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FROM THE PRINCIPAL'S DESK

Dear Student,

June, 2019

The core belief of JUBILEE HILLS PUBLIC SCHOOL is that the children need exposure to a wide range of stimuli, and so, focus on the areas beyond academics is a unique feature of its curriculum. This school is not merely a centre for education but a training ground for young minds like yours, to develop your personality and to imbibe the highest value of character and national service. This will equip you to respond to the intellectual, social and personal challenges that you will encounter throughout your life and career.

With this thought in mind, we aim to give the best school experience by continually investing in new and existing facilities, training, technologies and services. We set high standards and expect the best for and from you. Student centered learning is well supported by qualified teachers.

The Almanac and School Diary takes you through the journey of your academic, co-curricular areas and examination schedule along with other relevant information. The School Diary must be brought to school daily. It is a medium of communication and interaction between the school and your parents and therefore you must show it to your parents regularly for optimal results.

If you and your parents have any comments or concerns that you would like me, to address, e-mail at principal@jhpsrampally.com

Wish you an exciting and enriching year ahead.

Principal

FOREWORD

It is necessary for the students and parents to read the Almanac and School Diary together and understand the contents fully as they aim at establishing an important and invaluable link between the school administration, teachers, students and parents.

It is intended to serve:

- As an all-in-one ready reckoner and planner for the students.
- As a means of communication between the parents and the School:
 - ❖ To keep the parents abreast of what their children are studying at School and the curricular progress of their children.
 - ❖ To keep the parents informed about the home assignments and the class work.
 - ❖ To be used for convenient, day-to-day correspondence (related to academics and conduct) between the parents and the School staff.
- Parents should ensure that their child brings the School Diary to school every day, uses it productively and handles it with care.
- Parents should review the School Diary daily for home assignments and must respond/acknowledge any comments, which may be made periodically by members of the faculty.
- Parents should also countersign home assignments to signify their completion and give a valid reason if assignments are not completed.

Comments made by parents in the School Diary should be relevant and confined to the student's work and her/his conduct.

All other matters concerning the school should be dealt with separately and either conveyed personally or through other communication methods.

Every care has been taken to make this Almanac and School Diary accurate. We regret any errors that might have crept in inadvertently.

- ❖ **Parents should read the rules and regulations carefully and it will be appreciated if they sign the declaration having read the same.**

I. INFRASTRUCTURE & FACILITIES

The Establishment

Jubilee Hills Education society opened its portals for disseminating wholesome education with a humble beginning in 1986. With unrelenting efforts, unified minds, selfless dedication and philanthropic outlook of the people, the Jubilee Hills Public School was created and the first school started functioning at Jubilee Hills.

Jubilee Hills Public School (JHPS), Jubilee Hills was established in 1986.

The present edifice in a sprawling campus of 6 acres at Jubilee Hills houses four blocks **Vignan, Vivek, Venkatadri and Vision.**

It is a co-educational English Medium School administered on public school guidelines.

Jubilee Hills Public School, Jubilee Hills is affiliated to CBSE, New Delhi. It is a co-educational English medium school administrated on public school guidelines.

The school is certified by Bureau Veritas and awarded standard ISO 9001:2008.

In its 30 years of service in the educational sector, the Jubilee Hills Public School has been the recipient of honours and awards from various agencies/institutions involved in evaluation of academic excellence in the educational sector.

Green School: Solar Power

As part of Green building concept, the school has taken an initiative to embrace new sources of renewable energy that are good for our planet.

30 Years after....

This successful journey of 30 years was the impetus to start a new branch at Rampally, Keesara in 2017. This new branch while following the philosophy of JHPS is blossoming independently with its own unique features.

The 6 acre campus at Rampally, Keesara bordering the Outer Ring Road amidst huge expanses of greenery is any child's dream picture of a school.

Every classroom is equipped with

- **Child friendly furniture.**
- **A Smart Board, a Green Board and a White Board-Teachers & students never had it this easy.**
- **Intranet with e-modules connected with a computer and projector.**

- **Lockers to store books and stationery reducing the bag load.**

The campus is easily accessible in 30 minutes even from locations over 15 Kms, through the extensive network of radial roads connecting the school.

I. INFRASTRUCTURE/FACILITIES

Class Rooms

The classrooms are well ventilated and spacious. They are also provided with age appropriate furniture which includes green board & Teacher's Cupboard for effective teaching learning process to take place. It is planned to integrate indoor activity-cum-play environment within the classroom providing required play equipment/infrastructure.

Activity Room

The academic process at JHPS does not stop at classroom activities and completion of syllabus alone. The activity room provides reinforcement to the areas of learning. Hands on activities are performed for the lessons learnt in different subjects.

Computer Labs

Emphasis is also given for providing work experience in the area of information technology through Computer Labs to students at all levels. At present appropriate learning environment in digital technology is provided for students. The students have a friendly access to handle computers independently in a well guided manner.

The entire campus has been networked with INTRANET and 24/7 INTERNET connectivity for the benefit of students and staff engaged in the instructional processes.

Science Laboratories

The learning in the laboratories at JHPS provide reinforcement through hands on experience to the children.

The school has a well established Composite Science Lab for the students of Primary and Middle level as well as subject specific independent Science Labs for the following subjects at Secondary and Senior Secondary level in future.

- Physics
- Chemistry
- Biology

The Labs are being equipped with required apparatus and appropriate charts and Models.

Other Subject Labs

In addition to the above, Labs for subjects other than Science, have been provided for imparting practical and application based knowledge. The laboratories have been provided for the following subjects.

- English Language
- Social Science
- Mathematics

Fine Arts, Dance & Music

The school has highly experienced teachers with professional qualifications for providing training in the areas of Fine Arts, Dance and Music. Various Co-Scholastic Activities (CSA) organized by the regular teaching faculty are supported by the professional teachers attached to the following creative disciplines.

- Fine Arts
- Dance
- Music

The regular classes for Dance, Music and Art are conducted in line with the syllabus prescribed.

Counsellor

The school has a policy to organize counselling sessions through a professional Counsellor for students.

Special Educator

Extra attention is provided to students with special needs through Special Educators.

Library

Library is essentially a Resource Centre set up and will be developed in a phased manner for the benefit of the students. It has an area of 2600 sft and is stacked with 3706 + titles of Indian as well as Foreign authors. The library subscribes to various newspapers, periodicals/magazines in English, Telugu and Hindi. Apart from these, there are CDs, Atlases, Charts, Globes etc.

The teachers have the facility to access the e-library content. There is also a provision for students to learn through the AV setup to be created in the Library.

Auditorium

The Auditorium is professionally designed, acoustically treated and fitted with a well planned lighting grid and can accommodate 600 audience. The green room facility one

each for girls and boys has been provided. This facility helps organize a variety of events including special assemblies, PTA meetings, cultural events etc.

Sports and Games

JHPS Rampally with its expansive playground is ideal for students to play and learn. The important virtues of Fair Play; Team Spirit; Gallantry; Chivalry; and the art of winning with humility and losing gracefully are learned in the playground. Vast Football and Volleyball grounds, Basketball and Tennis courts and a pitch for Cricket provide ample opportunities for the student to develop a holistic personality.

A. Outdoor Games :

- Synthetic Tennis court of International Standards.
- Synthetic Volleyball Court

B. Indoor Games :

- Table Tennis
- Carroms
- Chess

Infirmary

The school's infirmary is equipped for treatment of emergencies by providing first aid and the services of a doctor on call basis, if needed.

Stationery and Canteen

These facilities have been outsourced to external agencies which provide basic stationery items and specified healthy food items in the campus.

Drinking Water

The school provides mineral water for the students through the dispensers spread over all the blocks in the campus.

Safety Policy

The school has an effective safety policy in place to take care of minor or major injuries or in case of sudden illness of the students. In any exigency, there is a provision to take the student to the nearby hospital.

II. ACADEMICS

A. Curriculum

JHPS offers quality education to its learners. The motto is to generate thinkers and achievers who are virtuous. The teaching methodologies employed are such that they make learning interesting and enjoyable for the learners. Learning takes place through projects, role plays, group discussions, making models and class presentations.

JHPS views education as a wholesome process. The focus is not only on academics and co-curricular activities but also on inculcating values. The teaching-learning process is aimed at fostering competencies like problem solving, decision making, communication and self-study.

