GREEN PEACE SECONDARY SCHOOL

KOHALPUR 12 CHAPPARGAURHI, BANKE

LUMBINI PROVINCE, NEPAL

EST. 2051 B. S. (1994 A. D.)



**OPERATIONAL MANUAL 2079 B. S.**

**PART- 1**

**PREAMBLE**

**"21st Century’s pedagogy, sound knowledge with moral values, skill and technology."**

GREEN PEACE SECONDARY SCHOOL established in 2051 B.S in Kohalpur Municipality Ward No. 12, Chappargaurhi is a friendly and welcoming school, with a clean, green, peaceful, happy and homely atmosphere, in which all staff and students are optimistic, polite, cheerful and confident and they smile.

This school has been established with the objectives of generating mind-full manpower, physically fit, social sound and emotionally enthusiast to build new Nepal really anew. So, this school is to inculcate in them the ethics, morality, inclusive nationalism, progressive patriotism, global fraternity and the concept of world citizenship along with an awakening endeavor that makes them aware of awfully worsening environment throughout the world.

To achieve or fulfill its objectives, this school has a mission creating a school environment where education is imparted with the modern approach and technology, where teaching-learning excellence is achieved through an entertaining and professional whole school team effort for the meaningful achievement of every child and self- respect of all with a slogan "Fearless Students and Careful Teachers."

To run this school smartly, to conduct its day –today administrative affairs smoothly, within the framework of Education Act 2028 (9th Amendment of 2074), Education Rule 2059 (8th Amendment of 2071) and Green Peace by-law 2051 B. S. (1stAmendment 2078), this Operational Manual 2078 has been introduced.

It will come into effect immediately after it has been ratified by Green Peace School Management committee.

This operational manual has 34 parts, 266 articles and 12 schedules, if any of the clauses, phrases or words of this manual contradicts with the above-mentioned Education Act, Rule, school by-law and company rule will be declared null and void to the extent of its contradiction.

**PART -2**

**(Definition)**

1. If it is not otherwise by any issue or episode, the followings are defined as:
2. Staff: - All of the teaching and non-teaching employees at this school.
3. Guest Speaker: - A person invited to the assembly to give a speech.
4. Curriculum: The government recognized courses offered by this school.
5. School Assembly: Gathering of all members of school for morning and evening prayer.
6. Invigilation: Keeping watch over the candidates of the examination whether they are fair.
7. Examination Coordinator: Staff who plays a role in the administration, managing and conducting of examinations.
8. Sanitation Committee: Group of staff who take change of clean and green environment.
9. ECO Club: A group which works to contribute improving environmental conditions, conducts programs and activities to encourage others to reduce pollution, plant trees and more.
10. COCA Coordinator (In-Charge): Staff who plays a role in co-curricular management.
11. ECA Head: Staff who plays a role in Extra Curricular Activities.
12. KRISA: Kohalpur region Institutional Schools’ Association.
13. PABSON: Private and Boarding Schools’ Organization Nepal.
14. House Division: The school is divided into 4 subunits called "Houses" and each student is placed to one of the houses.
15. Teacher Guide: Staff who has responsibility to direct and manage the particular house activities.
16. Captain: The student who has been chosen as a head of the house.
17. Hospitalization: To take students, staff and any of the school members to the hospital and get him/her admitted.
18. Personal Details: The primary, educational and biometric information of school members. (students, teacher and staff)
19. Management Committee: The committee that is formed to manage all the affairs of the school management according to Education Act 2028 B. S. (9th amendment 2074 B. S.)
20. Director (Sanchalak): The highest-ranking executive in this institution with ultimate responsibility given by Nepal government’s company registrar office, Tripureswor, Kathamndu according to company rule for taking responsibility and making decisions in overall school management.
21. Audit: An official inspection of school account.
22. Level In-Charge: The staff who plays role to guide the particular level (Pre-School, Elementary and Secondary) teaching staff.
23. Teacher’s Diary: A diary where a teacher records what and when happens in their classes.
24. Uniform: The unique clothing worn by students, staff members in a formal and organized way.

W. Disciplinary In-Charge: The staff who plays role of making students obey the rules, regulations and behavioral standards.

X. Syllabus: The subjects in a course of study.

Y. Working Hour (School Hour): The period of time (9:00 AM to 5:00 PM) generally that a staff spends at school.

Z. Extra time working: The work done after or before working hours (before 9:00 AM and after 5 PM).

**PART-3**

**PURPOSE/Objective**

1. To provide Quality Education.
2. To facilitate students, learning together in diverse group-where students learn how to value contributions of others and manage productive group work.
3. To create a community and culture of care, where students learn to support one another and take responsibility for the well-being of each other and the total society.
4. To provide dedicated teachers.
5. To make effective discipline plan and implement it.
6. To introduce Variety of modern pedagogic approach, methodology and techniques.
7. To Individualize Instruction and Approaches to Students.
8. To develop leadership quality.

10. To help students identify their own interests and abilities.

11. To support students in setting personal learning goals.

12. To facilitate students' involvement in learning and decision-making regarding their own learning and the use of power and responsibility in the classroom, school and society.

13. To increase the number of students meeting competence in basic skills.

14. To assure that the curriculum focuses on the basic skills and curriculum options that address individual interests and needs.

15. Mainly to make students awareness about green environment and lead the world towards a healthier, cleaner and smart future.

16. To make ICT (Information and Communication Technology) smart classrooms where ICT smart students can make their own all toys and gadgets.

**PART -4**

**ADMISSION**

17. Student who wants to be admitted in this school should fill the students' registration form (annex-I) at the beginning of the academic session and should pass entrance examination.

18. Such students should attach with the registration form, the birth certificate and character certificate and mark sheet (Grade Sheet) of the previous school from where he/she has migrated to this school. Student needs to go through entrance exam and only passed students will have eligibility to be admitted (except Nursery).

19. Guardian should be with their child at the time of admission.

20. Full details of students: Name, Surname, Father’s, Mother’s and Grandfather’s name, location, Date of Birth, Date of admission, etc. is filled in the registration form by the guardian.

21. Father, mother or any of the Guardian signs on the agreement paper (annex-I) that means they comply with the school rules and regulations.

**Part-5**

**ASSEMBLIES**

22. As a community, it is appropriate to meet together regularly to share information, celebrate achievements and provide parents the opportunity to see, feel and be part of the culture of the school. The program is designed to ensure that the staff and students at Green Peace Secondary School are the able to interact on a variety of levels.

23. Whole school assembly will be held daily in the morning to commence school activities and in the evening to wrap up whole day school activities.

24. The national anthem will be sung by all at the start of every morning assembly following Morning Prayer and school song.

