



**MAHATMA MONTESSORI SCHOOL**  
(Affiliated to Central Board of Secondary Education, New Delhi)

# **PARENT HANDBOOK**

## **2022 – 2023**

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# HAND BOOK FOR PARENTS

## OUR MISSION



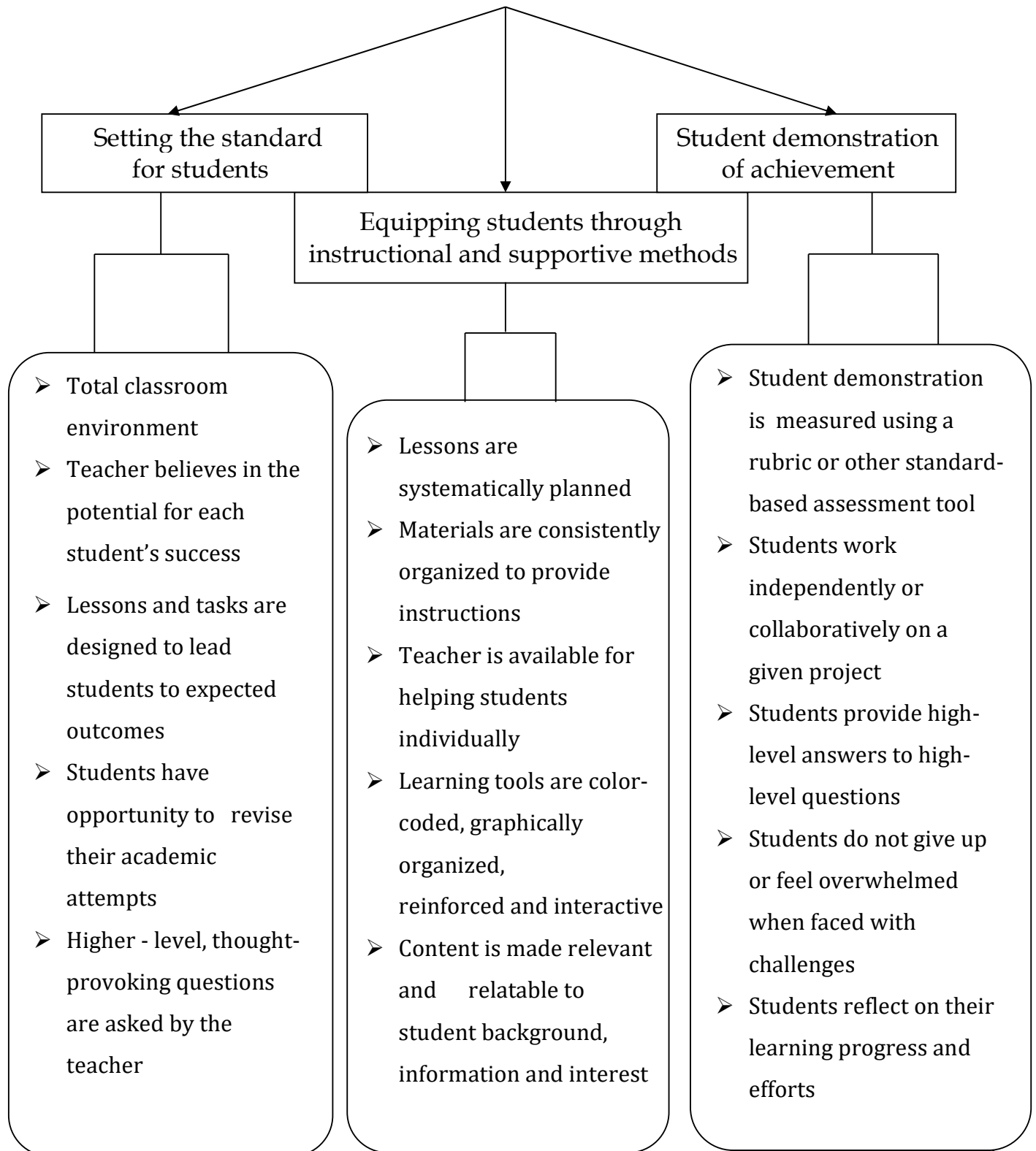
- To train new generations of youth who will excel morally and academically
- To create a generation of world citizens dedicated to serving humanity
- To emphasize understanding over mere accumulation of information



# ACADEMIC RIGOR AND EXCELLENCES

## ACADEMIC RIGOR

### THE QUALITY OF THE TEACHING AND LEARNING



# **ACADEMIC EXCELLENCES**

**DEMONSTRATED ABILITY TO PERFORM, ACHIEVE**

**OR EXCEL IN SCHOLASTIC ACTIVITIES**

**INTELLECTUALLY**

**SOCIALLY**

**ETHICALLY**

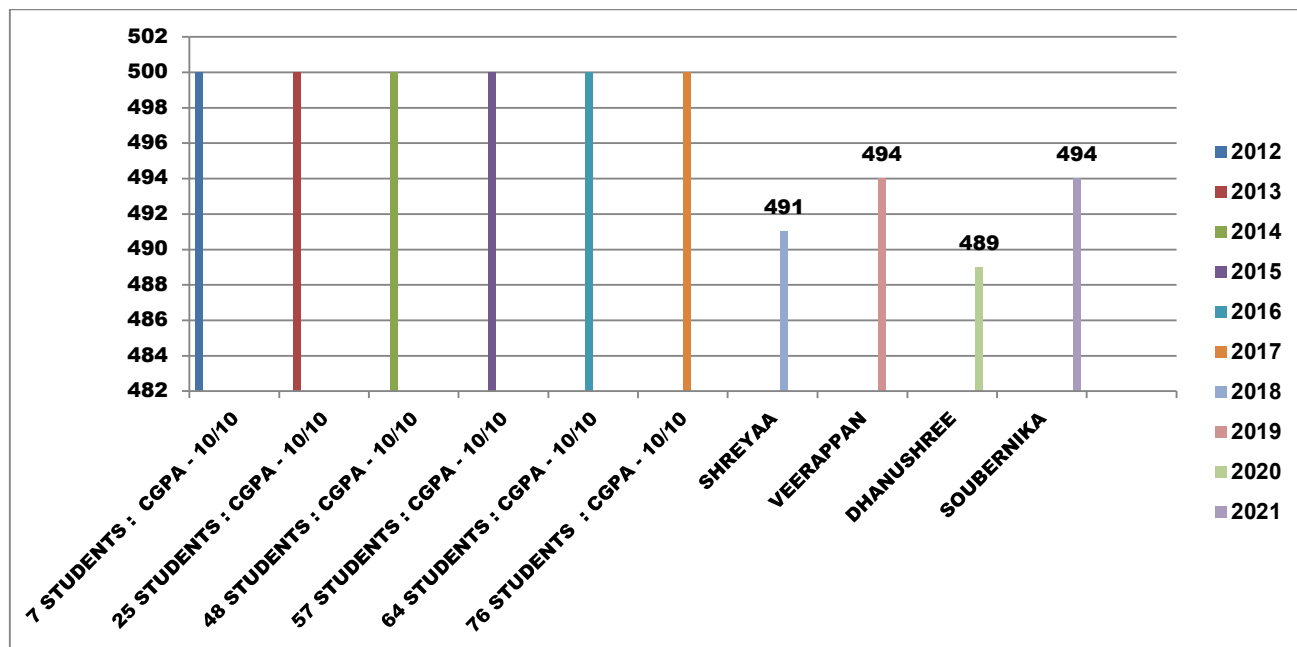
## **IT CAN BE ACHIEVED THROUGH**

- Critical thinking .
- Professionalism.
- Physical and emotional health.
- Diversity and inclusion.
- Projects with local businesses and organizations;
- Experiential and applied learning projects
- Arts, symposiums, lectures and services.
- Access to modern facilities, equipment, and advanced technologies.
- Building a culture of community and inclusion that respects individual differences, diversity of opinions, and international cultures.
- Encouraging students to explore solutions to social problems.

