



Maxton Strong School

Banbasa, Uttarakhand

1A

STUDENT KEY POLICIES & HANDBOOKS

- 1A – Cover Note (*this document*)
- 1B – Introduction Handbook
- 1C – Student Management Policy
- 1D – Drug Policy
- 1E – Uniform Policy
- 1F – Fee Schedule
- 1G – Enrolment Agreement
- 1H – Assessment & Attendance
- 1I – School Library Facility

(Reviewed 1st April 2013)

1B

INTRODUCTION HANDBOOK

1. Message From The Principal

I extend my heartiest felicitations to the school community. Their whole hearted efforts have brought our school forward in leaps and bounds. I believe that Maxton Strong School provides not only a strong foundational education for its students but also excels them forward into the future.

At Maxton Strong School our dedicated team of teachers are committed to supporting, challenging and caring for students throughout their formative years.

At the heart of all activities and pursuits is the concern for each student's education and their relationships with one another. This occurs through a supportive classroom environment which encourages student engagement in all areas of academic study, sporting activities, performing arts and involvement with our local community.

Our academic emphasis focuses on Literacy and Numeracy being developed across the curriculum in a range of disciplines. We work hard to provide a huge range of experiences for our children and we trust you will recognise and be confident in the opportunities and nurturing that each of them receives.

I look forward to meeting you and your child in the future.



Purnima Paffett
Principal
Maxton Strong School

2. Message From The Chairman

To the parents, students and staff,

I believe that the Maxton Strong School community is a community that belongs to God. It is a community of people who put the needs of the children above their own.

This will be a year of many changes in our school as we seek to better ourselves in our commitment to students, staff and parents alike. In the school we strive to deliver an educational program where achievement in academic subjects is positively balanced with social & emotional growth. There is also an emphasis on teamwork and fun.

The partnership between home and school can only enhance the delivery of education if both home and school are clear and focused on the same mandate for education. For this reason we rely on our parents' commitment to the school family.

I trust that this handbook and our updated policies will be an effective instrument for the provision of good information about our school as well as a source of clear expectations and commitments for each of us.

My prayer for Maxton Strong School is that we would continue to provide a school environment where students feel safe, well supported and encouraged in their learning and development. We must persevere through challenges as one body and never forget that the proper education of our children should always be our first priority.

Looking forward to serving you throughout this year,



Mr Clifton Shipway
Chairman
School Managing Committee

3. School Managing Committee

School Managing Committee As On 01/04/2013

Mr Clifton Shipway	Chairman
Mr Eugene George	President
Mrs Purnima Paffett	Secretary
Mr Girish Chandra Joshi	Vice-President
Mrs Renee Bastian	Member
Mrs Babitha Chand	Member
Mrs Renuka Turner	Member
Mrs Phyllis George	Member
Mr Mahipal Singh	Member

4. Our Vision

To become the nation's leader in developing successful students.

5. Our Mission

To provide an education that enables each student to excel as a successful and responsible citizen of India.

6. Our Core Values

- To live in obedience to God
- To act with humility, integrity and fairness
- To work with creativity and diligence
- To encourage participation and teamwork
- To be trustworthy and accountable to one another

7. Our Motto

"Strength through wisdom and knowledge."

8. Contact Details

Phone:	05943 263225
Email:	office@maxtonstrong.com
Website:	www.MaxtonStrong.com
Post:	Maxton Strong School PO Banbasa Dist. Champawat Uttarakhand, INDIA, 262310

9. To The Parents

We believe that well-informed parents promote a positive school environment. Consistent with this philosophy, we are requiring that your child bring home a copy of the Key Policies & Handbooks so that you may become acquainted with the various aspects of school life. In these documents, you will note that we have included as much information as we can to aid your student in becoming a productive member of the school community. Education begins at home and it is important for you as parents to realize your role in your child's educational upbringing.

10. To The Students

This handbook has been developed for the purpose of informing you of the policies, procedures and organizations of your school. We hope that it will assist you in making your school days pleasant and productive. It is the responsibility of each student and parent to read, understand, and abide by this handbook.

All policies listed in this handbook are subject to change by the School Managing Committee or school administrative action. Students will be notified when such changes occur.

11. Disclaimer

Some individual school procedures may vary according to the school's improvement plan approved by the School Managing Committee.

Policies referenced in this handbook can be further researched at www.MaxtonStrong.com.

The School Board does not discriminate on the basis of caste, religion, colour, sex, age, national or ethnic origin, political beliefs, marital status, physical or mental condition or social and family background in its programs, policies and activities, including employment opportunities.

12. School Canteen

Canteen operations are currently under review with the intention that a basic school canteen will operate every lunch time. More information will be released through the coming year, it will be possible to arrange set-pre-order vegetarian lunches using a Lunch Order Form available from the office. Prices regarding this will be decided at a later date.

13. Change Of Address / Phone Numbers

Current details of all students including names, addresses, emergency contact info, medical conditions and parent contact details are kept on file. **Important: Parents are required to inform the School Office if any student details change.**

14. Absences / Attendance

Parents are asked where possible to telephone the school in advance when a student will be absent. Where written explanation of student's absence is given, it is required that this be given to the school office on the day of absence. The school telephone number is 05943 263225 or email office@maxtonstrong.com

15. Student Diary

Students must each bring their Student Diary to school each day. It will be used as the primary method of communication between School and home. Students must take special care not to misplace or loose their Student Diary.

