/OR SEVERITY OF OFFENCE 2. IN ALL CASES MEDICAL EXPENSES OF VICTIM WILL BE BORNE BY DELINQUENT STUDENT | | |

GROUP 'B'

| <u>MISCONDUCT</u> | <u>CORRECTIVE MEASURES</u> |
|--|---|
| <i>POSSESSION OF PORNOGRAPHIC MATERIAL</i> | 1 ST TIME – 1 WEEK EXTRA SCHOOL; 2 ND TIME – 2 WEEK EXTRA SCHOOL 3 RD TIME – 1 WEEK HOME STAY 4 TH TIME – 1 WEEK HOME STAY [PARENTS WILL BE CALLED] IN ALL CASES LETTER TO PARENTS |
| <i>IMPROPER AND/OR INVALID USAGE OF IT FACILITIES</i> | [PARENTS WILL BE CALLED] |
| <i>PECUNIARY DISHONESTY</i> | 1 ST TIME – COUNSELING, LETTER TO PARENTS & PECUNIARY PENALTY 2 ND TIME – 1 WEEK EXTRA SCHOOL + LETTER TO PARENTS & PECUNIARY PENALTY 3 RD TIME – 1 WEEK HOME STAY +LETTER TO PARENTS & PECUNIARY PENALTY |
| <i>ACADEMIC DISHONESTY</i> <i>IT INCLUDES-</i> <ul style="list-style-type: none"> • TO USE UNFAIR MEANS TO ACHIEVE AN OBJECTIVE IN ACADEMIC LIFE, • TO CHEAT IS TO USE UNFAIR MEANS TO TRICK THE ASSESSMENT SYSTEM IN ORDER TO GET MARKS, GRADES, OR AWARDS; • TO COPYING FROM ANOTHER STUDENT'S TEST OR EXAMINATION PAPERS OR ASSIGNMENTS; KNOWINGLY ALLOWING ANOTHER STUDENT TO COPY FROM ONE'S TEST OR EXAMINATION PAPERS OR ASSIGNMENTS COMMUNICATING, VERBALLY OR IN WRITING, WITH ANOTHER STUDENT DURING A TEST OR EXAMINATION IN ORDER TO GET OR GIVE HELP COLLABORATING IN ANY FORM WITH ANOTHER STUDENT OR WITH NON-STUDENTS ON A TEST, EXAMINATION, OR ASSIGNMENT. | 1 ST TIME – ZERO (WITH U/F ENDORSEMENT) TO BE AWARDED IN THAT PARTICULAR SUBJECT + LETTER TO PARENTS 2 ND TIME – ZERO TO BE AWARDED IN THAT PARTICULAR SUBJECT + PARENTS WILL BE CALLED |
| <i>UNAUTHORIZED ABSENTEEISM</i> | PECUNIARY PENALTY/ PARENTS WILL BE CALLED/ HOME STAY |
| <i>WITHOUT TEXT BOOK/NOTEBOOK</i> <i>IMPROPER KIT</i> <i>BAD BEHAVIOUR</i> | PARENTS WILL BE CALLED/ HOME STAY |

MOST IMPORTANT TO NOTE:

1. *The greatest art in remediation is to do without it:* Whenever possible, the object should be achieved by persuasion rather than punishment.
2. *The main object of remediation should be improvement and not retribution:* i.e., the punishment should be applied to change the individual's behavior and not out of vindictiveness or a desire to hurt.
3. *Remediation should be as per the deviation;* inadvertent errors should be treated differently from deliberate breaches of law.
4. *Remediation should not degrade the person punished:* The punishment should not disgrace. Ordinary errors of omission need only be punished by measures causing inconvenience. Punishments should cause remorse, not resentment.
5. Service to the community should not be used as a punishment since service beyond self must be held in respect.
6. *Remediation should always be recorded:* The student punished is likely to take the punishment more seriously if he knows that it is recorded. This also help in drawing patterns .

JVM

PROFESSIONAL CODE FOR EDUCATORS

A. Preface:

The profession of teaching is a vocation that calls for high personal standards of ethics, responsibility and accountability. A teacher has to lead by example and his / her conduct in a school environment has great impact on students. As responsible, educated adults, teachers need to shoulder certain norms.

B. Mandate:

No teacher shall...

1. Knowingly or wilfully neglect his/her duties.
2. Discriminate against any student on the ground of caste, creed, language, and place of origin, social and cultural background.
3. Indulge in, or encourage, any form of malpractice connected with examination or any other school activity.
4. Make any neglect in correcting class-work or home work done by students.
5. While being present in the school, excusing him/herself from the class which he/ she are required to attend.
6. During the period of your service, you cannot join any college or pursue any course of studies without the prior approval of the Head of Institution.
7. Remain absent from the school without sanction of leave or without previous permission of the head of the school.
8. Leave cannot be claimed as a matter of right. When the exigencies of school service so require leave of any kind may be refused or revoked by the management.
9. Accept any remuneration related job from any source other than the school or give private tuition to any student or other person or engage him/her in any business.
10. Do nothing in your private or public pursuits which will bring your profession to disrepute.
11. Keep in confidence, information that had been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
12. Enter into any monetary transactions with any student or parent; nor shall she exploit her influence for personal ends.