The top notch infrastructure helps the learners tune in well with the times, enjoy learning at school, become confident individuals and get ready to face the challenges of life.

The Curriculum at JHPS has been set keeping in mind that education plays a crucial role in developing interest and curiosity amongst children. We feel that the teaching learning experience should be such that the students learn in a fun way, are engaged and have a lifelong retention of concepts. Every activity is planned in such a manner that each child gets an opportunity to relate concepts taught at school to the actual world outside. The focus is on English, Mathematics, EVS and Computers. The students are expected to choose one language; either Hindi or Telugu.

Pre-primary section adapts the teaching methodology discourages rote memory. Instead, thematic method of teaching is followed where all the subjects are integrated, laying emphasis on skill based learning. This includes fine and gross motor, cognitive, social, emotional, language and numerical skills.

The curriculum is designed in such a way that few concepts are taken up and dealt with in detail. The emphasis is on understanding of the concepts. Each child is unique and has a different learning style. Various activities are designed which cater to different types of learners like auditory, visual and kinesthetic learners.

B. Teaching-learning Process

Methodology :

The medium of instruction is English. Each class room is equipped with a smart board that helps the teachers facilitate learning with the view to assist the students with varied learning styles.

Learning by doing is encouraged more than lecture method. Group and pair activities with an emphasis on all round development of the students are given precedence over the traditional chalk and talk methodology. A judicious mix of learning through technology is considered to address the concepts that are difficult to comprehend.

Subjects taken up in the Pre-Primary Section are :

- English
- E.V.E
- II Language (Only for U.K.G)
- Number Work
- Computer Science

Courses of Study :

Salient features of the Pre-Primary curriculum include the following activities in order to make learning an enjoyable experience :

- Themes for the months
- Circle Time
- Rhyme Recitation
- Dramatization and Role Play
- Story Telling
- Show and Tell
- Clay-Moulding
- Painting & Colouring
- Arts and Crafts / Origami
- Parents as Teaching Partners
- Sand play
- Music
- Sensory Games
- Puppet Show
- Physical Fitness
- Computers
- Educational Trip
- Discovery Table
- Simple Science Experiments
- I-board teaching

Subjects taken up in the Primary Section are :

Classes I & II

- English
- II Language : Hindi / Telugu (Additional Language - Hindi / Tel (Language other than the II Language)
- Mathematics
- Environmental Science
- Computer Science

Classes III to V

- English
- Mathematics
- Environmental Science
- Social Science
- II Language : Hindi / Telugu
- Computer Science

Salient features of the Primary Curriculum are :

- Class presentations and displays.
- Projects / Activities / Experiments
- Group Discussions
- Educational Field Trips
- E-learning
- Fine Arts which includes - Music, Dance and Art
- CSA Activity
- Teaching of Life Skills

We diligently work towards the goal of empowering students in a tangible way. We facilitate their development into enlightened citizens thereby enabling them to stand on their own feet and be confident and assertive individuals who can do well not only for themselves but also strive for the larger interest of the society.

Recognizing the infinite, extraordinary potential of the students, we strive constantly to enhance the critical thinking and problem solving abilities of students which is manifested as present and future excellence in every aspect of life.

Classes VI - VIII
English
Mathematics
General Science
Social Science
II Language : Telugu/Hindi
III Language - Hindi / Telugu
Computer Science
Art / Dance / Music
Physical & Health Education

There are two terms in the academic year

- First Term - April - September
- Second Term - October - March

C. EVALUATION

Pre-Primary curriculum develops skills which form the foundation for the crucial formative years. Skills are assessed on a weekly basis. Continuous Assessments and two observations are conducted throughout the year. A Mid - Term and a Term End Report is given to the parent.

For classes L.K.G. & U.K.G, the Continuous Comprehensive Evaluation system is followed.

- Promotion to class U.K.G is made on the basis of Continuous Comprehensive Evaluation (CCE) and Term End Observation (in terms of grades) during the year.
- A student should obtain a minimum grade 'C' in each subject to be promoted to the next class.

Classes I - IV

Assessment and Promotion :

Students are assessed on the basis of CCE comprising pen and paper tests, assignments, class work, homework, inter-disciplinary projects etc. in the respective subjects.

Formative Assessment (assessment for learning)

The teachers evaluate the students through Continuous and Comprehensive Evaluation (CCE)

One cycle of CCE means that all the students of the class are tested in all the competencies.

CCE includes the various skills being tested through specific oral and written tasks. These written tasks could be Learning Worksheets or regular class assignments.

Examination

Summative Assessment - I in September and Summative Assessment - II in March. These are in the form of a written examination.

Scheme of Assessment for classes I to IV

Term	Assessment Type	% of weightage in the academic session	Term wise weightage	Total
First Term Apr. - Sep.	FAI+FAII	10+10	FAI+FAII SAI = 50	100
	Summative Assessment -I	30		
Second Term Oct. - Mar.	FAIII+FAIV	10+10	FAIII + FAIV SAII= 50	
	Summative Assessment -II	30		

Scheme of Examinations for classes V - VIII

First Term		Second Term	
Formative Assessment - I	10%	Formative Assessment - III	10%
Formative Assessment - II	10%	Formative Assessment - IV	10%
Summative Assessment - I	30%	Summative Assessment - II	30%
Cumulative total of two terms			100%

Criteria for Promotion

- ◆ Promotion policy for all the classes is as per CBSE guidelines.
- ◆ The cumulative academic performance is taken into consideration for promotion.
- ◆ A student will not be allowed to sit for the Annual Examinations if he/she has not put in a minimum of 75% of the total attendance of the academic session including the attendance in the previous school of the student admitted on transfer. The Principal is authorized to condone shortage in attendance up to 15% under special circumstances e.g. illness, participation in sports at National level etc.

Note : Circular regarding Periodic Tests will be issued prior to the exam.

- ◆ CBSE exemptions are available for students with special needs. To avail these exemptions an external agency certificate is necessary. Parents can approach the School Counsellor for such exemptions. This process should be completed in class VIII before class IX registrations with CBSE board.

Online Interface

Every student is provided a **login ID together with a password** for an online interface between the school and the parent. The parents can view the Student's Profile, Attendance, Grade, Issue of Library books their child, etc. This facility helps the parents to download subject wise worksheets for practice at home by their children.

Remedial Coaching

The endeavour is to provide remedial coaching to under achieving students.

Awards

JHPS believes in recognizing the achievements of exemplary students through various awards. Our students consider it a matter of great pride and honour to be bestowed with any one of these awards given on the Annual Day every year.

- ◆ **General Proficiency I & II:** Certificates are awarded based on academic excellence to two class toppers selected from amongst all the sections of a particular class.
- ◆ 100% Attendance Certificate is given to the students who attend the school everyday which includes their presence during PTMs.

D. BEYOND ACADEMICS

Co-curricular Activities

The Co-Curricular activities are based on the following subjects these are included in the curriculum like :

- a) Art b) Music c) Dance d) Physical Education e) Computer Science

Co Scholastic and Sports Activities :

Classes I-IV	Classes V - VIII
Athletics	Classical Music (Vocal)
Recreation games	Art / Craft
	Throw Ball
	Table Tennis
	Dance
	Athletics
	Band
	Tennis
	Foot Ball
	Cricket
	Volley Ball

Intra and Inter School Competitions

- House Activities
- Inter School Competitions organised by JPHS & other Schools from time to time.

External Competitive Examinations

- Olympiads

E. School Events

Assembly

Morning assembly is a solemn occasion for all the staff and students in the School. It includes prayer, meditation, thought for the day, news reading, and a brief theme based presentation on a given topic followed by the National Anthem. It also includes talent show, quiz, language assembly and display of sports skills. Adequate care is taken to see that every child of the class gets an opportunity to participate in the assembly.

Special Assemblies

JHPS enjoys and celebrates the secular status of our country. Besides the National festivals, all other festivals of different religions are celebrated for better understanding and tolerance.

The significance of the celebration is explained during the Special Assemblies.

Educational Fields Trips

Educational trips to places of historical and scientific interest are organized annually. These trips facilitate to broaden the outlook of students and are conducted following the rules and regulations of the CBSE to reinforce learning, provide exposure and to get hands on experience of the subject.

