

# **APEX INTERNATIONAL SCHOOL**

## **STUDENT HANDBOOK**

Welcome to Apex International School. On behalf of all the faculty and staff, we are providing you with the Student Handbook. It is prepared to assist students while enrolled at Apex International School. It contains academic information as well as information about support services and student life in the school. This handbook is designed to answer the questions that may arise while you are a member of the school. Students are urged to thoroughly familiarize themselves with the handbook contents.

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## **1) Anti-Harassment: -**

Apex International School has expectations of the students to respect the rights of others by refraining from any inappropriate behavior that may negatively impact any student, staff, or faculty member's experience.

Harassment may include a single or repeated act. Harassing conduct includes but is not limited to: -

1. Students are advised not to physically assault or abuse anyone in the school.
2. Students should not indulge in any kind of sexual harassment/ assault as it is against the human and civil rights by law.
3. A child indulging in any misconduct based on direct or indirect behavior (verbal abuse, threats, intimidations, coercion & stalking), will be considered as direct betrayal of the school commitment.
4. It is strictly forbidden for any student threatening or endangering the health, safety or welfare of others.
5. Students themselves will be held accountable for any act of violence.

If any student behaves in an inappropriate manner or shows misconduct behavior, then the matter will be referred to the Anti- Harassment Committee and a serious action will be taken against that child.

The Anti- Harassment Committee consists of the following members: -

6. Director, Dr. Sheetal Juniwal
7. Principal, Ms. Archana Singh
8. Educator, Mr. Shivam Choudhary
9. Educator, Ms. Deepika Ghatelwal
10. Counsellor, Ms. Sonali Rara
11. Parent, Ms. Nisha Kumawat
12. Parent, Mr. Abhishek Sahay

## **2) Anti-Bullying and Ragging Policy:**

Apex International School is a ragging free campus. The management is very particular about this and follow zero tolerance approach. All precautionary and proactive measures are inbuilt into the system along with sensitization and alertness of faculty & staff members and students to ensure the prevention and prohibition of Ragging & Bullying. The School ensures that the campus remains ragging free. The School has a set-up of Anti-Ragging Cell, installed CCTV cameras at vital points, schedule and organize Anti-Ragging workshops, has mechanism of timely updating the websites, and conducts regular interaction and counselling with the students.

Necessary rules and regulations for the students:

- Students are advised to abstain from and dissuade others from any ragging activities.
- Students indulging in any kind of bullying or ragging activity will be considered as the zero tolerance approach.
- Any form of abuse, a serious act of indiscipline or misconduct will be considered as 'Crime' under the Prohibition of Ragging Act.
- In relation with the above point stated, the students have to submit the undertaking signed by themselves and their parents/guardians, affirming that their ward is liable for punishment or rustication from the school when found guilty of indulging in any of the ragging activities.

## **3) Attendance & Punctuality Policy: -**

The School expects regular attendance and punctuality from all students. The attendance will be taken in each class by the respective Class Teacher and shall be digitally recorded in School Software.

The following norms/ guidelines are to be adhered in respect of attendance:

Students must:

- Abide by the regular attendance and punctuality, irrespective of the classes as 75% attendance is mandatory for all students.
- Pay attention to the attendance taken and reply to the respective name calls.
- Reach to school on time. Leaving early or coming late to school is strictly prohibited.
- Not leave the class without the permission of the respective teacher present in the class. If any indifference will be noted, the attendance of the student(s) will be marked as absent for that particular period.
- Ensure to not remain absent during the tests or examinations.
- If a student remains absent from the classes, tests or examinations, due to any medical reason or under any emergency in the family, he/she has to furnish the written application to the respective class teacher within 7 days.
- If by any reason, a student remains absent himself/herself from the classes for 3 or more consecutive days, the student must furnish the valid reasons in writing to the concerned Class Teacher.
- Students must ensure that exemption from attending classes will only be granted in exceptional cases like deputation of student(s) on official duties, representing school in inter-school competitions/seminars/workshops, etc.

#### **4) Class Rules: -**

Students: -

- Must report for the classes 5 minutes prior to the scheduled commencement time.