13. All teachers are responsible for maintaining their Class Attendance Register, Plan Book, Daily Diary and Examination Registers. For any loss of the same, the accountability rests solely with the respective teachers.
14. All teachers are requested to get their Plan Book signed every fortnight and Daily Diary every week.
15. All the teachers are strictly forbidden from inflicting any corporal punishment to any student irrespective of any compelling circumstances whatsoever they may be. Incidents of this nature will be viewed seriously by the school administration.
16. Mobile phones are strictly not permissible in the school campus.
17. Keep all records accurate and up to date.
18. The meeting of deadlines must be given priority, and thoroughness in the preparation of required documents is crucial.
19. Devote full working time to your vocation; teaching effort and time on task are essential for success.
20. Treat you colleagues as professional equals, regardless of their status.
21. Cliques and factions among members of staff will not be tolerated.
22. Do not suppress any information in regard to student from school authority. Every staff member is duty bound to promptly bring and/or report any incidence and/or occurrence into the notice of school management.
23. You must keep confidential all Confidential Information other than Confidential Information that:
 - a) You are required to disclose in the course of your duties as an employee of the School; or\
 - b) You are required by law to disclose.
 - c) You must only use the Confidential Information for the purpose of performing your duties as an employee of the School.
 - d) You must immediately notify the School of any suspected or actual unauthorized use, copying or disclosure of Confidential Information.

'Confidential Information' means all confidential information of which you become aware or generate during the course of your employment, including information regarding students of the School and their families, ideas, know-how, concepts and information whether in writing or otherwise relating in any way to your employment with the School and all other information relating to the School and its affairs and business, fees, student enrolment, financial, marketing or promotional information

relating to the School, which is not in the public domain and includes any such information in the School's power, possession or control concerning or belonging to any other person.

Note: Non-compliance or violation of any of the above mentioned rules can lead to appropriate action being taken against the concerned individual.

C. Commitment to Students:

1. Place high value on and demonstrate to students' commitment for excellence in work, manners and achievement.
2. Encourage students to practice respect for other and to be thoughtful and helpful at all times, especially in relation to the aged and the handicapped.
3. Encourage students to exercise discipline.
4. Help students to develop a sense of responsibility, self-reliance and independence.
5. Encourage students to show respect for all forms of duly constituted authority.
6. Demonstrate patriotism and appreciation of freedom with responsibility.
7. Help students to differentiate right from wrong and justice from injustice.
8. Encourage students to show respect and appreciation for personal and public property.
9. Assist students to exercise tolerance as they strive for understanding of other's ideas and beliefs.
10. Strive for consistency, firmness and understanding in disciplinary dealings with pupils.
11. Instil a feeling of pride in self, school and community.
12. Strive to develop mutual courtesy and respect between teachers and pupils.
13. Dealing justly with each student and treat each with courtesy and consideration.
14. Work towards developing and promoting good human relations and qualities.
15. Do not encourage undue familiarity with students.
16. Do nothing by precept or example likely to corrupt student.
17. Stimulate the spirit of enquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.

18. Respect the confidentiality of information about a student or his home and withhold it, unless its release serves a professional purpose benefits the student, or is required by law.
19. Undertake to constantly pursue the improvement of learning facilities and opportunities.
20. Make responsible efforts to protect students from conditions harmful to health and safety.
21. Remain IN LOCO PARENTIS while the child is in your care, and fulfill this responsibility according to the law.

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IMPORTANT FOR JVM STUDENTS
**PARENTS & TEACHERS ARE THE FIRST & BEST
FRIEND IN TIME OF CRISIS – READILY & EASILY
APPROACHABLE**

NEVER HIDE ANYTHING!

**STAND FOR YOUR RIGHT & AGAINST ANY
EXPLOITATION**

**– NOT ONLY FOR SELF BUT FOR
OTHERS AS WELL**

**SOME IMPORTANT NUMBERS (TO BE USED
JUDICIOUSLY –
ONLY FOR GENUINE ISSUE, NOT FOR FUN)**

Child Helpline number is - 1098

**Police Control Room (All over
India) : 100**

**Women's Helpline (All Over in
India) : 181**

**Ambulance helpline (All over India) :
102**

AIDS Helpline (All over India) : 1097

Fire service (All over India) : 101

**OPEN DOOR POLICY – PRINCIPAL OFFICE
FEEL FREE TO WRITE: ritwiz.gaur@jsw.in**

Jindal Vidya Mandir

Parent Guide Book

Dear Parent

We welcome you and your ward to the school.

Glorious decades has gone into the making of *school*.

Jindal Vidya Mandir, ipso facto, the institution has a legacy of high values and glorious traditions. Nonetheless, it is a legacy passed over to the ever-changing wheel of time where rules and regulations must keep pace, accommodating the rapidly changing requirements of the community.

All successful institutions and organizations function within the framework of a set of rules and regulations, written or conventional, for a balanced growth and enrichment of all concerned.

The right attitudes and principles instilled and nurtured in the formative years our children can promote them into becoming decent, courteous, confident, independent and successful global members of a civilized community.

This guidebook provides information to run the school in a way that helps all of us in our effort.

Please take time to become familiar with the contents of this guidebook.

You are earnestly requested to help school staff to effectively communicate information given in this to the students and also to note down your responsibilities in order to make this journey of your ward in school more meaningful.

Together we can make the schooling of your ward a great, fun and learning experience.

With kind and warm regards

Ritwiz Gaur
Principal
JVM, Salav

Students' Rights

1. Students are not to be discriminated against or denied participation in any school programs on the basis of race, gender, color, religion, creed or disability.
2. Students have a right to be free from bullying, cyber-bullying any kind of sexual advances or harassment.
3. Students have a right to privacy of their belongings/pockets unless there is a need to do the checking due to any suspicion for which only the authorized staff/volunteers may do the needful.
4. Students have a right to express their opinion, complain or report any such matter they feel is against their rights, without any fear of retaliation.
5. Students have a right not to be spoken to or questioned about any issue that concerns the school, by anyone, who is not a part of the school staff.

