



**SFS**

**GUWAHATI**

Estb: 1988



# **SFS**

# **POLICY**

# **HANDBOOK**

**2023-24**





# INTRODUCTION

The Policy Handbook is designed to be in harmony with the various school policies of St. Francis De Sales School, Guwahati. Please be aware that the handbook is updated annually while policy adoption and revision may occur throughout the year. Amendment in any policy that affect portions of the Handbook will be made available to students and parents through official notifications.



# Vision & Mission



## Vision

An institution of excellence imparting holistic education to its human resource to mould them into globally competent, environmentally sensitive and scientifically tempered citizens with the Fransalian value of universal brotherhood.

## Mission

To nurture an engaging environment through a progressive curriculum, joyful and experiential learning, care for the environment and respect for every being to promote universal well-being.



# ACADEMIC CALENDAR

The Academic Calendar shared through Desalite Connect shall be referred to for important dates and events. The dates in the Academic Calendar may change due to unavoidable circumstances or subject factors beyond the control of the school. Parents, teachers and students are requested to check the Desalite Connect regularly for updates of school events and activities.



# PARENT TEACHER MEETINGS

The school shall arrange regular Parent teacher meetings to discuss the progress of students with their parents collect feedback from parents for betterment of school practices.

# BIRTHDAY CELEBRATIONS

We understand that birthday celebrations mean a lot to our students and their parents and we request them to be kept simple. Students may distribute chocolates or candies in the range of Rs. 5 to Rs. 10. Extravagant birthday treats shall not be permitted for distribution.



# **POLICY FOR CONTROL OF DOCUMENTS AND RECORD MANAGEMENT:**

1. Quality records shall be retained for at least one and a half years and may be retained longer if directed by the regulatory and statutory authority. The respective process owners shall maintain records related to a particular process.
2. After the completion of the retention period, the records shall be archived for two years.
3. Records shall be disposed of after two years in the archive.
4. All records shall be kept in an environment that prevents damage, deterioration, alteration or loss. This may be in a physical or digital medium provided that records kept on a computer shall have a backup.
5. The school shall ensure that the facilities for storing records are adequate and effective via periodic checks and scheduled Internal Audits.
6. The school shall control access to all records, whether hardcopy or electronic.



# **POLICY FOR CO-CURRICULAR ACTIVITIES:**

1. The school shall provide a variety of co-curricular activities for the students of Classes III to IX. Regular co-curricular activities shall be held during school hours, and a few co-curricular activities shall be conducted as after-school activities.
2. Selection of one regular co-curricular activity is compulsory for all the students of Classes III-IX.
3. Students shall have to select regular co-curricular Activities through the Desalite Connect only.
4. Classes III – V students shall have the option of changing their regular co-curricular Activity every year till Class V at the time of admission / re-admission.
5. The students of Classes VI-IX shall not be allowed to change their regular co-curricular activity at the time of admission / re-admission.
6. New students joining any co-curricular activity shall be assigned age appropriate level of co-curricular activity based on the student's skill set with the approval from the Office of the Principal.
7. The assessment of regular co-curricular Activities shall be conducted twice a year as per the Examination Calendar for Term 1 and Term 2. The assessments shall consist of theory and practical as applicable. The students shall be assessed and awarded Grades following a standard rubric.

8. Assessment of regular co-curricular Activities shall be conducted on the dates specified only and no re-examination shall be conducted thereafter. CCA examination shall always commence with the theory examination (if any) followed by the practical examination.
9. After school co-curricular activities shall be age-appropriate, and age criteria may differ from activity to activity.
10. The payment for the after-school CCA shall be made at the school counter.
11. Few after-school co-curricular activities may be allowed for Non-SFS Students.
12. All after-school CCA Students shall be given student ID Cards & attendance shall be mandatory. Students shall participate in various sports events/tournaments held at the District, State and National Levels with the consent of the parents/guardians.
13. For some co-curricular activities, the school may partner with competent academics to provide quality service.



# POLICY FOR INTERNAL EXAMINATION

1. In principle, the school follows CBSE guidelines to assess and evaluate Students' performance. However, the details may vary, keeping in mind the spirit of the directives of the Board and the vision and mission of the School.
2. The whole session is divided into two terms -
  - A. Term I - April to September**
  - B. Term II - October to March.**
3. Students from Class LKG to XII shall be assessed based on FOUR Periodic Tests and TWO TERM examinations. The School shall also conduct Competency Assessments (CARES) for Mathematics, English, EVS, Science and Social Science, along with every Periodic Test for classes III to X.
4. For the Students of Class X & XII, there shall be two Pre-Board Examinations in December and January. (This might vary depending upon the changes in the external factors).
5. The school shall conduct the In-house Scholarship Examination 'Desalite Students Olympiad' once yearly for classes I to IX.
6. Apart from the written Examination, an internal assessment of 20 marks shall be conducted for each Term Examination, including weightage from Portfolio, Subject Enrichment and Periodic Assessment.
7. For every subject, each student shall have a chapter presentation once a term.
8. The school shall create awareness amongst the parents about the examination pattern followed by the school through the orientation program held at the beginning of the session.
9. Examination dates are decided in advance by the School Management based on the School's Academic Calendar. The examination date may be preponed or postponed by the Management in case of unforeseen circumstances.



10. The school follows the 'No Re-Examination' policy. Attendance is compulsory for all examinations held during the year, failing which the student shall be marked absent for the examination. It is the responsibility of both students and their parents to ensure that they do not miss any examinations. Examination/ Assessment shall not be conducted on any other date/day for parents' personal convenience/requirement.
11. A student, who does not secure 33% mark in all subjects twice in the Annual examination of the same class, shall not be permitted to continue his / her studies in the school.
12. Students reporting late for examinations shall not be given extra time to answer the question papers.
13. Every school teacher shall strictly adhere to the Examination schedule and the assessment pattern given in the general Examination instructions.
14. In the case of wards of School Employees who are directly/indirectly associated with the Examination process, the VP shall take necessary steps to maintain the confidentiality of the Examination.
15. The school shall retain the answer scripts of all major examinations held in Classes IX to XII for a period of 1 year, six months after the completion of the session.
16. The answer scripts of all major examinations shall be returned to the students on the day of the Parent Teacher Meeting held for the result declaration.



17. The school shall not accept any request for mark alteration once the answer scripts are taken out of the classroom. Parents shall verify the answer sheets and marks while they are inside the classroom during the Parent Teacher Meeting.
18. All students shall accompany their parents for result collection on the day of the Parents Teacher Meeting wearing the regular school uniform. Attendance of Parents and Students is mandatory for all Parent Teacher meetings.
19. Requests for the issue of Report Cards before the declaration of results shall not be entertained.
20. The following actions performed by any student during the course of his/ her examination shall be termed as unfair means/misconduct by the student and shall lead to disciplinary action –
  - a) Bringing any material to the examination hall with the intention to use it in attempting the questions or performing some experiments in the labs during the course of the examination.
  - b) Copying from or referring to any material other than the question paper or answer booklet given to the student during the course of the examination. The material could be a piece of paper/cloth, calculator, mobile phones, benches in the examination hall/ labs or different parts of the human body such as hands, arms, feet etc.
  - c) Taking help from the peer examinees through verbal conversation or seeing / showing the answer booklet of/ to other examinees with or without their consent.
  - d) Refusal to obey the instructions of the Invigilator.

- e) Misbehaving or creating disturbance of any kind in and around the examination hall.
  - f) Engaging in any other act or omission which creates the tendency to disrupt the orderly conduct of the examination.
21. The school maintains sovereignty over rules and policies regarding examinations, and no interventions of any stakeholders shall be entertained in the official matters of the organization.

## **ADMISSION POLICIES OF THE SCHOOL**

1. The school has a transparent and fair admission process following the norms of CBSE.
2. The admission process for every academic year commences as per the school admission calendar.
3. The admission for Classes UKG and II to X and XII depends upon the availability of seats.
4. The School has the right to reserve two seats in every class and section under the Management Quota.
5. Admission to any Class shall only be for students who have completed the previous class.

## 6. Selection Criteria:

**6.1 Age Criteria** – The students seeking admission have to satisfy the requirements of age limits (minimum & and maximum) as mentioned in the table below. The School Management reserves the right of relaxation of up to 6 months for both lower and upper age limits for the purpose of admission.

Class	Age Group (as of 31 <sup>st</sup> March)
LKG	4 yrs to 5 yrs
UKG	5 yrs to 6 yrs
Class I	6 yrs to 7 yrs
Class II	7 yrs to 8 yrs
Class III - Class V	8 yrs to 11 yrs
Class VI - Class VIII	11 yrs to 14 yrs
Class IX - Class XII	14 yrs to 18 yrs

## 6.2 Other Selection Criteria:

SL. NO.	DETAILS		POINTS	TOTAL	
1	RELIGION	COMMON FOR ALL CLASSES	CATHOLIC	8	16
2	SIBLINGS		-	4	
3	DISTANCE		0 - 5 KMS	4	
			6 - 10 KMS	3	
			Above 10 KMS	2	

7. Neither collection of admission form nor its submission is a guarantee of admission to the school.
8. Admission of short listed students is confirmed only by making the payment of New Admission Fees within the time specified by the School Authorities.
9. Admission shall be considered provisional till submission of required documents within the stipulated time marked by the School Authorities.

**Non Refund of Fees:** All fees once paid are not refundable. The

10. school shall adjust the fees in the subsequent quarters in case of any unforeseen situation.
11. **Right of Alteration/Modification:** Management reserves the right to modify, alter and / or include any other terms and conditions that may be deemed fit in the interest of the Institution.
12. SFS reserves the right to change the Fee Structure.
13. The school shall not entertain requests for change in names of students and their date of birth after the admission is confirmed, except in cases of spelling errors in names. In case of complete change of names, the shall school accept the request only if it is supported by court affidavit.