- Will have designated sitting places. They must seat themselves accordingly.
- Must ensure that sitting at other places or changing the planned sitting arrangement or any other non-compliance will be construed as breach of class room discipline.
- Must come prepared for their lessons and should ask questions for their doubts. Students are expected to actively participate in all classroom activities.
- Should treat their classmates, teachers and other staff members with kindness and respect.
- Should maintain the academic integrity and avoid cheating.
- Students of respective classes are expected to follow the instructions/information shared to them. Any form of non-cooperation, in this regard will amount to indiscipline and would call for appropriate action.
- Must be informed that no attendance will be granted for any class missed due to late reporting to the class.
- Disrespecting the school property, scribbling on the walls or furniture is strictly prohibited.
- If any child will be seen using inappropriate or abusive language, will be restricted to participate in any of the activity.
- For the repeated offenses, the student will be detained from the school for 7 days.
- Students following the class rules will be acknowledged for their good conduct & behavior where they will be given small rewards/incentives in the form of additional responsibilities.

## 5) **Cleanliness:** -

The school is committed to ensuring that the highest standards of cleanliness in its premises are maintained at all times. The school recognizes that the need for high standards in this area is important to the health, safety and wellbeing of both its pupils and staff. It is also important

to project a professional image. The school aims to ensure that the premises are not just clean and safe for our pupils to study in and for our staff to work in, but also to minimize the spread of infections and diseases in the school environment.

### **Necessary rules and regulations for keeping Cleanliness in School:**

Students must:

- Practice regular bathing on a daily basis.
- Must ensure regular hand wash, after every meal and using the restroom.
- Maintain the personal hygiene. Nails should be properly trimmed and uniform should be worn clean and tidy.
- Use tissue or handkerchief to cover the mouth and nose, when sneezing and coughing.
- Trash bins must be placed at various places in schools to promote cleanliness among students, teachers and other staff members and the students must dispose the trash or litter in the bins to keep the surroundings neat and clean. They should be the role models for others to keep cleanliness.
- Disrespecting the school property, scribbling on the walls or furniture is strictly prohibited.
- Students who will fail to adhere to maintain the cleanliness, may receive warning or detention from all the activities.

## **6) Discipline & Behavior: -**

### **Discipline policy (Parents must read): -**

1. Students to strictly adhere to school timings. Reasoning for coming late to school would not be entertained and the student will be sent back home.
2. Students shall carry the diary daily, failing which he/she would be sent back home.
3. It is mandatory to wear the ID-Card daily, once given.
4. Students should come to school in proper school uniform.
  - It has been observed that boys get their trousers altered to make it slim fit. It is strictly prohibited and anyone found in slim fit trouser will be forced to buy a new one.
  - Girls to properly trim their nails and no mehendi and nail paint shall be applied.
  - Students shall get the proper haircut done on regular basis. Parents must ensure their ward to not get half cut/ any other stylish cut done. If done, child might be asked to stay at home till he gets the descent cut done.
  - Girls with long hair will either have to make one/two plaits. Black ribbon should be tied on regular basis. Open hair, too many clips, stylish haircut will not be allowed in school.
  - Students should wear proper school shoes and socks. Shoes should be intact and well- polished.
5. Wearing of watch from class I to X is prohibited. If any child comes to school wearing watch, it would be taken away from him for the current session. Class XI and XII students are allowed to wear watch but they are hereby instructed not to wear expensive/stylish watch.
6. Wearing of items like kadas, bangles, rings, chain etc. is not allowed. Once taken from child, it won't be returned back.