Responsibilities of the students

Participation in school activities:

- a. Students must report to school on time regularly and come prepared with their lessons.
- b. Students must actively participate in class room instructions.
- c. They must complete their assignments.
- d. They must participate in all co-curricular activities, sports and Social Service Programs as planned by the school.

Good Behaviour:

- a. Good behaviour and moral disposition is expected from the students at all times.
- b. Their behaviour must be such that helps them to achieve their own and/or other students' educational goals.
- c. The students must ensure that they neither get involved in any illegal activities nor should they influence other students into such activities.
- d. They must respect and preserve the property of the school.

Respect for staff

- a. Students must respect the school staff.
- b. Students must greet their teachers whenever and wherever they meet them.
- c. Students must follow instructions given by school staff in a timely manner.
- d. They must use acceptable, respectful and courteous language.
- e. Students must avoid any kind of involvement in disrespect, defiance, harassment and cyber-bullying.

Respect for students

- a. Students have the responsibility of showing respect to the rights and dignity of fellow students.
- b. They must not engage in name-calling, bullying, harassment (sexual or otherwise), fighting, belittling or engaging themselves in activities that cause embarrassment to the fellow students.

Dress code

- a. Students have the responsibility to wear the dress (uniform) permitted by the school.
- b. Each student must wear the Id card that displays his/her identity.

Respect for the Institution

- a. The behaviour of the students should be such that brings respect to the institution they belong to.
- b. They must follow the code of conduct laid down by the school authorities **(Copy available in school office)**

Expected Etiquette

- a. In the school library
 - The etiquettes of library must be displayed at all times which means no writing/scribbling in the library books
 - The students must maintain silence in the library.
 - Books borrowed must be returned within stipulated time.
- b. In the wash rooms
 - The students must maintain cleanliness and hygiene in the washrooms.
 - They must make use of the facilities of water and soap in the washrooms.

- They must ensure that no scribbling/graffiti is done by them anywhere in the washrooms.
- c. In the school laboratories
- The students must not tamper with any educational materials.
 - They must not indulge themselves in any kind of experimentation in the labs without the permission of the concerned staff.
 - They must make use of equipment/apparatus authorized by the teachers.
 - They must not throw/spray any chemicals on any person or in any un authorized place
- d. The school transportation
- All students using the school bus must respect the bus staff, show concern towards other fellow students.
 - They must follow all rules laid down by the school authorities.

No claim on objects not belonging to them

Any articles/equipment/books/note-books/stationery etc belonging to someone else, if found, unclaimed, must be deposited in the school office.

Use of decent language

All fellow students must use decent, respectful, courteous and graceful language at all times with the fellow students as well as staff members, visitors and outsiders.

Maintain cleanliness and hygiene

- a. The students must keep their surroundings clean, be it at the school premises, home, neighborhood, gardens, lawns and roads.
- b. They must not litter the roads or ground as a matter of habit, and instead they should make use of the garbage bins.
- c. They must look after their personal hygiene.
- d. In case of any sickness it is students' responsibility to go for adequate quarantine period as suggested by the doctors.

Concern for others

- a) The students must show concern and be sensitive towards those who are less fortunate or have special needs.
- b) They must imbibe humility as a value for one and all.

c) They must respect elderly people and senior citizens and be ready to render help to them.

Responsibility towards Nation and Environment

- a. The students must respect their Environment. Each student must be an environmentalist who is responsible for saving energy (such as water, electricity), looking after flora & fauna and should also spread the same message to the others in the community.
- b. The students must love their nation and display a patriotic fervour in their behaviour.

Deviation which may attract remedial measures/penalties

1. Insubordination - Refusal to comply with instructions given by the school authorities such as refusal to: open a book, to write assignments, to take class tests as and when administered or refusal to do any group work/team work, denying responsibility (without any valid reason) given by school staff, non-adherence to legitimate instruction.
2. Denying Identity
 - a. Present in school without the Id-card and proper uniform,
 - b. Not disclosing his/her identity whenever asked by the school staff.
3. Prohibition on the use of electronics - bringing mobile phones or any other electronic gadgets such as pen drives, CDs, MP3 to school. (Any such gadgets, if brought, will be confiscated.)
4. Misconduct in the classrooms/Activity room/labs:
 - a. disrupting the instructions given by the teachers in the classes by way of talking, making noises, mocking, laughing or throwing objects.
 - b. disorderly behaviour that causes prevention of beginning of class activity/lesson or making the teacher stop the instruction because of disruption.
 - c. tampering with any educational materials kept in the labs/classrooms/ activity rooms.
 - d. indulgence in any kind of experimentation in the lab/activity rooms without the permission of the concerned staff.
 - e. unauthorized use of any equipment/apparatus kept in the activity/ classrooms.