External Competitions:

Students are also sent out to other schools with Teacher Incharges to participate in external sports/games/cultural events or competitions with the parents consent.

Note: Utmost care is taken by the school for the safety of the children during the visit and in case of any unfortunate, unforeseen incident; parents are requested to cooperate and not try to hold the school liable.

F. PTA & PTM : Parent Teacher Association (PTA)

The School Parent Teacher Association (PTA) is an active body fostering good personal rapport between the parents and the teachers.

Parent Teacher Meeting (PTM)

Parents of Pre Primary, Primary, Middle School students must meet the class teacher & subject teachers to get an update on the progress of the students. PTM schedule to be followed is as per School Diary (schedule of activities).

PTM PROCESS

PTM is organized for the parents to have a better and productive interaction with the teachers.

In this regard, kindly make a note of the following points for the **PTM's** to be held in the year school.

- Parents can meet the subject teachers if they have any specific subject related concerns on first come first served basis.
- Approximate time for each parent is 5-7 minutes.
- Parents requested to take an **appointment** through **School Dairy** to meet the Class **Teacher / Headmistress / Principal** for any discipline or academic issue.
- Only parent or guardians, as specified in the admission form will be allowed to attend.
- Car Parking will be provided in the school premises.
- **Subject teachers** will be seated in the **venues** which will be intimated later.
- **Entry** will be **restricted** after the **mentioned time slot**.

PTMs and Parent Days 2019-20

Date	Day	Programme
22 nd June 19	4 th Saturday	Orientation for parents of all classes
6 th July 19	1 st Saturday	Investiture Ceremony
27 th July 19	4 th Saturday	PTA, PTM for all classes
31 st Aug 19	5 th Saturday	Tarang - Class III to V, PTM - all Classes
OCTOBER		Exams and Holidays
19 th Oct 19	3 rd Saturday	Report card issue Day for all classes, Art Exhibition
30 th Nov 19	4 th Saturday	Tarang for Classes I & II
21 st Dec 19	3 rd Saturday	Grandparents Day & Rangmanch for Kindergarten
28 th Dec 19	4 th Saturday	PTM for all classes
4 th Jan 20	1 st Saturday	Annual Day
19 th Mar 20	Thursday	Indradhanush - Graduation Day & Report Card for Pre-Primary
21 st Mar 20	3 rd Saturday	Report Card Issue Day (Primary, Middle School)

Note : Dates & Events are subject to change.

LIST OF EVENTS 2019-2020

S.No.	Date	DAY	EVENT
1	22 nd Jun 2019	Sat	Orientation for Parents of all Classes
2	6 th July 2019	Sat	Investiture Ceremony
3	10 th Jul 2019	Wed	Vanamahotsavam
4	22 nd Jul 2019 to 27 th Jul 2019	Mon Sat	Health Awareness & Health Check up Week
5	27 th Jul 2019	Sat	PTA, PTM for all classes
6	15 th Aug 2019	Thu	Independence Day
7	31 st Aug 2019	Sat	Tarang for classes III to V, PTM for all classes
8	5 th Sep 2019	Thu	Telugu & Hindi Bhasha Dinotsavam, Teacher's Day
9	19 th Oct 2019	Sat	Report Card Issue Day for all Classes
10	4 th Nov 2019 to 8 th Nov 2019	Mon- Fri	'Adhyayan' - Book Week
11	14 th Nov 2019	Thu	Children's Day
12	30 th Nov 2019	Sat	Tarang for classes I and II
13	21 st Dec 2019	Sat	Grandparents Day and Rangmanch for Kindergarten
14	28 th Dec 2019	Sat	PTM for all classes
15	4 th Jan 2020	Sat	Annual Day
16	10 th Jan 2020	Sat	Ignited Minds
17	25 th Jan 2020	Sat	Sports Day
18	30 th Jan 2020	Thu	Tyagaraja Aradhanotsavam
19	19 th Mar 2020	Thu	Indradhanush-Graduation Day & Report Card Issue Day (Pre-Primary)
20	21 st Mar 2020	Sat	Report Card Issue Day Art Exhibition, (Primary, Middle School)

Note : Dates & Events are subject to change.

LIST OF HOLIDAYS 2019-2020			
S.No	DATE	DAY	HOLIDAYS
1	1 st Jan 2019	TUESDAY	NEW YEAR
2	14 th Jan 2019	MONDAY	BHOGI
3	15 th Jan 2019	TUESDAY	SANKRANTI
4	16 th Jan 2019	WEDNESDAY	KANUMA
5	17 th Jan 2019	THURSDAY	DAY AFTER KANUMA
6	26 th Jan 2019	SATURDAY	REPUBLIC DAY
7	4 th Mar 2019	MONDAY	MAHA SHIVARATRI
8	21 st Mar 2019	THURSDAY	HOLI
9	5 th Apr 2019	FRIDAY	BABU JAGJIVAN RAM JAYANTHI
10	6 th Apr 2019	SATURDAY	UGADI
11	14 th Apr 2019	SUNDAY	AMBEDKAR JAYANTHI SRI RAMA NAVAMI
12	19 th Apr 2019	FRIDAY	GOOD FRIDAY
13	5 th Jun 2019	WEDNESDAY	RAMZAN
14	6 th Jun 2019	THURSDAY	DAY AFTER RAMZAN
15	29 th Jul 2019	MONDAY	BONALU
16	9 th Aug 2019	FRIDAY	VARALAKSHMI VRATHAM
17	12 th Aug 2019	MONDAY	BAKRID
18	15 th Aug 2019	THURSDAY	INDEPENDENCE DAY, RAKHI
19	24 th Aug 2019	SATURDAY	JANMASHTAMI
20	2 nd Sep 2019	MONDAY	GANESH CHAVITHI
21	10 th Sep 2019	TUESDAY	MOHARRAM
22	12 th Sep 2019	THURSDAY	GANESH NIMAJJAN
23	28 th Sep 2019	SATURDAY	BATUKAMMA
24	2 nd Oct 2019	WEDNESDAY	GANDHI JAYANTHI
25	6 th Oct 2019	SUNDAY	DURGASTAMI
26	7 th Oct 2019	MONDAY	MAHARNAVAMI
27	8 th Oct 2019	TUESDAY	VIJAYA DASAMI
28	26 th Oct 2019	SATURDAY	NARAKACHATURDASI
29	27 th Oct 2019	SUNDAY	DIWALI
30	28 th Oct 2019	MONDAY	DAY AFTER DIWALI
31	10 th Nov 2019	SUNDAY	MILAD UN NABI
32	12 th Nov 2019	TUESDAY	KARTHIKA PURNIMA & GURUNANAK JAYANTI
33	25 th Dec 2019	WEDNESDAY	CHRISTMAS
34	26 th Dec 2019	THURSDAY	BOXING DAY
15 th Apr 2019 to 31 st May 2019		SUMMER HOLIDAYS	
28 th Sep 2019 to 13 th Oct 2019		DASARA HOLIDAYS	
		SANKRANTI VACATION	

Note : The dates / events are subject to change

III. GENERAL INFORMATION

School Timings

Classes	Days	Time
LKG to Class II	Monday to Friday	8.25 A.M. to 3.00 P.M.
Class III to VIII	Monday to Friday 1st and 3rd Saturday Working	8.25 A.M. to 3.00 P.M.

Duplicate ID Card, Bonafide etc.

The school has fixed certain administrative charges for issuing duplicate ID Card, Fee Challan, Almanac, Report Card and Bonafide Certificate. With a view to encourage discipline, the school proposes to levy a fine of Rs. 25/- on each occasion that a student is found not wearing his/her ID Card.

The fee fixed for the issue of the following Duplicate Documents/Items is as follows.

ID Card tag	:	Rs. 25/-
ID Card	:	Rs.100/-
Fee Challan	:	Rs. 10/-
School Diary	:	Rs. 100/-
Report Card	:	Rs. 150/-
Bonafide	:	Rs. 50/-

WITHDRAWALS :

The school has a set procedure for withdrawal of a child from the school subject to the following.

