

ORCHID INTERNATIONAL SCHOOL
MANDATORY AND IMPORTANT GUIDELINES, RULES AND PROCEDURES
FROM JUNE 2011 AND BEYOND; REV 01, 15.02.2011

As school policy we would like the minimum number of rules, regulations and guidelines to be in vogue. However, we observe that our parent profile, student profile and overall community are ill equipped to understand the essence of responsible behavior. We are compelled to introduce various types of rules and procedures to contain the indiscipline and irresponsibility brought in by a minority of parents. We urge the parents, guardians and students to bear with this and adhere to them.

1) INTERFACE WITH PARENTS

The school regards parents as co-educators and actively seeks to involve them in the school community. Communication between the school and home is the key to a good relationship and OIS recognizes the crucial nature of this partnership and hence provides a variety of avenues for communication and interaction between school and parents.

These Include:

- a) Parent-teacher meetings which are organized once a term, i.e. twice a year. Attending the parent teacher meeting is mandatory. The school keeps track of attendance of the parents in such meetings and deals with parents based on the responsiveness and support extended to the school for better upbringing of the children.
- b) Seminars on education for Parents, so that a common understanding about intent is brought about.
- c) Parents visit to the school, to meet Principal or teachers (with prior appointment) to discuss their concern about their child's Individual progress.
- d) Frequent letters and circulars are issued by the school on various matters.
- e) To inform parents of any serious misdemeanor or misbehavior of the student a parent may be called at short notice to the school. Parents may please bear with the inconvenience and support the school by coming to the school as requested.

2) VISITS BY PARENTS

- a. Parents and guardian can visit school their child only on last Sunday of the month and as per the schedule for the same issued by the school from time to time.
- b. Parents, guardians, friends and relatives of children and staff members will refrain from bringing in or consuming tobacco or alcohol in any form into the school campus. In case such a person is spotted by any staff member or student of the school we will take stern action against the child as well as the relatives. Such persons will be banned from entering the school premises in future, even if the person is a parent or grandparent of the child.

- c. Apart from the scheduled Sunday, parents or guardians may not visit the school unless invited by the school to do so for any specific purpose.
- d. Parents wanting to meet with the Principal or other teachers to discuss any urgent matter will need to seek prior permission and appointment with the Principal of the school or with other teachers through the school administrative office. Mrs. Sonia Manchanda or Mr. Ashutosh Shrivastava, Administrative Officers of the school, may please be contacted for the purpose well in advance. Such meetings will usually be fixed for 4 to 6 PM on Wednesdays.
- e. All visiting parents must go to the Administrative block before going elsewhere and meet the personnel available at the reception desk.
- f. No parent, guardian, visitor is allowed to enter any hostel.
- g. Parents or any other visitor are allowed to meet any student only with specific approval of the Principal.
- h. There will always be special circumstances for an exception to be made – parents coming from abroad, parents with business appointments/compulsion, parents wishing to consult the authority and teaching staff. We will always be considerate to such exceptions.
- i. Please note that the school gate is closed at 6.00 PM on all days and no parent or child may come in after.
- j. Please do not bring your vehicle beyond the barricade in front of the administrative office. Please park it at the main gate or at the small parking space next to the administrative office.
- k. The vehicle must be parked outside and parents will walk down to dormitories carrying no baggage or parcel with them.
- l. Parents or Guardian can come and visit their children on last Sundays of every month, which will be reconfirmed by the school from time to time through circulars and letters because whenever some special functions are organized in the school on Sundays this provision is not available. They can take their child in the morning and leave them back by 6.00 PM the same evening. These schedules are subject to change depending upon the events and schedule for which parents are informed in advance by circular, email and SMS. The circulars are also uploaded on the school website.
- m. Whenever children are to be dropped after vacations, outings or any other approved leave parents will have to drop the child before 6.00 PM. Please do not bring back children after 6.00 PM because we will not be able to receive the child after that and you will be requested to take by the child, which is inconvenience.