16. Damage & Vandalism

If students are involved in breaking a window or other school equipment, the cost of damage resulting from any deliberate vandalism will be paid for in full by the student and/or family. An invoice will be issued to this effect.

The cost of damage resulting from accidents that happened because of an inappropriate action may incur a percentage of up to 50% of the replacement or cost of repairs. The cost of damage resulting from any other accidents will be paid for by the school.

17. Recourse

Student Recourse:

Any student subjected to unacceptable behaviour may bring his or her concerns to the attention of the Principal. If the matter relates to the Principal directly, then concerns may be brought to the School Managing Committee, who will follow established procedures for review and resolution of the reported incident.

Parents & Members of the Public Recourse:

Any parent or member of the public subjected to unacceptable behaviour may bring his or her concerns to the attention of the Principal. If the matter relates to the Principal directly, then concerns may be brought to the School Managing Committee, who will follow established procedures for review and resolution of the reported incident.

Employee Recourse:

Any employee subjected to unacceptable behaviour may bring his or her concerns to the attention of the Principal or Assistant Principal. If the matter relates to the Principal/Assistant Principal directly, then concerns may be brought to the School Managing Committee, who will follow established procedures for review and resolution of the reported incident.

18. School Security

We work hard to provide 24 hour protection and service to the school community. Certain areas of the school are under constant CCTV video surveillance and our staff members are well equipped and prepared to handle school site disruptions, threats to school personnel, trespassers, property damage, theft, vandalism, and burglary.

School staff reserves the right to conduct random bag and locker searches in the school whenever deemed necessary without the prior permission of children parents or staff.

19. Assembly

Each morning the school meets together to praise and honour God, pay respect to the great country of India, celebrate effort, showcase academic work, perform with music or song and enjoy the progress of others. Parents and friends from the school community are asked to seek permission from the office if they wish to attend.

20. Patriotism

Encouraging patriotism towards India is an important aspect of Maxton Strong School. In addition to the National Anthem the Students Pledge shall be recited by students during assembly each day: "India is my country, all Indians are my brothers and sisters. I love my country. I am proud of its rich and varied heritage. I will always strive to be worthy of it. I will give my parents, teachers and all elders respect and treat everyone with courtesy. To my country and my people I pledge my devotion. In their well-being and prosperity alone lies my happiness."

We celebrate national holidays such as Republic Day (26th January) and Independence Day (15th August) and encourage our students, staff and community to express their patriotic beliefs.

Students have the right to: show love for their country and allegiance to its flag; recite and display their feeling of patriotism; and participate in activities involving loyalty oaths, saying a pledge, singing an anthem, saluting the Indian flag or taking part in a patriotic ceremony.

Students have the responsibility to: not interrupt the educational rights of others; not interfere with the rights of other students to express patriotism; remove any headdress when the national anthem is played, except when such headdress is worn for religious purposes; and stand at attention, when possible.

21. Religion

Maxton Strong School is a Christian school but does not discriminate against other religions. Each morning during assembly children recite the Lord's Prayer: "Our Father who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done, on earth as it is in heaven. Give us this day our daily bread and forgive us our sins as we forgive those who sin against us and lead us not into temptation, but deliver us from all evil. For Thine is the kingdom, the power and the glory for ever and ever. Amen." The children will also sing Christian songs and listen to a short Bible reading(s).

Students have the right to:

- study, examine, discuss, criticize or support religious ideas and institutions for their literary and historic qualities when presented objectively as part of a program of education
- release time from school to observe religious holidays, which is an excused absence with written parental permission
- practice their religion

Students have the responsibility to:

- not endanger the physical health or safety of themselves or others or disrupt the educational process
- develop tolerance and respect for the beliefs of others
- inform school officials through their parents about any religious practices or beliefs that may be in conflict with school rules or regulations
- decide for themselves whether or not they wish to take part in any religious activity

22. Open Displays Of Affection

Maxton Strong School does not permit open displays of affection on school grounds and doing so may result in disciplinary action.

23. First Aid

The school has a well-equipped First Aid Room, where students who become ill or are injured at school can be attended to. Students may remain in the First Aid Room for a short time to rest or recover, however if they are too ill to attend class, the Office will contact a parent or emergency contact to arrange for them to be collected and taken home. If a student attends the First Aid Room for a moderate or serious injury that does not need immediate contact to parents, a message may be communicated to the parents in the Student Diary outlining the details of the injury and medical action taken.

24. Medication

Should a student need to take prescribed medication at school, parents are requested to inform the School Office. Older students are expected to be able to manage their own medication, but if required, medication can be held in the Office for safety.

25. Students With On-going Medical Conditions

Parents are obliged to inform the School Office if their child has an on-going medical condition i.e. Peanut Allergies, Diabetes, Epilepsy, and Anaphylaxis or suffers from severe asthma.

26. Personal Property

The school accepts no responsibility for any personal item of student property that is brought to school and subsequently lost, broken or damaged. It is recommended that all pieces of uniform and private property (including school bags/books/folders) are clearly NAMED. Jackets and jumpers are easily lost and named items are easily returned to the owner. All lost property is kept in the School Office. At the end of each term, lost property will be donated to either the School Uniform Shop or a local charity.

27. School Photos

School Portraits are taken early each school year. Parents have the opportunity to order individual and class photos of their children. Family photos are also available. Details advising parents of the date of Photo Day and order information will be sent out prior to this event.