- If a parent wishes to withdraw his/her son/daughter in between the academic year, he/she must give a clear calendar month's notice in writing. The withdrawal is permitted in such cases only on payment of fees and other dues if any as per the school rules.
- Request for Transfer Certificate must be submitted on or before 15th March for withdrawal of the child for the next academic year.

- In case the request is made for withdrawal from 16th March then the parent has to pay the first term tuition fee of the subsequent academic year.
- In case a parent wants to cancel the Transfer Certificate once issued, it will be treated as a fresh admission subject to vacancy.
- If a parent wants to withdraw the child, the conditions laid under the Fee schedule are applicable as provided in the Almanac.
- School fees is payable in advance and it can be paid in 3 terms or for the whole year.
- The student's name will be struck off from the rolls of the school on non-payment of fees. However, T.C. will be issued only after clearing all the dues.
- Admission Fee once paid cannot be refunded
- Any rude behaviour in the form of foul language, slang, violent and aggressive behaviour, causing harm to other children will entail a punishment of 3 to 7 days debarment with a Letter of Caution (LoC) or dismissal depending upon the gravity of the misbehavior.

The following is the procedure for issuing TC during the academic year in case the withdrawal is required for any exigencies.

Fee Type	Student does not attend school (TC applied after 15 th Mar.)	Students attend 1st Term (Apr.-Jul.)	Students attend 1st & 2nd Term (Apr.-Nov.)	Students attend 1st, 2nd & 3rd Term (Apr.-Mar.)
Annual fee	–	To pay 50%	–	–
Tuition fee	To pay 1st term	To pay 1st term	To pay 1st & 2nd term	To pay for all 3 terms
Other fee (if any)	–	To pay in full	–	–

Note :

- Admission Fee is non refundable.
- Process has to be followed for Transport Cancellation.

Short Messaging Service (SMS)

Important communications such as circulars sent, unexpected holidays, late Fee reminders etc., are intimated through SMS and it should be noted that this facility is not mandatory on the part of the school.

Uniform Pattern



Regular Uniform

Pre-Primary - Boys	
Shirt (half sleeves) :	White
Shorts :	Maroon & White Checks
Shoes :	Plain Black (Velcro)
Socks :	Plain White
Sweater :	Maroon

Note : ID Card has to be worn

Uniform Pattern



Regular Uniform

Pre-Primary - Girls	
Shirt (half sleeves) :	White
Pinafore :	Maroon & White Checks
Ribbons :	Black
Shoes :	Plain Black (Velcro)
Socks :	Plain White
Sweater :	Maroon
Tights :	Maroon (Above Knee)

Note : ID Card has to be worn

Uniform Pattern



Regular Uniform

I - V Boys

Shirt (half sleeves) :	White with pink and blue stripes
Shorts :	Navy Blue
Shoes :	Plain Black
Socks :	Plain White
Sweater :	Navy Blue (Plain)
School Belt & ID card have to be worn	

House Uniform

Shirt :	T-Shirt (House Colour)
Full Pant :	White Stretch
Sports Shoes :	Plain Black
Socks :	Plain White

Uniform Pattern



Regular Uniform

I - V Girls	
Shirt (half sleeves) :	White with Pink & Blue stripes
Pinafore :	Navy Blue
Ribbons :	Black
Shoes :	Plain Black
Socks :	Plain White
Sweater :	Navy Blue (Plain)
Tights :	Navy Blue (Above Knee)
School Belt & ID card have to be worn	

House Uniform

Shirt :	T-Shirt (House Colour)
Full Pant :	White Stretch
Sports Shoes :	Plain Black
Socks :	Plain White

Uniform Pattern**Regular uniform**

VI to VII BOYS	
Shirt (half sleeves):	White & Blue Checks
Trousers (full) :	Navy Blue
Shoes :	Plain Black
Socks :	Plain White
Sweater :	Navy Blue (Plain)
School Belt & ID card have to be worn	

House Uniform

Shirt :	T-shirt (House Colour)
Full Pant :	White Stretch
Sports Shoes :	Plain Black
Socks :	Plain White

Uniform Pattern**Regular uniform**

VI to VII GIRLS	
Shirt (half sleeves):	White & Blue Checks
Skirt :	Navy Blue
Ribbons :	Black
Shoes :	Plain Black
Socks :	Plain White
Sweater :	Navy Blue (Plain)
Tights :	Navy Blue(Above Knee)
School Belt & ID card have to be worn	

Uniform Pattern**Regular uniform**

Boys & Girls VIII GIRLS	
Shirt (3/4 sleeves) :	Plain Blue
Trouser (full) :	Navy Blue
Ribbons :	Black
Shoes :	Plain Black
Socks :	Plain White
Sweater :	Navy Blue (Plain)
Tights :	Navy Blue(Above Knee)
School Belt & ID card have to be worn	

House Uniform

Shirt :	T-shirt (House Colour)
Full Pant :	White Stretch
Sports Shoes :	Plain Black
Socks :	Plain White

A. STUDENTS

House System

Every student from classes I - VIII studying in this school is placed in one of the following two houses. The houses are represented by the given colours & are reflected in the sports uniform specified for each house.

Godavari **Blue** Krishna **Yellow**

Each house is headed by the students elected as House Captain. A member of staff acts as the House warden & is assisted by designated teachers along with House Captain.

Student Council (Prefectorial Board)

In order to develop leadership qualities, students are selected to the Student Council as Head Boy, Head Girl, House Captain, School Perfects, Sports Captains (Boy & Girl), Class Leaders/Monitors are also appointed.

Duties and Responsibilities

◆ Head Boy & Head Girl:

- Assist the teachers in conducting the Morning Assembly and other major events, checking uniform, ID Cards etc.
- Conduct meetings and plan for organizing various events in co-ordination with student council.
- Coordinate with the student council to maintain discipline and for the smooth dispersal of students.
- Represent the students in special programs like Sports Day, Annual Day, etc.

◆ Sports Captain:

- Check the ID Cards, uniform during assembly and in the classes on the days when there is no assembly.
- Collect the names of the interested students from the house captains for the events conducted by the PE department.
- Inform the House Wardens about the forthcoming events conducted by the PE department.
- Help PE teachers during Sports Day.
- Implement duties assigned by HOD PE department.

◆ House Captains

- The Captains of the House on duty to give commands during the Assembly, check the ID Cards, Uniform (shoe, nails, hair style etc.) in the Assembly and also in the classes on the days when there is no assembly.
- Assist the House wardens in the smooth conduct of the House meetings.
- Collect the names of the participants for various competitions.
- Prepare charts for bulletin board for various occasions. Assist the Head Boy and Head Girl in all school events.

◆ Class Monitor Duties

Class Monitors (a girl and a boy) will be selected in every section by the class teacher every month on a rotational basis based on the students' academic performance and behaviour. Their duties will be as follows :

- Maintain discipline in the class in the absence of the teacher.
- Inform the Subject/Substitution teacher if he/she is late to class.
- Motivate and inspire classmates positively.
- Provide necessary class information as and when required.
- Coordinate class movement to specified areas (to PET ground, Lab, Lib etc.)
- Cooperate and coordinate with the class teacher.
- Take care of Daily Planner, Remote and I – Board pen.
- Be available to listen to the concerns of classmates and inform the Class Teacher.

B. FEES

The schedule of Tuition Fee and Bus Fee is as follows:

- The term wise Fee Challan will be issued for the respective term in the 3rd or 4th week of March, July and November every year.
- Bus Fee Challan will be issued along with the 1st term Tuition Fee Challan in the 3rd or 4th week of March.

School Fee	
Last date for payment without Late Fee	
1 st Term Apr. - Jul.	20 th April
2 nd Term Aug. - Nov.	20 th August
3 rd Term Dec. - Mar.	20 th December

Bus Fee
Last date for payment without Late Fee is 30 th April
Rs. 100/- per day will be charged as Late Fee from 1 st May to 15 th May.
Allotment of bus facility stands cancelled on non payment of bus fee beyond 10 th May.

- The fees should be paid strictly as per the due dates mentioned above.
- Parents have the option of depositing the fee for the whole year in advance for which a separate challan should be obtained from the school office.
- Cheques will be accepted subject to realization. Non realization of cheques will be treated as fee not paid and rules relating to fine and re admission shall be applied and also cheque return charges of Rs.250/- will be collected.
- In sibling cases, parents may issue separate cheques for each child for each term.
- Cheque Drop box facility is available at the school office till the closing time of the due date.