14. The school follows the no donation policy for granting admissions.
15. Admission is guaranteed as per the criteria set by the School Management.
16. The school management shall call for students' original certificates for the purpose of verification.
17. Transfer Certificate shall be issued to students only after all dues have been cleared provided the parent/student has applied 1 day prior to the date of withdrawal.
18. **Employee Support Scholarship:** SFS Guwahati has introduced a scholarship program to assist the children of employees who plan to continue their education in SFS School. Keeping the welfare of its employees, the organization feels obliged to support the wards of its employees.

**The following are the policies for employee support scholarship:**

- a) Employment in the school is not a guarantee for the admission of their ward.
- b) The admission will depend upon availability of seats and merit only. Also, the student should clear the interaction/baseline assessment (as applicable).
- c) The support scholarship is applicable for one year only. However, it may be renewed on re-application, subject to the satisfaction of the school management.
- d) An employee will be provided the scholarship with a 50% waiver in New Admission Fee & ANNUAL FEE CUM QUATERLY FEES.
- e) The scholarship for Support Staff will vary from 5% to 100% subject to the decision of the school management.

19. **Financial empowerment scholarship:** SFS School is committed to serving society and preferential care for the economically weaker sections. The school shall give SAFE assistance to a minimum of 50 students in a year based upon the following criteria.
- a) Safe assistance is to be applied to the school in the prescribed form available at school office with all the required documents. The decision shall be taken based on first come first serve basis.
  - b) The assistance is for one year only. However, it may be renewed on re-application subject to the satisfaction of the school management.
  - c) Financial assistance is subject to the decision of the school management and its policies from time to time.
  - d) The school management has the right to cancel or modify the assistance without stating any reason whatsoever.
  - e) Scholarship refers to relaxation in Annual fee or Tuition Fee only.
  - f) The scholarship shall vary from 20% to 100% subject to the decision of the school management.
  - g) The scholarship committee shall study and verify the documents. If required the committee shall call the applicants for queries, clarification or interview before taking the final decision.
  - h) Family Annual Income of both the parents together should not exceed more than 2 lakhs per annum.
  - i) Parents' seeking concession must have a Ration Card or BPL Card and need to be submitted to the scholarship committee.
  - j) The student must score at least an aggregate of 65% marks each in both Term 1 & Term 2 examinations. If the student has exceptional co-curricular achievement in the District / State / National / International Level, 60 % marks would suffice.
  - k) Parents with four or more children in the school will get a concession only for the first child. Also, he or she should qualify the No. 8, No. 9 & No. 10 criteria.

## **20. Talent nurturing Scholastic scholarship:**

### **CLASS X**

- a) Applications for Scholarship by eligible candidates must be submitted to the school.
- b) Class X students scoring 99% & above shall be given Rs. 50000 and 100% New Admission Fee in Class XI (Applicable to students of any school or board).
- c) School Topper (SFS Guwahati only) in Class X Board Examination (must score above 95%) shall be given 100% Admission Fee as scholarship in Class XI. To continue with the Scholarship in Class XII, the student must score at least 90% mark in Class XI Final Examination. He / She shall be given 50% waiver in Annual & Tuition fee.
- d) Class X students who score 95% and above, shall be given a 50% Admission Fee as a scholarship in Class XI only. (Applicable to students of any school or board).
- e) Class X students who score above 90% shall be given a 25% Admission Fee as a scholarship in class XI. (Applicable to students of any school or board).

### **CLASS XII**

- a) Class XII students scoring 99% & above shall be given Rs. 75000 as a scholarship for their future studies.
- b) SFS Guwahati School Topper in Class XII CBSE Board Examination (Must score above 95%) shall be given Rs. 25000 (Twenty-five thousand only) as a scholarship for their future studies.
- c) Stream Topper in Class XII CBSE Board Examination (Must score above 95%) shall be given Rs. 10000 (Ten thousand only) each as a scholarship for their future studies. If the stream topper scores between 90% - 94%, they shall be given Rs. 5000 (Five thousand only) each for their future studies.
- d) Students availing the School Topper Scholarship shall not be eligible for the Stream Topper Scholarship.

## **CLASSES I - IX**

### **EVALUATION OF TALENT NURTURING SCHOLARSHIP WILL BE ON THE FOLLOWING CRITERIA:**

20% from Term 1 Examination

20% from Term 2 Examination 60% from Desalite Olympiad

60% from Desalite Olympiad

- a) Class Topper (Topper among all the sections) in the school in the Talent Nurturing Scholarship shall be given Rs. 8000 as Scholarship in Tuition Fee (Must score above 95%).
- b) The Top 3 Toppers from each section in the school in the Talent Nurturing Scholarship shall be given the following scholarship in Tuition Fee (Must score at least above 90%).  
**RANK 1 – Rs. 7000**  
**RANK 2 – Rs. 6,000**  
**RANK 3 – Rs. 5,000**
- c) Students availing the Class Topper Scholarship shall not be eligible for Section Topper Scholarship.

## **21. Talent nurturing co-scholastic scholarship:**

### **Eligibility Criteria:**

- a) The scholarships shall be given to those who performed in recognized competitions held in previous calendar year.
- b) The scholarship awarded under the scheme will be of one year only, provided the awardees pass in the annual examination with at least 60% marks in Term I & II examination.
- c) The value of each Talent Nurturing Co-Scholastic Scholarship will be as follows:  
**Winner – Rs. 8000**  
**Runner up – Rs. 6000**  
**1st Runner up – Rs. 5000**
- d) The first / second / third position holders in individual events organized by any recognized Sports Federation by the Government & statutory bodies shall be eligible for the Talent Nurturing Co-Scholastic Scholarship Programme.

- e) The school shall certify the correctness of contents of application filled in by the candidate.
- f) The scholarship shall be applicable on the below mentioned disciplines:  
**Priority Disciplines** - Archery, Athletics, Badminton, Basketball, Boxing, Cycling, Football, Gymnastics, Handball, Hockey, Judo, Kabaddi, Kho-kho, Tennis, Shooting, Swimming, Table Tennis, Volleyball, Weight lifting, Wrestling.  
**Other Disciplines** - Ball Badminton, Baseball, Billiards & Snookers, Bowling, Carrom, Chess, Cricket, Fencing, Golf, Karate, Power lifting, Rowing, Softball, Squash, Wushu, Taekando.
- g) **Selection Process:** There shall be a duly constituted Selection Committee to scrutinize the applications and select candidates for these scholarships on the basis of performance and merit. The decision of the Committee shall be final and abiding and no correspondence in this regard shall be entertained.

## **COUNSELLING POLICIES OF THE SCHOOL:**

1. The school offers regular and mandatory counselling services by trained counsellors in a confidential setting to all students.
2. The school provides individual counselling to students only.
3. The school aims to provide counselling to students in a brief context and support students and families/guardians in obtaining external services if the student needs long-term clinical counselling.
4. The school shall keep all information pertaining to students confidential unless legal requirements demand that confidential information be revealed or a breach is required to event serious and foreseeable harm to the student or a 2nd party.
5. The school shall seek the cooperation of all relevant stakeholders, including students, teachers, and parents/guardians, for the identification of early warning signs of student distress.



## **HEALTH AND SAFETY POLICIES OF THE SCHOOL:**

1. The school endeavours to set aside adequate finance for properly implementing health and safety standards in compliance with the statutory and regulatory norms within its allocated resources.
2. It shall be the prime responsibility of Parents and guardians to ensure that their child is present in a prime state of learning readiness. Such readiness includes minimizing the risk of harm to physical, social and emotional well-being.
3. In the absence of parents, the school's faculty and staff members shall show due diligence with the proper care for students during regular school hours and specified school-sponsored events. This includes care for each student's physical, social, and emotional well-being.
4. The school shall take the necessary steps to provide safe working and learning conditions for all the teachers and students. Good health and safety management shall be an integral part of how the school operates and shall be considered across all work activities and the wide range of educational activities delivered.
5. The school shall promote sensible risk management principles, enabling innovation and learning and encouraging a positive health and safety culture demonstrated by open communication and a shared commitment to the importance of health, safety and welfare.
6. All employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.
7. The School Safety Committee shall be responsible for ensuring that all necessary health and safety activities, requirements and standards are undertaken and met within their respective control areas.

The Committee shall ensure that the best health and safety practices are followed in all School activities, as reasonably practicable. Where accidents/incidents and assaults that can cause injury, ill-health or loss are reported and recorded, the Committee shall appropriately investigate.

8. Risk assessments shall be carried out for all school activities regularly. The school shall ensure a systematic approach to identifying risks and allocating resources to control them. Safety walks shall be conducted at regular intervals to identify potential hazards and to assess the condition of the physical infrastructure.
9. Take reasonable care for their own health and safety at school, their peers, teachers, support staff, and any other person at school.
  - Cooperate with teaching and support staff and follow all health and safety instructions shared by the school.
  - Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
  - Report to a teacher or other school staff members any health and safety concerns they may have.
10. The School Students Council shall look at the safety and security of the school. School representatives are responsible for cascading the information to all their classmates.
11. **Statutory Inspections:** Formal planned safety and hygiene inspections of the school facilities, infrastructure and major equipment shall be conducted at least once a year.
12. Actions arising from third-party audit/inspection shall be incorporated within the school action plan with appropriate target dates for completion.

13. **Provision of Effective Health and Safety Training:** The school shall prioritize conducting workshops/training for teachers and students on health, safety and wellness topics.
14. **Educational Visits, Learning Outside the Classroom, Including School-led Adventure Activities:** As part of the academic calendar, parents/guardians shall be asked to provide permission for the children to take part in age-appropriate, relevant and educational excursions and field trips conducted under school supervision following all safety procedures.
15. **Fire and Electrical safety:** The school has, and shall maintain, appropriate fire detection and fire-fighting equipment, which meets statutory obligations. The main electrical panel and the generator room shall always be locked and have limited access.