25. The assembly will contain the following elements:

1. The school house captains will organize and run the assemblies turn wise.
2. The national anthem, Morning Prayer and school song are especially performed by the school choir at front stage and whole school (students, staff teaching and non-teaching) choruses.
3. Morning news, poem or quotes, speech or various activities planed and prepared by house members are presented.
4. Each grade will be timetabled to share on a rotating roster.
5. Guest speakers will use the forum for sharing information.
6. Houses may elect their level house captains to hold level assemblies at their discretion.
7. Whole responsibility of morning, evening and other assemblies is borne by COCA coordinator.

**PART -VI**

**COURSE BOOK**

26. This school uses modified curriculum or syllabus approved by Nepal government’s curriculum development center.

27. The syllabus prepared by the school on a terminal basis. Particular subject teachers are to complete the syllabus designed for each terminal examination.

**PART –VII**

**LESSON PLAN**

28. Every teaching staff prepares and submits the lesson plan to the principal.

29. Teachers maintain a separate exercise book for their respective subjects.

30. While planning lessons, one should bear in mind that 25 % course is completed before 1st term examination, 55% before 2nd term examination and 85% before 3rd term examination and 100% before final examination.

**PART-VIII**

**EXAMINATION**

31. Examination held in different time will be helpful to find students attitude, aptitude, skill and cognitive capacity.

32. To test students learning achievement, to identify how far a student is competent, school will hold several examinations (entrance exam, test, terminal examinations and annual examination).

33. School generally conducts 4 levels of terminal examinations annually. 4th term examination is also known as the final examination or annual examination.

34. There can unit test be held between the terminal examinations (entrance examination is generally held which school identifies new students in any level or grade).

35. Principal is the Chief exam coordinator.

36. Prior to any examination chief coordinator (Principal) will nominate an exam coordinator or form an examination committee from among his/her trusted staff. For this, he/she can get consent from staff meeting.

37. Exam coordinator with the help of exam committee members can run the examination and can take any decision for the smooth running of examination.

38. Exam coordinator has right to dismiss the exam committee or expel any of the member of the committee if she/he thinks, the committee or any of the member is not working well and can run the examination alone his/her own or can take help of any of the staff he/she trusts.

39. Exam coordinator or exam committee can be dismissed at a time while chief exam coordinator believes the coordinator or committee is not working well and smoothly.

40. Examination coordinator can make necessary rules for the smooth running of examination.

41. Below 3 GPA average marks of any class or any subject and below 1.6 GPA of any individual student is the matter of serious attraction of principal or whole school administration’s attention.

42. Teachers are to prepare standardized questions on a terminal basis and submit to the Examination Coordinator at the fixed time in both hard and soft (virtual) copies.

43. The soft copy of question papers must be submitted to the Examination Coordinator in time and those question papers will be provided to subject coordinator for reviewing them.

44. The teachers are to maintain strict invigilation during the examination. The invigilator must check and sign all the answer scripts and supplementary papers.

45. The safety of the answer scripts will be the sole responsibility of the invigilator before submitting to the Examination Coordinator.

46. Answer scripts will be provided to the relative subject teacher by Examination coordinator with sign on each copy making sure that the numbers of copies are correct.

47. The answer scripts must be properly corrected and checked by the subject teacher or the staff whom the exam coordinator gives responsibility to check. Red pen should be used for correction.

48. Checked copies and mark ledger must be submitted to the Examination coordinator within 3 days from the date of examination.

49. Teachers are to take great care for accuracy while tabulating the marks and no errors will be accepted while preparing the results.

50. Respective class teachers fill up the mark ledgers and prepare complete result and submit to the examination coordinator within a week of the last date of examination.

51. Checking papers, marking, tabulating and publication of the result on stipulated date is sole responsibility of the exam coordinator.

52. On the result day, the students will be provided answer sheet with their result. So, all the subject teachers are responsible for accurate checking, if any complain comes regarding the evaluation of copies, the subject teachers have to face the problems themselves.

**PART-IX**

**CO-CURRICULAR ACTIVITIES (COCA)**

53. Along with school curricular, co- curricular activities are run to support and make learning much interesting. COCA generally comprises music (dancing, singing, playing musical instruments, drama) Handwriting (Nepali/English), Drawing, painting, sports (Team games, individual games), Quiz, Debate, Elocution, floriculture, Horticulture (gardening) etc.

54. There will be a (COCA) head (In-Charge) as equivalent to level in charge to run COCA activities.

55. COCA competition is held after interval on 1st,2nd and 3rd Friday of each month.

56. Generally COCA classes are managed to be conducted within school hours and sometimes off hours (Saturdays, holidays or before or after school hours) too.

57. Celebration of annual sports Day and anniversary is possibly held each year.

58. Parents Teachers Meeting (PTM) and seminar is held occasionally.

59. Excursion or Educational tour is organized occasionally.

60. School can participate in the COCA/scholar activities organized by federal, provincial and local government agencies, KRISA and PABSON at its ease.

**PART –X**

**HOUSE DIVISION**

61. To enhance students’ physical and mental ability and build up confidence in them competitively students are encouraged to take part in competitions of various scholar or co-curricular activities. For this whole school has been divided into 4 houses namely:

1. Oriental House (Green)
2. Occidental House (Blue)
3. Arctic House (White)
4. Antarctic House (Red)

62. Each house has its own color, flag, teacher guide, captain and vice-captain.

63. Each flag is 1.25m×1m (one point two five meter by one meter) according to house color.

64. Which teacher is to guide which house is decided at the 1st staff meeting of each academic year.

65. Captain and Vice-captain are elected by their own house through the democratic way.

66. In different genre of COCA, an intra school (inter house) competition is held at least once a year.

67. Only selected students from intra house competition are to participate in various inter school, district, national level competitions conducted by different organizations.

68. Throughout the year, students receive marks from their performance for their individual self and individual house.

69. Good behavior, good work, and good attitude also win extra points for house through house events (COCA).

70. At the end of the year, all points are counted and awards are conferred.

71. Teacher guides are to prepare their students for co-curricular activities.

72. The co-curricular activities will be treated as part of the curriculum.

73. The COCA In-Charge will coordinate and conduct all intra school and inter school activities.

**PART –XI**

**ATTENDANCE**

74. In 1st period or during morning assembly as administration thinks appropriate of daily routine attendance of students can be taken.

75. Each absentee is recorded in the morning and the evening by class teachers, are aggregated on attendance register.

76. Parents and guardians have responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary or if there is real emergency.

77. Parents and guardians have a further responsibility to provide a written note to the school explaining why an absence has occurred.

78. Students present attendance must be minimum 80% to appear in the examination.

**PART- XII**

**MEDICAL CARE**

79. In case of minor injuries within the school program, the school will bear the cost of first aid and hospitalization.

80. After the student’s hospitalization, the responsibility goes to particular hospitalized child’s guardians or parents.