- In case the due date falls on a gazetted holiday or Sunday, the fee is payable on the previous working day.
- Parents are requested to kindly take note of the late fee details and co-operate with the school to avoid inconvenience.
- One time fee payment for transport.
- **Parents are requested to note that reminders by way of Circulars / SMS, SMS are not mandatory on the part of the school.**

Fee Remittance Process : Challan Payment at Bank : `Nil` Internet Banking : Rs. 35/- per transaction.
Swiping Charges : Debit Card Charges per Transaction Below Rs. 2000/- `Nil`; Above Rs. 2000/- - 0.90%+GST
Credit Card Charges : Per Transaction : 1.25% + GST International Debit / Credit Card Charges : Per Transaction : 3% + GST

Late fee Details :-

School Fee

- **A fine of Rs. 100/- per day** will be charged for a period of 20 days after the expiry of last date of the payment of tuition fee stipulated for the term.
- Admission will be **automatically cancelled on nonpayment of fee from the expiry of last date of payment with Late Fee.**
- In case, re-admission is sought, a **re-admission fee of Rs. 2500/-** will be charged for next 10 days after expiry of last date of payment with Late Fee.
- Re-admission, however, will be considered at the discretion of the management.
- All other fees are payable at the beginning of the academic year in the case of new admission.

Bus Fee :

- The **bus facility** allotted shall automatically stand **cancelled on non - payment of bus fee beyond 10th May.**
- In case, re-admission is sought, for bus facility a **re-admission fee of Rs. 1100/-** will be charged for next 10 days after expiry of last date of payment with Late Fee.

C. TRANSPORT

- It may be noted that school transport is only an optional facility provided on first come first served basis. It may be withdrawn in case of non cooperation of parents in maintaining the code of conduct in terms of picking and dropping a child or any sort of student misbehavior.

- The school provides to and fro transport facility to the student on all working days in fixed routes and specified stops.
- The bus routes are carefully designed keeping in view the student's convenience and safety. This is subject to change depending upon the requirements or exigencies of the school.
- The school has a right to modify/alter/relocate/withdraw the routes/stops as required by the regulating agencies from time to time.
- The students are issued an IDENTITY CARD for the current year of study with bus route number indicated on it. All students must wear this card.
- Students while travelling in the school bus must maintain discipline. Any student found guilty of misconduct or causing damage will not be allowed to avail the bus facility. Students will be held responsible for any damage caused by them due to negligence or otherwise, including recovery of cost of repairs towards damage.
- Parents are requested to be punctual while dropping and picking their child at the designated bus stops to avoid inconvenience and delay to other students. In case of delay at the time of picking the students, he/she will be brought back to the school. Similarly if the student is not able to reach the stop in time while coming to school and misses the bus, the parent will take the responsibility of dropping the child at school.
- Change of residence of the student and contact number must be intimated in writing and permission may be granted subject to vacancy in that particular route.
- Discontinuance of transport facility will be allowed at the end of the academic year on grounds of change of residence of parent to an area where the existing transport facility is not available. A letter along with the returning of student IDENTITY card intimating discontinuance of transport should be given one month in advance i.e. on or before 28th February to the school authorities. Otherwise transport fees for the next year will be charged.
- Any suggestion/complaint regarding the bus facility is to be addressed to the Principal in writing and the same will be entertained by the school management.
- Details of the bus routes stops for all the areas are displayed on the school notice board and are also available on the school website: www.jhpsrampally.com

Transport facility will be withdrawn in the following cases :

1. **No student/parent shall encourage the driver or the staff connected with the transport system to indulge in unfair practices.**

2. **Don't encourage giving tips to bus drivers for seeking favours.**
3. **Changing route/stop by the student or parent without prior written permission is not allowed to ensure safety of the students.**
4. **Parents should not board the bus to sort out personal issues.**
5. **Travelling by bus while defaulting the transport fee is liable for cancellation of transport facility.**
 - For any other information/clarification please contact school office, Transport Department between 9.00 a.m. to 10.30 a.m. (or) 3.15 p.m. to 4 p.m. on any working days.
 - Transport Contact Mobile No. - 9849519416

D. DISCIPLINE

WE EXPECT THE FOLLOWING FROM OUR STUDENTS :

Good Behaviour – Being well-mannered with fellow students, teachers and other staff, abiding by the school rules, completing assignments, homework, class work and projects on time, helping out teachers and fellow students.

Attendance – 100% attendance in a month

Effort in Class – Taking initiatives to keep class room and surrounding areas clean, preparation of class room display boards, etc.

Improved Grades – Improvement in grades/marks in a particular subject from the last assessment.

Healthy Eating – Consistently carrying healthy food to school, using paper towels or hand kerchief and using dust-bins, washing hands before and after lunch, maintaining proper hygiene, etc. is appreciated.

WE REWARD OUR STUDENTS BY GIVING :

Proficiency Certificates are awarded to students who have scored grade A1 in aggregate for an academic year.

OTHER DISCIPLINARY MEASURES

The school adopts the following in dealing with the discipline matters reviewing the recurrence of students' undesired behavior, not respecting or ignoring of the expected behaviour as per school rules

1. **Oral warning and counselling**
2. **Written warning**
3. **Detention during Recess**
4. **Suspension from attending classes / school for a specified period.**
5. **Expression / Rustication from school.**
6. **Withdrawal of transport facility for misbehavior in the school bus.**

Uniform Rules and General Appearance:

- A student must wear uniform with pride and ensure that they look neat and presentable at all times. Student ID Cards are an integral part of School Uniform as also the School Belts. These must be compulsorily worn to school every day.
- A student must always come to school in uniform, even during the practical and special classes.
- Students are not allowed to come to school wearing expensive jewellery items, expensive watches etc.
- No student is allowed to attend any Open House, PTM, school functions in or outside the school in any dress other than school uniform.
- Students from class V onwards are permitted to wear a watch.
- Personal hygiene is of paramount importance and students should take care and be responsible to be well turned out at all times.
- All the students should have complete awareness of ways to maintain personal hygiene.
- **Nails should be trimmed properly** and students are not expected to use nail polish and mehendi.
- **Students without proper uniform, without wearing ID card and without carrying School Diary are not allowed in the school campus and are liable to be sent home. Students are advised to keep their ID cards in their school bag after they reach home.**
- Care must be taken that the **uniform is washed and ironed well** and worn with clean **white socks and polished black shoes.**
- Students are **not allowed to use perfumes and scents.**
- **Failure to comply with the aforementioned rules will result in disciplinary action.**

Girls :

- Girls with short hair are required to wear **black hair band**, both inside the campus as well as when they go out to represent the school.
- Girls with **long hair should have two plaits folded up using black ribbons.**

Boys :

- Boys should **have a short and tidy hair cut.** Gelled hair and fancy hair cuts are not allowed.
- **Sikh boys must wear blue-coloured patkas.**
- Boys are required to wear shirts and pants as per the design specifications of the prescribed uniform.

Class Room Rules:

- Attend the classes on time and be seated quietly.
- Respect the rights of other students and do not disturb or interrupt the class.
- Respect the personal space of other students and follow a 'no touch' policy.
- Respect and co-operate with teachers and other students.
- Be attentive, follow the instructions of the teachers and work quietly during class hours.
- The class leader will take charge of the class during change of teachers between two periods and the students of that class will maintain absolute discipline during that time.
- In the absence of the teacher, the Class leader will be in charge of the class and all the students should obey his/her instructions.
- Students are not allowed to enter a classroom that does not belong to them.
- Changing of classrooms between periods should be done in silence and in an orderly manner.
- **Speak only in English in the class and in the school campus.**
- **Raise your hand and wait for your turn to speak in the class.**
- **Always obtain teacher's permission before asking any questions, talking to other students or moving within the class room.**
- **Take the out pass from the teacher before leaving the class for any reason whatsoever.**
- **Students are not allowed to remain in the classroom during the Physical Education, Computer Science, Art, Dance, Music, Library and CSA periods.**
- **No student has the permission to commute to school on cycles or self driven two or four wheelers.**

Lockers

- The Lockers are provided in the classes to keep books and other study materials so as to reduce the bag load.
- Students of classes I - VIII have access to open lockers.
- The lockers are handled by students duly locking them. It is decided that one of the keys or unlocking code of the locker has to be with the teacher for any verification or emergency operation.
- Students are cautioned not to store money, electronic items, valuables etc. in the locker.
- Items which are not permitted to be kept in the lockers will be confiscated and if found during surprise inspection will lead to levying a penalty of up to Rs. 1000/-. Recurrence of such act or if any objectionable material is found, it will result in cancellation of admission of the student.
- Parents are requested to note the following recommended weight of the School Bag as mentioned in the State Government, G.O. No. - 22, dated 18.07.2017.