## **16. Health Policy:**

- a) Parents and guardians shall communicate to the school administration any student medication and/or medical treatment plans necessary to maintain their child at school.
- b) The school shall have an Infirmary with an ambulance facility and a full-time qualified nurse to attend to minor injuries, abrasions, and ailments.
- c) Health checkups of staff and students shall be undertaken annually, and students' medical records shall be shared with parents/guardians for their acknowledgement.
- d) The school shall maintain a secure and comprehensive database/Health cards of staff and students to gather and process health-related information on disease and injury patterns and identify areas for further investigation and remediation.
- e) Sufficient numbers of suitably stocked first aid boxes shall be available on the school premises, which shall be checked monthly to ensure they are adequately stocked.

- f) One vehicle and a driver for the transportation of students and staff to the hospital in case of emergency shall be available on the school premises during school hours.
- g) School Staff is regularly informed of first aid arrangements within the school through induction, teacher training programs, and the staff service handbook. No school staff shall administer medication to a student except the competent nurse.
- h) All class teachers shall always have a student database and emergency contact number of students.
- i) All parents/guardians must inform the school of any changes to mobile, work or home phone numbers as they may occur.
- j) In any serious illness, incident or accident, the school shall make every possible effort to contact the child's parents/guardians or the persons delegated to take responsibility for the child.
- h) Parents/guardians are reminded that although designated teachers and other staff shall supervise children in loco parentis during breaks/dispersal and at all other times, accidents may still occur.
- j) If any accident, assault or near-miss incident occurs on the school premises or an offsite event organized by the school, it shall be reported to the school authorities immediately per the standard procedure for necessary action. For this policy:
- An accident is defined as an unplanned event that causes injury to persons, damage to property or a combination of both.
  - A near miss is defined as an unplanned event that does not cause injury or damage but could do so.
- k) A doctor's certificate is mandatory for students to remain indoors during Drill and Games periods.

- l) The school shall encourage the students to carry home-cooked nutritious meals for lunch and snack time to promote good health practices.
- m) The school encourages full attendance of students, but students and parents shall be mindful of the health of other members of the school community, staff members, and other parents included.
- n) If a child is suspected of having a relatively minor infectious illness (upset stomach, etc.), parents/guardians shall keep the child away from school until deemed fit to resume classes. Upon return, the parents/guardian must provide the reason of child's absence in the Students Diary which shall be acknowledged by the Class Teacher.
- o) If a parent/guardian is unsure of the seriousness of any such possibly infectious illness, medical advice should be sought and followed. Examples of such illnesses include but are not limited to chicken pox, measles, conjunctivitis, flu etc.
- p) If a doctor has diagnosed a child as having an infectious illness, parents/guardians must do the following:
- Inform the Class Teacher at the first opportunity of the nature of the illness so that any possible immediate cases in other children in any class may be identified quickly.
  - Follow medical advice to determine the date for a safe return to school.
- q) In case of some illnesses, the school may require a medical fitness certificate to determine that the child is well and does not pose an infectious threat to other children, staff, or other school community members.
- r) The school has an infirmary in both blocks. In case of non-contagious sickness during the examination, students shall be permitted upon request to write the examination from the infirmary under the supervision of a competent nurse.



- s) The Infirmary shall only administer basic oral medication to students and communicate the details to the parents/guardians through the Students Diary.

## **17. Security Policy:**

- i) The school shall employ, train and retain an adequate team of security personnel to minimize security concerns and monitor all entry and exits to the premises.
- ii) The school shall ensure that the entire campus is under CCTV surveillance. The school management shall have the provision of retrieval of CCTV footage in case of necessity.
- iii) The classrooms, offices and washrooms are properly checked before and after the school starts and gets over to make sure that any unwanted presence at inappropriate places is supervised.
- iv) The school has a planned Teacher monitoring system during sensitive times like morning assembly, recess and dispersal.
- v) The school follows the policy of restricted entry for visitors during school hours.
- vi) The school shall ensure that all staff are fully aware of the security arrangements of the school and their responsibilities, receiving such training as is necessary to fulfil those responsibilities.
- VII) As children progress through the school, they are increasingly aware of the security arrangements. The pupils shall be taught about personal safety and social responsibilities.
- VIII) The parents of pupils are kept fully informed of security procedures and of their responsibilities when visiting the school through various orientation programs, official letters, or notifications.

- vii) Our school values cooperation from the local police and community in assisting with security arrangements for the school site and the surrounding area.
- viii) Parents shall have the permission to enter the school premises. However, they are requested to act as any other visitor to the school, complying with the appropriate school arrangements. They should refrain from roaming at will around the school, entering
- ix) classrooms or interfering with staff members carrying out their professional duties.
- x) Students shall be allowed early exit/short leave from school only on reasonable grounds following the procedure laid down by the school. All requests for a short leave should be given by the parents/guardians at the reception before 8 AM in case of emergency.
- xi) For security reasons, no student shall be granted early exit without a parent/guardian coming to pick him/her.
- xii) Surprise visits / regular rounds of the campus shall be done by the school authorities to ensure the proper functioning of the security measures.
- xiii) viii. Parents/guardians shall not be provided car parking facilities within the school grounds at any time.
- xiv) The school provides colour-coded lanyards for students' IDs for security purposes and easy identification. (School Transport (ST) – YELLOW, Private Transport (PT) – PURPLE, Parent Pick-up (PP) – GREEN, Student Walker (W) – RED, SFS Parents (All) – BLUE.)
- xv) All Parents shall be issued Parent ID cards. Parents must carry the Parent ID while visiting school.

- xvi) Dispersal Policy- Parents / Guardians of students who do not avail of school transport shall report at the designated area of the school campus 10 minutes before the school gets over to collect their wards. Students are expected to wear their school ID card at all times during the school hours. If the Student ID Card is lost or misplaced, a duplicate one shall be issued from the school upon request through Contact the School (Desalite Connect) and approved by the principal.
- xvii) To minimize the risk of students coming across unsuitable material while using the internet facility in the computer labs, the school shall provide only a filtered service, selected links, and child-friendly search engines under constant supervision.

## **LOST PROPERTY**

“Lost Property” means any unattended, abandoned, misplaced or forgotten item which is found within/inside the premises of the School.

- i) Students are encouraged to write/print their names on all personal belongings such as jackets, lunch boxes, pencil/pen pouches, water bottles etc.
- ii) Lost items will be kept in the section designated for "Lost and Found" in the school.
- iii) Students may check the lost and found for missing items. Parents can also request to check for missing items in the lost and found area with prior appointment.
- iv) Any cash or jewellery found will be submitted to the accounts office which can be retrieved on providing supporting evidence.
- v) The School strongly discourages students bringing large amounts of money or personal valuables to school.
- vi) The School cannot assume responsibility for loss or damage to personal property brought to school.

## **BEHAVIOUR MANAGEMENT POLICIES OF THE SCHOOL**

The school enforces Discipline through Remarks, Warning Letters, and Card entries. The school diary contains all the rules & regulations about school discipline.

The school has designed definite strategies to curb indiscipline. However, it will implement them judiciously and comprehensively. The consequences of indiscipline shall be implemented in such a way that the defaulter does not feel isolated or victimized. Discipline Defaulters shall face the consequences as laid down in the discipline rule regardless of the magnitude of the offense or default.

### **GENERAL RULES AND REGULATIONS:**

1. All the students shall acquaint themselves with the rules and regulations for their conduct. Ignorance of the rules will not be accepted as an excuse for their violation.
2. To acquire a good command of the English language, which is the medium of instruction for all subjects, students shall speak only in English at all times on the school premises (except during language periods)
3. Students shall bring all necessary textbooks and notebooks to the class according to the timetable. All school books shall be labelled and neatly maintained throughout the year. Students shall not paste stickers and color the pages of school notebooks unless specifically instructed by the teachers.
4. Weightage of the school bag is a serious concern of school management. Students shall not bring books (other than textbooks or library books), magazines, or comics to school without the principal's permission.
5. Students shall take care of their personal belongings. The school authorities do not accept responsibility for losing books, clothes, money, tiffin carriers, etc.

6. Students shall treat school staff with respect at all times and be courteous to fellow students. The school will view discourtesy and disrespect to the staff seriously, and students responsible for misbehaviours are liable to be dismissed.
7. Students shall refrain from damaging any form of school property. Any damage done will be made good by the student responsible for it. Anyone who sees something damaged shall report the matter even if he/she does not know who has done it. No pupil shall bring razor blades or any sharp instruments to school.
8. Students shall maintain SILENCE in the corridors, outside the principal's office, and the stairs during class hours. There shall be NO TALKING at the change of periods.
9. The disciplinary committee will deal with any misbehaviour or violation of school discipline, and corrective action will be taken. In extreme cases, parents will be called to discuss the child's behaviour, which may lead to suspension or expulsion from the school.
10. Any form of bullying or ragging will result in a disciplinary committee review and could result in expulsion with a negative conduct certificate.
11. All the students shall practice personal cleanliness and hygiene. The students should be careful not to throw papers, waste, etc., within the school premises. They should use the baskets and bins provided for this purpose.
12. Students shall not write or make remarks on the wall, any part of the school premises, or furniture. Any student found guilty of damaging the school property will be suspended and liable to pay for the damages.
13. Girl students shall not wear any jewellery, have long nails, or apply nail paint/kajal, coloured lip balms or mehendi when they come to school. If earrings must be worn, they must be small hoops or studs. Nose rings, bangles, rings, and bracelets are not permitted.