## OUR MILESTONES OF EXCELLENCE - BOARD EXAM

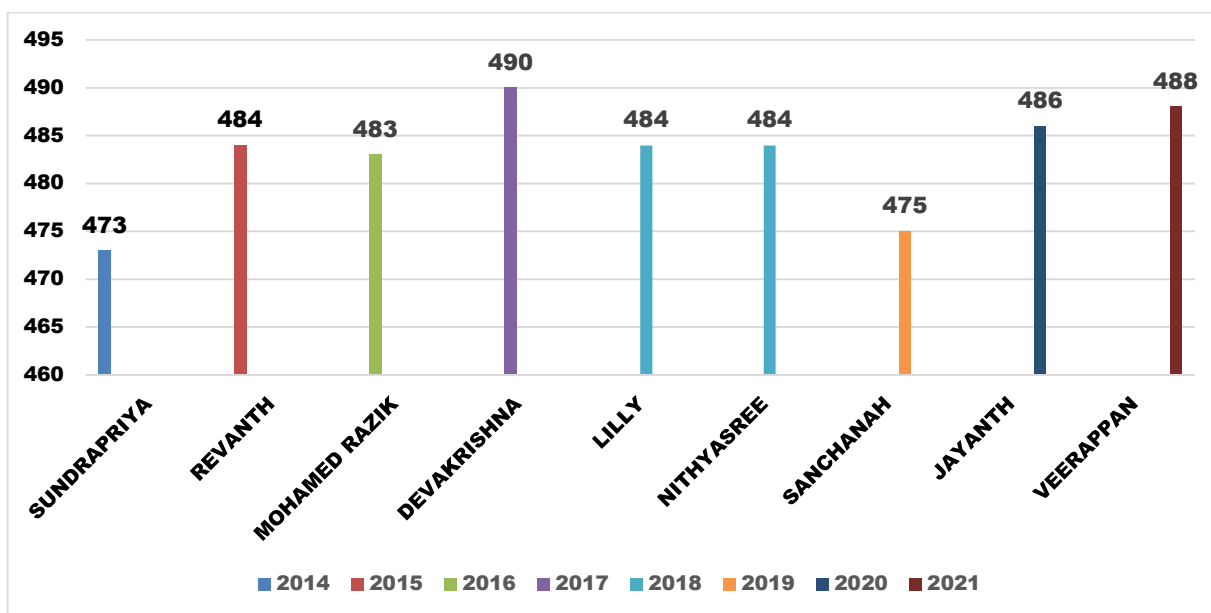
### CLASS X

#### MARKS OUT OF 500 - ACADEMIC EXCELLENCE

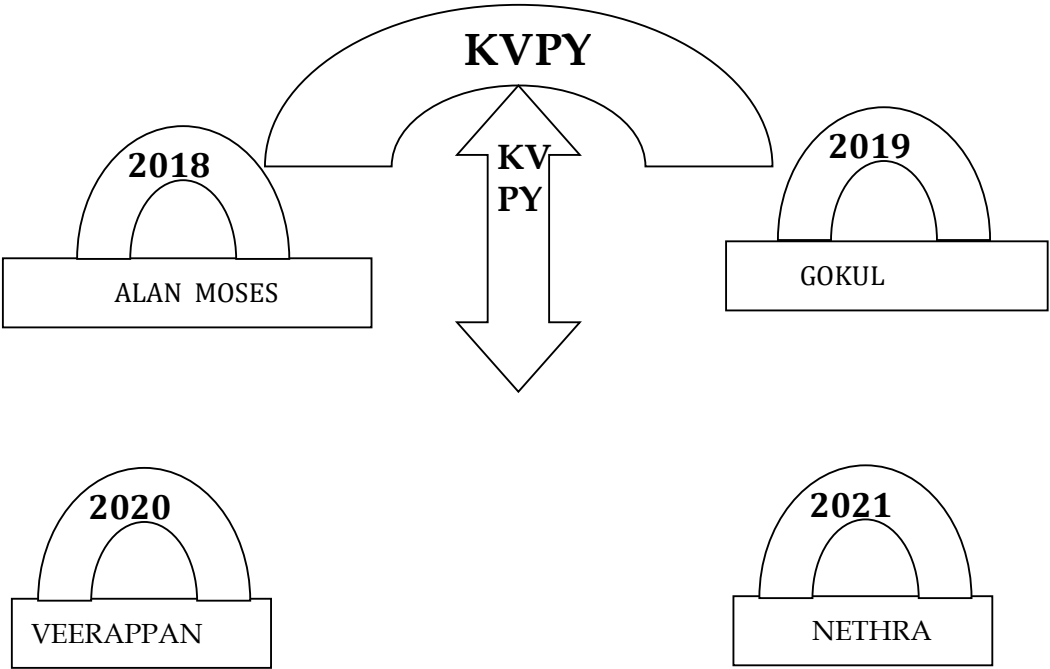
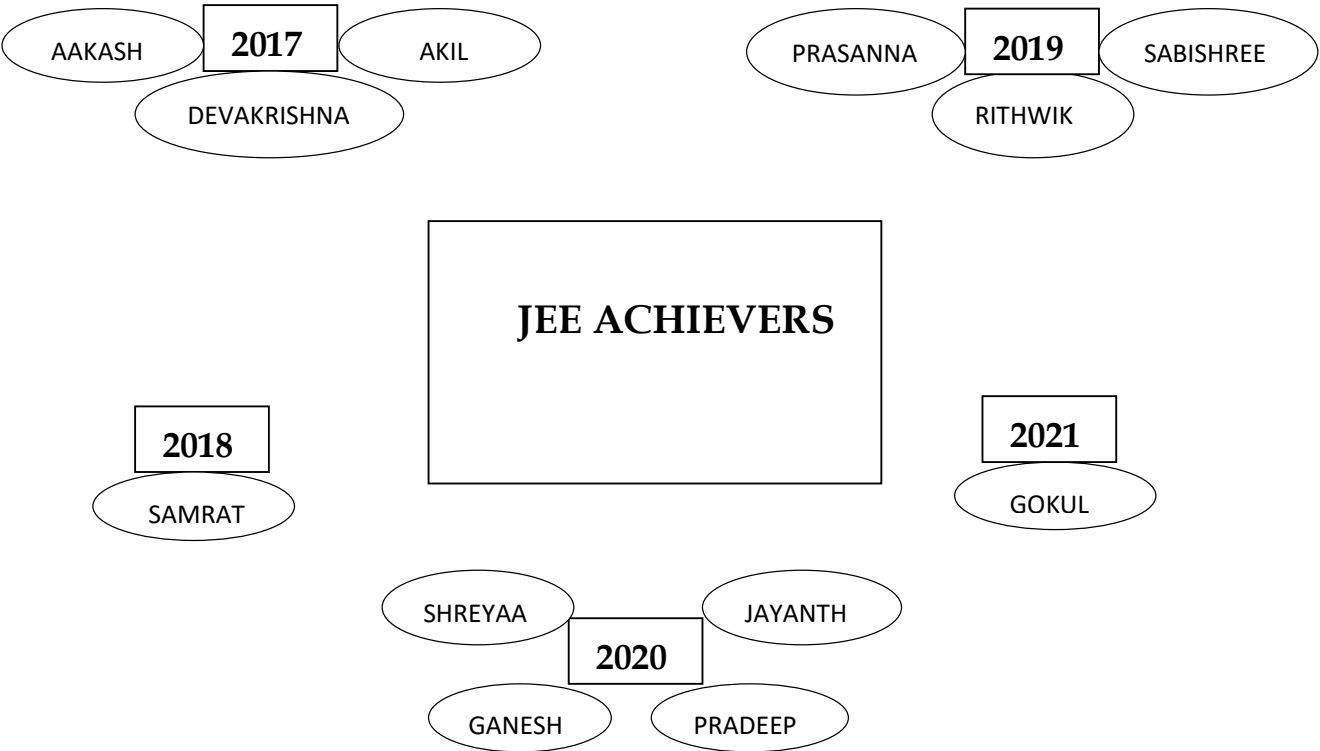