28. Visiting The School

Visitors to the school campus must sign in with the receptionist in the office. Photo identification is required. Any individual considered a non-student must obtain administrative permission prior to entering any area other than the foyer. Visitors must receive approval from the Principal in advance to observe any classroom. Teachers cannot stop classroom activities to hold a parent conference. The classroom teacher will be given advanced notice for parent classroom visits.

Students cannot arrange for their friends or relatives from other schools to visit the school at any time. Any individual found on the campus without clearance from a member of the administrative staff may be arrested for trespassing.

29. Maxton Strong School Library

To assist students to become confident, competent and independent learners, the Library provides and promotes a broad range of resources and technologies for both reading and research. Special events may be held in the library during the year, including book sales, events and author visits.

Generally, the Library is open every day during school hours, including every lunch time, and provides a warm, welcoming environment where students can learn, study, enjoy quality literature, and develop their reading and research skills.

30. Homework

A student has the right to:

- ✓ meaningful and relevant homework activity that reinforces school learning
- ✓ homework that matches their individual abilities and interests
- ✓ homework that includes varied activities that reinforce the basic skills or extend and enrich concepts learned
- ✓ homework that does not introduce new concepts
- ✓ regular feedback to include parents regarding assignments. (Parents should be notified when a student routinely does not complete homework)
- ✓ assignments that are made according to individual student needs and abilities

Homework Assignments:

- ✓ should not be punitive in nature
- ✓ should not require students to have access to resources that are not available to them
- ✓ should be coordinated among team members so as not to exceed the recommended amount of time devoted to homework
- ✓ appropriate completion of homework assignments will be reflected in the report card

31. Sports Houses

The School has two house groups, named after our societies founding members; the houses are used to promote friendly, communal competition during school sports days:

1. **Linden House (Blue House)**
2. **Joseph House (Red House)**

Students are appointed houses by the office and are expected to support their house in intra-school competitions.

32. Student Council

The student council will exist to assist with the process of education in the school. Members are elected by the school staff. The council members are expected to help in the smooth function of the school. All the members will be directly responsible for the duties that are given to them.

The following positions will be held by students:

Position: HEAD BOY / HEAD GIRL (1 OF EACH)
Summary: The Head Boy and Head Girls are the head of all the students of the school and of the Student Council.

Responsibilities:

- ✓ To help in maintaining discipline in the school
- ✓ To be responsible for the behavior of the students in the school
- ✓ To assist in communicating any problems and suggestions of the students to the teachers and staff

Position: PREFECTS (4 TOTAL)
Summary: Prefects are to be examples to all other students in their conduct, uniform and studies.

Responsibilities:

- ✓ Daily checking of class lines for assembly and when going to classes
- ✓ Daily checking of children's uniforms
- ✓ Reporting to the teachers or Head Boy / Head Girl any problems with the students behavior
- ✓ Maintaining discipline during the absence of any teacher, time between classes and intervals

Position: HOUSE CAPTAINS (2 PER HOUSE – BOY & GIRL)
Summary: House Captains are in charge for the overall functioning of their house.

Responsibilities:

- ✓ Planning and organizing house activities along with the Sports Teacher
- ✓ Selecting participants for any sports events, programs and competitions
- ✓ Keeping track of the progress of the house
- ✓ Maintaining discipline among the house members
- ✓ Supporting and encouraging members of their house to get involved

33. School Timings

The students timetable will be according to the following format for the summer/monsoon season, though it may change at the discretion of the School Managing Committee.

NUR to LKG

NUR – LKG TIMETABLE			
<u>PERIOD</u>	<u>Start</u>	<u>Finish</u>	<u>Length</u>
Assembly	07:25	07:40	<i>15min</i>
Home	07:40	07:50	<i>10min</i>
1	07:50	08:25	<i>35min</i>
2	08:25	09:00	<i>35min</i>
3	09:00	09:35	<i>35min</i>
4	09:35	10:10	<i>35min</i>
BREAK	10:10	10:40	<i>30min</i>
6	10:40	11:15	<i>35min</i>
7	11:15	11:50	<i>35min</i>

UKG to VIII

UKG – VIII TIMETABLE			
<u>PERIOD</u>	<u>Start</u>	<u>Finish</u>	<u>Length</u>
Assembly	07:25	07:40	<i>15min</i>
Home	07:40	07:50	<i>10min</i>
1	07:50	08:25	<i>35min</i>
2	08:25	09:00	<i>35min</i>
3	09:00	09:35	<i>35min</i>
4	09:35	10:10	<i>35min</i>
BREAK	10:10	10:40	<i>30min</i>
6	10:40	11:15	<i>35min</i>
7	11:15	11:50	<i>35min</i>
8	11:50	12:25	<i>35min</i>
9	12:25	01:00	<i>35min</i>

34. Holidays

Half – Days

Half days end after the 4th period. It is a parents responsibility to ensure that they pick their child up from school (or the bus stop) at the right time on half-days.

Public Holidays / Seasonal Holidays:

A Holiday Schedule will be released each year to define the dates of school holidays. This schedule can be obtained from the school website or the school office.

Second Saturdays:

Every second Saturday will be a holiday for all students and a half day for all staff. This day will be used for administration purposes, parent-teacher meetings, marking, exam/test preparation, management meetings etc.