5. Breaking rules laid down for the school transport - Not following instructions w.r.t. to the school transport such as :
 - a. not sitting on the place allotted to them.
 - b. roaming in the moving vehicles
 - c. shrieking/shouting in a way that distracts the driver and disturbs the other fellow students.
 - d. throwing objects outside the bus through the windows.
 - e. putting any part of the body outside the window.
 - f. alighting or getting down when the vehicle is still in motion.
 - g. not accommodating other fellow students specially younger students and bullying them in one way or the other.
 - h. causing damage to the bus due to negligence or vandalism.
 - i. coming near the door of the bus before the bus comes to a halt.
6. Inappropriate display of affection
 - a. Display of any kind of closeness with other students by way of walking hand in hand or hugging or putting hand on the shoulders or any part of the body.
 - b. Display of any objectionable/indecent/obscene gestures towards the other fellow students.
7. Loitering/ Trespassing
 - a. Loitering on the premises of the school, other than the location to which the student is assigned to go, without authorization from school authorities.
 - b. Returning to the school premises without permission of the school authorities during suspension or expulsion from the school.
8. Causing Humiliation/Embarrassment to the fellow students- Causing Humiliation/embarrassment that shows disrespect to the dignity of a fellow student by way of writing/electronically/photographs/drawings/ orally or through any other objectionable gestures.
9. Causing Mental Harassment to the fellow students:
 - a. any act written, verbal or physical that adversely affects the ability of students to study, participate in school programs or causes disruption in the mental development/growth of a student and could potentially lead to harassment
 - b. damaging/tearing/throwing; objects/books/note-books/stationery or any such items belonging to the other students to harass them or as a matter of retaliation.
10. Violence/Intimidation/Fighting/Physical assault:

- a. an act of physical violence such as slapping, kicking, pushing, pulling hair/dress scratching with nails or throwing objects on anyone.
- b. physical confrontation between one or more students that causes injuries.
- c. threatening/intimidating any fellow student of dire consequences as any kind of retaliation
- d. involving in any kind of assault in the name of ragging.
- e. attempting to cause physical harm to a school staff/employee/student by way of hitting/beating/physical abuse.

11.Improper use of language - Use of abusive/intemperate/indecent/obscene/vulgar language in the school premises for/with any fellow students or for/with any staff or visitor.

12.Bullying:

- a. written, verbal or electronic communication to threaten a fellow student or school staff.
- b. black mailing a student/threatening a student of dire consequences as a matter of retaliation.
- c. damaging/tearing/throwing; objects/books/note-books/ stationery or any such items of other students in order to show seniority/or to express anger/or as a matter of retaliation.
- d. Indulging in creating/promoting social aloofness of any student(s)

13.Possession of any objectionable articles:

- a. possession of any objectionable articles such as explosive, fire-crackers, irritant spray, pepper spray, objects with IR rays. pornographic content and so on.
- b. bringing any objectionable articles as mentioned above and hiding them in the school premises.
- c. coaxing/influencing other fellow students into such acts.

14.Possession/consumption of any drugs: Possession/consumption of any drugs (may be of medical nature)/alcohol/tobacco in the school premises or outside the premises.

15.Stealing - An act of stealing objects from the staff rooms/students' bags/ labs/ activity rooms/library.

16. Defacing/damaging/vandalising school property:
 - a. defacing/damaging school property of the school.
 - b. scribbling/writing in library books/school furniture/walls; carving into wooden fixtures and furniture or putting/spraying paints anywhere on the walls/glass surfaces.
 - c. plucking flowers/uprooting plants/spoiling the school lawns
 - d. breaking /damaging school fixtures such as electric boards/switches, fans, window panes, projectors, computers, display boards, green/black boards, lab/sports equipment/ fixtures in the washrooms.
 - e. showing casual approach in handling school furniture/ fixtures such that it results in breaking/ damaging these.
17. Interference with the duties of Class IV (group D) employees OR threatening them of dire consequences-Preventing or attempting to prevent school Class IV (group D) employees from doing their duties through threats of violence, harassment or intimidation.
18. Interference of students in and out of the school and home - Any action that prevents or delays transportation of pupils to and from school that prevents pupils from entering or leaving schools at scheduled hours or that causes fear or jeopardy to students while walking to and from school.
19. Extortion/Coercion/Blackmail - Obtaining money or property (something of value) from an unwilling person or forcing an individual to act by either physical force or intimidation (threat).
20. Forgery/gambling - Intentionally misrepresenting information to the school such as giving false information, false identification or signing another person's name to a document.
21. Misuse of technology (Internet facility of the school)
 - a. Un-authorized use of internet technology, equipment or materials, including networks and servers.
 - b. The act of tampering with or unauthorized use of computers hardware or software; including loading unauthorized software.
 - c. making unauthorized copies of software, tampering with hard drive, infecting computer/s with viruses.
 - d. unauthorized internet access to another person's files, computer or computer systems.
 - e. indulging in computer network "hacking".

22. Undesirable Group Activity - Organizing any team, group, club, school activity; National/International which is reckless and endangers the physical safety causing mental distress, embarrassment, humiliation or ridicules a student regardless of whether the activity is done with or without the consent of the person being hazed.

23. Possession of weapons/sharp objects:

- a. possession of weapons (such as pistol, rifle, gun, knife) or any destructive device.
- b. possession of any other object such as sharp metallic wrist band, brass knuckles which can cause injury to the others.

24. Fraud/Forgery:

- a. signing the signature of another person/staff/teachers
- b. giving misleading information about residence address/ telephone numbers and so on.

25. Sexual harassment

Unwelcome sexual advances or requests for sexual favours and other verbal or physical conduct of a sexual nature such that creates an intimidating, hostile, educational environment; otherwise adversely affects/interferes with a student's educational opportunities.

26. Criminal Sexual Conduct:

- a. use of lewd & lascivious language.
- b. Forcing/compelling fellow student into any sexual activity.
- c. passing obscene/ vulgar comments for any fellow students.
- d. making advances towards any fellow student (boy/girl) through SMS, face book, internet or any other social networking media.
- e. touching/ lifting the dress of a fellow student.
- f. indulging into any kind of obscene behaviour in the school transport.
- g. disrespecting the dignity of a student by touching her private parts.
- h. engaging himself/ herself in any sexual contact with another person/ fellow student.
- i. displaying private parts
- j. showing/ bringing any pornographic materials.