### CLASS XII

#### MARKS OUT OF 500 - ACADEMIC EXCELLENCE

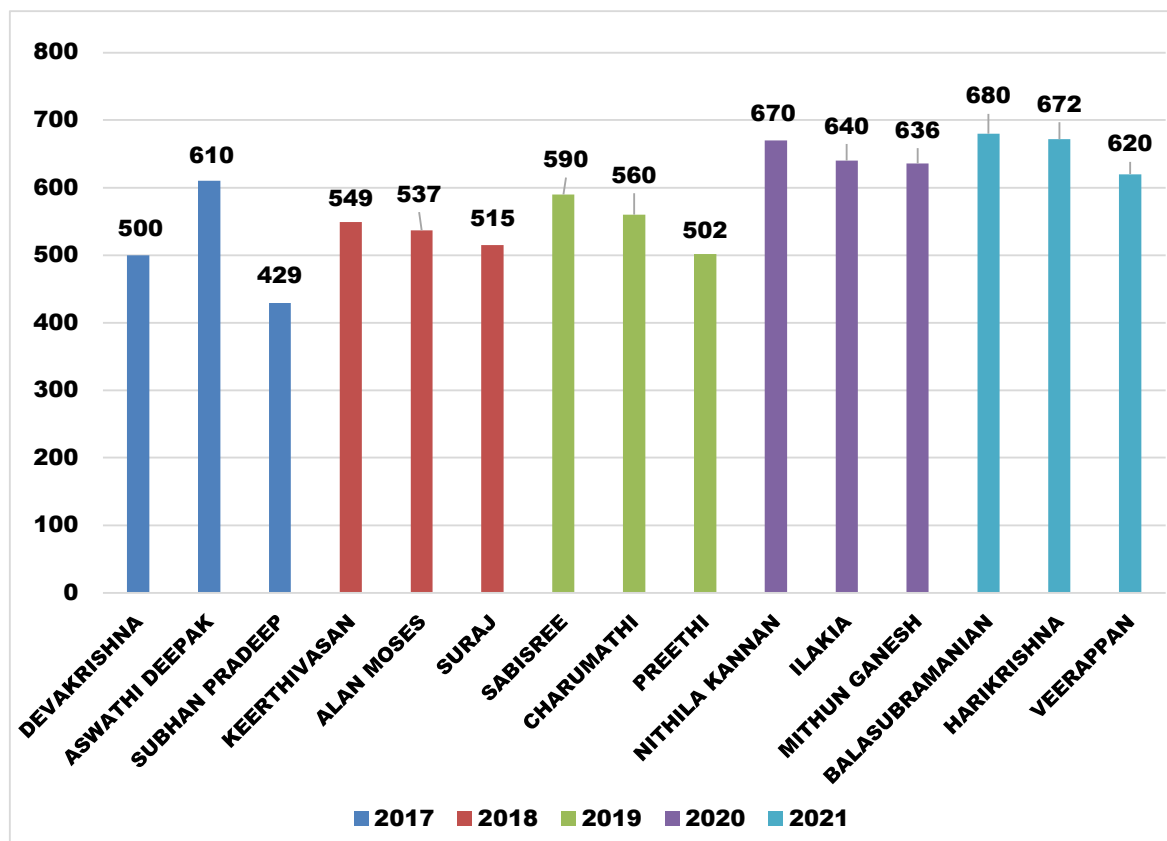


OUR MILESTONES OF EXCELLENCE - JEE & KVPY

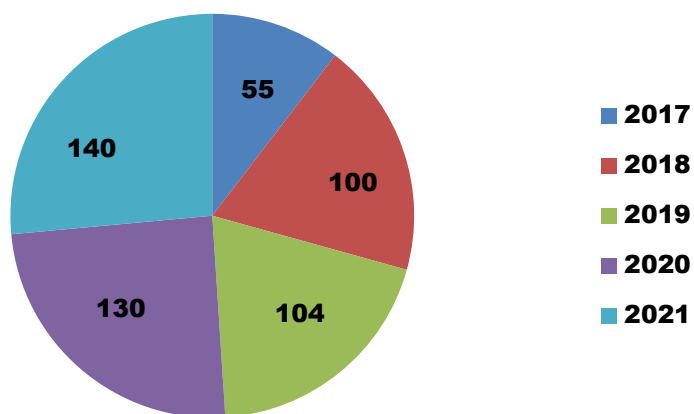


## OUR MILESTONES OF EXCELLENCE - NEET

### MARKS OUT OF 720 - NEET ACHIEVERS



### STUDENTS WHO CLEARED NEET



## **ACADEMIC HONESTY**

- Academic honesty is one of the most important qualities influencing the character and image of an educational institution.
- Academic honesty means acting with truthfulness and sincerity in carrying out all aspects of our individual and collaborative work, maintaining ownership over our work.

## **SCHOOL'S RESPONSIBILITY**

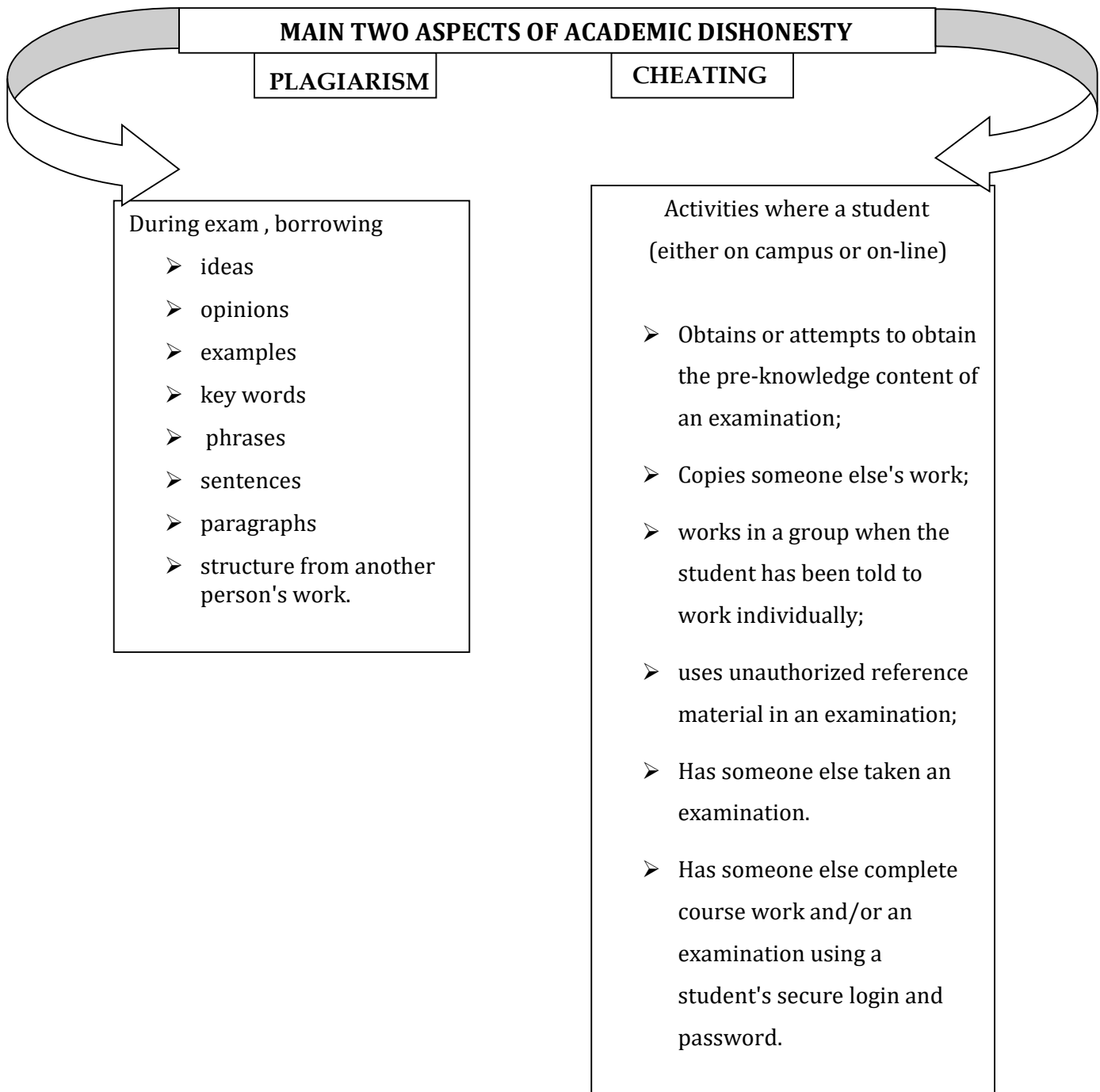
- To provide an educational process that informs both students and teachers of their rights and responsibilities regarding such important matters such as cheating, plagiarism etc
- Most of what is considered unethical or dishonest behavior can be avoided if teachers and students clearly understand both what constitutes these practices and their consequences.
- The teacher should also be aware of the procedures to be followed when academic work is not done in an ethical way.