- Boy students shall always have a proper haircut. Long hair, as well as long nails, are not permitted. They shall have hair of a minimum of one inch and a maximum of 1.5 inches.
  - Students shall wear analogue watches only. Students below class V shall not wear wristwatches in school.
14. Students shall always maintain discipline and behave well. They shall always greet their teachers, elders, and friends wherever they meet them in school or outside.
  15. No student shall bring any firecrackers to the school. Any child possessing firecrackers on the school premises must face appropriate disciplinary action.
  16. Students shall not bring gifts to teachers or non-teaching staff for any occasion or stage other demonstrations in their honour without proper permission from the school.
  17. The school is not responsible for articles or money lost. It is not advisable to bring valuable articles like expensive watches, fountain pens, expensive jewellery etc., to school.
  18. No examination or periodic tests will be held for the absentees before or after the scheduled time.
  19. Students cannot go home after a test or an examination except with the principal's permission.
  20. Students changing classes for Optional subjects / Practical classes shall walk silently and in a single line.
  21. A student who uses unfair means during tests, examinations, etc., will be given a zero in the subject. Repetition of the same offence shall result in dismissal.
  22. Students may be excused from games and P.T./Drill/Yoga if a medical certificate is produced.

23. Pupils from one class must not visit their friends in any other classrooms during recess or other periods.
24. Students shall not bring mobile phones to school. If a student is found in possession of a mobile phone, the Discipline Coordinator shall confiscate it and return it after payment of a fine of Rs.1000.00 (One thousand rupees only). If the same student is found in possession of a phone for a second time, it will be confiscated and returned only after the end of the academic session, after having paid the fine for a 2nd time. However, the final decision rests with the Discipline Committee.
25. Any pupil who is persistently insubordinate or is mischievous or is guilty of malpractice in connection with examinations or has committed an act of serious indiscipline and/or misbehaviour or who, in the opinion of the Head of the Institution, has an unwholesome influence on his fellow pupils, may be expelled permanently or removed from the school for a specified period by the principal.
26. Enrolment in St. Francis de Sales School implies, on the part of the pupil and parents, willingness to comply with the requirements and regulations of the school.

## **PLAN OF ACTION FOR PREVENTION OF ACTS OF INDISCIPLINE**

1. Class teachers shall build a good rapport with the children of their classes and ensure that they maintain discipline under all circumstances.
2. A daily disciplinary report will be available in the Disciplinary section in the Desalite Connect. Parents and students shall check it regularly to monitor the Indiscipline cards awarded to their wards/them and the consequences of each card.

3. Parents are liable to be summoned by the Discipline Coordinator to inform about the disciplinary action to be taken by the school authority for defaulters when such a situation arises. The parents must be present when called to the school. All remarks must be signed immediately by the parent.
4. Every teacher possesses one Class Out-Card. Students are allowed to leave the classroom with the Class Out-Card only when a teacher is there in a class. Students shall not leave the classroom when there is no teacher.
5. Every teacher shall enter the student's misbehaviour related to regularity, punctuality, uniform, school ID, school diary, homework, class in and out, grooming standard, etc., in the Class Logbook. Necessary disciplinary action will be taken accordingly, such as issuing Green/Blue/Pink and Red cards depending upon the severity of the offences. The class teachers and subject teachers will monitor the students seriously. The respective teachers shall meticulously enter any violation of school rules in the Class Log Book without fear, favour, or bias.
6. Every teacher shall note down the names of those students found violating the Discipline Norms of the school outside and inside the school in the register maintained by the Discipline Coordinator within 24 hours. The Discipline Coordinator will call the student, seek an explanation, and take necessary disciplinary action, such as issuing a Green/Blue/Pink Card, depending on the severity of the offence.
7. Any forbidden items, (if) found in the student's possession, will be confiscated (then & there) and will be kept in the Discipline Coordinator's custody (under lock & key) only to be returned (except perishable items) after the student passes out from the school or takes TC. The confiscation of the forbidden item(s) shall be through filling up necessary forms issued by the school. As such, the forbidden items are the following: Electronic gadgets such as pen drives, smart watches, Mobiles, Cameras, sharp-edged items etc.



8. Under any circumstances, teachers shall not show leniency, ignorance, and biases towards any student regarding indiscipline.

## **THE SCHOOL DISCIPLINE COMMITTEE**

The school has a well-managed Discipline Committee. The Committee comprises the Principal as the Chairperson, the VPs, the Coordinators /Associate Coordinators of the respective classes, the Discipline Coordinator and teachers. The Committee ensures that it has at least one lady staff.

The roles and responsibilities of the School Discipline Committee are enumerated as under:

1. The Committee sits for hearing, discussing & proposing consequences every time a student resorts to serious offences, as mentioned in the school diary.
2. The DC calls the parents to brief them about the child's default and subsequently to inform them about the decision of the Committee about the consequence the student shall have to face.
3. The Committee prepares teams and delegates authority & responsibility to impose discipline during events on the school premises or outside, depending upon the case's merit.

## **THE SCHOOL DISCIPLINE COORDINATOR**

The school has a Discipline Coordinator (DC) appointed by the Principal. This responsibility is in addition to the primary duties assigned to him/her.

### **Duties of the School DC:**

1. DC receives complaints (in writing: Reports/ Memos) of acts of indiscipline from the Class Teachers, subject teachers, and others.
2. DC imposes consequences according to the school norms after scrutinizing facts and figures.

3. DC takes up indiscipline matters with the principal and receive directions.
4. DC maintains records of every act of indiscipline and recommendations for consequences and implements them.
5. DC convenes the school discipline Committee meeting, organizes the same, and prepares the final report for matters of seriousness.

## **DISCIPLINARY PROCESS OF THE SCHOOL**

As such, the school follows positive reinforcement to encourage students to behave in proper and acceptable norms as laid down in the school almanac. Accordingly, students shall be awarded positive re-reinforcement daily in the form of plus points for various daily actions as noted below:

<b>DAILY DISCIPLINE POINTS</b>		
<b>SL. NO.</b>	<b>DISCIPLINE BEHAVIORS</b>	<b>POINTS</b>
1	On time school entry	1
2	Wearing proper uniform	1
3	Wearing School ID card	1
4	Carrying all the study materials to School	1
5	Carrying School Diary	1
6	On time class entry	1
7	Speaking in English	1
8	Discipline	1
9	Attendance	1
10	Homework submission in time	1
11	Daily Total	10

To maintain discipline, the school shall award four types of cards to students who violate the school's disciplinary rules. The four types of cards are –

**1. GREEN CARD**

**2. BLUE CARD**

**3. PINK CARD**

**4. RED CARD**

Students shall be awarded cards due to three reasons:

**1. ABSENTEEISM**

All students are to be present on the last working day of school before the commencement of Summer Vacations / Winter Breaks / Puja Break and on the first day when the school re-opens after summer vacation/winter/ Puja break, special functions like Sports Day, Annual Day, Parents' attendance on Open House Days, Parent-Teacher Meetings, exhibitions et. If a student is absent on any of these days, the school shall impose a suitable penalty at the discretion of the principal.

**2. INDISCIPLINE**

As such, all those reasons contrary to the DAILY DISCIPLINE POINTS will lead to Indiscipline, such as

- a) Being late to school.
- b) Neglect of homework assigned.
- c) Being late to class.
- d) Failure to wear complete/correct uniform, proper hygiene
- e) Failure to bring study materials such as (school diary/ textbook/ notebooks/pens/pencils/erasers/ geometry box etc.)

**3. ZERO TOLERANCE OFFENCES**

- a) Possessing objects like knives/daggers or any other lethal weapons, Firearms/Weapons of destruction, volatile chemicals.

- b) Possessing harmful addictive, Alcohol, smoking on the school premises.
- c) Resorting to Gang-Activity, significant bullying and inciting violence.
- d) Resorting to Sexual harassment/sexual abuse.
- e) Possessing obscene pictures/videos/printed matters.
- f) Resorting to repeated scholastic dishonesty.
- g) Regularly defaulting to be in School Uniform.
- h) Verbally/Physically abusing Teachers.
- i) Displaying any such behavior that threatens the student's community at large.
- j) Using Social-Media platforms to defame any teacher, the School or the School Authority at large.
- k) Getting two Pink Cards.

#### 4. INDISCIPLINE AND ITS CONSEQUENCES

CARDS	CRITERIA		ACTION TAKEN
<b>GREEN CARD</b>	ABSENTEEISM	10 days	1. Signing of the Discipline Form by students
	INDISCIPLINE	05 times	
	OFFENCES	OFFENCE 1	
<b>BLUE CARD</b>	ABSENTEEISM	15 days	1. Summoning Parents 2. Signing of the Discipline Form by students Form
	INDISCIPLINE	10 times	
	OFFENCES	OFFENCE 2	
<b>PINK CARD</b>	ABSENTEEISM	20 days	1. Summoning Parents 2. Signing of the Discipline Form by students Form 3. Suspension for 1-2 Days
	INDISCIPLINE	15 times	
	OFFENCES	OFFENCE 3	
<b>RED CARD</b>	ABSENTEEISM	25 days	Expulsion from the school
	INDISCIPLINE	20 times	
	OFFENCES	ZERO TOLERANCE OFFENCES	

As such the following are the offences against which disciplinary actions shall be taken.

## **OFFENCE 1**

### **CONSEQUENCE: GREEN CARD**

### **ACTION TAKEN: Signing of the Discipline Form by Students**

1. Eating during class hours and in other prohibited places and times.
2. Nonparticipation in School Activities and School Functions.
3. Leaving books and/or other personal property on the school campus.
4. Scribbling and scratching on School furniture.
5. Minor cases of Fighting, teasing, insulting, name-calling, whistling, shouting, running in the academic block, loitering in the corridors or unauthorized areas etc.
6. Misbehaving/Shouting on the school bus, disrespecting the staff and the school authority.
7. Playing anywhere/everywhere/anytime/every time, at times with water during school hours.
8. Making noise in the Library/Reading Room and failing to return the books in time.
9. Misbehaving outside the school campus leads to a bad impression of the school.
10. Not Speaking in English.