Classes LKG-II- not more than 1½ kgs.	Classes VI & VIII- not more than 4 kgs.
Classes III-V - not more than 3 kgs.	

Late Coming Rules

- Students should **reach the school by 8.25 a.m.** every day and enter through **Gate 1.**
- Line up immediately when the first bell (8.25 a.m.) rings. Reach the assembly ground promptly, in silence and in an orderly manner for prayer.
- Students **coming late between 8:25 a.m to 8:40 a.m.** are allowed to enter only through **Gate 1.**
- Students are expected to reach the school in time and should desist from habitual late coming.
- **Late coming for more than 5 times** that is **after 8.25 a.m.** in a month will be recorded by the teacher in the School Diary and the student **will not be allowed to enter the school campus after the fifth time.**
- Since students are expected to reach school at least 5 minutes before the start of the school, students arriving late will not be allowed to enter the school premises without a plausible explanation for their late coming.
- Arriving late for school is not acceptable and will be dealt with strictly.

Absence from School

No student who has been absent will be allowed to attend class unless the reason for the absence, is recorded by the parents in the 'Record of Absence' sheet of the School Diary. In case a child reports to school without a stated reason parents will be required to meet the Principal / HM, otherwise child may be sent back home.

There is no provision for half day leave, except in cases of extreme emergencies with the permission of the Principal /HM. So students who are ill should not be sent to school even on exam/test day. The parents are advised not to fix up appointments with the Doctor during school hours. **The school has no policy of holding retest/re-exam for Formative Assessments in classes I to IV. However, an average of the Formative assessments may be considered based on the gravity of the reason furnished.**

In case, a student from classes V to VIII is absent for the Periodic Test due to illness or any other exigency as the case may be, he may either be allowed to write a retest or the Term average may be considered.

Students suffering from the following diseases must observe the prescribed period of quarantine before returning to school.

Chicken Pox	Till the scabs fall completely	Not >15 Days
Cholera	Till the child has completely recovered	Not >15 Days
Measles	Two weeks after the rash disappears	Not >20 Days
Mumps	Until the swelling has gone	Not >15 Days
Whooping Cough	Till the doctor certifies	Not >20 Days
Hepatitis, Swine Flu, etc.	Till the doctor certifies	Not >20 Days

Parents are requested to co-operate with the school and not send children till the quarantine period is over.

In case of absence of more than three days on Medical Grounds, Medical Certificate and prescription should be attached along with the Leave application on return of the student to the school.

Students, who require medical attention during school hours, may be sent to the school Infirmary by the teacher concerned, who will enter the nature of illness and sign the 'School Infirmary Record' of the school Diary. Students should not, except in emergency situations, visit the school Infirmary, unless an entry has been made in the school Diary by a teacher.

Parents are informed in the event of serious illness or emergency and may be requested to come to school to take their child home, if necessary. This requires the parent to provide emergency contact name and phone number accurately for the school to reach the parents. Further it is also necessary that these details are updated immediately whenever there is a change.

Repeated absence without notice or unexplained absence, without written application for more than five consecutive working days renders the student liable to have her/his name struck off the rolls. Re-admission may only be granted after payment of a re-admission fee.

All students are expected to attend school on the opening day immediately following the vacation. Absence on the day of reopening of the school will attract strict disciplinary action

It is compulsory for students to have 75% attendance in each term in order to be eligible to take the end-of-term assessment.

This stipulation can only be relaxed on genuine medical grounds, at the sole discretion of the Principal / HM.

Absence for more than 25% of total number of working days may result in detention of the child in the same class. On medical grounds too, a student cannot remain absent for more than 40% of the total working days.

Safety Policy:

The school has an effective safety policy in place to take care of minor or major injuries or in case of sudden illness of the students. In any exigency, there is a provision to take the student to the nearby hospital in the JHPS transport.

- In case of an injury, first aid is given to the student by the school nurse.
- If the injury is severe, the child is taken to the Hospital. Class Teacher accompanies the student to the nearest hospital. She informs the parents over the phone parallelly.

- Whatever the doctor communicates, she informs the Principal and the parents over the phone.
- Once parents come, class teacher talks to them and hands over the child to them.

Electronic Gadgets Rules

- Carrying any kind of electronic device viz., Cellphone, I-pad, Tabs and Cameras is strictly prohibited in the school premises.
- If students are found with any of the above gadgets the same will be confiscated.
- In exceptional cases the gadget will be returned on a request by the parent together with an undertaking not to repeat the same and **on payment of Rs. 1000/- as penalty.**
- If there is no response from the parent or claim for the gadget the same will be disposed off after a period of one month or before the closing of the academic year whichever is earlier, duly levying a **penalty of Rs. 2500/-.**
- In all such matters the decision of the school management shall be final and no further request will be entertained in this regard.

Dispersal

- **Gate -1:** Own transport children will be sent through this gate.
- **Gate 1:** Buses will leave the campus through these gates and parents are not permitted to enter through this gate to call their children from buses.
- Parents of own transport students of **Classes LKG – VIII** are requested to take their children after School **by 3:00 p.m.** unless the students are staying back for remedial classes or other school programs in which case the parent has to collect the child from school within the specified time on a mutual consent.
- Any student **left behind after 3.15 pm** has to stay in the open space near gate -1 at their own risk and the school is not responsible for the safety of these children. It is therefore essential that parents of own transport students collect their children in time.

Guidelines for Students

- Students should be **well mannered and courteous** at all times and use words like Thank You, Please, Sorry etc.,
- Student's behaviour must be environment friendly. They must **avoid wastage of water, electricity etc.**

- Students should accept all duties connected with academics, CSA, other school functions, activities, etc., and undertake such assignment readily and enthusiastically.
- In case of unexpected holidays declared by authorities, the teaching plans may get disturbed. In such cases, some extra home work may be given. The students are expected to co-operate, in their best interest.
- Students must take initiative in getting his/her work completed if he/she misses a class due to any reason. The teachers would help them, but it is not the teacher's responsibility to remind them.
- The exam dates have been printed for the whole year in the School Diary. Revision by the school also has been planned and the schedule will be given to all students. The difference between a first ranker and others is made by his/her own grasp and regular study habits. The students are thus, expected to develop regular study habits and not just prepare one or two days before the exam.
- Extra reading by the students and enhancing their knowledge is appreciated by the school.
- Students till class V can wear civil dress when they come to school on their birthday, (shorts, sleeveless tops & tights are not permitted).
- Students' participation in extracurricular activities is appreciated. However participation in extracurricular activities or interschool competitions cannot be claimed as an excuse for poor grades.
- Participation in external assessments, tests and competitive exams is purely optional but is recommended by the school.
- Students must abstain from undesirable behavior like whistling, shouting or running in the corridors and other such places in the school campus. It is strictly forbidden to throw anything at others.
- All rubbish must be placed in the bins provided. Students should take pride in the cleanliness of their School premises and should strive for it.
- The School shall not be held responsible for books, money, clothes or other articles that are lost.
- It is strictly forbidden to write or scribble on the walls / furniture or in any way cause damage to the school property. Any such act shall entail punishment and recovery of the cost.
- Students are strictly instructed not to indulge in any form of ragging inside or outside the campus.