Staff Timings:

The last school day of each month will be a half day for all students.
The last school day of each month will be a full day for all staff.

1C

STUDENT MANAGEMENT POLICY

1. Introduction:

Maxton Strong School's Student Management Plan teaches students to behave in ways which increase academic success and which strengthen students' relationships with their teachers and peers. Modern school classrooms should be calm, safe, pleasant and purposeful; students flourish in the presence of teachers who set clear and consistent limits to student behaviour and who provide positive directional focus, encouragement and recognition of behaviours which support student learning.

Maxton Strong School's programme of student management has been implemented to ensure the highest possible standards of:

- ✓ Student learning
- ✓ Behaviour towards others
- ✓ Student self-esteem
- ✓ Student appearance
- ✓ General school tone

Our programme is based on six guiding principles:

2. Guiding Principles:

1. The purpose of discipline is not to control but to educate.
2. Positive, clear and consistent expectations are the keys to successful classrooms that maximise student learning and relationships with teachers and peers.
3. Teacher behaviour is an important part of a student's behaviour.
4. Recognition and appropriate reward of positive behaviour is a powerful motivator of students.
5. Students respond well to structures that clearly define the limits of acceptable and unacceptable behaviour.
6. Rewards and consequences are based on student choice; students, given these choices, learn that they can be in control of what happens to them.

3. Rights and Responsibilities:

Teachers:

- Have the right to establish rules and directions that clearly define the limits of acceptable and unacceptable student behaviour.
- Have the right and responsibility to teach students consistently to follow these rules and directions throughout the school day and school year.
- Have the right to ask for assistance from parents and senior staff when support is needed in handling unacceptable behaviour.

Students:

- Have the right to a teacher who will set firm and consistent limits, and the responsibility to follow reasonable directions.
- Have the right to a teacher who will provide them with consistent, positive encouragement to motivate them to behave well.
- Have the right to know what behaviours are appropriate and will enable them to succeed in the classroom.
- Have the right to a teacher who will take the time to teach them how to manage their own behaviour.

4. Standards and Expectations:

Maxton Strong School's student management plan sets out our standards and expectations of students in four areas of school life:

- How students conduct themselves and remain 'on task' in class
- How students conduct themselves in the school yard
- How students appear and wear their uniform to, from and at school
- How students behave towards others

5. Classroom Management Plan:

Behaviour in the classroom is a relationship between the teacher and the student. The good conduct of classes is the goal of all in the school. Classroom discipline is a matter for the class teacher and, when required, senior staff.

Disciplinary action should be taken at the level closest to the offence. Offences in the classroom should, as much as is possible be dealt with in the classroom. Students should not be excluded from classrooms. Sending a student outside for poor behaviour should be avoided whenever possible.

Our students must follow four clear but simple rules applied in all classrooms at all times:

1. Follow directions* given by teachers/staff
2. Be on time and be prepared for class
3. Keep hands, feet and objects to yourself
4. Respect others

**Directions must be reasonable and in no way violate the rights of students.*

Teachers may add more rules which either suit their teaching style or which may be applied from time to time to encourage specific behaviours. These rules must be specific, observable and testable, rather than vague and general. Some examples of these rules might be:

- One person speaks at a time
- Use appropriate language
- Raise your hand if you want to speak
- No swearing or teasing
- Don't leave the room without permission
- Stay on task
- Meet deadlines
- Don't stop another student from learning

6. Rewards:

When students **choose to follow** these rules, students may be rewarded through rewards put in place by the staff/teachers. Some examples of appropriate rewards are:

- Praise
- Positive notes and phone calls home
- Specific privileges
- Certificates, stickers and awards

7. Consequences:

When students **choose not to follow** these rules, they will be given a series of warnings, generally three, and asked to change their behaviour and follow the rules. On the third warning students may be asked to stand outside the class or report to the Principal or Assistant Principal's office.

In cases of **serious misbehaviour or disruption**, such as fighting, vandalism, defying a teacher or stopping the entire class from functioning, students will be automatically removed from class, losing the right to proceed through the hierarchy of consequences. A senior member of staff, most likely the Principal or Assistant Principal may also choose to make contact with parents if needed.

Removal from class may also result in Lunchtime detention.

Notes for teachers:

- **Never** remove a reward or consequence after it has been earned.
- Consequences do not have to be severe to be effective. Consequences must be something that students do not like, but they must **never** be physically or psychologically harmful.
- Students removed from class should be made to stand/sit directly outside the classroom or if required sent to the Principal/Office.
- In severe cases students may then be required to phone their parents to advise them of their removal from class. A senior member of staff will contact parents.
- Detentions should only be given for serious offences; e.g. serious breaches of discipline, abusive language, violence, intentional damage to property... etc.

8. School Yard Management Plan:

The general expectations of courtesy, consideration and common sense that apply within classrooms also apply outside the classroom situation, both before school, during and after. Rules are as follows:

1. Follow directions of teachers/staff
2. Put rubbish in bins
3. Keep hands, feet and objects to yourself
4. Don't damage property
5. Don't harass others
6. Don't leave school grounds

9. Off-Campus Management Plan:

All students are expected to conduct themselves in ways that bring credit to themselves and to the school and that do not impede the public. This applies to excursions and to travelling to/from school. The general standards of courtesy, consideration to others and common sense must be observed. Teachers who accompany excursions will ensure that these general standards are maintained.