7. Students are not allowed to carry mobile phones to school campus. Students of class XI & XII who will carry the mobile phones, have to deposit at the reception only in the morning itself and can collect it back at the time of dispersal.
8. If a student is found violating the school rules or indulging in activities detrimental to the smooth functioning of the school, he/she might be given suspension/Transfer Certificate. With suspension, child would suffer a deduction of five marks in each subject in term exams and same will be reflected in his/her report card.  
Students to make sure that it is mandatory to communicate in English. Violating this rule would result in deducting 2 marks from the paper of each subject. We expect a full cooperation from you for the benefit of your ward. Money collected would be used for a social cause.
9. Students to carry their lunchbox daily.
10. Half day leave is strictly not allowed. As far as possible, once the child has come to school, he/she will not be allowed to go home on half day leave or leave from any period, unless it is an emergency.
11. In case of any emergency, if the child has to go home taking half day leave from school, has to furnish written application with appropriate reason mentioned in it.
12. Personal cleanliness and hygiene is expected from all. Students should come to school neatly dressed.
13. Students must respect and obey their teachers and all school authorities at all times. Disrespect and disobedience to superiors, using abusive and obscene words, and other exhibiting habits or behavior considered by the school authorities as not suitable to a student, will be met by dismissal.
- 14.

S.no.	Disciplinary Issue	Punitive Measures
1	Caught loitering twice in the corridor without the pass.	Yellow card will be issued by class teacher.
2	Missing from the class twice without any reason	Yellow card will be issued by class teacher.
3	Coming late to class after lunch or from the other subject class.	Yellow Card.



4	Using abusive language	Yellow card and dairy note to be signed by parents.
5	Physical assault and caught fighting and beating	Yellow card will be issued.
6	Misdemeanor issues dealing with opposite sex.	Red Card + Counseling
7	Damage to school property	Red Card + payment of damage
8	Two yellow card will automatically lead to Red card	
9	Two Red card will lead to a Grey card	
10	Issuing a grey card means child would be suspended from the school for fixed days and five marks in each subject will be deducted in the term exam.	

## **7) Drugs & Alcohol: -**

Consumption of Alcohol & drugs, smoking and vaping are injurious to health. Student must not smoke or vaping during school or school activities, or while travelling to or from school or school activities. Smoking, vaping or the possession of such materials (Cigarettes, e-cigarettes, vaporizers, Drugs, alcohol) are strictly forbidden in school, in front of the school building. Possession of any type of drugs and alcohol can be considered drug paraphernalia and could result in dismissal from the school. All State and Federal Laws and campus regulations pertaining to alcohol and other drugs apply to all members of the school, including students, faculty and staff as well as campus organizations.

The school has very rigid policies about the use of alcohol and other drugs. It is important that students are aware of these policies: -

1. Students must be informed that consumption of alcohol, drugs, vaporizers and cigarettes, during school or after, coming to and from the school is strictly prohibited. If any student would be found consuming any of the injurious substances, will be notified and liable to expulsion from school.

2. If any student is found to be selling, dealing or distributing drugs or alcohol will be expelled from school.
3. Can inform and talk to the counsellor about any 'substance abuse' related concern as the counsellors have the best possible ways to help and such conversations will remain confidential.
4. Must ensure that consuming alcohol and drugs to any school sponsored event and indulging in any harmful behavior with others is strictly prohibited.
5. Public intoxication is prohibited.
6. The use of illegal drugs or the misuse of legal drugs is dangerous and will not be acceptable if practiced in the school campus.

## **8) Examinations: -**

The School follows a CBSE pattern for continuous assessment to monitor students' academic progress. The assessment is done to measure the knowledge, skills, and application abilities of students with respect to the intended learning outcomes in the course.

- i) There will be two terms every year.
- ii) Weekly tests will be held regularly to maintain the continuous learning of the students.
- iii) The gradually increasing portion of the contents in term tests would prepare students to acquire confidence for appearing in examination with 100% syllabus.
- iv) For some reasons, such as unsatisfactory progress in studies, insufficient attendance, serious misconduct, etc. the students may be debarred from the examination.
- v) If any student remains absent from any examination, for any reason, will not be re-examined again.
- vi) There will be regular class test on every Tuesday.
- vii) It is mandatory for the students to pass with aggregate marks in each subject. Promoting to the next class requires a minimum of 40% marks in each subject. This applies to all students up to VIII.
- viii) For IX to XII class students, as per the CBSE rules, minimum of 33% marks is required in each subject to be promoted to the next class.

- ix) If any student remains absent from any examination due to medical emergency, has to submit a written application with the reason mentioned in it and get it sanctioned by the Principal.

### **Examination Code of Conduct**

The students shall maintain the highest standards of academic integrity.