81. The school will also treat those who have a common fever and general health problems within the school premises.

**PART-XIII**

**TEACHERS SELECTION AND APPROVAL**

82. Teachers are selected and approved by the school management through an appropriate selection procedures (written or oral examination, interviews etc.).

83. Once a teacher is appointed, he/she has to be approved by the school management at the end of every academic year to continue service for the next session so appointment letter is provided for current year.

84. If a teacher is disapproved, he/she will be asked to resign or discontinue service by the school Management/administration.

85. Teacher’s selection and approval criteria are as follows:

1. Positive attitude- Willing to learn, changes, help and take feedbacks positively.
2. Dedication and commitment-Puts in extra effort and time.
3. Teaching Methodology- Teaching should be child centered. Uses newer approaches, educational aids and tools.
4. Required educational qualification.

86. Result oriented- Students continual improvement in academic and discipline.

87. Non-ICT smart teaching staff will not be accepted.

88. Each staff must submit their personal details before the academic session starts.

89. Salary will be decided according to mutual understanding between school administration (principal/director) and staff.

**PART-XIV**

**PRINCIPAL'S APPOINTMENT, DUTIES AND RIGHTS**

90. Eligible candidate will be selected for the post of principal through the medium of written, oral and interview.

Principal’s duties are mainly:

1. To inspect and observe the daily activities of the organization.
2. To provide strategic direction and develop standardized curricula in the school.
3. To convene a meeting of the management committee as required.
4. To effectively implement the important decisions made by the management committee.
5. To keep records of presence or absence of management committee.
6. To run daily administration of school smoothly.
7. To administer the budget, hire and evaluate staff and oversee facilities.
8. To lead all the teachers and staff of the school.

91. If there is a situation where necessary decision has to be taken or rules have to be made while operating the school, he/she with the consent of the director or managing director can take or make and then it will be approved by the management committee.

**VICE-PRINCIPAL'S APPOINTMENT, DUTIES AND RIGHTS**

Eligible candidate will be selected for the post of vice-principal through the medium of written, oral and interview.

Vice-principal's duties are mainly: The major role of Vice-principal is to assist the principal.

1. To assess teaching methods and to monitor students’ achievements.
2. To revise policies and procedures and increase parent involvement.
3. To carry out official and documentation activities accurately.
4. To engage with staff members and students as well as parents for their better role to perform.
5. To prepare notice and letters and approve them from the principal.

**PART-XV**

**DUTIES, RESPONSIBILITIES AND RIGHTS**

92. Generally duty roster is prepared by the principal.

1. To prepare duty roster
2. To teach the students as role model teacher.
3. To conduct or organize trainings, seminars to make school staff up to date competent.

93. Morning gate duty teachers are to report at school before 9:00 AM and carry out their duties as per job specification. And the evening vehicular duty teachers can only leave after sending all the students from the school.

94. During assembly, teachers are to check their lines, uniform, nails, teeth, shoes, hair, ribbon, ornaments etc. Discipline is strictly maintained.

95. Once the assembly starts, the class teachers stand at the back or front of their class line and other staff stand at the side.

96. Class teachers are to take the students to the classroom after the morning assembly, after the eight periods the class teachers are to go to their respective classes to check the diaries, daily assignment and teacher’s remark book and to bring the students in a line for the evening assembly. Teachers are to take their students to the gate and release the students after the evening assembly.

97. Teachers should bear in mind that every work must be up to date and home work properly corrected with red pen. Remarks, signature and date have to be written for every correction. Correction should not exceed more than three days.

98. Daily assignment book, lesson plan and teacher’s remark book must be properly maintained and kept up to date for supervision by the concerned authority.

99. During class hours, no teacher is allowed to leave his/her respective classes, except under necessary circumstances but should be authorized by principal for the necessary work.

100. Teacher should bear in mind that no pupil is to be sent out of the classroom during the period, except for emergencies.

101. Toilet activities should take place during breaks (recess) do not allow the students of class 6th to 12th to go for their toilet requirements during class hours.

102. Class teachers are not to assign any students to collect the class attendance register and daily assignment book or their personal belongings (teachers) from the Staff Room or office.

103. Every subject must have separate home and class assignment exercise books.

104. All the teachers are to be in the assembly ground before the morning assembly bell that is 9:30 AM.

105. Before the new lesson is started previous lesson exercise, home work must be completed and checked.

106. The school will conduct internal inspection before every term. Each teacher gets his/her work inspected and submits the inspected report to the level In-Charge.

107. All the above-mentioned duties are reported to the principal by level in-charges in regular time period.

108. Teaching staffs are responsible to level In-Charge and level In-Charges are responsible to principal and principal is responsible to founder director or managing director and director to SMC.

109. Each staff must be present in the school premises at least 30 minutes before the morning bell is rung for morning assembly.

110. Teachers are to encourage children to speak in English at all times in the classroom and in the school premises.

111. Apart from English, Nepali the national and other global languages are to be encouraged.

112. All the teachers should teach the subjects given to them in an effective manner.

113. Each teacher will follow the rules and decisions made by management committee and staff meeting under the leadership of the principal.

114. Each teacher can give the necessary support, positive suggestions and advice if she/he has any to the school administration.

115. All the staff has to mention the time of his/her arrival on the attendance register along with the signature.

116. No one can leave the school without information to the principal in between teaching hours or in free periods, if so, earlier morning attendance will be nullified.

117. Leave without certified information will be taken as absent.

118. Those taking half day’s leave may be allowed to do so under real and grave needs only.

119. No personal relatives or friends are allowed to visit in the school premises under any circumstances, whatsoever. Only father/mother/husband/son/daughter/real brother of the staff may be allowed to meet him/her at the discretion and satisfaction of the principal.

120. Those desiring to resign or leave the school for any reason must intimate the school principal regarding this at least three months in advance.

121. All the works assigned to the teacher must be done with honesty and dedication. Any negligence in doing one’s duty shall be matter of disciplinary action.

122. Anyone found guilty of financial embezzlement, moral misconduct or any such act which may bring infamy to the school shall be expelled immediately and such persons shall have no right to claim one month’s extra salary for his/her instant removal.

123. Corporal punishment is strictly banned. Anyone found guilty of giving corporal punishment shall be expelled at once. Legal action by the guardian and or the school may be initiated against him/her.

124. All the class/home work of the students must be properly checked and correction is made if necessary. Teacher must put his/her signature with date after checking the assignments.

125. Any kind of language mistake- spelling, grammatical errors etc. on the students work by the teacher while giving notices etc. shall be taken as grave negligence such teacher who commits this type of mistakes shall no effect of the warning.

126. Application for grant of leave for pre-planned/prescheduled programmed as interviews/marriage/examinations must be given in advance. No last-minute application for such programmers shall be granted and the teacher shall be treated as absent from his/her duty and salary shall be deducted for the period he/she remains absent.