## **STUDENT'S RESPONSIBILITIES**

- Students must be aware that the consequences of violating standards of academic honesty are extremely serious and costly and may result in the loss of academic and career opportunities.



- Students found to have committed violations against academic honesty shall be restricted from attending regular classes for a certain period.
- Students knowingly or actively assisting any person will be treated under academic dishonesty.



## **DISCIPLINARY PROCEDURES**

- Designed to assure procedural fairness in student conduct cases.
- Offer procedures appropriate to the nature of the case and the severity of the potential discipline.
- Any incident pertaining to cheating or plagiarism copyrighted materials shall be documented by the teacher in writing and recorded in the Academic register.
- No information pertaining to the offenses or sanctions imposed by the teacher shall be disclosed to any external agencies.

## **ADMISSIONS & INCLUSION POLICY**

### **Mode of Applying**

- Admission is done through online portal through our website [www.mahatmaschools.com](http://www.mahatmaschools.com) for LKG and Class XI.
- Applications for other classes will be available in website based on the vacancy.

### **Selection Procedure**

- For LKG the registered candidates are called to school and for each child a non formal interaction is done to analyse the child.
- For other classes selection is done based on assessment in English, Maths & Science.
- Class XI admission is based on Class X performance.

## **Admission Procedure**

- All correspondence regarding admission will be sent as text messages to the registered mobile number in the application.
- Admission will be given based on the availability of seats and is purely based on the performance of child.
- No recommendations are entertained.
- Selected students will be intimated through text message and parents are requested to come to school to collect Admit Card and fill in school application form.

## **Confirmation of Admission**

- Admission is confirmed with the payment of fees before the given time.
- At the time of the payment filled in Application Form, TC, Photocopy of Birth Certificate and Aadhar Card must be produced.
- Fees once paid after admission will not refunded.

## **WITHDRAWALS**

- A TC is a document issued for a student who's leaving the institute. It consists of the student's personal details, such as parents' names, academic record, program studied at the institution, date of birth as per the institution's records, fees details, and occupational records . A TC also mentions whether the student in question has cleared all the fees or if they still have any dues left. It also specifies if they have cleared all the exams, and essentially serves as a conduct certificate.

## **Why is a transfer certificate needed?**

- Essentially, a TC is proof that a student has left his/her previous institution. This is to ensure that they are enrolled in only one school at a time. It also assures the concerned authorities at the next institution that the student has cleared all the dues and exams at his/her previous institution. Its purpose is to release a student from his/her current school so that he/she can join another
- Things to include in your application
- **Reason for applying: You must clearly state a genuine reason for needing a transfer certificate. Request for the certificate: While explaining your reason, do not forget to mention that you need a TC and why it is important for you to get one. Specify the date for issuing the certificate: It is also advisable to specify when you need the certificate to be issued. This can help you avoid any unnecessary delays**
- ❖ TC will be given after three days of submission of duly filled application form.
  - ❖ TC will be given only after clearing all dues from various departments of
  - ❖ In case of duplicate TC following documents are required: (Application by Parents, Original copy of FIR, Original copy of Press Notification in leading news paper, Affidavit, Fee of 200/- only)
  - ❖ Duplicate TC will be given after 10 days of the submission of above mentioned document
  - ❖ TC should be counter signed by the competent authority in case the student comes other than CBSE affiliated

## ASSEMBLIES

- Assembly develops a sense of identity in students. It develops **a feeling of unity among all the students and teachers**. To inform the students about daily activities and program more clearly, assembly is conducted in the school. It is the best platform **to encourage the students who have achieved something**

**in academics or extra-curricular activities.** When the achievers are awarded in front of everyone, they feel encouraged. This encouragement gives them the enthusiasm to achieve more.

- Every day, all students assemble at the assembly hall or the ground and begin the day with a prayer. General news reading and instructions are followed past the prayer. Sometimes, students even make a speech on the important topics and then the Principal addresses the gathering.
- Usually, assembly is well planned and carefully conducted, putting a lot of light on various aspects of school activities and culture. Students get the opportunity to present boldly in front of the school gathering. All the programs presented give the potential to nurture and maintain a positive, healthy school culture which binds everyone together.
- On Thursdays, inter religious prayer is organized and the Senior Principal delivers a powerful message from her experience. Students stay blessed and motivated.
- During the school assembly students have to observe proper decorum and solemnity. Politeness and courtesy of speech and good conduct are expected from them. All students must be dressed neatly in full school uniform.
- On the whole, assembly is an important part of our school curriculum.

## TEACHERS RESPONSIBILITY

### IMPARTING KNOWLEDGE

The main common role of a teacher remains teaching and opening minds of children. Usually, a curriculum is followed by the teachers which is set by the state guidelines.

### SETTING THE CLASSROOM ENVIRONMENT

Teachers are also important in setting the tone of the classroom when it comes to the environment. Usually, students mimic teachers.

### BECOMING A ROLE MODEL

Teacher's themselves don't consider a role model, however they are the first role models of any student.

### MENTORING

Mentoring comes naturally to the teachers, whether intentional or not. Mentoring also instills positive or negative effects on the children.

### LOOKING FOR THE SIGNS OF TROUBLE

The most crucial part of a teacher's role is being a protector. Teachers are taught to look for the signs of trouble in the students.

## **STUDENT BEHAVIOUR**

- Contribute to the school community as an active and productive learner.
- Attend all classes daily and on time.
- Come to school prepared for learning.
- Express viewpoints in a respectful and courteous manner.
- Contribute to an atmosphere that is conducive to learning and free from bias and prejudice.
- Uphold the rights of and exhibit respect for all school personnel and fellow students.
- Adhere to school wide expectations. Complete schoolwork with integrity
- will not bring personal property from home which will be a distraction or safety concern
- Students are responsible for their actions and need to avoid physical or verbal aggression at all costs. Physical and/or verbal aggression will not be tolerated and will be considered a severe event

## **ASSESSMENTS**

- For the new academic session 2022-2023, the Central Board of Secondary Education has revised the assessment policy.
- At the end of the academic year, there will be only one annual examination.
- Focus will be placed on transitioning from rote to competency-based learning.
- A greater number of Competency-Based Questions, or questions that assess the application of concepts in real-life/unknown situations, will be included in the question paper because of the new assessment policy.
- The questions for the exam will be from the entire syllabus.