Examination Code of Conduct includes, but is not necessarily limited to, the following:

**Cheating**– Students to not give or receive unauthorized assistance in any academic exercise of examination which includes using or attempting to use any unauthorized materials, information or study aids in an examination. If any student is found cheating, minimum of 5 marks will be deducted from each subject.

All the students must carry their Identity Card with them in examination hall and produce the same for verification, if required.

**Exam Admit Card** will be issued by Exam Department to each student after ensuring if the student fulfills the following criterion:

- Meeting minimum attendance norm (75%)
- Must have submitted course/ faculty feedback before mid/ end term exam
- Must not have any outstanding fee/ any other dues.
- Not have debarred from appearing in any examination by Discipline Committee.

### **9) Home Work Policy: -**

Homework is a purposeful learning task related to the topic, assigned to the students by the teacher in order to keep them meaningfully involved outside the classroom and to provide opportunities for students to be responsible for their own learning.

The School's homework policy will be available to students, teachers and parents: -

- Teachers to regularly set and discuss homework tasks with the students.
- Students must complete their homework on time and to the best of their ability.
- Must submit their homework on the assigned date.
- Should practice their classroom learning and apply the skills learned while doing the homework.
- Feedback (positive/negative) will be provided to the students by the teachers either through a comment or a set criterion.
- Parents are expected to sign the record sheet on a regular basis.
- Parents to remain updated with their ward(s) homework and should always discuss with the teachers in case of any doubt.

#### **10) Health & Safety: -**

The Apex International School gives due importance to prioritize the safety and well-being of our children at school. The School Child Safety Policy serves as a vital framework to ensure the security of our children while they pursue their education. The Child Safety Policy is comprehensive and addresses the various aspects of child safety, including but not limited to:

1. The School provides a secure physically safe environment, such as well-maintained facilities, monitored entry points, and emergency response plans, demonstrate a commitment to prevent and respond to potential threats.
2. **Emotional and Psychological Well-being:** School acknowledges and addresses the importance of the emotional and psychological well-being of students. The inclusion of strategies to prevent bullying, promote inclusivity, and provide counseling services contributes to a holistic approach to child's safety.
3. **Communication and Collaboration:** The school emphasizes on open communication and collaboration between educators, parents, and students to foster a sense of community and ensures that everyone is

actively involved in maintaining a safe and supportive learning environment.

4. Tampering with or misuse of fire hoses or extinguishers, alarm equipment, smoke/heat detectors, sprinkler systems, emergency exits, windows, doors, and fire exit signs is prohibited.
5. Students shall not commit or aid in the intentional commission of an act which results in a fire being ignited which causes damage, or is intended to cause damage, to the property of the School or another student. This violation may result in disciplinary action and/or criminal prosecution.

The school ensures safety of children while in the school premises, including time spent in extra-curricular activities before or after classes, during travelling in school buses and while on school trips.

#### **11) Information & Communication Technology & E-Safety Policy**

Apex International school provides internet access and other computer-related resources as educational services that are vital to the task of implementing a diverse, comprehensive curriculum to the students. It is the school's belief that proper use of these resources can lead to a greatly enriched learning experience. Each student must recognize his own responsibility in having access to the vast array of resources available on the internet and to the computer resources that school provides for them. Each student must be aware that internet access and use of information and communication technology through the school are privileges, not rights, and may be revoked if abused.

Students to make sure that: -

1. Any action by a student that is determined by a faculty member or administrator to constitute an inappropriate use of either a computer on the network or on the internet, or to improperly restrict or inhibit others from using the computers or the internet, will be considered violation of the rule and will be referred to the Principal/Director for appropriate action which may include revocation of computer privileges and network access.