10. Mobile Phones & Other Such Electrical Devices:

Mobile phones and other such electrical devices such as palm-pilots, laptops, smart-phones, pda's, tablet-pc's, mp3 players, iPod's... etc. are not to be brought onto school grounds without specific permission.

11. Unacceptable Behaviours:

Students must understand that there are consequences that result from all behaviours. All students are expected to follow the school rules. Misconduct or misbehaviour will not be accepted and will result in some measure of discipline being implemented. A range of sanctions are available and will reflect the seriousness of the transgression and the pattern of behaviour exhibited by the student concerned.

Examples of Unacceptable Behaviours:

- All forms of harassment
- Violence
- Use of drugs, including alcohol and tobacco
- Theft
- Vandalism
- Possession of dangerous weapons/devices
- Insolence / defiance
- Plagiarism/cheating
- Dishonesty
- Failure to complete work

Examples of Sanctions:

The following sanctions may be applied depending on the severity of the transgression or on the accumulated past behaviour and responses of the individual student concerned:

- Loss of privileges (e.g. class outings)
- Extra duties such as tidying classrooms
- Picking up litter in the school yard
- Counselling/interview in school, e.g. with Principal, teacher or any other member of staff
- Parent interview **
- Extra homework
- Detention
- Community service out of school hours**
- Suspension – in school (student attends school but is isolated from normal classes) **
- Suspension – at home **
- Exclusion, i.e. termination of enrolment **

***Sanctions marked by an asterisk will only be applied with prior knowledge of parents or guardians.*

12. Matters Of Extreme Misconduct:

In matters of extreme student misconduct, teachers may consult with Senior Staff, the Principal, Assistant Principal or members of the School Managing Committee. If it is believed that the misconduct warrants suspension of the student, they may recommend this to the Principal.

For only the most serious cases of misconduct, and only when it is felt that the negative influence of one student on the others or on the values for which the School stands outweighs the good that the school may be able to do for that student, will the Principal consider excluding a student. This must be done with the consent of at least two other members of the School Managing Committee.

Appropriate response:

It is also advisable for teachers to avoid placing themselves in a situation where accusations of misconduct can be made e.g. avoid counselling students behind closed doors or out of sight.

In ensuring our duty of care, a staff member may be confronted with a situation where it might be necessary to momentarily restrain a student from harming themselves or others. Any such restraint must be reasonable in relation to the circumstances, is a matter for judgment at the time and should be used as a last resort.

If restraint is employed, the teacher must report the matter (verbally and in writing) to the Principal/Assistant Principal who will then contact the student's parents as soon as is possible.

In all matters of discipline and punishment teachers must use good judgment so as to ensure the response is appropriate to the circumstance. Teachers must guard against over-reaction or placing themselves in a situation where their individual integrity or the integrity of the school can be called into question. Any disciplinary action or punishment must have as its goal a positive outcome for the student who has transgressed.

CORPORAL PUNISHMENT IS NOT TO BE USED BY ANY MEMBER OF STAFF AT MAXTON STRONG SCHOOL.

13. Updates:

This document may be updated or revised from time to time by the School Managing Committee –this will generally be done at the start of a new school year. If you are unsure whether you have a copy of the most current version, you should contact the School Managing Committee.

(Reviewed 1st April 2013)

1D

DRUG POLICY

1. Drug Policy

Maxton Strong School desires to function under a drugs policy that is consistent with its foundations and beliefs. The school also aims to recognize that these matters also require our obedience to civil authorities and laws. We aim to have policies in place to keep the school a safe learning environment for all our students & staff.

Drug offences are issues of an extremely serious nature to Maxton Strong School. The school does not tolerate drugs/drug-use and incidents involving them may result in Police action and/or expulsion from the school.

No student enrolled at Maxton Strong School or any student visiting the school from any other school may unlawfully possess, use or traffic in either legal or illegal drugs while they are on school premises, during school activities or on the way to/from school.

Within the context of the *Narcotic Drugs and Psychotropic Substances Act (1985)* and the *Prevention of Illicit Trafficking in Narcotic Drugs and Psychotropic Substances Act (1985)* the term 'drug' is used generically to include chewing tobacco, gutka, tobacco, alcohol, inhalants, pharmaceutical drugs and illicit drugs.

Students of Maxton Strong School are not to carry any medication of any sort without the prior knowledge (*by way of written word*) of the school office.

2. Updates:

This document may be updated or revised from time to time by the School Managing Committee –this will generally be done at the start of a new school year. If you are unsure whether you have a copy of the most current version, you should contact the School Managing Committee.

(Reviewed 1st April 2013)

1E**UNIFORM POLICY****1. Dress and Appearance:**

All students are to wear the school uniform correctly and including the appropriate wearing of the sports uniform at designated times.

- Jewellery – students may wear a wristwatch and discreet earrings (i.e. one plain gold or silver stud or small loop worn in each ear lobe). No other jewellery should be visible.
- Hair is to be conservative in cut and style and must not fall across the eyes. There are to be no extremes of colour or length. Students with shoulder length hair must tie it back with a Maxton Strong School or plain dark green or black hair band, ribbon or hair clip so that it is off their shoulders and face.
- Fingernails should be clipped and clean at all times.
- No makeup or other adornments, including nail polish is permitted.
- Boys should be clean shaven.
- Undergarments must not be visible.
- Accessories such as bangles, sunglasses, bracelets, chains... etc. are not acceptable.
- During winter days blazers should be worn by students.
- The appropriate uniform is to be worn every day unless otherwise directed.
- Full sports uniform is required for Sports/PE.
- No part of the sports uniform should be worn with the school uniform.