27. Raising false alarm:

- a. activating fire alarm system when not required.
- b. false reporting of a bomb when it does not exist.
- c. sending letters for a scare of mob/ terrorist attack.

28. Falsely Implicating another person

Lodging false complaints of a fellow student/staff as a matter of retaliation or to settle scores with someone.

Responsibilities of the parents

Respect for teachers

- a) Parents must ensure that any discussion about/w.r.t. the teachers (be it at home or in school) is polite and respectful.
- b) At no point in time should the parents encourage/support their ward unreasonably even when the child expresses annoyance due to any reason.
- c) Any grievance against a teacher or any staff must be brought to the notice of the Principal personally or through written note but definitely not through the ward(s).

Stay Informed

- d) Attend PTMs regularly - Parents must attend parent-teacher meetings regularly in order to know the progress of their ward(s).
- e) Parents must check the almanac of their ward(s) everyday
- f) Parents must make note of the circulars issued from time to time either through the school website, school portal, almanac or through hard copies.
- g) Parents must stay informed about the progress of their ward.

Be a patient listener

The parents must allow their ward to communicate with them. They must listen to their ward patiently. This will help them to know their ward(s) better.

Be honest and truthful to your child

- a. The parent must be honest and speak the truth with their child.
- b. They must never make any excuse to them if they are unwilling or not able to handle a job.
- c. Parents must not lie to the school teacher to get any partial favours or in order to fulfill the undue demands of their

ward(s) e.g. sending a note for sick leave when the leave is actually required to go out of station.

- d. Parents must not ask the child to lie to anyone for their own benefit.

Be firm

The parents must not :

- a. discipline their ward by crude/aggressive behaviour
- b. be unreasonably strict with their ward
- c. give in to the persistent demands of their crying/cranky children after having said no to some demand more than once.

Respect the individuality of the children

- a) The parents must respect the individuality and aptitude of their ward
- b) They must not impose on their ward the subjects/activities/career in order to make their dream come true.
- c) They must indulge in comparisons of the performance of their ward with their siblings.
- d) The parents must not speak high of the performance of their friend's/relative's/neighbor's children in a way that insults/humiliates/belittles their ward.
- e) The parents must motivate their ward in whatever field he/she can excel.

Spend quality time with their ward

The parent must spend meaningful & quality time with their ward which is dedicated to them without any distractions.

Personal differences not to be discussed openly

- a. Personal differences with the spouse must not be discussed in front of the children.
- b. Parents must respect each other's decision without any open controversy.
- c. Rewards and punishment given to the ward must be with each other's consent.

Stay calm and use decent language

- a. Parents must stay calm under all circumstances.
- b. Parents must never use indecent/vulgar/disgraceful/obscene language for anyone as a matter of habit especially in the presence of their ward(s).
- c. Parents must reprimand their wards for using such language for anyone younger or elder.

Must not take action in their hands

- a. The parents must not take action against any other student/staff of the school on receiving any complaint.
- b. The parents are not allowed to board the school transport for settling scores with any one or for any kind of retaliation.
- c. All complaints/ grievances must be brought to the notice of the teacher/office without any fear of retaliation.

Share the responsibility with the school

- a. The parents must also ensure that the commuting arrangements made by them for their ward is safe and is as per the guidelines given by the governmental agencies.

Co-operate with the teachers/counselors

- a. The parents must reflect on the observation made by the teacher's w.r.t. to the academic performance.
- b. The parents must attend meetings arranged by the teacher/school counselor if/whenever required.

Association with school activities

Parents must ensure that they attend all school programs and activities and do not make request for early leaving and/or excuse from any of the school event/programme.

Disclaimers:

- a. *Parents acknowledge that the school does not take any responsibility for any theft or loss of, or damage or destruction to any property of whatever nature (including clothing, sporting equipment, books, or any other personal possessions) brought on to the school premises by your Child.*

- b. *Unless Parents expressly notify school in writing to the contrary, Parents consent to Child participating, under proper supervision, both in and outside the school, in activities and games which entails some risk of physical injury, as well to Child travelling to and participating in school activities and programmes outside the school subject to the school taking reasonable care to avoid harm. Additionally, save for any gross negligence on the part of the school, its employees or agents, the school is not responsible for loss or damage resulting from such activities, games or programmes and Parents acquit/indemnify the school against any claims in that regard.*
- c. *The Principal may in his or her discretion require to suspend or expel your Child from the school, if his/her behavior, in the reasonable opinion of the Principal, is so unreasonable as to affect or likely affect the progress of your Child or another child (or other children) at the school or the well-being of the school staff or to bring the school into disrepute.*
- d. *The Principal may in his or her discretion require to suspend or expel your Child from the school, if he/she considers that your Child's attendance, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and in the reasonable opinion of the Principal the Child's removal is in the school best interests or those of your Child, other children or the wider school community. In this case, you will be asked to remove your Child either immediately and without notice, or at a specified date that is shorter than full term, with or without notice in any form, as is reasonable under the circumstances. The school will not be required to give you a full term's written notice under these circumstances.*
- e. *The Parent/s accepts that their Child will abide by the Code of Conduct and Policies of the School. They acknowledge that the discipline of the School is under the control of the Principal, who has the right to refuse to allow a Child to return to the School, or to demand his/her immediate withdrawal from the School, or to suspend, or to expel a Child for a serious breach of discipline as laid down in the School's Code of Conduct*

Student Parent Guide-book

Please read this Student Parent Guide-book carefully together with School Code of Conduct. Your signatures will indicate that you have reviewed and discussed the contents of the Guidebook together with School Code of Conduct and that you join with the school in its efforts to keep your ward safe, orderly and progressive.