Students may also be expelled from the school for serious offenses and for: -

1. The use of the internet to harm other people or their work.
2. Sending messages or creating web pages whose content is defamatory, offensive, harassing, disruptive, derogatory, contains sexual comments or images, racial or ethnic slurs, or comments or images that would offend on the basis of race, gender, national origin, sexual orientation, religion, political belief, or disability.
3. Accessing message boards or social networking sites, entering chat rooms, or sending instant messages.
4. Transmitting information or software in violation of school guidelines, state law or federal law.
5. Tampering with computer hardware or software settings, including, but not limited to, changing screen savers, changing backgrounds, or adding applications without permission.
6. Sharing passwords with others or providing personal information such as names, address, or phone numbers through the internet.
7. Using material accessed either through the School in house network or using the Internet in such a way so as to infringe the copyright of law or the school policy on cheating.
8. Inefficient, excessive printing of unnecessary pages of text.

**E-Safety** - This policy exists to ensure that all the students follow certain basic rules with regard to internet use and use of IT in general. Its aim is to prevent and protect students and staff from cyber risks. School has the right to monitor electronic information created or communicated by students using school computer systems / equipment's and networks, including e-mail messages and usage of the Internet.

- i) Students to take permission before accessing the internet.
- ii) Must access only appropriate sites for their work; any attempt to bypass filtering system or access social networking sites or chat

rooms will be with the permission of a teacher for a work related item.

- iii) Students must not use any internet services to purchase goods or make any payments unless it is authorized.
- iv) As the internet allows you to do more and more work online, it is extremely important to be aware of the dangers and how to stay safe.
- v) Use social networks' privacy settings so only your friends can see your information.
- vi) Never open any email from an unknown source as it may contain viruses that can harm a computer. And no access or usage of files will be done without the permission of the teacher.
- vii) Don't send to or view pictures from strangers or any unknown sender.
- viii) Passwords should be kept private (except from parents).
- ix) Always use the two-factor authentication for email and other important logins.
- x) Never give out personal details like in messenger or in personal profiles.
- xi) Never give a friend's details and never share your password with anyone and even enter it carefully, if someone is sitting near you.
- xii) Never open the emails \ attachments \ links coming from any unknown person.
- xiii) Be careful while sharing your photos on social media or with anyone.
- xiv) Never try to login from other's email id without their permission and read their emails or access other data.

12) **Library Policy:** -

Apex International School Library with its rich collection of knowledge resources and innovative information services fills an essential role for students and faculty in their intellectual pursuits. The Library holds knowledge resources predominantly related to management and allied subjects. The Library is fully automated with the integrated

library system, and users can access the online databases and also find out the real-time availability of library materials from their own computer terminals. The Library offers a range of information services to support the learning process set to the highest professional standards.

All users of the Library are requested to make themselves familiar with the Library rules and regulations.

- i) Users of Library must sign in/out in the register available at the entrance of the Library.
- ii) While entering the Library, students should leave their personal belongings such as bags, personal books, magazines, umbrellas, water bottle etc. in their classrooms. Only notebooks will be allowed in the library.
- iii) Students must collect and return their Identity Card in the Library itself at the time of issue/return of the books. The Library Staff may refuse entry to those students who will not show the valid Identity Card.
- iv) The students are entitled to borrow two (02) books for a period of 7 days. However, two or more books may be issued during examination time depending on the availability of books. All the issued books are to be returned on or before the due date, failing of which penalty of Rs. 5.00 per day will be levied.
- v) Journals, magazines, newspapers and book CDs will not be issued to the students.
- vi) Students are allowed to discuss and do collaborative study in the library with a moderate level of noise. However, it should not disturb other students.
- vii) Students are not allowed to chat, eat, drink, listen to music in the Library.
- viii) No issued books are to be brought to the library unless for returning.
- ix) Students will be held responsible for complying with copyright act while photocopying library documents.
- x) Library follows open access book system. Students to handover the books to the Library staff on duty or placed on the reading table. Books should not be shelved by the students. It must be



remembered that a book misplaced is a book lost. If this happens, then students either have to submit the amount or has to return the same book to the library.

- xi) Students must ensure that the books are in a complete and sound condition or not, otherwise he/she will be held responsible for any damage if the book is found damaged in any manner.
- xii) While leaving the Library, students should ensure that they carry only those books that are duly issued on their names, otherwise disciplinary action will be taken against them.
- xiii) Students are advised to check the "Library Notice Board" regularly for latest update and important information about library.
- xiv) Scribbling or marking in library materials is strictly forbidden.
- xv) Students to note that the Library staff is empowered to stop any activity in the Library which they will consider prejudicial to the safety, well-being, or security of the students or Library staff or to the preservation of the collections.