The school will not be held responsible for theft, loss or damage of any item brought on to school grounds by a student.

2. Uniform Policy:

Students should wear the appropriate uniform at the appropriate time. Students who do not choose to comply with the directives of the Uniform Policy will be sanctioned.

Season / Time	Boys	Girls
General Uniform	Dark green pants, yellow shirt (full sleeve or half-sleeve), school tie (yellow/green), school belt, white socks, black dress shoes	Dark green skirt, yellow shirt (full sleeve or half-sleeve), school tie (yellow/green), school belt, white socks (long), black dress shoes
During Winter/Cold weather times	Dark green sweater (V-shaped neck), Dark green blazer	Dark green sweater (V-shaped neck), Dark green blazer, dark grey stockings/leggings
P.T. & Sports (for all classes)	White Shirt (with tie collar), white shorts/white pants, white P.T. shoes (white canvas), white socks, school tie, school belt	White skirt or white pants, white shirt (with tie collar), white P.T. shoes (white canvas), white socks, school tie, school belt
Sports competitions and Sports Day	Coloured house tops and P.T. uniform	Coloured house tops and P.T. uniform
<i>All sweaters, blazers, school ties, school belts and shorts should bear the school logo. Any questions regarding uniforms may be directed to the school office.</i>		

3. Updates:

This document may be updated or revised from time to time by the School Managing Committee –this will generally be done at the start of a new school year. If you are unsure whether you have a copy of the most current version, you should contact the School Managing Committee.

(Reviewed 1st April 2013)

1F

FEE SCHEDULE

1. Fee Coverage

The School Fee is not an all-inclusive fee and thus is broken up into several understandable categories. Additional expenses may be incurred to parents, for example:

- School uniform
- Private music lessons
- Materials for projects
- Stationary
- Textbooks
- Private tuition
- Exam fees
- Excursion / field trips
- Camps
- Additional costs

Fees are charged for the whole 12-month duration of the academic session from April to March each year.

Students with outstanding fees due will not be able to sit for examinations.

Any questions regarding fees should be directed to the School Office.

2. Fee Schedule

Class	Prospectus	Registration	Admission	Monthly Tuition Fee	Monthly Computer Fee	Bus Fee less than 3km	Bus Fee (3km to 6km)	Bus Fee (6km to 10km)	Student Diary
NUR	200	500	700	300	<i>N/A</i>	400	500	600	50
LKG	200	500	700	300	<i>N/A</i>	400	500	600	50
UKG	200	500	700	300	<i>N/A</i>	400	500	600	50
I	200	500	700	350	100	400	500	600	50
II	200	500	700	350	100	400	500	600	50
III	200	500	700	350	100	400	500	600	50
IV	200	500	700	350	100	400	500	600	50
V	200	500	700	350	100	400	500	600	50
VI	200	500	700	400	100	400	500	600	50
VII	200	500	700	400	100	400	500	600	50
VIII	200	500	700	400	100	400	500	600	50

3. Payment Timings

School fees are to be paid in the School Office at least one month in advance between the **1st and 10th days of the month** and between **9:00am - 11:00am only**.

4. Late Fee

After the 10th day of the month a late fee of Rs 20/- per day will be charged to a maximum of 100/- per cycle. i.e. if the fees are paid on the 13th of the month then a late fee of 60/- will be incurred (3x20/-).

5. Fee-concessions for families:

Brothers and Sisters will receive discounts for Monthly Tuition Fees each month as follows:

- First Child** = No Discount
- Second Child** = 30% Discount
- Third Child** = 50% Discount
- Fourth Child** = Free

6. Changes To Schedule

The Maxton Strong School will make every effort not to change the Fee Structure during the year, but if deemed necessary by the School Managing Committee changes may occur. The School will notify you at least two months in advance if changes are to be made.

(Reviewed 1st April 2013)

1G

ENROLMENT AGREEMENT

1. Introduction:

The Enrolment Agreement is signed upon by both parents (or guardians) of the child prior to admission approval. It is generally located on the back of the admission form.

Whenever there are two parents/guardians involved in the bringing-up and/or guardianship of the child, the School requires that both sign this agreement even if they are separated / divorced.

2. Agreement:

As the parent(s)/guardian(s) I/we accept the offer of enrolment for my child on the conditions set out below:

1. I acknowledge and accept that the curriculum at the Maxton Strong School is based on a world view that puts Jesus Christ at the centre of all things. The Maxton Strong School Creed, Purpose Statement & Key Policies give an explanation of the school's Christian world-view.
2. I affirm that I have provided all available information about my child's health and learning abilities to enable the school to ensure correct class placement and to initiate individual assistance programs where they are deemed necessary.
3. I understand that the Maxton Strong School may terminate my child's enrolment if I do not comply with my duties and responsibilities as a parent in relation to school policies.
4. I affirm that I have received copies of the Key Policies, Prospectus, Student Management Policy and all other relevant documentation provided to me at enrolment or through the school's website: www.maxtonstrong.com. I agree to these policies.
5. I hereby give permission for my child to take part in all school activities, including sports, camps, excursions and other out of school-time activities, and understand and accept that teachers will be responsible for such reasonable care and protection as would normally be given by parents. I also understand that at times my child will be required to attend sports training and/or other events held outside normal school hours.
6. I pledge to support the School in its efforts to administer and develop discipline in my child according to the standards set by the School. This may include lunch-time and after-school detentions. If there are any difficulties in this or any other matter, I accept that the first contact should be with the school office. I understand that in no case is it appropriate to complain to other parents.
7. I promise to support the principles, practices and educational policies of the school in every way and in doing so support my child's learning to the best of my ability.
8. I agree to give my child positive encouragement in reinforcing the necessity for completion of homework and assignments.
9. I undertake to lodge the required fees at time of submission of this form and to pay the required School Fees and Levies as they become due. I understand that these fees may change from time to time. In the event of the account becoming overdue or delinquent, I agree to pay any administration fees or fines/charges imposed by the school or collecting agency.
10. I acknowledge and accept that if I voluntarily withdraw my child from the School, eight school weeks' written notice must be submitted to the Principal prior to withdrawal -such notice period to end on the last day of a term. If I fail to do so I accept liability for a penalty equivalent to six weeks fees and will forfeit the right to a refund of deposits. I understand that there is no entitlement to any refund of fees if my child is asked to leave and the current term's fees must still be paid.

11. I understand that unless I specifically communicate (by written letter addressed to the Principal) any photos of my child may be used in the school's newsletter, website or any other publication made by the school or its controlling society.
12. I understand that my child may only be absent if accompanied by a written application by parents/guardians and that a Doctors Certificate must be enclosed with the letter in the case of absences more than 4 days.
13. I understand that if my child is absent for ten or more consecutive days, his/her enrolment is liable to be terminated.
14. I understand that I cannot remove or visit my child during school hours, except in emergency cases with the prior permission of the Principal.
15. I understand that an 85% attendance record is required to be maintained.
16. I understand that I must provide all text books, uniforms, equipment and resources required for my child's study.
17. I understand that it is my responsibility to check my child's school diary each day.
18. I understand that I am liable for any loss of goods and damage to property or person caused by my child and that the school will not be held liable in such cases.
19. I understand that school fees are to be paid at least one month in advance between the 1st and 10th days of the month and between 9:00am - 11:00am only. After the 10th day of the month a late fee of Rs 20/- per day will be charged.
20. I understand that school fees are charged for the whole 12-month duration of the academic session from April to March each year.
21. I understand that my child will not be able to sit for examinations if there are any outstanding fees due.
22. I understand that I am NOT ALLOWED to visit any classroom or student without the prior permission of the Principal.
23. I understand that if I (or my child) fail to comply to the above conditions or any other conditions contained within the school Key Policies & Student Management Policies, then my child is liable to have his/her enrolment terminated. I also understand that these may change from time to time and thus it is my responsibility to obtain updated copies of these policies from the school.

3. Failure To Comply With Or Failure To Sign Enrolment Agreement:

If either parent is unwilling to sign the Enrolment Agreement then the child will not receive admission. In the event that the parents are unwilling to sign an updated Enrolment Agreement, a decision will be made by the School Managing Committee as to whether or not the child's enrolment will continue.

4. Updates:

This document may be updated or revised from time to time by the School Managing Committee –this will generally be done at the start of a new school year. If you are unsure whether you have a copy of the most current version, you should contact the School Managing Committee.

(Reviewed 1st April 2013)

1H

ASSESSMENT & ATTENDANCE

1. Continuous & Comprehensive Evaluation (CCE)

As per CBSE norms, the Maxton Strong School uses the Continuous & Comprehensive Evaluation method for grading student performance in each subject. This evaluation method is '*continuous*' in that it occurs over a period of time and '*comprehensive*' in that it incorporates both the scholastic (*subjects such as English, Maths, Science.. etc.*) and the co-scholastic (*subjects/areas such as Arts, Leadership, Conversation*) components of learning.

For Classes NUR to II:

1. There is no formal examination for classes Nur to II.
2. The students daily progress in oral and written work will be assessed and recorded by the teacher. The testing can be done simultaneously while teaching or separately. Most of the time the student will not be aware that they are being tested.
3. There will be a minimum of 8 cycles (separate assessments) of CCE. Teacher's should aim to have 10 separate CCE assessment cycles per year.
4. One cycle of CCE means that all the students of the class are tested in all the competencies.
5. The student should obtain at least a 'C' grade for each cycle. If a child gets a 'D' grade in some competencies the teacher should repeat the cycle.

For Classes III to VIII:

The CCE in classes III to VIII shall spread over two terms during each academic session (school year).

1. Formative Assessment (FA)

Formative Assessment is a tool used by the teacher to continuously monitor student progress in a non-threatening, supportive environment. Formative Assessment can be carried out using multiple modes of assessment such as assignments, quizzes, debates, group discussions, projects and only one pen/paper test per school year. All projects and assignments must be done as group activities within the class and school time only. Each subject will only have one paper/pencil test under Formative Assessment each year. The other modes of assessment must be part of classroom interactive activities.

2. Summative Assessments (SA)

Summative Assessments are written, end of term, examinations which may consist of objective type, short answer and long answer questions. For making evaluation comprehensive, both scholastic and co-scholastic aspects are given importance. Co-scholastic areas consist of things like Conversation Ability, Attitude, Values, Physical Education... etc.