## **OFFENCE 2**

### **CONSEQUENCE: BLUE CARD**

#### **ACTION TAKEN: 1. Summoning Parents 2. Signing of the Discipline Form by Students**

1. Disobeying/refusing to obey instructions of the teachers/staff
2. Parents not attending PTMs.
3. Offering unauthorized gifts/presents to the Teacher/School Staff.
4. Possessing supari, gutkha, chocolates, chewing gum, aerated drinks, chips etc.
5. Inappropriate use of the school computer, the interactive board and its components, downloading songs, videos etc.
6. Getting two Green Cards.

## **OFFENCE 3**

### **CONSEQUENCE: PINK CARD**

#### **ACTION TAKEN: 1. Summoning Parents 2. Signing of the Discipline Form by Students 3. Suspension with reformative measures for 1-2 days.**

1. Scholastic dishonesty; using unfair means in the Examinations.
2. Misuse / Falsification of School Certificates / School Record Book / Report Card.
3. Leaving school premises without permission.
4. Making ethnic, racial or religious slurs and practising casteism, communalism and untouchability, disrespecting religious articles on the school premises.
5. Disrupting school programmes.

6. Defacing or damaging school property; scribbling on the school vehicles, walls/desks; tearing pages from the library books, textbooks, and copies etc.
7. Stealing school property or of others
8. Possession of electronic devices such as transistors, cassette players, Walkman, portable DVD (and DVD Player), costly watches, cameras, Mobile-Phone, I-Pod, and other digital devices etc.
9. Lying as a witness. Failing to disclose information, hiding or covering up evidence.
10. Collecting money for any purpose whatsoever (like Party, Picnic, Meeting, Demonstration etc.) without the authorities' permission.
11. Disrespect is shown to articles and images of any religion and worship.
12. Attending parties, visiting movie halls, visiting friends etc., in school uniform and bunking classes.
13. Getting two Blue Cards.

### **ZERO TOLERANCE OFFENCE**

#### **CONSEQUENCE: RED CARD**

**ACTION TAKEN: 1. Expulsion from the school.**

### **SCHOOL TRANSPORT POLICY**

1. School provides bus service across the city following all statutory and regulatory norms.
2. Students shall apply through Desalite Connect only to avail school bus service.



3. Bus fee is applicable and charged for **12 months in the academic year**, divided into four quarters. Full payment for each quarter should be made in advance before the start of the quarter.
4. **A late fee of Rs. 5/- per day will be charged.**
5. Students must follow the instructions of the authorized person and maintain discipline and decorum inside the bus. If any student violates the bus service guidelines, the School Discipline Committee will take necessary disciplinary action, and bus service may be terminated for such students.
6. The buses shall not be going in by-lanes.
7. In case of any loss/damage of bus property, parents/guardians shall be liable to pay for the damages and bus service for the student shall be terminated.
8. It is the responsibility of the parents to ensure that their child/children is /are at the pick-up point at the assigned time. The bus shall not wait for students at pick-up points after the allotted time.
9. All possible efforts shall be made to ensure the child is handed over to the parent/ guardian while dropping back from school. In case the guardians are not available to escort the child back home during drop time, the child shall be brought back to school and it shall be the responsibility of the parents to collect the child on their own from the school.
10. The running time has been calculated to keep it to a minimum and we constantly endeavor to stick to the schedule, but if there are any delays or diversions caused due to traffic congestions/road repairs it shall not be the fault of the School Management.

11. The school bus service is responsible **only for the up pick-up & drop-off of students at the designated stops**. It is the sole responsibility of the parents/guardians to ensure the safety of the ward before pick up and after drop off. Parents are responsible for supervising their children to/from their designated pick-up/ drop-off point until they board or alight from the vehicle. This may involve crossing roads. School personnel shall not assist children to cross roads.
12. If there are insufficient students on any route, the bus service shall be cancelled for the route.
13. Parents, guardians and unauthorized persons are not allowed to use the school bus service.
14. Availability of bus service depends on the seat capacity of the bus. The school reserves the right to decline the service to anyone without assigning any reason whatsoever.
15. The travel time of the buses may vary depending on the number of students on the route.
16. The routes of school buses may change if the need arises, and the same shall be communicated to Parents by the Transport-in-charge.
17. Buses shall be plying once in the morning and once in the afternoon. Additional bus service shall not be provided class-wise during examinations.
18. If the residence address changes mid-year, bus service to the changed address shall depend on the availability of seats on the route.
19. Parents shall inform the bus Transport-in-charge if a student is on leave or collected by parents during school hours. If a student does not want to avail of the return trip from the school for any day, the parents shall inform the Bus Staff/Transport-in-charge well in advance.

20. Although proper care is taken to ensure the safety of the children, the bus service cannot be held responsible if a child leaves the school campus on their own.
21. **The fee, once paid is not refundable** for any reason (any lockdowns/curfew/ bandh etc.).
22. Parents/guardians/students shall cooperate and not misbehave with the school staff on bus duty. In case of any grievance, parents/guardians/students shall communicate the same through the 'Contact the School' portal of Desalite Connect only.
23. It should be noted that in case of extreme or persistent misbehavior of any student/parent, the School Authorities reserve the right to suspend transport facilities. School transport arrangements shall then become the responsibility of the parents.
24. The School Management shall ensure that all newly recruited drivers shall hold a minimum experience of 5 years of driving HMV and they have not been imposed any fine more than once during those five years of driving experience.
25. The drivers shall undergo compulsory medical check up every year and eye check up twice a year, along with training conducted by the school to ensure safe transportation.

### **GUIDELINES FOR THE BUS DRIVERS AND HELPERS:**

1. Bus drivers must carry the original copy of the valid Driver's License and an ID card issued by the school during duty hours.
2. The Driver must not exceed the speed limit beyond 40 Km/hr.
3. The Bus drivers shall wear the uniform provided by the school and maintain a neat personal appearance.

4. The drivers shall wear the seat belt at all times while driving the vehicle.
5. Smoking is prohibited on a school bus with or without students on board. No driver shall operate a bus while under the influence of liquor or debilitating drugs.
6. During the bus operational time, the bus staff shall not use profane language.
7. The drivers must undergo compulsory medical tests every year, along with training conducted by the school to ensure safe transportation.
8. The bus drivers shall inspect the assigned vehicles regularly and perform routine maintenance check-ups. In case of detection of any defects, the bus driver shall immediately inform the School Transport-in-charge.
9. Bus drivers should always keep an up-to-date route schedule on the bus. Any change in bus routes/stop locations must be done only with the prior approval of the School Transport-in-charge.
10. The bus drivers shall ensure that the school bus is in good repair and safe operating condition.
11. The bus staff shall assist students with problems getting on and off the bus.
12. Always check the bus after completing the route or field trip for damaged or lost articles of children.
13. The bus staff shall not allow non-transport students or parents of school students on the bus.
14. In case of any accidents or breakdown of the school bus, the bus driver shall immediately inform the School Transport-in-charge. The bus staff shall also report to the Transport-in-charge any misconduct of students during the ride.
15. Buses are not to be refuelled with students aboard.
16. The bus staff shall report all incidents of student misbehaviour to the School Transport-in-charge immediately.

**GUIDELINES FOR THE SCHOOL TRANSPORT:  
(To be checked by the Transport-in-charge)**

1. School buses must be painted in yellow.
2. The word "School Bus" must be written behind the vehicle.
3. The Vehicle Registration Number must be painted black and visible.

The name of the school, along with its contact details, must be

4. included on the vehicle.

Buses must be affixed with GPS trackers, operational CCTV

5. cameras and speed monitors.

The school bus must be equipped with an emergency alarm and

6. siren.

The seats inside the school bus must be made of non-combustible

7. material.

Every bus must have a First-Aid Kit and a Fire Extinguisher inside

8. the vehicle.

A well-trained Attendant is mandatory on the school bus.

- 9.

At least two emergency exits are compulsory on school buses.

- 10.

Every bus shall have a Transport Suggestion Box.

- 11.

The bus driver shall ensure that the bus is not overloaded and shall

12. notify the Transport-in-charge immediately about it.

The Transport-in-charge shall ensure that all bus drivers go

13. through the mandatory breath analyzer test before every trip.

## **GUIDELINES FOR THE STUDENTS AVAILING SCHOOL TRANSPORT:**

The School considers the school bus to be an extension of the classroom, and therefore classroom conduct is to be observed by students at all times.

1. All rules of conduct on school property also apply on the bus.
2. The driver is delegated the same authority as the teacher to make and enforce rules for those for whom he is responsible.
3. All the students shall carry their school ID cards daily.
4. Students shall reach the bus stop 5 minutes before their pick-up time.
5. Students shall wait in an orderly manner at their designated bus stops and board the bus only after it has come to a halt, without rushing in or pushing others.
6. Students should board and exit the bus/van in an orderly manner at the driver's direction.
7. All students must obey all the rules of safety. They should remain seated and their voices controlled to enable the driver to fulfil his/her responsibilities.
8. Students shall not board a running bus.
9. While on the bus, shouting or making noise is discouraged, as such behaviour may distract the driver.
10. While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others. Older students should display a responsible and protective attitude towards the younger ones.
11. Students should not throw anything in or out of the bus at any time.
12. Aisles should be kept clear at all times. Do not sit, stand or travel on the footboard of the bus.
13. No body part should be extended from the window at any time.
14. The emergency door and window should ONLY be used in emergencies.