127. The teachers have to finish the course in stipulated time. The progress of the teaching shall be watched and monitored by the management. The teachers have to give minimum result as fixed for each subject. Failing to give the desired result will adversely affect their increment/incentives etc. Deduction from incentives, postponement of increment may be recommended for them.

128. The staff who work for extra time, will be evaluated and given incentives on hourly basis not exceeding 4 hours.

129. Working hours (school hour 9:00 AM-5:00 PM) cannot be replaced by extra time work.

129. Teachers /staffs will cooperate in all school related activities even if these happen to be on Saturdays or holidays.

130. Teachers have to do invigilation duty, evaluation of examination answer books etc. and any other duty as school administration urges during school hours. For this, no extra payment can be calmed.

131. No teacher is allowed to give private tuition to the students of this school or at least of the same class which he/she teaches in the school.

132. Students must be discouraged to give personal gifts to the teachers in the school.

133. All the staffs are governed by the society of the school and are bound to follow rules and regulations set by the management from time to time.

134. All the new appointments shall be purely temporary and for a maximum period of six months' probation. After assessing the performance, behavior and conduct of the teacher he/she may be given an extension for the next six months.

135. The staff may be given other facilities, incentives, interim relief, special relief, encashment of leaves, overtime for extra duty/work etc. at the discretion of the management and provided that the financial condition of the school allows doing so. These incentives are in no way right of the teachers and may be discontinued/withheld at any moment without assigning any reason.

136. Class teachers have to keep their class attendance register, Teacher’s Diary and other paper works complete and up to date.

137. Taking proper care of the classrooms, cupboards, school furniture etc. is also the responsibility of the teachers. There should be no misuse of these items. Any damage caused to them due to negligence or carelessness of the teachers shall be compensated from his/her salary.

138. Teachers have to keep watch that walls of the classrooms, verandah etc. must remain neat and tidy. No students are allowed to make it dirty.

139. All the teachers will have to fill teachers' diary on which, syllabus of the entire subject which he/she teaches, teaching plan, annual, half yearly and monthly plans will be written. All kind of general information regarding the class, the students etc. should also be written in diary for ready reference to the teachers. Name and causes of the slow learners, steps should be taken to make them fast learners etc. shall be written on the diary.

140. Any interpretation, amendment, relaxation, cancellation etc. To the above or any other rule, regulation is the sole right of the school administration.

**PART-XVI**

**DISCIPLINE**

141. School expects an outstanding standard of discipline to be maintained by both teaching and non-teaching staff.

142. Staffs are to come to school in their formal dress every day following the school dress code (Annex-IV) teacher’s watchmen, caretakers, drivers, runners etc.

143. Teachers are to speak in English in class and inside the school perimeter in order to set an example and to create an English Speaking Environment.

144. No staff is allowed to drink, smoke, chew bubble gum or tobacco etc.

145. No staff is allowed to leave the school premises once he/she is inside the school compound till closes. Staffs are to bring their own Tiffin if possible.

146. No staff is allowed to prepare question papers, tabulate, results, read novels/magazine etc. during their class hours.

147. Teachers should be an exemplar and an ideal role model of a good citizen before their students.

148. Teachers must cooperate with one another and back biting of another colleague of the school will be taken as indiscipline.

149. It is to be understood that the leisure period is the stand by position to be assigned to any of the administrative or pedagogic task by the principal.

150. It is to be common understanding that staff room is a place where unnecessary gossiping is to be strictly prohibited.

**PART –XVII**

**INSTRUCTION AND SUGGESTIONS**

151. A complaint and suggestion box is put outside the office or near the main gate.

152. A complain register is also put there for the convenience of the guardians to give constructive and appropriate suggestions and also to register their complaints to the school administration.

153. Level In-Charge, coordinators and Principal can collect complaints and suggestions from guardians, well-wishers, general public etc.

154. Founder / Director, concerned authorities and concerned experts can give appropriate suggestions to the school administration.

**Part-XVIII**

**Leave and holidays:**

155. Each and every staff is permitted to enjoy holidays as approved in the school calendar.

156. Teacher’s leave must be granted otherwise it will be considered leave without pay.

157. In a year, 15 days of sick leave shall be granted. Staff falling sick should have a doctor’s certificate.

158. If school remains closed or school activities come to a halt by any natural calamity, pandemic or social or communal unrest or any political instability, school will not be insisted on paying the salary, wages and cost of that period, but if school receives any relief fund from government or any helping organization or kind hearted guardians pay fees for that period, then the collected one will be squarely and justifiably done.

160. Staff falling sick for more than 15 days in year, a leave without pay for another 7 days can be extended upon producing a doctor’s certificate. In case of a long sick leave teacher must resign to make easy and smooth running of the school.

161. One day sick leave will be paid as one day wage.

162. Maternity leave of 60 days will be granted only after completion of one year from the date of joining or one must leave without pay.

163. Teachers should be punctual to school.

**PART-XIX**

**CLASS TEACHERS**

164. Class teachers should always check and write the remarks in the school diaries for parent’s notice if the student is found guilty of the disciplines mentioned below.

1. Irregular or not punctual to school.
2. Weak or not showing progress in studies.
3. Not doing or forgetting the home assignment.
4. Forgetting to bring textbooks, school diaries or exercise books etc.
5. Bad handwriting, poor maintenance of books or book not covered.
6. Talking unnecessarily inside the classroom in the presence or absence of a teacher.
7. Misbehaving or disobeying the teacher inside or outside the school.
8. Talking or not maintaining a single file while going or coming from class.
9. Quarrelling, fighting using offensive words or damaging the school property.
10. Gathering inside the classroom during the recess or before the school starts.
11. Improper or dirty uniform.
12. Achieving less marks in the examination.

**PART-XX**

**PUNISHMENT:**

165. **No** **one is allowed to abuse any child in public and must avoid calling by nickname.**

166. In case of miscount of a serious nature on the part of a senior pupil, the teacher concerned must warn the defaulter verbally first. If the offence is repeated the case must be brought to the attention of the Discipline in charge for necessary disciplinary action against the defaulter.

168. No one is permitted to give any sort of physical punishment whatsoever.

**PART –XXI**

**STAFF SERVICE/FACILITY AND GRATUITY**

169. The salary allowance and annual increase of all the teachers and staff of this school will be as per the decision of the school management as per the requirement.

170. The teachers and staff of this school will be given compulsorily honorary leave on reaching the age of 60 years.

171. Any teacher or staff involved in this school will be paid additional 1 month’s salary if they want leave after completing 15 years of service.

172. Teachers after having completed the specific **one-year** period of teaching in this school will be permitted to free education (day scholar) for two own birth children.

173. 25% bonus of their basic salary in Dashain and health insurance benefits.

174. School helps staff for Karmachari Sanchaya Kosh (KSK) as provident fund.

175. 10% amount will be deducted from the salary for KSK from the side of employees and 10% of his/her salary will be added to the KSK from the side of school.