If there is a conflict, the rules expressed in this School Code of Conduct shall take precedence.

With regards

Acknowledgement

We declare that we have read and understood the Policies (rules mentioned in the Student Parent Handbook together with School Code of Conduct) and agree to abide by the provisions thereof. We further accept that all Policies are subject to change from time to time and shall remain binding on us and our Child despite any such amendments. Copies of all Policies are available for perusal in the school office upon request. We undertake to comply with all the rules and regulations of the School and acknowledge that it is our responsibility to make ourself and, to the extent relevant, our Child familiar with the Policies. We acknowledge that we are responsible for our Child, whether on the property of the School or not, after the notified finishing times of any school activity/event/ function and that we will ensure that our Child obeys all school rules and Policies where they apply to the Child

Name of the Student: Class & Section:

Name of Father:

Signature of Father: Date:

Name of Mother:

Signature of Mother: Date:

THE INTERNAL COMPLAINTS COMMITTEE
(Anti-Sexual harassment)
JINDAL EDUCATION TRUST

1. Preface

1.1 The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 from the date of Gazette Notification i.e., w.e.f. 23.04.2013 and same has been published in the Gazette of India, Extraordinary, Part-II, Section-1, dated the 23rd April 2013 as Act No. 14 of 2013. The Act provides for protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. It is highly required that women are protected against sexual harassment at all the work places, be it in public or private. This essentially will contribute to the understanding of their right to gender equality, liberty and moreover, equality in their working conditions. The sense of security at the workplace/study place will improve women's participation in overall progress, resulting in their economic empowerment and inclusive growth as whole.

1.2 India has recently passed the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("Sexual Harassment Act") and has made the law effective w.e.f. April 23, 2013. The law convincingly ardently states that "No women shall be subjected to sexual harassment at any workplace. The new sexual harassment act 2013 is exactly on the same terms as the Vishaka Judgment punishable up to five years rigorous imprisonment with/without fine or both. JET schools have adopted the guidelines in Compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("Sexual Harassment Act") and guidelines laid down by the Supreme Court of India in its 13 August 1997 judgment on the Writ Petition ((Criminal) Vishakha vs. State of Rajasthan for prevention and deterrence of sexual harassment in the workplace and also vide CBSE circular CBSE/admin.I/14 (60) /2004 dated 16-02-2004.

1.3 After the Supreme Court judgment on the landmark case of Vishakha Vs. State of Rajasthan and others in 1997, sexual harassment was legally defined as an unwelcome sexual gesture or behavior whether directly or indirectly as

1.3.1 Sexually colored remarks

1.3.2 Physical contact and advances

- 1.3.3 Showing pornography
 - 1.3.4 A demand or request for sexual favors
 - 1.3.5 Any other unwelcome physical, verbal / non-verbal conduct being sexual in nature
 - 1.3.6 Unsolicited telephone calls / e-mails with the intention of sexual harassment .
 - 1.3.7 Sexual harassment will include stalking and persistent efforts to meet, use social media-e-mail, facebook, whatsapp, sms, etc . to contact, malign a woman
 - 1.3.8 Examples :
 - 1.3.8.1 Denial of payment or official approval in the absence of sexual favors
 - 1.3.8.2 Pornographic pictures/messages displayed on desks or sent by email
 - 1.3.8.3 Remarks made about personal appearance and dress
 - 1.3.8.4 Colored jokes shared in the office that make others present feel uncomfortable .
- 1.4 Internal Complaint Committee (Anti-Sexual Harassment) at Jindal Education Trust' schools has been constituted in accordance of directives of the Ministry of Human Resources, Government of India, under the directive of Supreme Court of India . Jindal Education Trust' schools is committed to ensure that a place of work / study to be free of sexual harassment, intimidation or any kind of exploitation . This committee is meant for addressing issues / grievances / cases of sexual harassment and recommending their redressal . It is in keeping in view the Article 21 of the Constitution of India which assures every individual the right to live with human dignity, free from exploitation . It is therefore, obligatory to see that there is no violation of the fundamental right of any person . The ambit and scope is - all members of the Jindal Education Trust' schools including all women, irrespective of her age or employment status including those who are in temporary or short term positions are subject to this policy . Anyone violating this policy is subject to disciplinary action .

2. Composition

The present members of the Complaints Committee to deal with the complaints of sexual harassment in accordance with the guidelines laid down by the Supreme Court of India relating to sexual harassment of women workers at work places and students are as follows .

| S.N | Name | Designation | Contact No. |
|-----|------|--|-------------|
| 1 | | Chairperson (Lady) / Vice Principal/Headmistress | |
| 2 | | Convener | |
| 3 | | Executive Secretary | |
| 4 | | Parent Representative (Member) | |
| 5 | | Teacher Representative (Member) | |
| 6 | | Teacher Representative (Member) | |
| 7 | | Volunteer | |
| 8 | | Student Representative | |
| 9 | | Student Representative | |

3. Responsibilities of the IC :

- 3.1 The committee has to ensure enough steps are taken to create awareness on the topic .
- 3.2 The members to be vigilant all the time and ensure that there is no such incident taking place in campus by creating awareness and having an open dialogue with all the students .
- 3.3 Ensure that a fair dispute/ complaint and dialogue procedure is carried forward which does not undermine the complainant's rights and also minimize the need for purely punitive actions which may cause further resentment, alienation and violence
- 3.4 Protect the identity of the complainant and also provide safe spaces like relaxation of attendance till the pendency of the hearing
- 3.5 Ensure protection of complainant and witnesses for prevention of discrimination and intimidation in any manner
- 3.6 Ensure prohibition of retaliation and adverse action against the protected individual (complainant)
- 3.7 Provide aid to the student or employee if she wants to file a complaint to the police .