15. Daily attendance will be taken on the bus by school bus staff.
16. Students shall not occupy the driver's seat of the bus at any point in time.
17. Students shall not board or alight at any bus stop other than the designated pickup and delivery points.
18. Only authorized students availing of bus service will be allowed to ride the bus to and from school. Parents are not allowed to use the school transport service.
19. To promote the safe transportation of students, cameras are used to monitor students' behaviour in the bus.
20. The following acts may result in denial of the privilege to ride the bus and shall lead to disciplinary action:
  - i. Profanity in school buses.
  - ii. Fighting or other aggressive physical behaviours.
  - iii. Smoking in school buses.
  - iv. Unnecessary distraction of the driver.
  - v. Destruction of any bus property (restitution shall be the parent's(s')/legal guardian's(s') financial responsibility).
  - vi. Violation of rules and safety on school buses.
  - vii. Any act which interferes with the safe or orderly transportation of students.

**Safety awareness must begin and be consistently reinforced at home. The following points are suggested for parents:**

1. Parents should support and familiarize themselves with policies and procedures about school transport. Know their child's bus number, telephone numbers of the Bus Attendant, School Transport-in-charge and Office numbers of the school.
2. Parents should try to establish the exact time their child should be at the bus stop in the morning. They should also recognize the dangers of students playing at the edge of a busy roadway.



3. Warn their children of the dangers of strangers who appear friendly and hang around bus stops. Provide their child with a school bag to carry all their school supplies. Loose papers/materials are a serious hazard.
4. Stress the importance of remaining properly seated and reasonably quiet and disciplined while aboard the bus.
5. Make sure children have their Bus ID cards.

Parents should explain to their children that situations aboard the bus may not always be familiar. The bus might have to take an alternative route, a substitute may be driving the bus, or occasionally another bus might be used. If the child is confused, they must be encouraged to ask the Bus Attendant or Driver relevant questions.

### **LABORATORY POLICIES OF THE SCHOOL**

1. All must follow laboratory safety procedures and protocols.
2. Usage of all equipment must be as per the guidelines stated in the user manuals /standard procedures instructed by the subject teachers or the Lab Assistant.
3. No lab material shall be issued to students.
4. In case of damage/loss of lab property due to its misuse / incorrect/wrong usage, the person responsible for the act of commission or omission must replace it with an equivalent item or pay the cost to the school.
5. Students shall be allowed in the laboratory with the supervision of the teacher. Experiments shall be performed under the direction of the teacher only.
6. Teachers must be reported immediately in case of any chemical spills, accidents or injuries.
7. The school shall not be responsible for the loss or damage of any personal items of the students in the laboratories.

## **GOOD LABORATORY PRACTICES FOR SAFETY AND EMERGENCE:**

Equipment / Chemicals in the laboratory may risk damage to life and property. Hence all safety protocols needed for safe operation / safe handling of equipment/ chemicals must be followed and may include (but are not limited to) the following:

- a. Ensuring adequate insulation from the earth when handling electrical equipment and wiring.
- b. Complying with all the safety instructions given in the equipment's instruction manual or instructed by the subject teacher.
- c. Adhering to the laboratory safety procedures and protocols.
- d. Wearing gloves and other protective equipment wherever required.
- e. Availability and accessibility to First Aid boxes and emergency equipment like fire extinguishers in the laboratory must be ensured.
- f. Training the Lab Assistant and the subject teachers on preliminary medical aid.
- g. Students shall report to the laboratory assistant and teacher-in-charge accompanying them in case of any emergency or accident. Urgent medical attention is provided after administering first aid on the school premises in such cases.
- h. Students are well educated on using emergency services during equipment use before lab activity.
- i. If a new instrument or chemical is introduced in the curriculum, the teacher or lab-in-charge must ensure its safe usage.
- j. Informing the consequences of violating safety rules and procedures in the laboratory to the students before lab activities begin.
- k. Entering a room with smoke shall be avoided.
- l. If spilt material is inflammable, ignition and heat sources must be turned off immediately.

- m. Combustible materials, such as paper, wooden boxes, pallets, etc., should be kept from burners.
- n. Lightweight items should be stored on top of the cabinets; heavier items should be stored at the bottom.
- o. Harmful chemicals/apparatus must be kept away from the reach of the students and used only when required.

## **LIBRARY POLICIES OF THE SCHOOL**

### **1. Library Collection and Development Policy:**

- a) The library shall buy, and stock updated versions of textbooks, reference books, Handbooks and other learning materials on relevant subjects related to syllabi.
- b) The library shall acquire reading materials which are useful for competitive examinations. Inspirational books, fiction books and periodicals shall also be procured occasionally.
- c) Staff and students shall be allowed to recommend books which shall be considered at the time of annual book procurement.

### **2. Library Usage Policy for Students and Staff:**

- a) Library materials are to be handled with care.
- b) Personal belongings shall not be allowed inside the library.
- c) Food, drinks, mobile phones, and electronic equipment are strictly prohibited inside the library and the reading room.
- d) Students and employees of the school become bona fide members of the school library after their enrolment /appointment.
- e) Students shall use their 4-digit registration number as their library card number to borrow books from the library.

- f) Silence must always be strictly maintained in the library and the reading room.
- g) Employees use their employee code to borrow books from the library.
- h) Library Hours on School Days:

**Monday to Friday: 8.30 am – 3.30 pm**

**Saturday: 8.30 am – 1.00 pm.**

The library shall remain open for student usage during both breaks as per the library schedule.

Library books are issued to the students of class IV – XII.

Class I – III students are allowed to read books in the Library and Reading room during substitute periods or slots allotted during the breaks.

- i) Books borrowed from the library are not transferable.
- j) Reference books, Periodicals and Newspapers can only be consulted in the library.
- k) Every student shall be permitted to borrow two books simultaneously for 14 days.
- l) Books are to be returned to the library on time. An overdue charge of Rs.5/- per day per book shall be levied on students from the due date if the book is not returned on time. The fine is deposited in the Accounts department of the school. Staff will not be levied any library overdue fine.
- m) "No Dues certificate" has to be obtained by students in case of transfer/withdrawal from school.
- n) The list of library defaulters is forwarded to the Controller of Examination with the approval of the Principal before the Term 2 examination. Admit cards for such students shall be issued only after clearance from the library.

- l) Loss or damage to books must be reported to the Librarian immediately. Borrowers shall be charged for lost or damaged books. Two times the cost of the book is charged to the borrower in such cases.
- m) Suggestions and book recommendations from students and employees shall be received through- the 'Contact the School' in Desalite Connect.
- n) The school accepts donations of books from the Students, Employees and Extended community. Donors may contact the Front Office of the school for further assistance. Accepting or rejecting a donation of books shall be at the discretion of the school authority.
- o) The school believes that students will be encouraged to read more if they have daily access to meaningful and personally interesting books, further reinforcing language acquisition. The students of every class shall create and manage the 'Class Library' under the supervision of the Class teacher and one period every week shall be used as a class library period. No student shall be allowed to carry home books which belong to the Class Library till the completion of the current academic year.
- p) At the end of each academic year, students may donate the Class Library books to the School Library through their Class Teacher.

## **POLICY FOR COMPLAINT HANDLING**

- 1. The school shall receive complaints raised by parents, students, and teachers through any one of the official platforms of the school only in the written format. No verbal complaints shall be admitted.

Complaint intake platforms of the school are listed below:

- a) **Suggestion Box** (Strategically placed in some corners of the school and buses)
- b) **Complaint Register** (Placed in the Reception area of the SFS Block of the school)
- c) Official Email ids –[principal@sfsguwahati.ac.in](mailto:principal@sfsguwahati.ac.in),  
[sfs@sfsguwahati.ac.in](mailto:sfs@sfsguwahati.ac.in)

- d) The School Management software – ‘Desalite Connect’, a system-driven approach to complaint handling, provides accessibility to all stakeholders with the in built application of ‘Contact the School’. Tickets may be raised through Contact the School by the complainant, and every ticket will generate a unique ticket number in the system for future reference.
- e) Phone Calls received by the Associate PRO
- f) WHATSAPP in the official numbers
- g) FB Messenger
- h) Letters

2. The school shall receive complaints raised by parents, students, and teachers through any one of the official platforms of the school only in the written format. No verbal complaints shall be admitted. Complaint intake platforms of the school are listed below:

### **Parent–Teacher Association (PTA)**

Parents Teachers Association (PTA) of St. Francis De Sales School, Guwahati is a non-profit and non-sectarian organisation comprising teachers and parents of the current students of the school.

The function of the PTA is to support the school in the holistic development of not only the students but also work towards the development of the school. PTA stands only as a consultative body of the school. The right to a decision solely lies with the school management.

The Parent–Teacher Association (PTA) shall endeavor towards the following objectives:

- To promote the welfare of children and foster a healthy relationship between the parents and the school.
- To provide a platform for parents and guardians to deeply analyse issues, make recommendations, and effectively pursue the implementation of decisions on matters affecting education/learning.

- To develop an understanding of the education policies and programs of the school to create a suitable climate for reception of the same.
- The PTA shall be represented by the Executive Committee, which shall comprise the following-

Chairperson	Principal of the School
Secretary	Academic Director of the School
Parent Member	One parent from every grade and section
Teacher Member	One teacher from every Grade

The school shall select parents and teachers annually as members of the Executive Committee who participate actively in school events and activities.

### **Guidelines for the Parents-Teachers Association:**

1. The Executive Committee shall meet at least once in each Term.
2. The PTA shall be guided by the principle of ensuring that all actions are in the best interest of the students without compromising the long-term interest of the school.
3. The members of the PTA shall refrain from interfering with the day-to-day operation of the school.
4. Roles and responsibilities of the Executive Committee will be evolving constantly, subject to review and changes based on the changing needs of students and school.



## **DESALITE ALUMNI ASSOCIATION (DAA)**

Desalite Alumni Association (DAA) of St. Francis De Sales School, Guwahati is the association of former students who have studied or passed out from the school and have registered with the Association.