176. Salary increment, any kind of incentive and responsibility or designation will be given according to the evaluation- the administration does- management approves (annex-v).

178. Increment may be withheld if the teacher’s performance is found to be unsatisfactory at any moment.

179. One month’s salary of every teacher shall always remain with the school as security which will be returned after his/her resignation / removal from the school.

180. Professional Tax will be deducted by the school on a monthly basis as per the taxation policy of Government of Nepal and a receipt will be made available.

181. Last Friday of each month can be rewarded as leave to all teaching and non-teaching staff for their best performance throughout the whole month.

**PART- XXII**

**WORKING HOURS**

182. 8 working hours count a day.

183. School commences at generally 9:00 AM for the day academic teachers so, all the day scholar teachers are to report the school before 9:00 AM. If time and situation demand may commence otherwise attendance will be maintained by the principal in Attendance Register.

184. Any staff falling sick should inform to principal for sudden leave through telephone and should produce an application along with the Genuine Doctor’s Certificate personally the next day.

185. Above all, in the larger interest of the school the principal with the consent of Director/Managing Director can make any changes any time in this operational manual that is to be approved by the management committee within three months.

186. Staff should bear in mind that failing to comply with the above-mentioned clauses is a sure indication of irresponsibility.

**PART-XXIII**

**PART TIME**

187. Part time staff (teacher’s, coach, instructor or whosoever) will be paid on hourly basis.

189. Attendance is compulsory with time mention, no attendance no payment.

190. Part time job does not exceed more than 4 hours a day.

191. The teachers who work in this school for at least one academic session or part time will be appointed by the decision of the school management committee.

192. Their salary will be as per the bilateral agreement.

193. The salary scale will be decided on the basis of quality performance and working hours.

194. Any employee appointed for a specific period in any category employment will get terminated automatically from on the last day of the specified period unless the contract period is extended by the management in writing.

195. No employee can claim as matter of right of employment after the expiry of the last working day.

**PART –XXVI**

**PERFORMANCE:**

196. The Teaching and Non-Teaching staff should focus and express all their efforts in producing good results.

197. The performance of the child is the direct reflection of the teaching and non- teaching staff too.

198. Each and every staff’s evaluation will be done on the basis of staff evaluation form. (annex-v).

**PART –XXV**

**REGISTRATION AND TERMINATION FROM SERVICE:**

199. School can terminate any staff with one-month pre notice.

200. Giving three months’ pre-notice, one can leave school.

201. No registration will be accepted after the Mid Term whatsoever.

202. All works must be up to date and in order when the registration is submitted so as to facilitate a smooth takeover for the incoming teacher / staff member.

203. In the event of gross miscount the school reserves the right to terminate the service of a staff member without notice.

204. Experience letter will be issued to teachers only after the completion of one academic year.

**PART-XXVI**

**VISITOR AND TELEPHONE CALLS OF STAFF:**

205. Teaching and non- teaching staff are to discourage family and friends visiting them during school hours, except for urgent or unavoidable reasons.

206. Teaching and non-teaching staff are not allowed to receive or make casual phone calls to family and friends during school hour (except off hours).

207. Teachers must turn their mobile phones into silent mode and keep it in the mobile box when they enter the classroom, during meetings, assembly, functions and inside the office.

208. School will manage a mobile box where staff will keep their mobile phones during school hours.

209. However on the consent of principal, mobile can be used as a teaching material or device only on the particular period and particular subject.

**PART-XXVII**

**AMENDMENTS:**

210. The school at any time of the year can amend the rules and regulations accordingly as to the requirements of the school. Such amendments are not executed unless they are satisfied by director / board of directors.

**PART – XXVIII**

**PUBLIC RELATIONS:**

211. Teachers are to inform the Parents /Guardians, in writing, through their school diaries regarding irregularity, uniform, performance, assignments, untidiness and misbehavior of pupils.

212. Teachers are not allowed to call any student to their home for extra coaching class.

213. If a pupil is found to be absent for more than 2 days without cause, the teacher concerned must inform the principal/level in-charge for his/her advice and necessary action. If a pupil is absent the respective class teacher should call the parents to find out the reason for absence.

**PART- XXIX**

**SCHOOL FUND**

214. The fund will be operated by opening an account in the name of this school in any commercial bank recognized by the government.

215. The account shall be operated by the founder director himself or with the joint signatures of the person nominated by the board of directors.

216. The financial resources required for the smooth running of this school will be the fees collected from the students and donations from various individuals and organizations.

**PART –XXX**

**SCHOOL ACCOUNT**

217. The accounts ledger of this school will be maintained by double accounting system keeping the income and expenditure clear and distinguished.

218. There will be a day book to keep the record for the daily financial activities, monthly account book for the monthly financial activities, and annually financial report is prepared at the completion of the academic session.

219. This school will hire an account specialist to check all account ledger books.

220. Daily income and expenditure details should be clarified to the principal. The merchant bill given to an accountant should be up to date.

221. School Expenditure must not be more than income.

222. School Income and Expenditure ledger can be supervised any time by the director/managing director.

223. Account book keeping should follow the appropriate financial or accounting approval and should not violate the accounting rules and regulations.

223. The procurement assistant can only purchase any item that is required to the school not exceeding Rs 5000/-(five thousand rupees) only on the consent of principal at a time.

224. While purchasing more than Rs 5000/- a 3 members procurement committee formed under the leadership of procurement office assistant with the consent of principal.

225. Students studying in this school will have to pay the fee before the 10th of each running month.

226. Cash or cheque more than Rs. 5,000 will be deposited in the bank.

**PART – XXXI**

**AUDIT**

227. A government recognized auditor will be hired to audit the accounts of this school.

228. Audit report is submitted to the concerned authorities.

229. School will audit its account internally time to time.

**PART- XXXII**

**LIBRARY**

230. The purpose of school library is to help every member of school community – students and staff gain new knowledge, skills, and disposition for learning and personal development that they will use throughout their lives also equip students with the skills necessary to succeed in a constantly changing technological, social and economic environment. It becomes helpful to their day-to-day study School will manage and hire a librarian and the librarian will make every library member follow the following rules:

1. Each and every student and staff has right to become member of the school library.
2. School will issue library entrance card to those who wishes become library member.
3. The member who wants to enter the library should produce the entrance card before the librarian.
4. Without library entrance card no one will be admitted into the library.
5. A student can borrow only two books at a time for a period of two weeks.
6. A staff member can borrow maximum two books at a time for a period of one month.
7. Books will be issued to the students, during the library periods.
8. No book will be issued or returned during the teaching hours.
9. Clean and clear record of the library should be kept by the librarian.
10. Marking, underlining or writing on library books, periodicals, and newspapers is strictly forbidden.
11. Reference books and current periodicals will not be issued to any member. These can be consulted only in the library.
12. If the books are not returned within the specified time, it will be viewed seriously and fine will be charged as per rules.
13. The librarian may call for a book at any time, even if the normal period of loan has not expired.
14. In case of book is misused, wrongly handled or lost the person concerned will have to replace the book or pay the current market price of the book.
15. After reading, make sure that the books, periodical and newspapers are kept back at their respective places.
16. The members should take good care of library furnishings and equipment. Make sure the library looks as good when you leave as it did when you come in.
17. Drink and food are not allowed in the library.
18. A 'No Dues certificate' by each student/teacher is to be obtained from the librarian at the time of his/her transfer/withdrawal from the school.
19. Strict order and silence shall be maintained in the library and speak softly if needed.
20. Rules needed further can be made by the librarian with the consent of school principal.