## **WEIGHTAGE**

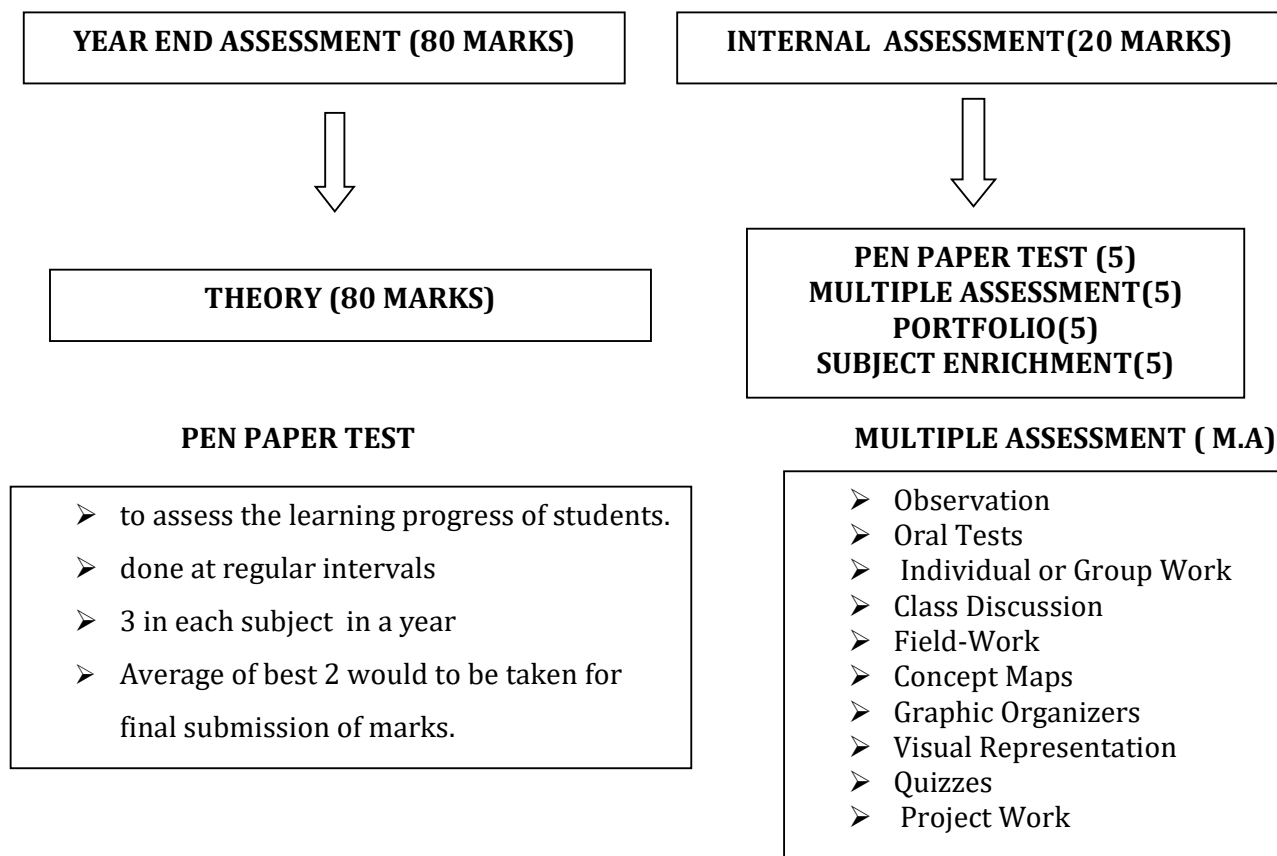
### **CLASS X**

- 40% of the questions are competency-based: These questions can be multiple-choice, case-based, source-based integrated or any other type of question.
- 20% are objective type questions
- 40% of the questions are short answer/long answers (as per the pattern)

### **CLASS XII**

- 30% of the questions are competency-based: These questions can be multiple-choice, case-based, source-based integrated or any other type of question.
- 20% Objective Type Questions
- 50% of the questions are short answer/long answers (as per the pattern)

### **TYPE OF ASSESSMENTS (TILL CLASS X )**





## **PORTFOLIO**

- My Profile
- M.A & S.E Activities
- Reflection Sheet
- Peer Assessment Sheet
- Self Assessment Sheet
- Achievement Photos/Certificates
- Performance Graph
- Journal Writing

## **SUBJECT ENRICHMENT ACTIVITY(S.E)**

- Language – Listening and Speaking skills
- Maths – Lab Activities
- Science – Practicals/Record Work
- Social – Project Work/Map Work

**ASSESSMENT IS ALSO CARRIED OUT IN  
HEALTH AND PHYSICAL EDUCATION  
WORK EXPERIENCE  
ART EDUCATION**

### **ART INTEGRATED PROJECTS**

**Art related projects continues to be an integral part of the curriculum**

**Visual Arts**

**Performing Arts**

## **TYPES OF ASSESSMENT ( CLASS XI & XII)**

**THEORY – 80 MARKS**

**INTERNAL ASSESSMENT – 20 MARKS**

- ❖ **ENGLISH**
- ❖ **MATHEMATICS**
- ❖ **ECONOMICS**
- ❖ **ACCOUNTANCY**
- ❖ **BUSINESS STUDIES**

**THEORY – 70 MARKS**

**INTERNAL ASSESSMENT – 30 MARKS**

- ❖ **PHYSICS**
- ❖ **CHEMISTRY**
- ❖ **BIOLOGY**
- ❖ **COMPUTER SCIENCE**
- ❖ **INFORMATICS PRACTICES**

**INTERNAL ASSESSMENT CAN BE OF THE FOLLOWING TYPES  
DEPENDING ON THE SUBJECT**

- **ASL**
- **PEN PAPER TEST**
- **PRACTICALS**
- **PROJECT WORK**
- **VIVA VOCE**

**PAPER PEN TEST POLICY**

**Paper Pen test is a written exam (with pen to paper), as opposed to an exam taken electronically (via computer).**

**TYPES OF PEN PAPER TEST**

- **Multiple choice**
- **True/false**
- **Matching**
- **Completion**
- **Constructed response**
- **Essay.**
- **Case based**
- **Competency based**

**POLICY**

- Question has to be read Carefully.
- Get Answer Sheet Signed by the invigilator.
- Make Strategy for Writing an Answer.
- Manage the time.
- Listen to any verbal instructions.
- Keep up the time for the test.
- Exchange (borrowing or lending) of any material during the examination is not allowed.

- No student will resort to any unfair means of any nature while taking their examinations.
- If any student were found to be involved in using unfair means during an examination, the said student would be immediately expelled from the exam hall for that examination and the matter would be reported to the principal for further action.
- In case a student is found to be copying from his/her fellow student, then both the students, the one providing the assistance and the one seeking the same, would be punished for the same.
- In case a student has to leave his/her seat for whatever reason, he/she has to seek the permission of the concerned invigilator(s) of that exam hall before doing so.
- For visiting the rest room, he/she has to seek the permission of the concerned teacher of that examination hall before doing so.

### **STUDENT ACADEMIC PROBATION**

- Academic probation refers to low performing students have to prove themselves academically in order to continue the studies in school.
- If a student fails to boost their grades
- or meet standards, they will be expelled.
- It is intended to serve as warning and provide as a warning and provide an opportunity for students to address the difficulties that prevent their success , before more serious academic action is taken.
- Students can utilise resources and get connected with faculty members for them to get good scores.

### **ATTENDANCE & PUNCTUALITY**

- School hours is from 8.00am to 4.30pm.
- Students must be in school by 7.50am.

- Students must be in school campus by 7.50am.
- Students who comes late will not be allowed to attend the school.
- Irregular attendance, unexplained absence and habitual late coming will not be encouraged.
- No leave of absence will be granted for part of a working day.
- In case of emergency, parents must come personally to school take their ward.
- Absentees on rejoining school, must provide a letter from parents stating the reason for their absence and supported by a Medical certificate in case of illness without fail.
- Students must have a minimum of 80% of attendance.
- Students are not permitted to leave the school during working hours.

## **LEAVE POLICY**

1. Every student is strictly required to maintain a minimum of 75% attendance of total academic calendar days.
2. Students are required to be punctual to school and to arrive 5 minutes before the school time.
3. In case of 2-3 days of leave, students would be required to take prior permission from the class teacher.
4. Students who have been sick should bring a medical certificate from the doctor on the first day of rejoining the school.
5. No child will be allowed to leave the school premises on telephonic request or with anyone else. On an emergency Parents should provide the Secure Code at the front office ,which can be generated through the School App . The front office shall send the child after verifying the Secure Code. This enables the security of the child ensuring that the children are picked up only by approved person.

6. Students wishing to leave school before time must show written parental permission .
7. Authorized participation in Sports at the National level organized by CBSE / SGF
  1. Request from the parent
  2. Certificate issued by concerned Authority
8. Authorized participation in Sports at National/ International level organized by recognized Federations
  1. Request from the parent
  2. Recommendation letter from Sports Authority of India

(Assessments , tests or examinations will be rescheduled or re-conducted to accommodate student's absence. ( applicable only for the points 3,5, and 6)

## **CHILD PROTECTION POLICY**

Child abuse and neglect are of growing concern in schools throughout the world. Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as their physical, emotional, and spiritual development. Mahatma Montessori School Akkamma, Madurai seeks to be a safe haven for students who may be experiencing abuse or neglect in any aspect of their lives. The Mahatma Akkamma School maintains an updated manual to assure correct procedures and processes remain in place to protect all students.