- Students are advised not to cause or involve in any sort of violence or disturbance and cause hurt to others both within the school and in the school transport.
- Students should **refrain** from **posting comments** regarding the school, teachers and other students **using School logo & images in social media** like Face book, Twitter, Snapchat, Whatsapp, online chatting apps etc.
- School reserves right to take an action according to **cyber laws**.
- Dishonesty, obscenity in words or acts, misconduct or threats are sufficient reasons to refer to the **School Discipline Committee** for dismissal.
- The school shall not take the responsibility or liability for an unforeseen incident, like accident or illness of student that may happen at school during the school hours. However, minor injuries or sickness during school hours shall be attended to by the school nurse.
- Breach of School rules and/or misbehavior will be seriously viewed and recorded.
- Recurrence of such acts of indiscipline of serious nature by students will lead to suspension. In spite of it, if a student does not correct himself/herself and indulges in repeated acts of indiscipline, he or she is liable to be expelled from the school.
- No student can leave the school premises, for whatever reason, without a written note from the Principal. Any Student abstaining from the classes will be punishable with a **Letter of Caution (LoC)** followed by debarring from school for 3 to 7 days.

Library Rules

- The school's library which doubles up as a resource centre is open to all students from Class I onwards.
- All classes have Library period. Students visiting the library have to observe the following rules:
 - Every student shall borrow and read books from Library fortnightly.
 - Until the previously issued book is returned, students will not be eligible for a fresh issue.
 - Reference books are not for issue. These books can be read only in the Library.

- Books marked, disfigured, damaged or lost while in the student's possession will have to be replaced by the borrower, failing which their parents will be billed two times the cost for replacement.
- Students can borrow one book at a time **for a period of one week**. Library books should be returned on time
- If the **book is not returned** within one week, **a fine of Rs. 5/- per day** will be charged failing which, parents may be asked to report to school and explain the non-return of Library books by their child.
- Library books are to be returned necessarily one week before any vacation.
- The Library has an open access system, and the students must help maintain the order and organization of the collection in different shelves. They must place the books in the shelves strictly according to the call numbers, after consultation with the librarian.
- Students are not allowed to bring their personal books or belongings to the Library.
- Strict discipline has to be maintained in the Library. It is mandatory for all the students to do the activities slated in the list of activities of library.
- Students of classes III to VIII are entitled for one Library Membership Card.
- In case the **Membership Card is lost, Rs.20 will be charged** for issue of a duplicate card.
- The titles available in the library can be accessed online.

IV. GENERAL GUIDELINES

Guidelines for Parents

The active co-operation of the parents is an essential pre-requisite for the welfare of the student and hence the parents are advised to keep the following in mind for effective functioning of the school.

- The Parents or Guardians are requested to co-operate with school authorities and perform/ execute their part by inculcating regularity and discipline to bring out the best in the child and to make him/her asset to the family and the society.
- The parents need to adhere to the school timings and see that the child reaches the school, and is picked up from the school in time.
- Parents are to be punctual while dropping and picking their child at the designated bus stops to avoid inconvenience and delay to other students. In

case of delay at the time of picking their child at the bus stop, the student will be brought back to school.

- Parents or Guardians should go through their children's Almanac regularly.
- Parents should notify the school of any change of address or telephone number through a letter addressed to the Principal which will help for timely communication.
- Parents should encourage students to speak in English at home.
- Parents must encourage their children to be completely honest at all times. They must keep a close watch and advise the child not to bring things from school that don't belong to him/her.
- Parents should not send their children with any infection or disease to school. A medical certificate has to be submitted along with the leave letter addressed to the Principal.
- The parents have to ensure that the child carries the prescribed text books, note books and stationery items strictly as per the timetable.
- Parents should be in touch with the teacher to know their child's progress.
- It is necessary that parents respond to circulars and other communications received from the school promptly and consult the Teacher/ Principal, if required, as advised.
- Parents should ensure that the child is punctual and that he/she reaches the school every day by 8.25 a.m.
- Parents should be aware that late coming for more than 3 times after 8.25 a.m. in a month will be recorded by the teacher in the School Diary after which the student will not be allowed to enter the school campus.
- It is compulsory for students to come in school uniform only and not in any religious attire.
- Students who fall ill/get injured at school will be allowed to go home / hospital only with a responsible person. Minor injuries will be treated at school. Hence, the parents have to register with the school the emergency phone number and the name of the person who will take responsibility of the child in such emergencies.
- School policy states that school personnel may not administer any medication, without a written statement from a physician and a letter signed by the parent.
- Lost and found articles are kept in the caretaker's room and the same will be returned to the child after due identification. We put them on display every month during Parent Teacher Meetings (PTM) in the Assembly area. If no claim is made, every quarter, the said articles will be donated to needy children that need such support as decided by the school management. The School shall not be held responsible for books, money, clothes or other articles that are lost.

- Parents are requested not to bring issues related to Face Book or any other social networking sites or other instances which take place outside the school premises of their child for resolving in the school.
- Parents are advised to meet the respective Heads/Teachers regarding Transport, Fees, Academic, Disciplinary matters etc.
- Parents are requested **not to disturb the teachers in person** or on phone during School hours **other than the specified visiting hours**.
- Parents must ensure that their children do not involve in any form of ragging inside or outside the campus.
- Parents to see that the child does not cause or indulge in any sort of violence or disturbance and cause hurt to others both within the school and in the school transport.
- Parents to see that their children do not post comments regarding the school in social media like Face Book, Whatsapp, Twitter etc. They have to supervise the sites which their children surf on the net.
- Parents should honour the disciplinary action taken against their child in case of indiscipline affecting the classroom/school environment.
- Parents should **monitor their children's home work regularly** and ensure that he/she revises his /her lessons daily.
- Parents are requested to note that it is strictly forbidden for the students to write or scribble on the walls / furniture or in any way cause damage to the school properties and must advise /caution their children accordingly. Any such act shall entail punishment and recovery of the cost.
- Parents are requested to send a **lunch box with their child in the morning** itself due to safety concern & Lunch box will not be accepted during school hours.
- Parents should avoid calling the teachers at their residence and/or discussing matters related to the teachers disrespectfully either before the child or in society.
- Parents must check the **Parent Portal** in the **school website** for accessing worksheets which are periodically uploaded.
- If a parent is found to **influence the driver to stop at unauthorized stops or to change the bus route, his/her child's transport facility will be withdrawn and admission may be cancelled.**
- **Parents** have to be **formally dressed** when they visit/come to the school or are with in the school premises.
- **Any misbehaviour with the staff or use of abusive language by the parents will be considered a serious offence and may lead to expulsion of their children from the school.**

Home Work Guidelines:

- Students should try and do their homework entirely on their own, without the help of their parents.
- Students should plan a regular homework schedule and keep their parents informed with respect to homework assignment.
- Students should ensure that their homework assignments are completed on time, show their parents the finished work and carry all supporting books and materials back to school.
- Parents are requested to ensure that their children follow these guidelines.

Guidelines for Responsible Use of Technology

The school recognizes that access to telecommunications and other information technologies is critical to prepare of students for life in the 21st century. Thus parents and teachers must work together to ensure that students use these resources responsibly. Parents play an especially important role in setting the standards their children need to follow when using technology including the internet in any setting.

Guidelines for student behaviour with regard to technology usage

- The purpose of these guidelines is to outline the acceptable use of technology resource to the school and these rules are in place to protect the students, teachers and technology resource in the school.
- Students are responsible for exhibiting appropriate and responsible behaviour on school computer networks just as they are in a classroom.
- School technology resources are to be used for educational purpose only.
- Network passwords are to be used exclusively by the authorized student/user of the password.
- Students should not post personal information such as names, phone numbers, likes and dislikes, etc on any public website.

The following are never permitted:

- Posting/commenting any obscene matter about fellow students/teachers/school on Face book.
- Chatting on Whats App in an obscene/derogatory manner about fellow students/teachers/school.
- Bringing Cell Phones/Camera/Ipad into school campus.
- Taking photos/Videos of fellow students/teachers.
- Ragging other fellow students or junior students in the school/school bus.
- Using abusive language against fellow students/teachers in the school campus / school bus.
- Cyber bullying which is defined as a situation when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by

another child using text messaging, email, instant messaging or any other type of digital technology.

- Using obscene language or substituting symbols for letters in profane words
- Damaging I boards, Computers, Computer Networks or any other technology resources.
- Violating Copyright Laws of any text material including pictures and music.
- Unauthorized accesses, altering system configuration settings, screen background, screen savers etc.
- Unauthorized downloading and/or installation of software, including music and video files.