**PART- XXXII**

**WATER AND SANITATION**

229. To promote healthy behaviors, to educate health science through skills-based health education, to enable children to stay healthy and safe, school has a scientific water and sanitation mechanism.

230. School will manage purified drinking water.

231. Students will bring their water bottle and respective class teachers or caretakers help them or facilitate fill up water bottle (pre- primary/ primary).

232. Gardening and planting by school ECO club is led and supervised by Sanitation Coordinator.

234. Menstrual hygiene management will be taken care by female staff in school for coordinating, planning, resource mobilization and the monitoring of school sanitation activities and facilities in coordination with school sanitation coordinators.

235. Repairing, plumbing will be done, if necessary, in the coordination of sanitation coordinator.

236. School ECO club provides awareness raising programmes to the school community to enhance knowledge, attitudes, skills and behaviors of clean, green and safe environment.

**PART –XXXIII**

**SCIENCE LABORATORY**

237.The purpose of school science lab is to help students to get experienced about the knowledge what they gain theoretically inside the classroom.

238. Each science teacher has duty to get their respective students to go through the experiment in the laboratory.

239. Each and every student and teacher should follow safety rules (annex-vi) of the laboratory.

**Part-** **XXXVI**

**Transportation**

240. Drivers must be punctual.

241. School bus driver is to transport students to and from school in a timely and safe manner.

242. Drivers are to show up to each stop at the scheduled time and drive safely in all types of weather.

243. Drivers are required to have driving licenses to operate buses.

243. The school will arrange buses for students coming from two kilometers or more away.

244. The transportation fee will be prescribed by the school administrations as an extra facility provided by the school to the students.

245. All the works regarding, repairing and any other work related will be driver’s sole responsibility.

246. He/she can get help from another fellow driver if his/her single effort is not enough to do the repairing of any task related.

247. Drivers can get help of school staff during each and every student’s boarding on and dropping off the bus at their proper place.

248. Driver should always keep in mind while he/she starts engine about road, load, gear, and weather and another safety rules and principle.

249. Regularly drivers are responsible for monitoring the safety of their buses. This includes regular checks on breaks, tires, turning signals and mechanical equipment

250. School drivers must confirm that they have checked the parts of the buses. If issues are detected with any of abnormal or not functioning the bus is normally taken in for repair work.

251. Drivers must file reports on students whose behavior is especially repetitively harmful during the vehicular moment.

252. In some cases, students are assigned seats in the front of the bus if they have regular behavioral issues.

253. School bus drivers have to log-activity in a variety of categories each day.

253. Keep records of Route, Routine and register the distances travelled, fuel consume and etc. they drive on their routes.

254. Attendance of bus boarder’s students must be done by the drivers and report the number of riders on their buses.

255. Absent details of students must be given to the school administration by the respective bus driver.

256. Additionally drivers make notes, the fuel refilled details and make it known to the administration on same date.

**ANNEX-I**

**STUDENT ADMISSION FORM**

**FOR THE ACADEMIC YEAR 2079**

1. Enroll No.----------------------------------
2. Student’s Name (IN BLOCK LETTER):------------------
3. In Devanagari (Nepali)------------------
4. Date of Birth:----------------------
5. Date of Admission:------------------------------
6. Father’s Name---------------------------------
7. Mother’s Name:------------------------------
8. Care taker Guardian:-----------------------------------
9. Relation:---------------------------------------
10. Address:------------------------
11. Contact No.------------------------
12. Previous school:-----------class---
13. Class to be admitted in -----------
14. Interested ECA:-------------------
15. If any particular condition:-------
16. Local guardian relation:-----------I abide by all the rules and regulations of this school if above mentioned child of mine has been admitted in class.

Care taker /guardians

Photo Guardian’s signature

**ANNEX –II**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Morning assembly 9:30-9:45 AM | | | | | | | | | | | |
| Time | 9:45-10:35 | 10:35-11:20 | 11:20-11:30  RECESS | 11:30  12:15 | 12:15  1:00 | 1:00  1:30 | 1:30  2:15 | 2:15  3:00 | 3:00  3:10 | 3:10  3:55 | 3:55  4:40 |
| Class /period |  |  | RECESS  E  C  E  S  S |  |  | I  N  T  E  R  V  A  L |  |  | R  E  C  E  S  S |  |  |
| One mars |  |  |  |  |  |  |  |  |
| One Venus |  |  |  |  |  |  |  |  |
| Two rose |  |  |  |  |  |  |  |  |
| Two lily |  |  |  |  |  |  |  |  |
| Three Edison |  |  |  |  |  |  |  |  |
| Three Newton |  |  |  |  |  |  |  |  |
| Four Mechi |  |  |  |  |  |  |  |  |
| Four Mahakali |  |  |  |  |  |  |  |  |
| Five Saipal |  |  |  |  |  |  |  |  |
| Five Makalu |  |  |  |  |  |  |  |  |
| Six Volga |  |  |  |  |  |  |  |  |
| Six Denube |  |  |  |  |  |  |  |  |
| Seven |  |  |  |  |  |  |  |  |
| Eight |  |  |  |  |  |  |  |  |
| Nine |  |  |  |  |  |  |  |  |
| Ten |  |  |  |  |  |  |  |  |
| Eleven |  |  |  |  |  |  |  |  |  |
| Evening Assembly At 4:45 PM | | | | | | | | | | | |

**ANNEX –III**

**Student’s dress code**

|  |  |  |
| --- | --- | --- |
| **Sunday, Monday, Wednesday, Thursday** | | **Tuesday & Friday** |
| **Boy’s** | **Girls** | **Boy and girl** |
| 1. White –shirt 2. Green-parallel pant 3. Black- shoes 4. White-socks 5. Tie (red, white, green, strip), Belt (red with white strip), ID card | 1. White-shirt 2. Green –skirt below the knees 3. Black –shoes 4. White –socks 5. White-ribbon 6. Tie (red, white, green strip), Belt (red with white strip), ID card | 1. School Sports dress. 2. White – shoes and socks. |