Xvi) Students should not deface, mark, cut pages, mutilate or damage the reading materials of the Library in any way. Doing so, the students will be liable to be fined heavily, apart from being asked to pay the cost of the damaged document. In case, the student repeats the offence a second time, his/her Library membership will be impounded and the membership card will be terminated with immediate effect.

- xvi) Students leaving the Library should let the Library Staff to examine them to check if any kind of Library material is missing, even unintentionally.
- xvii) Any Student found stealing a book, tearing off book or damaging or mutilating book, shall be liable to pay the cost of the document(s) (Books, Journals/Magazines, Newspapers, etc.) and a fine of Rs. 500/ in this regard. The Discipline Committee will be requested to take appropriate action against the defaults caused by the student.

### **13) Sexual Harassment Guidelines: -**

The Apex International School embodies the concept of equality and prohibits any kind of discrimination on the grounds of religion, race, caste, sex or place of birth or any of them. The school values the right of all employees to be treated with dignity and sexual harassment in any form violates this tenet. The School has framed the necessary rules and regulations to prevent any kind of sexual harassment within the institute/office premises or outside, involving its employees/students/vendors/customers/any other person who in any form deals with the school.

**Necessary rules and regulations: -**

1. Students shall not view or download obscene pics on mobile or laptop. This is traceable, and auditable.
2. Shall not indulge in spreading any gender sensitive rumor, information, news, mms, sms, through public talks or through social or electronic media.
3. Displaying any kind of affection or intimacy in the school campus or in the public places, e.g. handholding, sitting too close, leaning etc. is strictly prohibited.
4. Students to make sure that any kind of physical touch, amounting to awkward display of affection shall be considered obscene.
5. Shall not use gender biased language or terminology in the campus.
6. Shall not discuss their personal issues and of others with one another openly.
7. Shall not comment or pass lewd comments on others' attire or physical appearance.
8. Shall not provoke others for indecent/unacceptable behavior.

Any violation of the above norms shall be considered indulgence in the act of obscenity and shall be punishable under the rules of the institution. Any person who feel aggrieved owing to the sexual harassment can contact committee members and file their complaint for appropriate and timely action.

**14) Social Media Policy: -**

The School recognizes the rights of students and staff who want to participate in online social networking. Our policy is designed to create an atmosphere of good will, honesty, and individual accountability. When accessing, creating, or contributing to any blogs, wikis, podcasts, or other social media for classroom or, in most cases, for personal use, we expect you to keep these guidelines in mind. Failure to meet or follow these guidelines may result in disciplinary action.

Students to follow the necessary guidelines: -

- i) Should not post anything without taking permission of the teacher. School reserves the right to use discretion when posting to the internet.
- ii) Must not misrepresent them by using someone else's identity.
- iii) Social media accounts remain public and information can be shared beyond your control. Students to be consciously aware of what they post online as it will leave a long-lasting impression on many different audiences.
- iv) Must ensure to not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to any social networking sites.
- v) Must remember to be respectful and avoid comments that may be hurtful to others.
- vi) Only utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc. and to share some information, the students should accept the invitations only from the people they know.
- vii) Must ensure to not share any personal information, including, but not limited to, social security numbers, unknown phone numbers, addresses, birthdates, and pictures with parties you don't know or on insecure sites.
- viii) Should keep the passwords secure and to not share passwords with others. Students will be held accountable if someone tampers with

their blog, email, or social networking accounts without them knowing about it.

- ix) Students getting involved in any act of Cyber bullying will be detained from the school for 7 days.
- x) It is strictly prohibited to use the school logos or images on the personal or social networking sites.

**Social Media Guidelines for parents: -**

Parents are required to adhere to the following guidelines:

1. Parents should communicate with teachers prior to their child's involvement in any project using online social media applications, i.e., Facebook, blogs, wikis, podcasts, etc.
2. Will need to sign a release form for students when the teachers will set up social media activities for classroom use.
3. Will not attempt to destroy or harm any information online.
4. Must ensure to not use classroom social media sites for any illegal activity, including violation of data privacy laws.
5. Parents are requested to read and/or participate in social media.
6. Should not distribute any information that might be deemed personal about the School.
7. Should not upload or include any information that does not meet the Student or school guidelines.