To reflect evolving programs and practices in the areas of Child Protection and related issues as well as the continuity of learning programs. We adopt the following guidelines

### **Standard D1**

The school shall have faculty and support staff that are sufficient in numbers and with the qualifications, competencies and sound moral character necessary to carry out the school's programmes, services, and activities, to support fulfillment of the mission and objectives, and to ensure student protection and well-being.

#### **Indicator D1a**

Recruitment and screening processes are in place to ensure that employees in all categories are appropriately qualified and of sound moral character.

#### **Indicator E4b**

A culture of shared responsibility for the social and emotional well-being and protection of students is promoted by the school leadership and teachers through programmes to address awareness, prevention and responsiveness to issues such as sexual harassment, substance abuse, hazing and bullying, and discrimination in any form.

#### **Indicator G4b**

Appropriate and regularly reviewed arrangements exist to cover threats to the security of people and premises as well as to support – to the extent possible – programme continuity under exceptional circumstances.

To increase the Mahatma community awareness, this policy focuses on four main categories of abuse and provides basic information about the physical and behavioral signs associated with each type.

1. Physical abuse may involve hitting, punching, shaking, throwing, poisoning, biting, burning or scalding, drowning, suffocating or otherwise causing intentional physical harm to a child. (These symptoms could also indicate harm to self, such as, cutting and suicide ideation).

#### **Possible Signs of physical abuse:**

2. Emotional abuse is the persistent emotional ill treatment of a child so as to cause severe and adverse effects on a child's emotional development. It may involve: conveying to children that they are worthless or unloved; that they are inadequate or valued only insofar as they meet the needs of another person; age or developmentally inappropriate expectations being imposed on children; causing children frequently to feel frightened; or the exploitation or corruption of children.
3. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.

## **Procedures for reporting suspected cases of child abuse or neglect**

### **Step 1**

When a child reports abuse or there is reasonable cause to believe that abuse is occurring, the teacher will seek advice from the counsellor within 48 hours. The counsellor will take initial steps to gather information regarding the reported incident and in cases of serious physical or sexual abuse or neglect, will immediately inform the Head of School and together they will set up a school-based response team to address the allegation. The response team will include the school nurse, counsellor, principal and other individuals as the Head of School sees fit. In all cases, follow up activities will be conducted in a manner that ensures that information is documented factually and that strict confidentiality is maintained.

The following procedure will be used:

1. Interview staff members as necessary and document information relative to the case.
2. Consult with school personnel to review the child's history in the school.
3. Determine the course of follow-up actions.

### **Step 2**

#### **a) Minor Cases**

Most minor cases of suspected abuse or neglect will be handled by school counselors, such as those involving:

- Student relationships with peers
- Parenting skills related to disciplining children at home Student-parent relationships
- Mental health issues such as depression, low self-esteem, grieving.

***Some cases will be referred to outside resources, for example:***

Mental health issues such as depression, psychosis, dissociation, suicidal thoughts. Based on acquired information, a plan of action will be developed to assist the child and family.

## **SAFE SCHOOL, SAFE STAFF**

The school has a very well-defined security system, which is fully compliant with the present laws and guidelines. The following Safety and Security measures are strictly adhered to in Mahatma Akkamma for the well-being of all students:

### **School Entry Point**

- There are male and female security guards at the main gate.
- No parent or visitor can enter the school without Escort / ID card. Visitors are also provided Visitor's card and pass for entry.
- Entry of parents and visitors in school premises are registered.

A security check of all visitors, staff members and parents is carried out.

## **CLASS GROUP ASSIGNMENTS**

- The assignment must be submitted on the stipulated date and time given by the respective teacher
- The content on the assignment must be appropriate with neat presentation
- Ensure that the content of the assignment is not duplicated from any website.
- Make sure the assignment fulfils all the give criteria mentioned by the teacher as it will be considered for internal assessment.
- Innovative idea with futuristic thinking will always be encouraged.

## **COMPETITION POLICY**





- Excellence comes primarily through hard work and dedication and that maximum enjoyment comes through teamwork and collaboration.
- As a school we will host festivals and performances to provide a platform to showcase student work.
- We provide opportunities for interschool competitions in sports, cultural as well as other areas, such as Quiz, conferences and debates. Increasingly, we would introduce greater opportunities for school teams in different sports and performing arts. The guidelines for team selection and auditions are made clear to students so that trials and auditions are fair.
- We also ensure students who do not make the cut have other options, such as clubs and activities, for them to develop their skills and interests in a non-competitive atmosphere

## **COUNSELOR'S ROLE : A BRIEF INTRODUCTION**

1. **Academic Guidance:** In helping students understand their learning needs and blocks, such as equipping them with study skills, doing semi-formal assessments for Learning Disabilities and Difficulties. Academic guidance is often necessary for children that are unable to get it at home, or have a paucity of resources to equip them with specific knowledge otherwise.
2. **Career and Vocational Guidance:** While career guidance exists as a field in itself, school counsellors are generally required to keep abreast with career options as well as things such as entrance examinations, college requirements etc. More pertinent in Ma School counsellors can help by providing information on the various career and vocational options available. ii. School counsellors can guide the students in choosing the right career based on suitable aptitude tests.

3. **Issues with Peers:** Issues such as bullying, clique formation, estrangement and infighting, are all issues that we worked with in our fieldwork setting. Within this, we saw how the teachers, administration and parents interacted to either mediate or exacerbate the situation as well as how it was developmentally crucial to resolve these issues.
4. **Psychosocial Problems:** A school counsellor helps in early identification of problem behaviours and takes suitable steps to prevent the onset of psychosocial problems. In case of psychosocial problems detected after their onset, the school counsellor works towards finding suitable solutions, or due to the time constraints in school, looks at referring the child to a more suitable setting if the child's home environment allows for it.
5. **Working with Parents:** To enable holistic support and to ensure that the child's home environment is secure and nurturing for her, as well as to keep the parents in the loop about the work done in counselling, and how to ensure that the results are maintained at home.
6. **Working with Teachers:** Teacher meetings are extremely crucial in order to ensure two basic things 1) to keep the teacher in the loop about the work being done, and how to modify his/her behaviour accordingly, as well as for inputs about the conditions of the classroom 2) help the teacher manage his own workload, by providing them with skills such as coping skills or problem solving strategies or emotional unburdening.
7. Working with School Administration

## **DISCIPLINE : WHAT IT MEANS TO US**

- Discipline creates a pleasant and unique learning environment for children. School is the place where children learn self discipline in all aspects. Discipline in the classroom **helps students stay focused on their academics**. Over time, this teaches them how to focus in other ways.

- Discipline is very important in every stage of the life. In school it means, “Orderliness, regularity and obedience in doing things.”
- We guide students to stay focused on their goals and keep work as a top priority. It helps them to set goals and achieve them wisely. Above all, maintaining discipline is the key to success.

## **DISCIPLINE : CODE OF CONDUCT FOR STUDENTS**

We invite the cooperation of the students and parents in maintenance of an atmosphere conducive to academic and cultural development of the institution. We invite students to follow discipline in their own interest to learn and apply the required standards. Discipline is imposed to build in character, good habits, self control and cooperation.

1. Students should always remember that campus language is English.
2. Students must be punctual and regular in attending classes, tests, important school events and national festivals.
3. They should not enter or leave the class without permission.
4. Bringing mobile phone is not allowed.
5. They should treat the members of the staff and classmates with courtesy and respect.
6. They should come to school in the prescribed uniform neatly.
7. Students should avoid mishandling school properties.
8. It is not advisable to wear expensive ornaments or bring any such items.
9. For applying leave, a message should be sent by the parent in the school app or submit the leave form to the class teacher.
10. Re exam due to absence in a test will not be conducted.
11. Students cannot leave the campus during the school hours without a gate pass.
12. Students should be very polite wherever they go. They should always remember that the school is judged by their behaviour and conduct. Use

of abusive language/passing filthy or vulgar comments will invite stern action immediately.

The teachers will be supportive in guiding the children in following the rules and regulations of the school. Necessary actions will be taken if any student is found misbehaving.

## **BEHAVIOUR PROBATION**

- Behavior probation will be imposed to a student who involves in any unacceptable behavior as per the code of conduct. This is exclusively for a behavioral issue.
- If a student has been placed on probation, he/ she will be informed about
  1. what caused the probation,
  2. how long the probation will last. It is important to come out of the probation carefully by obeying the rules. It is important to make sure you find positive support systems and stay away from situations that might, even by chance, lead you to a probation.