4. Procedure for the IC

Once a complainant files a written complaint the IC needs to undertake the following procedure :

- 4.1 The Presiding Officer should meet the complainant to explain the procedure of the IC and also ask for any witnesses and evidence that she may want to bring for the hearing .
 - 4.2 The IC day, date and timing are decided based on the convenience of the complainant .
 - 4.3 Set up the Committee in the following manner :
 - 4.3.1 If the complaint is by a staff against a faculty, then the IC has to have representative members from the staff, faculty (women) and the external member
 - 4.3.2 If the complaint is by student against a staff member then the IC has to include student representatives (Head boy/Head Girl)
 - 4.3.3 If the complaint is of a faculty against the staff IC composition will be similar as stipulated .
 - 4.4 Share the copy of the complaint with the respondent, inform the day, date, time & venue of the hearing, providing reasonable time to prepare his defense and also ask him to submit documents, names and contact details of witnesses .
 - 4.5 The respondent should be asked to come for the IC hearing after having met the complainant, examined all evidence provided by her and heard her witnesses .
 - 4.6 All narratives by complainants, respondents and witnesses during the process should be recorded and signatures taken on that day itself hence each IC needs to ensure that all required equipment is available during the proceedings
 - 4.7 A final report of the entire proceedings should be prepared after the hearing and recommendations finalized with all members of the IC . The final report should have signatures of all members .
 - 4.8 The copy of the recommendations should be sent to both the complainant and the respondent for their information . Both parties can appeal to the Principal/School Management in case they are unhappy with the recommendations .
 - 4.9 The final report is to be submitted by the IC to the Principal for legitimate action .
5. Miscellaneous
- 5.1 The Act provides the option of a settlement between the aggrieved woman and the respondent through conciliation but only on the request of the woman . However, money compensation cannot be a basis for the settlement .
 - 5.2 In case of malicious complaints or false evidence, the committee may take action against the woman/person . However, simply not being able

to prove an allegation will not mean that it is a false/malicious complaint.

DIET CHART FOR CHILDREN (Recommended)

Dear Parents,

We are aware that our children spend a great deal of time away from home. He/she should have proper breakfast (a glass of milk and a small bite like biscuit, rusk etc.) in the morning before coming to school. We also understand that every parent is worried about the nutrition of their children. So keeping in mind the health and nutritional needs of children, we have suggested the day wise menu for packed school Tiffin. We are sure that balanced Tiffin will surely add to the wellbeing & improved performance of your child.

| Day | Suggested Menu |
|------------|---|
| Monday | Multimix of cereals + pulses + protective foods: - Rajmah-rice/channa-rice/mixed veg-pulav-dal/veg biryani with green chutney or raita/puri-channa/stuffed parantha + one seasonal fruit or sweet. |
| Tuesday | parantha/chappati with seasonal veg/paushtik roti (in dough green veg + dal) with curd or green chutney/green puri (spinach or methi in dough) with potato or paneer subji + Any fruit or sweet. |
| Wednesday | Nutritious Snacks (Multimix): -mixed veg poha/mixed veg upma/mixed veg-paneer cheela/pan cakes/mixed veg vermicilli/stuffed idlis/dhokla/veg cutlets/pav bhaji/sandwiches/bread rolls/bread pakoras along with sprouts or boiled channa chat. + one fruit. |
| Thursday | parantha with green veg/ paushtik roti (in dough green veg+ dal) with curd or green chutney + one fruit. |
| Friday | stuffed parantha of any vegetable with green chutney / plain parantha with vegetable + one fruit. |
| Saturday | Own choice but nutritious meal. |

Points to be kept in mind:

1. We should try to include food items mainly from three main food groups i.e. **Energy giving, body building and protective foods** to make it multimix.
2. Harmless junk food once in a while can be given to add variety and fun e.g. potato fingers, bhel, namkin etc.

3. Modern Indian parents have a wide variety to choose and can modify even a junk food to healthy food by making them a multmix.

Tips:-

1. Pack food in an attractive manner.
2. Do not overload the Tiffin.
3. Pack it nicely so that there is no leakage.
4. Pack one table napkin and paper napkin along with Tiffin.
5. Fruits should be preferred as compared to sweets because they provide natural sugars. Please note that chocolates and toffees are not permitted as sweets.
6. To ensure sufficient intake of water, children are suggested to bring their water bottles along with them.

STUDENT LEADERSHIP

For best safety and security culture, student leadership shall be evolved on concept, “..where mind is without fear and head is held high...”

Student Leadership involves two aspects :

1. Grooming leadership attributes
2. Optimizing opportunities for students to lead

Strategy :

1. Involve students in leadership opportunities in the classroom
2. Look for an example of your leading responsibilities each day and point it out.
3. Highlighting good leadership styles/role models
4. Deliver leadership lessons
5. Involving them in improving school culture .
6. Involve them in extracurricular activities too
7. Give them space and support

Scheme of Investiture Ceremony

1. Assembly Line-up
2. Separate positioning of Appointment
3. Principal's Entry
4. Drum Beat/musical notation followed by citation of individual appointment. When Citation will be read, that particular individual will move and take place on respective side (alternately) of Principal .
5. Once all appointment on the stage; "badge ceremony"
6. Mention – If there is no stipulation then suggested one :

One who is put in authority over others and accepts the office of School Appointment undertakes duties that are not always easy to carry out . Appointment must himself/herself strictly obey the rules of the school if Appointment is to see that others also do so . Appointment must tread the right path himself or herself, not just direct others to do so . Example counts more than precept .