As a part of the on-going effort to bring our Alumni community closer, SFS-Guwahati has introduced an on-line database. We earnestly request all the past students to come forward to become member of the DAA and take active part in all the activities so that this association becomes a fruitful and lively.

### **The Mission of the Association shall be:**

- To provide a vibrant forum that promotes interaction and networking among alumni of the school.
- To contribute to the Institute's vision of being recognized among the leading institutions in academics, outreach, and innovation and co-curricular activities.
- To create awareness about the school and its alumni in the public;
- To assist deserving students from the weaker sections of the society financially and otherwise.

### **Constitution of the Desalite Alumni Association:**

Patron: The Principal of the School

General Members:

All students passing out of School after class XII are the members of DAA. Any student leaving School before class XII can opt to be a member of DAA.

Honorary Member:

- All the past Chairman of the Governing Body and its members.
- All retired faculty who have served the school for more than 10 years.
- An eminent person honored by the school.
- An Alumni who has done exceptionally well in national or international level.

General Body: The Regular members of the DAA shall constitute the General Body of the Association. The General Body shall be the supreme body of the Association in taking a decision in matters pertaining to the Association.

Executive Committee: The Association shall function through its Executive Committee which shall comprise of the following Elected, Nominated and Ex-Officio members.

Executive Committee shall have a total of 10 members including the Principal of the school.

1	Chairman	Principal – Ex-officio
2	Treasurer	Senior Teacher of the school
3	Treasurer	One Alumni
4	DAA Coordinator	One senior teacher of the school
5	President	Alumni
6	Secretary	Alumni
7	Member of the school administration	One
8	Alumni Member	Three Alumni

Powers of the Executive Committee:

The Executive Committee shall have the powers and authority to take decisions and action, which for fulfilment of the objective of the Association, and in particular the following:

Role of the Executive Committee:

- To organize at minimum of one annual meeting presided over by the Chairman of the Association.
- To implement the mission of the organization.
- To develop strategies to increase the alumni network of the school.

## **INTERNAL AUDIT POLICY**

The school shall conduct internal audit of the processes of the school as laid down in the Quality Manual a minimum of two times in a year.

# **PRIVACY POLICY OF THE SCHOOL**

## **1. Data Collection and Usage Policy:**

The school collects and processes personal information for legitimate educational and administrative purposes, including but not limited to student enrolment, communication, and academic record-keeping.

Types of personal data collected may include names, addresses, contact information, academic records, annual income and health information.

Personal data shall not be used for purposes unrelated to education or administrative functions.

## **2. Data Security and Confidentiality:**

The school maintains strict security measures to protect personal information from unauthorized access, disclosure, alteration, or destruction.

Access to personal data is restricted to authorized personnel only, and these individuals are trained on data protection practices.

Access controls and secure storage systems are employed to safeguard data.

## **3. Data Sharing and Disclosure:**

Personal data may be shared with educational partners, regulatory authorities, or service providers strictly for educational purposes and in compliance with applicable laws.

The school does not sell or rent personal information to third parties.

## **4. Access and Correction:**

Students, parents, or guardians have the right to request access to their personal data and to request corrections or updates.

Requests should be submitted to the school administration only.

## **5. Review and Updates:**

The school shall have the sole discretion to review and update its privacy policies as necessary to reflect changes in laws, regulations, and best practices.

# **ANTI BULLYING POLICY**

Bullying is any unwanted, aggressive behaviour, usually between school-aged children or teens. The behavior makes the target uncomfortable, especially as bullying is usually a repeated act. Bullying can include: name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours. This includes the same inappropriate and harmful behaviours expressed via digital devices (cyber bullying) such as the sending of inappropriate messages by phone, text, instant messenger, through websites and social media sites and apps, and sending offensive or degrading images by mobile phone or via the internet.

## **Preventing, identifying and responding to bullying**

The school committee will:

- Create a conducive environment for children's safety.
- Work with teaching and non-teaching staff to identify all forms of prejudice-driven bullying.
- Actively provide systematic opportunities to develop pupils' social and emotional skills, including their resilience.
- Provide a range of approaches for pupils, staff and parents to access support and report concerns.
- Challenge practice which does not uphold the values of tolerance, non-discrimination and respect towards others.
- Train all staff including teaching staff, and support staff (including administration staff, lunchtime support staff and site support staff) to identify all forms of bullying, and follow the school policy and procedures (including recording and reporting incidents).
- Proactively gather and record concerns about bullying incidents and issues so as to effectively develop strategies to prevent bullying from occurring.
- Use a variety of techniques to resolve the issues between those who bully and those who have been bullied.

## Dealing with incidents

The following steps may be taken when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by a member of the anti-bullying committee.
- A clear and precise account of the incident will be recorded and given to the principal.
- The reporting head of the committee in the presence of the principal will interview all concerned and will record the incident.
- Teachers will be kept informed.
- When responding to cyber bullying concerns the school will take all available steps to identify the bully, including looking at the school systems, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary. The police will need to be involved to enable the service provider to look into the data of another user.
- Where the bullying takes place outside of the school site then the school will ensure that the concern is investigated and that appropriate action is taken in accordance with the schools' behaviour and discipline policy.
- Parents/caregivers will be kept informed.
- Sanctions will be used as appropriate and in consultation with all parties concerned.

If necessary and appropriate, the police or other local services will be consulted.

# **PREVENTION OF SEXUAL HARRASEMENT AT THE WORKPLACE (POSH)**

## **POLICY STATEMENT**

At Saint Francis De Sales Higher Secondary School, all employees are expected to uphold the highest standards of ethical conduct at the workplace and in all their interactions with stakeholders. This means that employees have a responsibility to

- Treat each other with dignity and respect.
- Follow the letter and spirit of law.
- Refrain from any unwelcome behaviour that has sexual connotation (of sexual nature).
- Refrain from creating hostile atmosphere at workplace via sexual harassment.
- Report sexual harassment experienced and/or witnessed to appropriate authorities and abide by the complaint handling procedure of the school.

This Policy on Prevention of Sexual Harassment (POSH) is framed in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules framed thereunder which is aimed at providing every employee at the workplace a safe, secure and dignified work environment.

## **SCOPE**

This Policy applies to all persons engaged at Saint Francis De Sales Higher Secondary School, for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent and includes a co-worker, a contract worker, probationer, trainee, apprentice, intern and visitor at our premises.

The policy covers harassment/discrimination, including sexual harassment, against women and persons other than women [including men and LGBTQ+]. This is a zero tolerance policy irrespective of who is involved.

## **DEFINITIONS**

Sexual Harassment: As per the Act, 'sexual harassment' includes any one or more of the following unwelcome acts or behaviours (whether directly or by implication) namely:

- Physical contact and advances including (but not limited to)
  - Touching, stalking, sounds which have explicit and /or implicit sexual connotation/overtones, molestation.
  - Teasing, Voyeurism, innuendos and taunts with implicit sexual connotation, physical confinement and /or touching against one's will.
  - Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person's wishes
  - Giving gifts or leaving objects that are sexually suggestive, etc.
- Demand or request for sexual favours.
- Sexually colored remarks or remarks of a sexual nature about a person's clothing or body.
- Showing pornography, making or posting vulgar / indecent / sexual pranks, teasing, jokes, demeaning or offensive pictures, cartoons or other materials through email, SMS, MMS, gestures etc.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Generally, workplace sexual harassment refers to two common forms of inappropriate behaviour.

1. Quid Pro Quo (this for that) and
2. Hostile Work Environment.

The following circumstances, amongst others, if they occur, or are present, in relation to or connected with any act or behaviour with sexual connotation amount to sexual harassment.

### Quid Pro Quo ('this for that')

- Implied or explicit promise of preferential/detrimental treatment in employment.
- Implied or express threat about present or future employment status.

### Hostile Work Environment

- Creating a hostile, intimidating or an offensive work environment.
- Humiliating treatment likely to affect health or safety.

It is to be noted that the Sexual Harassment at Workplace is a behaviour that is unwelcome and is sexual in nature. It is a subjective experience and often occurs in matrix of power. It is the impact on the Complainant (person who has complained) that matters and not the intention of the Respondent (person against whom the complaint is made).

**Aggrieved woman:** In relation to a workplace, a woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

**Complainant:** Any aggrieved person who makes a complaint alleging sexual harassment under this policy.

**Respondent:** A person against whom a complaint of sexual harassment has been made by the aggrieved woman/person under this policy.

## **ROLES AND RESPONSIBILITIES**

It is the responsibility of all to respect the rights of others and to never encourage harassment. It can be done by:

- Refusing to participate in any activity which constitutes harassment
- Supporting the person to reject unwelcome behavior
- Acting as a witness if the person being harassed decides to lodge a complaint.

**INTERNAL COMPLAINTS COMMITTEE (ICC)** (Henceforth known as 'committee')

Each complaint of Sexual Harassment shall be dealt with utmost confidentiality and urgency by an Internal Complaints Committee comprising of:

1. Presiding Officer: A woman employed at a senior level in the organization or workplace.
2. At least 2 members from amongst employees, committed to the cause of women or who have had experience of social work or have legal knowledge.
3. One external member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.



Nomination: The Head of the Institution nominates the Presiding Officer and the members of ICC. At least one half of the total members nominated must be women.

Term of Office: The Presiding Officer and every member of the Internal Complaints Committee will hold the office for a period not exceeding three years from the date of the nomination.

Confidentiality:

The committee will be responsible for:

1. Receiving complaints of sexual harassment at the workplace.
2. Initiating and conducting inquiry as per the established procedure.
3. Submitting findings and recommendations of inquiries.
4. Coordinating with the employer in implementing appropriate action.
5. Maintaining strict confidentiality throughout the process as per established guidelines.
6. Submitting annual reports in the prescribed format.