## **DISCIPLINARY ADVISORY COUNCIL**

- The Council will ensure compliance of Code of Discipline and Conduct for students and will suggest suitable action in case of its violation. In case of matters concerning in the campus, the Disciplinary Council is empowered to take decisions. The members of the council will conduct awareness programs for students and ensure all the rules and regulations are followed. They will review and analyze the incidents and find solution.

## DRESS CODE POLICY



### BENEFITS OF SCHOOL CODE

- A dress code promotes a more serious school atmosphere which emphasizes academics and promotes good behavior.
- Dress codes in school settings reduce social conflict and peer pressure that may be associated with appearance. Dress codes in school settings reduce social conflict and peer pressure that may be associated with appearance.
- **Dress codes have been proven to increase a student's success by encouraging students to focus more on their school work and less on their clothing.**

### School Uniform Code.

**All students are required to follow the below guidelines.**

#### GIRLS

CLASS	MONDAY, TUESDAY, FRIDAY, SATURDAY	WEDNESDAY	THURSDAY
KG	FROCK	SPORTS COSTUME	WHITE KURTA
I TO V	SKIRT & SHIRT	SPORTS COSTUME	WHITE KURTA
VI TO VIII	PANT & LONG TOP	SPORTS COSTUME	WHITE KURTA WITH SHAWL
IX TO XII	PANT & LONG TOP WITH OVERCOAT	SPORTS COSTUME	WHITE KURTA WITH SHAWL

## **BOYS**

<b>CLASS</b>	<b>MONDAY, TUESDAY, FRIDAY, SATURDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>
KG TO V	TROUSER & SHIRT	SPORTS COSTUME	WHITE KURTA
VI TO XII	PANT & SHIRT	SPORTS COSTUME	WHITE KURTA

### **ELIGIBILITY FOR CO - CURRICULAR ACTIVITIES**

A core component of holistic education is the Co – Curricular activities that shape the development of students. They are instrumental in honing the talents and developing social skills, critical thinking, and teamwork in the students.

Our school has an array of CC activities for the benefit of our students. It is mandatory for our students to participate in at least one activity.

Students with promising sporting skills, which provide additional, intensive training for that particular sport under skilled coaches, will be selected.

Any student participating in co-curricular activities must fulfil with all attendance policies as drawn in the Student Handbook and have no outstanding disciplinary referrals.

At the conclusion of each year an assessment will be conducted to know the status of the students.

Eligibility is based on grades received at the end of each marking period.

### **ELIGIBILITY FOR SPORTS**

We select our students by their interest not by the completion. The spirit and the interest that a student has in the sports brings so many changes within them, which helps them to develop physically and mentally. It brings them self discipline, punctuality, team work, leadership quality, willpower, positivity especially an ability

to face the challenges and features in their day today life student can succeed only if they have an interest eagerness in the particular game.

## **EMERGENCY EVACUATION**

### **Emergency Evacuation Priorities**

#### **a) First Priority: Protection of Life**

- The first priority is to ensure that all people who may be in danger are warned and that action is taken to guarantee their safety, before any steps are taken to prevent the spread of the hazard, to secure assets, or to eliminate the hazard.

#### **b) Second Priority: Prevent Spread of Hazard**

- The second priority aims at controlling the extent of the hazard within the building and minimizing its release into the environment.

#### **c) Third Priority: Eliminate the Hazard**

- The Third Priority is to eliminate the fire by extinguishment

### **Responsibility For Developing And Implementing Emergency Procedures**

- The management consisting of Principal, General Manager, Coordinators, and Teachers in charge, the security and the Housekeeper is responsible for the implementation of the emergency procedure.

## **2) The Emergency Control Team (ECT)**

- The emergency control team facilitates the safe and orderly implementation of the emergency procedures in the building, including the evacuation of the occupants from the building when appropriate. The ECT is a structured organization of people employed within a building who take command on the declaration of an emergency, pending the arrival of the fire brigade or other emergency service. The ECT comprises of :-
  - Principal
  - General Manager

- Coordinators
- Teachers in-charge
- Security Personnel
- P .E. Masters
- First aid Personnel
- House Keeping Team

**1. a) Duties of Emergency Control Team on Noticing or Becoming Aware of an Emergency.** On become aware of a potential emergency the Principal shall determine the nature of the emergency and decide on the appropriate action. If an emergency is declared, the Principal/General Manager shall initiate the emergency procedures which should include the following actions:

- Ensure that the appropriate emergency service has been notified.
- Ensure that the Security Personnel's are advised of the situation;
- Initiate evacuation of the building
- Brief Fire Brigade service personnel are on their arrival.

**2. b. The Emergency Control Team must be familiar with:-**

- The operation of the Fire alarm system, the Emergency warning system and any other equipment used to assist in the operation of emergency procedures for the building.
- All the means of exits and alternative escape routes;
- The existence and position of rooms leading off blind passages; doors leading to dead-ends and any other confined are as in which persons could be located;
- Potentially hazardous materials or operations undertaken in their zone;
- The location and operation of fire doors, fire blankets, portables fire extinguishers in their area;
- The number and location of mobility-impaired persons in their area.

**2.d. First Aid Personnel-**



- On hearing the alarm the First Aid Personnel make his or her way to the building Assembly Area with equipment to render first aid as required.

### **3) Evacuation Drills**

- Evacuation drills are the most important part of the staff training associated with emergency evacuation procedures. Drills should be carried out in the buildings at regular intervals.

### **4) Evacuation of Libraries, Classrooms and Teaching Laboratories**

- These are as require explicit organization because of the potential for large numbers of people to be congregated in a small area. The person in charge of the class shall act as the manager and is responsible for evacuating his/her area.

**Upon Hearing the Alert or When Notified of an Emergency** The person in charge of the class should direct students to:

- **Stand fast** and push chairs, large bags, etc. under desks or benches.
- **Turn Off** electrical devices and laboratory operations that is not safe to be left unattended.
- In controlled sequence, move along gangways to main aisles and exit in an orderly manner through the nearest appropriate exit.
- Move to the Building Assembly Area. These procedures need to be orderly to minimize crowding in aisles and doorways.

### **5) Emergency**

- Immediate evacuation of the school or buildings. Evacuation plans shall be followed.
- If a thorough search has been conducted and nothing has been found, the Principal or his/her designee shall be notified by the senior member of the local protective department that re-entry shall be permitted.
- Investigation of the incident should be made by the local police department.
- Devastating acts, such as the terrorist attacks have raised uncertainty about what might happen next, increasing stress levels. Taking preparatory action

can reassure students that a measure of control can be asserted even in the face of such events.

## **6) Remember**

- Fires spread rapidly;
- Fires produce thick black smoke that is difficult to see through and causes suffocation;
- The freshest air will always be near the floor;
- Move quickly. Do not run;
- Be decisive;
- Make a decision and follow that decision.

## **7) PROCEDURE AT GLANCE FOR STUDENTS**

- Fire alarm
- Look for the nearest emergency exit
- Line up and move fast quietly reach
- The assembly area
- Report to your
- Class Teacher / Assistant Teacher
- Record your presence
- Sit down quietly till further instruction

## **ENERGY CONSERVATION. BEING A GREEN SCHOOL**

Mahatma has always been a green school. We educate students about living an environmentally friendly life and take up several steps from our side to be a green school.

- We have a separate incineration chamber in our school campus to treat biodegradable wastes.
- The waste products from kitchen are sent to our Alagarkoil campus daily where these wastes undergo vermicomposting for the preparation of manure.

- The water utilised for cleaning vegetables in kitchen never goes to waste but rather, it is used to water plants.
- We encourage students to utilise their natural resources efficiently. For instance, we ask them to make sure if they use both the sides of a paper before getting a new one. Waste and used papers from our school are collected daily and sent to a recycling agency for recycling.
- Selected students (i.e., class patrols) are made responsible for turning off lights and fans when not necessary.

## **FEES**

- School fees is collected in Three Terms.
- It is collected during the month of June, August and December respectively.
- All fee payment to be done before the due date.
- Intimation for Fee Payment will be done through circulars and messages.