Students and Parents/ Guardian should be aware that:

- access to school technology resources including computers/computer networks is a privilege, not a right.
- disciplinary consequences will be initiated for inappropriate action that impacts the school environment, harms technology resources regardless of where the infraction occurred.
- when applicable, law enforcement agencies may be notified.

Guidelines for Prevention of Bullying and Ragging in Schools

Recent research in school education indicates that a major issue and cause for concern among students in schools is bullying.

The right attitude is formed only during the formative period of schooling. Thus it is necessary that students are sensitized about human rights, democratic values, respect for diversity and equality, and respect for privacy and dignity of others. The school expects the parents to co-operate with the school management to build a trusting, respectful relationship among students, school administration and parents.

Bullying is of different kinds and can be broadly categorized into the following types:

- **Directly from the bully to the victim (e.g., through physical intimidation or attacks, verbal abuse, unwanted attention and advances, damaging property).**
- **It can be indirect (e.g., through spreading malicious rumours).**
- **It can also include cyber-bullying (e.g., sending unpleasant SMS messages, Whatsapp messages, facebook postings, photographs or e-mails, to the victim or to others).**

An **Anti- Bullying Committee** has been constituted by the school which takes appropriate counseling measures and sanctions/punishment to curb bullying in the school.

Comprehensive guidelines are developed which includes the various actions and penalties which may be taken by the School Management as per observation and

understanding the gravity of the misconduct. Some of the recommended actions include:

- **Oral/written warning.**
- **Suspension from attending classes/school for a specified period.**
- **Withholding or cancelling the results.**
- **Imposition of fine.**
- **Expulsion/rustication from school.**

Bullying is strictly prohibited inside the school premises and no such act will go unnoticed or unpunished.

Awareness of POCSO Act

- Challenges like gender inequality, verbal assault and sexual abuse in schools calls for increased awareness and creating synergy among Parents, Teachers and School.
- As such the school has initiated steps to create awareness about sexual offence among school children.
- Some initiatives implemented by the school include but are not limited to surveillance through CCTV Cameras, complaint, suggestion boxes, counselling facilities etc. for achieving harmonious school class room environment. This is done in addition to conducting Adolescent Education Programs (AEP) that promote gender equality and sensitivity.
- Parents are thus requested to extend their support to the school to create awareness about the provisions of the Protection Of Children from Sexual Offences (POCSO) Act of 2012.

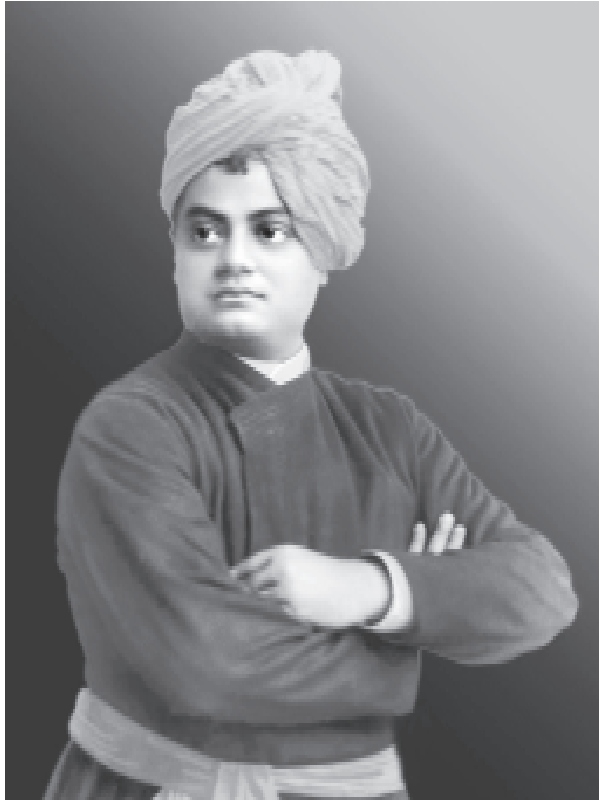
FAQs

- Parents are requested to check the School Almanac & School Diary. Almanac guidelines for any questions/ queries that they may have.
- Parents can also check the FAQs put up in the school website to get their queries answered.
- For further clarifications they can communicate with the Principal.

Suggestion Box

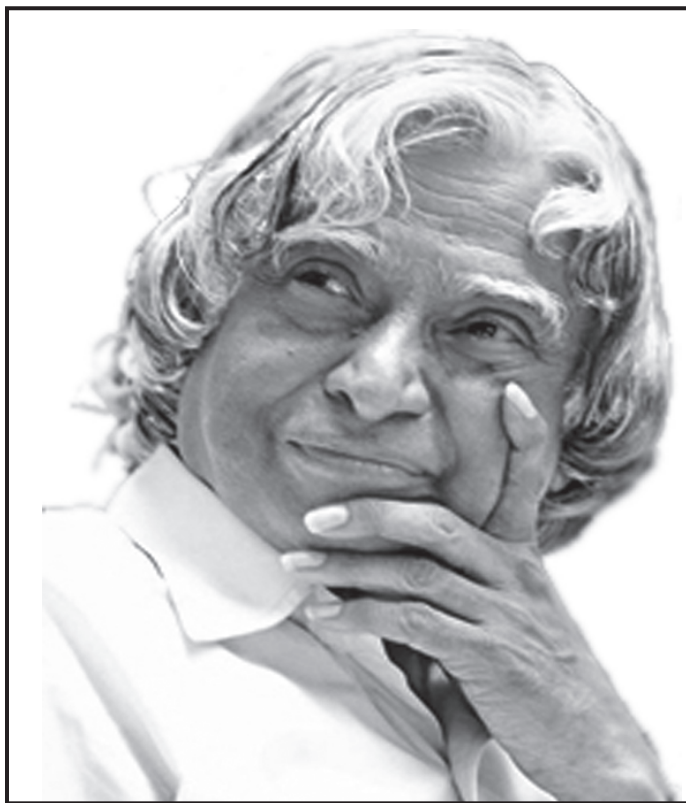
Suggestions for improvement of the School are always welcome. Suggestion box is available in the school. Suggestions can be posted through email to **principal@jhpsrampally.com**

It is suggested that the parent represent the concern in the first instance through school email i.e., **info@jhpsrampally.com** and/or visit the school personally during visiting hours and give a written representation addressed to the Principal / HM to get the matter resolved within 3 working days.



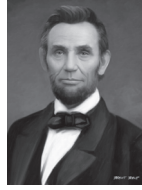
Talk to yourself
Once in a day...
Otherwise
you may
miss meeting
an
Excellent person in this World

- Swami Vivekananda



To become 'Unique', the challenge is to fight the hardest battle which anyone can imagine until you reach your destination.

- Abdul Kalam



Abraham Lincoln's letter to his son's teacher

*He will have to learn, I know, that all men are not just, all men are not true.
But teach him also that for every scoundrel there is a hero; that for every selfish Politician,
there is a dedicated leader...
Teach him for every enemy there is a friend, Steer him away from envy, if you can, teach him
the secret of quiet laughter.*

*Let him learn early that the bullies are the easiest to lick...
Teach him, if you can, the wonder of books...
But also give him quiet time to ponder the eternal mystery of birds
in the sky, bees in the sun, and the flowers on a green hillside.
In the school teach him it is far honorable to fail than to cheat...
Teach him to have faith in his own ideas, even if everyone tells him they are wrong...
Teach him to be gentle with gentle people, and tough with the tough.
Try to give my son the strength not to follow the crowd
when everyone is getting on the band wagon...
Teach him to listen to all men... but teach him also to filter all he hears on
a screen of truth, and take only the good that comes through.
Teach him if you can, how to laugh when he is sad...
Teach him there is no shame in tears;
Teach him to scoff at cynics and to beware of too much sweetness...
Teach him to sell his brawn and brain to the highest bidders
but never to put a price-tag on his heart and soul.
Teach him to close his ears to a howling mob and to stand and fight
if he thinks he's right.
Treat him gently, but do not cuddle him, because only the test of fire makes fine steel.
Let him have the courage to be impatient...
let him have the patience to be brave.
Teach him always to have sublime faith in himself, because then he will have
sublime faith in mankind.
This is a big order, but see what you can do...
He is such a fine fellow, my son!*

Abraham Lincoln