**15) Teaching and Learning Policy: -**

Effective teaching and learning is the purpose of our school. It is the means through which we offer a broad and rich curriculum, meeting the requirements of the curriculum based on the National Education Policy, Religious Education and Collective Worship. All children in our school are entitled to High Quality Teaching; that is inclusive teaching which is well differentiated, and provides children with wide learning opportunities.

**The aims of the policy are:**

- To promote effective, quality learning and teaching across the whole curriculum.
- To provide a set of guidelines that is accessible to all and contributes to the development of effective, flexible and independent learners.
- To develop the academic, social, moral and spiritual understanding and skills that will equip each student for his/her current and future learning.

**Teaching: -**

- Should be focused and structured to make the learning resourceful and fruitful for the students.
- Should actively engage students in their learning so that they make their own sense from it.
- Should enhance students' learning skills so that the students become independent.
- Should include assessments for learning to help students reflect on what they already know, reinforce the learning they have developed, and set targets for their future.
- Should have high expectations of the effort that students can make and what they can achieve.
- Should make the learning motivating by using specially designed teaching methods.
- Should create an environment that promotes learning in a settled and purposeful atmosphere.

**16) Uniform Policy: -**

Wearing a School uniform generates a sense of belonging, pride and loyalty towards the school, encourages the attitude of working in a team and that is reflected when they have to represent their school at inter-school events, clubs, sports and competitions.

The School has a prescribed dress code which the students strictly need to adhere to. The School has prescribed two categories of dress codes: School

Regular Uniform and House Uniform, which the students will wear as per the schedule given below: -

<b>Day</b>	<b>Dress Code</b>
Monday	Regular Uniform
Tuesday	House Uniform
Wednesday	Regular Uniform
Thursday	Regular Uniform
Friday	House Uniform
Saturday	Regular Uniform

Students:-

- Must wear their uniform with pride and ensure that they look neat, tidy and presentable at all times.
- I-Card, once issued, must be worn at all times as it is an integral part of the uniform.
- Must always come to school in neat and clean uniform, also during the practical and special classes.
- Must attend all the school functions/activities, Open House, PTM in or outside the school in school uniform only.
- Those who will not be in complete/neat and tidy uniform will be debarred from boarding the bus/entering the school.
- Must not wear House Uniform on days of examination, Open House or any scholastic/co-scholastic event.
- Wearing school belt is mandatory for all students. Each student is supposed to carry a clean, ironed, white handkerchief to school every single day without fail. Repeated offence in this regard will incur disciplinary action.
- Wearing spectacles must ensure that the frame should be black in color. Colored and/or fancy frames will be confiscated. However, colored frames are allowed for students of classes Nursery-V.
- It is mandatory for the girls of classes Nur-V to wear bloomers (with elastic on thighs). Under Skirts are mandatory for girls from classes VI to XII.
- It is mandatory for girls to wear stockings with their winter uniform.
- Students are required to wear plain black with laces shoes provided by the school's uniform shop.

- Girls are not allowed to apply henna on their hands. They are not allowed to wear earrings or rings on fingers or nose rings. However, a pair of small ear studs is permitted.
- Girls with long hair must plait their hair. It is mandatory for girls to wear hair bands on short haircuts in the school campus, inside the bus as well as outside the school campus while representing the school. Failure to follow the rule will result in suspension from the school. Coloring or bleaching of hair is not permitted.
- Sikh boys of Nursery and Prep must wear red-colored patkas.
- Non-Sikh boys should get their hair cut at regular intervals and ensure that it remains combed and tidy.
- Students are not allowed to wear ornaments of any kind, including bracelets, nose pins, rings on fingers, or elaborate earrings/ear studs of precious metal/jewels, even for religious reasons. The only exception for girls is a pair of small ear studs.
- Violation of this rule will result in confiscation and/or suspension. This applies to religious threads, talisman, tika, etc., as well.