## **Mode of Payment**

- Cash
- Card
- Online
- DD
- School App
- Google Pay (Only for Term fees)

In case of delay payment reminders will be sent from school.

## **FIELD TRIPS & MANDATORY EXCURSIONS OFF CAMPUS**

- Learning is confined only to the classroom. Anything and everything can be a learning for children. Field trips and value camps are one such activity which can give a lot of skill and value based learning outside the classroom.
- Children are taken to field visits based on the topics that they learn in their classes. This gives them a hands on experience to observe practically on

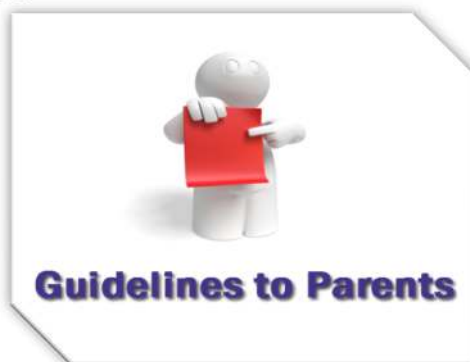
what is taught in the classroom. Experiential learning is given to children by taking them to a field trip.

- Value camp is a signature activity of mahatma where the
- whole highlight is on imbibing values in children.
- The class who behaves well is taken for a mandatory excursion. This motivates all other class students to behave well.
- In this way field trip, value camps and excursions to build a better learning.

## **FESTIVALS & CELEBRATIONS**

- A Festival is an occasion of enjoyment and celebration which promote a child's social interaction and Harmony
- Charity plays a major role during every celebration and also the Integral part of learning to build a strong belief in culture.
- Such celebrations brings the students closer to each other
- Which develops respect and understanding for customs and traditions.
- Teachers and students prepare a healthy menu for celebrating festivals in accordance to food rituals .
- Children wear dress related to various festivals during celebrations.

## **GUIDELINES FOR PARENTS**



Parents are expected to co-operate in the smooth functioning of the school especially in enforcing discipline and by developing interest in their child's progress by extending their support and encouragement and to see that their ward participates in co-curricular and extra curricular activities.

Do not send gifts/expensive cards for any school authority for any occasion like, teacher's day or birthday etc.

- Parents are requested not to go to the classes directly during school hours
- Parents are requested to support their child[ren]'s progress by paying attention to their regularity, punctuality and discipline and by showing interest in their work.
- Parents are asked to follow all written policies, particularly regarding regular occurrences such as leaves, tardiness and absences
- Parents are requested to check the Almanac regularly and sign the home assignments and remarks meant for their information.
- Parents are also requested to carefully read ALL school circulars regularly for updates and important announcements
- Parents are requested to inform the school immediately about the change of address,
- telephone number, e-mail address or designation to update the same in School Records and in School App.
- For problems relating to school transport, parents are requested to contact the transport Incharge instead of approaching the driver, conductor
- Parents should avoid criticism of a teacher or the school in the presence of the child, as this undermines the strong, positive relationship between student and teacher, which is so essential for true learning to take place
- Parents must refer to the School Calendar, date sheets and other circulars instead of making inquiries on the phone.
- Parents are requested to meet the class teacher for emergency on prior appointment
- Parents should advise their wards to be careful about personal belongings, discouraging them from bringing valuable items to school

- Parents should ensure that their wards do not bring mobile phones or any electronic gadgets to the school, as these items will be confiscated by teachers, and returned directly to parents at a later date.

### **HEALTH SERVICES / DISPENSARY**

- Healthful environment is created in school campus
- Health care tips are given to children during assembly by medical officers
- First aid and emergency care is provided by the Health worker ( Nurse) if any discomfort identified from children either in our own dispensary or in a health service situated near school premises.
- Parents will be informed immediately regarding the first aid provided and same will be noted in the child's handbook.

### **HOME WORK**

- Homework allows students to revise classroom learning and build the habit of self study. It enables students to explore the subjects.
- A Homework schedule is followed.
- Math Homework is given everyday along with two other subjects. Weekend Reading homework is given to hone reading skills.
- Apart from this, holiday homework is given, which guides students to remember and understand concepts better and perform better when back to school.
- Teachers check the homework regularly and if not done will be intimated to the parents.

### **INFORMATION & COMMUNICATION TECHNOLOGY (ICT) ACCEPTABLE USE POLICY**

## LANGUAGE POLICY

- Language is the primary tool for expression and communication.
- A language is a tool for learning and an aid to understanding.
- Language works as a medium between learners and teachers. Hence, the importance of language in Education and the curriculum is very important.
- Students develop basic thinking and communication skills that are necessary via language
- Language can play a big role in how we and others perceive the world.
- Most importantly, we possess Learning Across Curriculum approach because it integrates language learning and content learning.
- The relationship between language and thinking has become central for LAC.
- Language is more than communication skills.
- A language is a tool for conceptualizing and for linking information.
- The language supports mental activities and precision in cognition.
- Language helps to bridge between cognitively demanding tasks and solutions.
- Enhances academic setting and also helps to structure discourse and practise discourse functions.
- Therefore, language plays an important role in the child's development and school as a medium helps them its best...
- It also helps the student to be more confident and gives the opportunity to study abroad and opens the mind to new cultures.
- Not only increases the number of people, a student can communicate with but increase job opportunities to improve life.
- Hindi and French are the other languages which
- ensures a self-guided progressive approach to achieve the goal of learning a new language.

## **TRANSPORTATION POLICY - SUBSEQUENT OFFENCE**

- We provide a safe bus transportation to students who wish to avail the facility.
- School buses are spacious with a required capacity to accommodate students.
- We have GPS system installed in all school busses to track the location of the buses.
- Each bus is driven by a well-trained driver and has the presence of a conductor to escort the child.
- Bus routes are well planned to cover all important places of Madurai.

### **Rules to be followed**

- Transport facility will be made available on specified routes and designated stops only.
- No students shall be allowed to use the bus one way. The bus fee will be charged both ways.
- Students will be issued with a bus card on payment of fee. This card should be carried to the school daily and made available for checking at the request of school authorities.
- Bus fee to be paid on term buses and does not vary based on the distance.
- All students using school transport are expected to be at the stops at least 10 minutes before the arrival time of the bus.
- During the dropping time due to safety concern students will not be dropped if any one is not there to pick instead they would be taken back to school and the parent would have to pick the student from the school.
- In case any parent wishes to withdraw from the school transport they are requested to inform the school in writing in advance addressing to the principal.

### **Bus Conduct**

- Remain seated while the bus is in movement.
- Obey the instructions of bus incharge



- Not to throw objects in out of the bus.
- Avoid use of indecent language inside bus.
- Not to damage any seats.
- Take care of your belongings.

Any violations from the rules will be reported to the parents.

Seeking parents cooperation to ensure safe travelling to school and home.

## **CAFETERIA & MEALS POLICY**

***“Lunch hour is the best hour of the day”***

As the quote says,

The lunch served in the school is more comfort with proper nutrition standards. Children go to the place directly and get their lunch served and have it in the place allocated for them. The kinder garden children take their lunch to their respective classrooms and have with the help of the supporting maids. Parents/guardians can notify the front office and the respective teachers to enroll their child to be provided with school lunch. Lunch can be availed monthly as well as on a daily basis.

Our school follows a daily snack time generally in the mid-morning. To make sure children get proper nutrition we request out parents to send a healthy snack, such as fruits, dry fruits, cereals, diary products etc. please avoid pastries, deserts sweets etc.

## **VISITORS**



- All visitors to the school building must enter via the main entrance.

- All visitors (including parents), during school office hours, will register their arrival and departure in the visitors' book located at the office, including printing their name, signing, and recording the date, times and purpose of the visit.
- Parents can meet the Co-ordinator on all weekdays after school hours. (Classes KG TO II 2.30 PM and 3.30 pm, Classes III to VIII, between 3.30 and 4.30 pm.
- Avoid sending lunch to school to be distributed to students during school hours, Ensure the lunch is packed and sent along with the child. Forgotten lunches or homework assignments will not be
- delivered from the front office. In an emergency the child can avail the opportunity of school lunch that is available on payment.

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