### **GRIEVANCE MECHANISM: PROCEDURE TO REGISTER COMPLAINTS**

A complaint shall be submitted by the complainant to the ICC in writing through a complaint form or shall be submitted to the ICC electronically at [icc@sfsquwahati.ac.in](mailto:icc@sfsquwahati.ac.in) within 3 months of occurrence of an act of Sexual Harassment. The complaint can also be physically submitted to any ICC member. The Internal Complaints Committee can extend the timeline by another 3 months for reasons recorded in writing, if satisfied that these reasons prevented the lodging of the complaint within the period.

Provided that where such a complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaints Committee shall render all reasonable assistance to the women for making the complaint in writing.

If the aggrieved woman/employee is unable to make a complaint on account of her/his physical incapacity, a complaint may be filed by:

- a relative or friend; or
- a co-worker; or
- an officer of the National Commission for Women or State Women's Commission; or
- any person who has knowledge of the incident, with the written consent of the aggrieved woman/employee.

If the aggrieved woman/employee is unable to make a complaint on account of her/his mental incapacity, a complaint may be filed by:

- a relative or friend; or
- a special educator; or
- a qualified psychiatrist or psychologist; or
- the guardian or authority under whose care she/he is receiving treatment or care; or
- any person who has knowledge of the incident jointly with the aggrieved woman/employee's relative or friend or a special educator or qualified psychiatrist or psychologist, or guardian or authority under whose care she/he is receiving treatment or care.

If the aggrieved woman/employee for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with her written consent.

If the Aggrieved Woman is deceased, a complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heir.

## **RECEIVING A COMPLAINT (GUIDELINES)**

Dealing with incidents of harassment is not like any other type of dispute. Complainants may be embarrassed and distressed and it requires tact and discretion while receiving the complaint. The following points are to be kept in mind by the receiver of the complaint:

1. Complaints are listened to and the complainant is informed that the school takes the concerns seriously.
2. Complainant is informed that these concerns will be reported to the appropriate committee and follow up will be done speedily.
3. Situations are not to be pre-judged. Written notes are to be taken while listening to the person. When taking notes, complainants own words, where possible, are to be used accurately. Clear description of the incident in simple and direct terms is prepared and details are confirmed with the complainant.

4. All notes are kept strictly confidential. Complainant's agreement is taken to allow proceeding with the matter, which involves a formal investigation.
5. The complainant is advised that although the process is confidential, the respondent needs to be informed and any witnesses and persons directly involved in the complaint process will also learn of the complainant's identity.
6. Care is taken to prevent any disadvantage to or victimization of either the complainant or the respondent.

## **PROCESSING A COMPLAINT**

1. On receiving a complaint, if the ICC determines that the complaint received is of sexual harassment at workplace and falls within the jurisdiction of the ICC, then it will proceed with the inquiry. If the complaint does not fall within the definition of sexual harassment or within the ICC's jurisdiction, the complaint will be referred by the ICC to the relevant Human Resource Manager for appropriate action under the relevant and applicable school's policy.
2. If the complaint falls within the jurisdiction of the ICC, it shall hold a meeting with the Complainant within seven working days of receipt of the complaint.
3. ICC may, before initiating an inquiry take steps to settle the matter between the Complainant and the Respondent through a process of conciliation. However, the ICC can only proceed with conciliation if the Complainant expressly requests for the same. No monetary settlement shall form the basis of the conciliation and all conciliation activities shall be documented.
4. In case no conciliation is arrived at, ICC shall then initiate an inquiry.
5. At the first meeting, the ICC members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate her/his complaint.
6. Upon receipt of the complaint, the committee will send 1 copy of the complaint to Respondent within 7 working days of receiving the complaint.

7. Respondent shall reply with all supporting documents within 10 working days of receiving the copy of the complaint.
8. Thereafter, the Respondent may be called for a deposition before the Committee and an opportunity will be given to him to give an explanation, where after, an inquiry shall be conducted and concluded.
9. The Complainant shall be provided with a copy of the written explanation submitted by the Respondent.
10. If the Complainant or the respondent desires any witness/es to be called, they shall communicate in writing to the Committee the names of witness/es that they propose to call.
11. The Committee shall call upon all witnesses mentioned by both the parties.
12. The Committee shall provide every reasonable opportunity to the Complainant and the Respondent for putting forward and defending their respective case.
13. If either party desires to tender any documents by way of evidence before the Committee, the same is to be supplied as original copies of such documents. Signatures should be affixed on the respective documents to certify these to be original copies.
14. No legal practitioner can represent any party at any stage of the inquiry procedure.
15. The ICC shall follow principles of natural justice and fairness in all its proceedings and must maintain confidentiality of the identity of the Complainant, the Respondent, Witness, statements and other evidences obtained in the course of inquiry process, recommendations of the ICC and action taken by the Employer involved with the inquiry.
16. In conducting the inquiry, a minimum of three committee members including the Presiding Officer are to be present.
17. The employer shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
18. Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the school shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

19. All individuals who are part of the ICC inquiry will need to sign a confidentiality undertaking, the format of which will be decided upon by the ICC.
20. Strict consequences including but not limited to deduction or withholding of salary, permanent or temporary dismissal from the organization, and other disciplinary measures form part of the consequences in instances when an individual is found to have violated the confidentiality undertaking.
21. Refusal by any employee of the school to attend any hearing when summoned before the ICC or to provide any requested documents / information within his / her knowledge or possession shall constitute a misconduct as per this Policy and organisation's Code of Conduct and attract penalties/adverse action.
22. ICC may terminate the inquiry or give ex-parte decision, if complainant or respondent respectively is absent for 3 consecutive hearings, without sufficient reason. 15 day written notice is to be given to the party, before termination of enquiry or ex-parte order.

## **POST INVESTIGATION**

1. On the completion of the inquiry, the ICC shall provide a report of its findings to the Head of the Institution within a period of 10 working days from the date of completion of the inquiry.
2. Where the ICC concludes that the allegation against the Respondent has not been proved, it shall recommend to the management of the school that no action is required to be taken in this matter. Further, upon sharing of the final report, the ICC will ensure that both parties understand that the matter has been fully investigated and concluded to the best of the efforts of the ICC and in alignment with the law, and this Policy.
3. Where the committee arrives at the conclusion that the allegation against the respondent has been proved, it recommends to the management to take necessary action for sexual harassment as misconduct, in accordance with the applicable service rules and policies, and this may include:

- a. Counseling
- b. Censure or reprimand
- c. Apology to be tendered by respondent
- d. Written warning
- e. Withholding promotion and/or increments
- f. Demotion
- g. Suspension without pay
- h. Termination from service
- i. Or any other action that the employer may deem fit.

4. Where the committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the management to take action against the woman or the person making the complaint. While deciding malicious intent, the committee should consider that mere inability to substantiate a complaint need not mean malicious intent. Malicious intent must be clearly established through a separate inquiry.
5. Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made, may appeal to the appellate authority in accordance with the Act, within 90 days of the recommendations being communicated.

## **ANNUAL REPORT**

An annual report summarizing complaints and redressal of sexual harassment shall be prepared by the ICC members. The said report as well as all documents regarding sexual harassment complaints shall be in the custody of the Head of the Institution and will be termed as 'Strictly Confidential'.



**ST. FRANCIS DE SALES SCHOOL - GUWAHATI**

**Udayan Vihar, Satgaon, Narengi, Guwahati, Assam 781171.**

**Toll-Free no: 18003453581 / Email: sfs@sfsguwahati.ac.in /**

**Website: www.sfsguwahati.ac.in**

**DOC NO: SFS/HR/FO/028/1.0**

**UNDERTAKING BY STAFF – CODE OF CONDUCT ON CHILD PROTECTION & SEXUAL HARASSMENT**

I, \_\_\_\_\_ S/O or D/O \_\_\_\_\_

or W/O or H/O \_\_\_\_\_

working as, (Designation) \_\_\_\_\_ at Saint

Francis De Sales Higher Secondary School, Narengi Guwahati hereby declare that I have never been accused or convicted of offences under POCSO, the JJ Act, and any other sexual and/or violent crimes under any other Act for the time being in force. I hereby declare that I have carefully read, clearly understood, and will strictly abide by the Child Protection Policy and Prevention of Sexual Harassment at the Workplace (POSH) Policy of the school, and that I will

- respect all people regardless of gender, disability, religious belief, racial heritage, language, political or other opinions, national, ethnic or social origin, sexual orientation, or other status.
- not use language or gestures towards anyone that are inappropriate, harassing, sexually provocative, abusive, demeaning, belittling, or culturally inappropriate.
- be a good role model – I will not smoke, drink alcohol, take drugs, and consume paan, gutka, etc. in the presence of the children or on the school premises.
- respect the surroundings – I will not indulge in littering, spitting, defacing plants and the physical environment in any way.
- use technology such as computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass anyone or to access pornography through any medium.
- strictly refrain from carrying out any or all (but not limited to) the following activities:

- corporal punishment.
- making personal remarks, harming or abusing anyone physically, emotionally, or sexually.
- sharing photos or videos with children or adults unconnected to learning
- unprofessional relationship with members of the school community.

I am aware of the fact that the institution has the right to terminate my employment without prior notice, withhold salary and other benefits and initiate legal action if I violate the rights of the child as per the Child Protection Policy or convicted of harassment as per the POSH Policy of the school.

I am also aware that it is my duty to report any act of violation by a staff member or child to the Child Abuse Monitoring Committee (CAMC) or Internal Complaints Committee (ICC). Withholding any information or protecting anyone is an offence, and if I am found doing so, suitable action may be taken against me.

Signature of the employee: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Name of the witness: \_\_\_\_\_

Signature of the witness: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_


Signature of the Principal: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_






# *Touching Lives Moulding Future*

## **Contact us**

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