Appointment must not be tempted to court popularity; but he or she can remember that if Appointment does his or her duty well and fairly, he/she will win respect, and to be respected is better than to be cheaply popular .

A Monitor accepts an office of responsibility, trust and honour . Appointment can do much to make our school a good and happy home for all of us; or may, if Appointment fails, be guilty of its not being as good as it should be . In exercising Appointment's responsibilities and learning to exercise them wisely, he or she is given the highest opportunity that this school offers of preparing himself or herself for the wider life he/she will enter; when the time comes for Appointment to leave . If you are willing to do your best, you will answer "I will" to the question I now put you . Will you accept the position of Appointment and carry out the duties that go with it to the best of your ability?

7. Once the Appointment respond "I will"

8. Prayer (If there is no stipulation then suggested one) :

Lord we humbly beseech Thee—to grant unto our School Council—and to all who are put in authority under them that they may truly and indifferently minister justice—to the punishment of wickedness and vice,—and to the maintenance of true religion and virtue,

9. Group Photograph

10. National Anthem

11. Disperse

12. Meeting of new appointment in Principal chamber to sign the Duty charter .

Special layout and flags to be placed .

Jindal Vidya Mandir

Note : Consent letter to be only filled in Parent's handwriting

Dear Parents

We are delighted to inform that your ward

..... class has
been shortlisted to represent school in at

Academic loss at school will be taken on by the students in their personal capacity .

The school will not be bearing any cost .

However, the commutation from school campus to referred venue and fro was left on to the individual ward's parents with all cost and consequences . In mutually agreed arrangement, participant had agreed upon to commute by where school is just a facilitator and have no liability (direct or vicarious) in terms of cost or any consequential damages . Private buses had been ruled out due to night journey and safety of children .

For safety and security of our children, two teachers are escorting them (including one lady) .

The schedule is as under :

Departure from school campus :

Departure from :

Participation is completely on discretion and approval of Parents and there is nothing binding from the school .

.....
Name of the Parent :

Name of the student :

Class :

Strike whatever is not applicable :

I had understood the content and give my unconditional consent for participation of my child .

OR

I do not consent for participation of my child .

Signature of Parent :

UNDERTAKING AND CONSENT FORM

Attendance

Dear Parent,

Date: _____

As per our record, as on date the attendance of your ward is _____ that is less than 80%, which is mandatory for the promotion to the next higher class as per the CBSE norms. Please meet the class teacher of your ward at the earliest and ensure that he/ she is regular in attending the school.

Kindly take note that any consequential result arisen out of given situation will be your sole responsibility.

Vice Principal

UNDERTAKING AND CONSENT FORM – Absence from PTM Meeting

Dear Parent,

Date:

Parent Teacher Meeting was held on _____ which was well scheduled with prior information to you.

Many important points were discussed, which will have direct impact on the performance and character building of your ward.

Please be informed that, you did not attend the above said meeting, which obviously hinders the communication between the School and the Parent.

You are requested to attend such meeting on the priority basis, in the interest of your child. If you are satisfied and do not have any query that must be communicated to us through the almanac well in advance.

Class Teacher

Vice Principal

UNDERTAKING AND CONSENT FORM – Students’ Academic Concern

Dear Parent,

Date: _____

Your ward _____ of Class & Sec _____ has not performed well as per his/her potential & the expectation of the teacher in the Unit Test/Periodical/Exam/1st Term/2nd Term held on _____

Please meet respective subject /class teacher to discuss the remedial measures on priority after school in stipulated time.

Class Teacher

Vice Principal

UNDERTAKING AND CONSENT FORM – Conditional Promotion

Date: _____

The Principal

Dear Sir,

I admit and agree to your point of view that my ward _____
Student of Class/Section _____ has not performed as per the expectations of the
school's standard. But, I request you to consider his/ her case for Conditional Promotion
to the next class.

Further, I assure that extra attention will be paid by me towards the academics of my ward
as a corrective measure for the improvement in his academic performance. Even then if
he/she does not come up to the required level in the coming session, you will be fully
authorized to detain him/ her in the same class or withdraw him from the school.

Thank you

Yours Sincerely

(Name & Signature of the father)

Mobile No.:

UNDERTAKING AND CONSENT FORM – Competitive Exams

Dear Sir/Madam,

Date:

We are Pleased to inform you that your ward _____ of class _____ has been short listed for attending the _____ competitive examination coaching classes on the previous year's academic performance. For further details you may meet the teacher incharge.

Classes _____ would commence _____ with effect _____ on _____ days. We are sure these extra classes would surely help the child in achieving excellence in academics.

Vice Principal

UNDERTAKING AND CONSENT FORM – Annual Day Circular

Date:

Dear Parent,

Your ward Miss/Master has been short listed for his/her participation in School’s Annual Day Program to be held on _____. He/she is required to report in the school for rehearsals as per the schedule intimated well in advance.

Further for costume expenses you are required to deposit _____ to the class teacher latest by _____. Please note that costume will/will not be returned to the child.

Your cooperation in making the show a grand success will be highly appreciated. Please acknowledge the receipt of this communication.

Vice Principal

Parent’s Signature_____

Contact No._____