**ANNEX – IV**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| STAFF DRESS CODE | | | | |
| Teaching Staff | | Non-Teaching Staff | | |
| Male | Female | | Male | Female |
| 1. Black pant 2. White shirt 3. Green tie 4. White socks 5. Black shoes /sandal 6. Green sari 7. Red blouse 8. Green kurta shalwar 9. White scarf | 1. Black shoes /sandal 2. Green sari 3. Red blouse 4. Green kurta shalwar 5. Wwhite scarf | |  |  |

**ANNEX –V**

THE BASSIS OF STAFF EVALUATION

1. QUALIFICATION 10
2. Master Degree in respective subject with good command in English = 10

OR

1. Bachelor Degree in respective subject with good command in English = 7.5

OR

1. +2 with good command in English = 5

OR

1. Below +2 with good command in English = 2.5
2. AVERAGE RESULT 10
3. A+ = 10 OR A = 7.5 OR B+ = 5 OR B or Below B= 2.5
4. TEACHING QUALITY 10
5. Has motivational skills: students are attentive in his or her class while he/she is performing = 2
6. Home works and other tasks given are checked properly = 3
7. Has lesson plan and makes well preparation before he/she performs in the class =3
8. Uses decent language – never scolds students = 2
9. If physical punishment – all the marks will be struck off.
10. RELATIONSHIP WITH GUARDIANS 10
11. Visits student’s home twice a year. = 2
12. Makes a detailed report about individual student’s home environment, family background, friend circle, location and other problems. = 4
13. Has earned good respect and trust of the guardians. =2
14. More than 75% guardians visit school and attend meetings = 3 (below 75%) = 2
15. TIME MANAGEMENT 10
16. Presents at school or school duty before 9:00 AM = 2.5
17. Leaves school only after departure of all the vehicular and walking students=2.5
18. Attends and leaves class immediately after the bell ring = 2.5
19. Gives extra time to school’s managerial or pedagogic task. = 2.5
20. PROBLEM SOLVING SKILL 10
21. Problems arise inside the classroom are solved by his or her own. = 2.5
22. Solves problem with the help of school administration or takes any others assistance = 2.5
23. Has skill to pacify the guardian who raises issue-based questions and who come with problem to their hearts content. = 2.5
24. Has fact finding skills about the individual student problem and treats justly. 2.5
25. ATTITUDE TOWARDS SCHOOL 10
26. Never criticizes or makes negative expressions about school or school administration. = 2
27. Defends school against laments made by anti-school elements = 2
28. Participates in the school organized programs and makes others to participate enthusiastically. = 2
29. Tries to solve the problems at school using his/her own means or seeks alternative sources or means. = 2
30. Follows school’s by-law, operational manual and codes of conduct. = 2
31. OTHER ACTIVITIES 10
32. Participates in any extra-curricular activities and bears responsibility given by school enthusiastically. = 2.5
33. Is socially sound (has not developed the habit of smoking, alcoholism, gambling, is not involved in any antisocial activities). = 2.5
34. Maintains privacy and secrecy of school management and individual students, teacher or any other staff. = 2.5
35. Things to be renovated, repaired or reconstructed he/she has noticed, reports to the administration. = 2.5
36. CO-ORDINATION 10
37. Has skills to bridge up school management and guardians. = 2.5
38. Is cooperative among other staffs. = 2.5
39. Understands other staffs' problems (regarding subject matters or any) acts accordingly. = 2.5
40. Makes harmonious coordination between staff and administration. = 2.5
41. ICT (Information and communications Technology) smartness. 10
42. Working with Microsoft office. = 2.5

* Word
* Excel Power point
* Access
* Video editing
* In design
* Photoshop

1. Has own laptop with typing skills. (Nepali and English) = 2.5
2. Working with internet and email (virtual class and can run multimedia class working with social media like Facebook, YouTube etc.) = 2.5
3. Photocopy, printing, connecting devices like projector connection with laptop or computer working with schooling software, apps. = 2.5

**ANNEX – VI**

**SAFETY RULES**

Experimenting in the science lab is safe if you are careful, each student must assume responsibility for the safety of themselves.

The following safety rules should help and guide you in keeping the laboratory a safe place to work.

1. The science lab is used for serious work only. No rough and tumble will be permitted.
2. Do not perform unauthorized experiments. Always obtain your teacher’s permission before performing any experiments.
3. Study your lab experiment carefully. If you have any doubt about any procedure, ask your teacher.
4. Use the safety rules equipment provided for you. Know their location and proper use.
5. Safety wear must be worn whenever performing any experiment.
6. Report all accidents, injuries or incorrect procedures to your teacher at once.
7. If clothing should catch fire, smother it with a blanket or coat. Never run!
8. If you spill acid or other chemical, wash with water or ask your teacher for help.
9. Never taste any chemical or transfer chemicals by mouth pipette.
10. Never taste or drink in the lab.
11. Never inhale chemicals.
12. Keep combustible materials away from open flames.
13. Do not throw paper or other solid material into the sink.
14. If glass is broken, call your teacher for help.

**FIRST AID**

1. Report all accidents, injuries, or incorrect procedures at once.
2. In case of harsh bleeding, contact your teacher immediately.
3. If any substance is spilled on or gets into your eyes, wash with plenty of water and notify your teacher.
4. Minor burns should be immersed in cold water at once. For cruel burns, notify your teacher immediately.
5. In case of fainting or collapse, give the person fresh air and recline him/her so that the head is lower than the body.

**ANNEX- VII**

Student code of conduct

A student should:

1. Attend the morning assembly immediately after the bell rings for Morning Prayer.
2. Wear the school uniform compulsorily.
3. Not leave the classroom except interval and recess time.
4. Come to school with their own identity card.
5. Not bring mobile phones and any other electronic gadgets unless they are school prescribed education material.
6. Not enter in the school premises with sharp objects like blades, knives, pegs etc.
7. Preserve and conserve the physical infrastructures of the school.
8. Unnecessary draw, write, spit on the wall, ceiling, toilets etc. of the school premises are strictly prohibited.
9. Be friendly to themselves and their classmates.
10. Participate in every activity, including the examination conducted by the school compulsorily.
11. Not wear any kind of precious jewelry (gold, diamond) while they are in class.
12. Follow the school prescribed dress code (annex-iii).
13. Get his/her dress tailored to the school’s design.
14. **STUDENTS SHOULD NOT DO**
15. Assaulting, harassing, intimidating or threatening another individual or group.
16. Endangering the health or safety of others.
17. Stealing, misusing, destroying, defacing or damaging school property or property belonging to someone else.
18. Disrupting school activities.
19. Using school facilities, equipment, services or computers without authorization.
20. Making false accusations against any member of the school, misusing any school document or record.
21. Supplying false information against any member of the school.
22. Keeping, bringing, possessing or using real or replica weapons or toxic or otherwise dangerous materials in school premises.
23. Using, possessing or distributing illegal drugs.
24. Hazing