Each school term shall contain two FA's and one SA. 10% of the marks obtained in each FA and 30% of the marks obtained in each SA will be used towards the students final result (see table below).

Terms	Type Of Assessment	Percentage Used In Final Result	Term-wise Percentage Used In Final Result
Term 1 (April – September)	Formative Assessment 1 (FA1)	10%	FA1 + FA2 + SA1 = 50%
	Formative Assessment 2 (FA2)	10%	
	Summative Assessment 1 (SA1)	30%	
Term 2 (October – March)	Formative Assessment 3 (FA3)	10%	FA3 + FA4 + SA2 = 50%
	Formative Assessment 4 (FA4)	10%	
	Summative Assessment 2 (SA2)	30%	

Assessment of Scholastic Attainment (Grading Scale):

Assessment of Scholastic attainment will be reported twice per academic session to students/parents.

Teachers will maintain registers recording marks obtained by students but only grades will be reported to students. The nine-point grading scale below will be used for measurement in this way:

9 POINT SCALE		
Marks Range	Grade	Grade Point
90-100	A1	10
81-90	A2	9
71-80	B1	8
61-70	B2	7
51-60	C1	6
41-50	C2	5
33-40	D	4
21-32	E1	3
00-20	E2	2

Note: The minimum qualifying grade in all the subjects under Scholastic Domain is 'D'. As per the direction of the Right To Education Act no child will be detained until class VIII.

Examination Rules:

1. Students found using unfair means during test or an examination will be marked zero in that subject. They will also not be eligible for any academic award or the student council. Serious action will be taken against a repetitive defaulter.
2. A medical certificate stating a severe illness of a student may be accepted and the student exempted from the final examination.
3. Parents are strongly advised not to send children to school for examination if they are ill. However, a serious view will be taken of those students who regularly absent themselves from tests.

Assessment of Co-Scholastic Attainment:

Assessment of Co-Scholastic attainment will be done once per academic session and reported in the end of year results. The five-point grading scale below will be used for measurement in this way:

5 POINT SCALE	
Grade	Grade Points
A	4.1 – 5.0
B	3.1 – 4.0
C	2.1 – 3.0
D	1.1 – 2.0
E	0.0 – 1.0

Note: The minimum qualifying grade in all the subjects under Co-Scholastic Domain is 'D'. As per the direction of the Right To Education Act no child will be detained until class VIII.

2. Attendance & Punctuality

All are expected to be in school by 5 minutes before assembly on all school days. The school gates may be closed at this time in which case students coming late will be sent back home and marked as absent for that day.

Attendance:

To enable a successful application of the academic program and curriculum regular attendance is extremely important.

1. Students must obtain prior-permission from their class teacher for not attending classes. If prior-permission cannot be obtained because of unavoidable circumstances then an application for leave should be sent to the class teacher the same day or at the latest by the next day.
2. All applications for leave should be made in writing and signed by the parent/guardian.
3. Applications for leave due to sickness should be accompanied by a Medical Certificate duly signed by a competent authority.
4. Students suffering from infectious diseases will not be allowed to attend classes or to appear for examinations.
5. If student attendance is less than the prescribed percentage (i.e. 75% of the total school days for the year) then the student will not be able to appear for the end of year examination. This attendance should include attendance obtained from any other school if the child has been transferred during the school session.
6. If a student is absent from school for a period of 10 or more days without approved leave from the school their name will be removed from the roll.
7. The principal may penalize a child who is constantly out of class.

3. Updates:

This document may be updated or revised from time to time by the School Managing Committee –this will generally be done at the start of a new school year. If you are unsure whether you have a copy of the most current version, you should contact the School Managing Committee.

(Reviewed 1st April 2013)

1I

SCHOOL LIBRARY

1. General Library Rules

1. The key rule in the library is **RESPECT**.
 - **Respect** the books.
 - **Respect** the staff.
 - **Respect** each other.
2. No food or drink is allowed in the Library.
3. Make sure the library looks as good when you leave as it did when you came in.
4. In order to ensure that everyone can find the books they need, please place any books you remove onto the box at the front of the library so they can be re-shelved properly.
5. Students must maintain a low conversational tone of voice while in the library.
6. Students must obey all rules set down by the librarian at all time.

2. Borrowing Library Books

Each child is expected to utilize the school library as a part of their regular academic schedule.

1. Students may borrow one book at a time for a maximum period of one week. With special permission from the Librarian students may, in some cases, borrow more than one book.
2. Books must be 'checked in' and 'checked out' by the Librarian or teacher on duty in the library using the students Library Account.
3. Reissue of books by a user may be allowed maximum twice more after first issue.
4. Children must follow the rules of the library at all times.
5. Newly purchased books may not be borrowed until after they have been removed from the New Arrivals section.

3. Fines

If a student fails to return a library book borrowed by them before its due date then a fine of ₹1/- per day from the date the book was due to be returned. The maximum fine for failure to return a book should not exceed ₹50/- per book.

4. Damaged or Lost Books

If a student significantly damages or loses a book that they have borrowed they must either replace the book or deposit three times the recorded price of the book in the school office.

5. Updates

This document may be updated or revised from time to time by the School Managing Committee –this will generally be done at the start of a new school year. If you are unsure whether you have a copy of the most current version, you should contact the School Managing Committee.

(Reviewed 1st April 2013)