**ANNEX – VIII**

Teacher’s code of conduct

A teacher should:

1. Teacher having an aim to turn student able citizen of the country.
2. Follow the code of conduct and act as a role model and show the right path to the students.
3. Have positive conscience and respect towards one's own profession.
4. Cultivate a habit of study and get well prepared before performance.
5. Not make uncomfortable distance, not touch sensitive part of body, not make unnecessary talks on any pretense with students.
6. Not talk otherwise (expect teaching learning) among staff during school hour and inside school premises.
7. Be responsible towards school, community, country and whole humanity.
8. Avoid alcoholism, drug abuse, and smoking at school premises.
9. Compulsorily wear school uniform while at school.
10. Be present at school always neat and clean.
11. Not wear ornament or have any thing precious. (Like gold, and diamond), if such ornament or other precious things lost or damaged, school will not be responsible.
12. Follow the direction of education of educational act, rule, school by-law, school operational manual and school code of conduct.

**ANNEX- IX**

Disciplinary action

1. Written warning or reprimand.
2. Probation during which certain condition must be fulfilled and good behavior must be demonstrated.
3. Payment of cost or compensation for any loss, damage or injury caused by the conduct.
4. Issuance of an apology made publicly or privately.
5. Loss of certain privileges.
6. Restriction or prohibition of access to, or use of school facilities, services, activities or programmers.
7. Fines.
8. Suspension.
9. Expulsion.

**ANNEX – X**

Guardian’s code of conduct

A guardian should

1. Send students to school daily on time (except holidays).
2. Know the students' progress or achievement from respective class/subject teacher or from concerned authority or personal.
3. Participate actively in school organized programmes.
4. Be positive and effortful towards school's all-round development.
5. Give constructive suggestions to the school administration.
6. Create conducive atmosphere at home for his/her student’s study.
7. Follow the positive suggestions given by the school principal, coordinator, class teacher.
8. Avoid smoking, drinking at school or have come to school boozed.
9. Pay stipulated fee on time.
10. Provide their progeny with adequate required educational material.
11. Keep the fee or other payment receipt safely and show it if necessary.
12. Be present in the meeting called by school and participate actively in the interactive discussion about the students' learning achievement.
13. Put his/her complaints and grievances in clear and decent language.
14. Inform to the school administration about the conspiracy against school if he/she knows any.

**ANNEX – XI**

General guidelines

The following established guidelines should be observed and executed in letter and in spirit discharging ones responsibilities so as to facilitate the smooth functioning of the school.

1. Being an exemplar to the school.
2. Abiding by the established rules and regulation of the school.
3. Restoring and promoting the fabrics and conducive atmosphere of the school.
4. Maintaining discipline in the classroom and in the assembly.
5. Keeping the correction of the class works, home works and notes up to date with remarks properly written after every correction.
6. Any incomplete and incorrect work must always be done by the students and corrected by the teachers before proceeding to the next lesson.
7. Preparing and submitting the lesson plan to the principal/level In-Charge Sunday on a weekly basis.
8. No exercise books or purse should be left in classroom or on the staff room table. The cupboards should always be used. The staff room should always be kept neat and clean.
9. The class teacher is responsible for the cleanliness of the classroom and should always encourage the students to use the dustbin.
10. Drinking water and toilet needs for the teacher and students are to be met during the recess or before the class hour. During the class hour, it is strictly prohibited only if the situation is unavailable, allowing only one student at a time.
11. No teacher is allowed to shout or abuse at the students. They should be soft but firm.
12. Completing the syllabus in time.
13. No physical punishment to any students whatsoever.
14. Duty teacher should see to the safety and discipline of the students.
15. No students should be allowed to gather or make noise inside the school building or classroom during the recess or before the school starts.
16. Teachers should go to class immediately after the bell and should devote every minute in the teaching and learning process.
17. Teachers are to strictly follow the given routine and no subsequent changes can be made whatsoever unless the principal changes.
18. Classes are to be conducted in given classroom only. No teachers can spend the class without the permission of the principal.
19. Teachers are to keep in their minds that leisure periods are periods when they are stand by to do any task of their level given him/her by the principal, level In-Charge or coordinator.

**Annex-XII**

**Classroom management**

Classroom management is the major responsibility of the class teacher (Class Guardian). Following will be pasted in each class to make it understandable and practicable.

green peace secondary school

Date: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr./Miss/Mrs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Guardian of Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PERIOD | CLASS | SUBJECT | DURATION | REMARKS |
| 1st |  |  | 9:45 - 10:35 |  |
| 2nd |  |  | 10:35 - 11:20 |  |
| T.B | TOILET BREAK | TOILET BREAK | 11:20 - 11:30 |  |
| 3rd |  |  | 11:30 – 12:15 |  |
| 4th |  |  | 12:15 – 1:00 |  |
| TIFFIN | TIFFIN BREAK | TIFFIN BREAK | 1:00 – 1:30 |  |
| 5th |  |  | 1:30 – 2:15 |  |
| 6th |  |  | 2:15 – 3:00 |  |
| T.B | TOILET BREAK | TOILET BREAK | 3:00 – 3:10 |  |
| 7th |  |  | 3:10 – 3:55 |  |
| 8th |  |  | 3:55 - 4:40 |  |

**Note to the Class guardian:**

A class guardian is a key person in his/her class. He/she is expected to shoulder the entire responsibilities of the classroom, the pupils and the accessories. Few norms are laid down hereunder for establishing a unique identity of this school and also to enhance the educational professionalism of the learned scholars. Please adhere to them strictly.

**Please ensure that:**

-the room is swept.

-the students are punctual.

-the soft boards are well-decorated.

-desks and benches are clean and tidy.

-the students do not bring unnecessary things.

-windows are opened before the classes begin.

-the students are seated according to the seat plan.

-the students do not breach the rules and regulations.

-absentees should be made the call immediately on the very first day and should be reported to the Principal.

-the class teachers must be present in their respective classes during the cleaning time.

**You need to**

-take daily attendance of the students.

-check the cleanliness of the students daily.

-inspire all the students to call names of flowers, wild animals, scientists' names, body parts, diseases' names, etc. instead of calling ‘yes sir' or 'present sir'.

-teach moral lessons, spiritual lessons, etc.

-maintain discipline in the class room as well as outside it.

-inspire all the students to take part in extra-curricular activities.

-inspire all the students to communicate in English as it is English Medium school.

-create sense of we feeling amongst the students and so on.

Undertaking:

I have read and understood the rules and regulations as lay down and agree to abide by them. If I fail to carry out my responsibilities as mentioned-above I solemnly declare hereby that I shall accept without question the decision of the principal even if it means termination of service without the required notice.

Name of teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_