Due to certain risky decisions by the students and their parents we have a couple of situations when the school should have refused permission to the child to go out with other guardians. From June 2011 onwards, the school will not send any child (ren) with other parents/friends or local guardian unless written authorization/approval is there stating that the parent knows the party personally and all risk is borne by them. We had instances where children have misled the

parents and school by providing false approval from parents. Henceforth, school reserves the right to reject such demands/approval. This is done with interest of child in mind.

The system of outing on last Sundays will be discontinued from June 2012. The system will remain in vogue during the academic year 2011-2012, viz. June 2011 to February 2012 but only on days which will be announced at the beginning of the term.

- 3) **FORTNIGHTLY TELEPHONE CALLING:** Parents are allowed to call their children every fortnightly for duration of 5 minutes, subject to no other residential program being organized in the school. The calling dates are informed to parents at the beginning of each term through circulars but can be cancelled at the last minute due to other programs being arranged in the school.
 - In case of any exigencies and emergencies the school seeks the support and assistance of the parents.
 - In case a parent has not been able to make the call as per the schedule it will not be possible for the school to provide alternative time slots because facilities do not exist to provide such out of schedule telephone calls.
 - The merits and demerits of the system of fortnightly telephone calls may please be reflected upon keeping the intent of residential schools in mind. The school would like this issue to be deliberated and reviewed during the academic year 2011-2012 so that from June 2012 appropriate changes can be made in the same.
- 4) **UNTIMELY TELEPHONE CALLS:** Please do not make any telephone calls apart from within the **CALL TIMINGS** and on the **CALL DATES** given below. Any calls made beyond these slots will not be received by our staff members. Any parent is expected to speak in a gentle and courteous manner with our staff members at all times, in person and over telephone. Uncouth or crude manner language or behavior of any kind is not acceptable. We must learn to respect a school and its staff members because they are taking care of our children. Please note that many of the staff members of Orchid International School are not just teachers just doing a job. They are good individuals devoted to the school as educators.
- 5) **TELEPHONE CALLS FOR CLASS 10 and CLASS 12 STUDENTS:** In addition to the above calls, the students of Class 10 and Class 12 can receive a telephone call after every paper of the board examination. This facility is being provided so that parents can provide the emotional support and encouragement to the child.
- 6) **DISCONTINUATION OF WEEKLY BOARDING SYSTEM:** Please note that from June 2011 onwards we will be discontinuing the weekly boarding system. Children

with weekly boarding system may please approach the school and convert their children to the yearly boarding or the day schooling system at the earliest.

- 7) **FULLY RESIDENTIAL SCHOOL FROM CLASS 9 TO 12:** Our school permits day scholars only up to and including Class 8. Classes 9 to 12 are fully residential so that children can be guided better during the preparation for the board examinations without having to forsake participation in other activities offered by the school. The school also organizes extra classes for based on the needs which the day scholars miss out.
- 8) **LATE RETURN OF BOARDERS:** Please note that from now onwards the school gate will be closed at 6.00 PM on all days. Whenever children are to be dropped after vacations, outings or any other approved leave parents will have to drop the child before 6.00 PM. Please do not bring back children after 6.00 PM because we will not be able to receive the child after that and you will be inconvenienced. It is suggested that reporting between 2 and 5 PM will be mutually beneficial to discuss and sort out any matter that you may like to take up.
- 9) **NON-VEGETARIAN FOOD:** We had initiated a general debate on the merits and demerits of vegetarian food being served to the students of our school. Only a few parents responded. We have deliberated on the matter within the school community. We will be thankful if some of the responsible parents who want to work with the school in right earnest provide feedback so that we can take an informed decision based on the matter in the best interests of the students-non-indulgent, nutritious and healthy foods being provided to children to enable them grow up well physically, mentally and spiritually. In the meanwhile, we have tentatively decided that **ONLY** on Sunday afternoons we will provide non vegetarian food for lunch to our residential students.
- 10) **SUPPORT FOR CLASS 12 STUDENTS FOR MAKING APPLICATIONS TO COLLEGES AND UNIVERSITIES:** It will be the responsibility of the parents and the child to identify and organize the application forms, fill them in and arrange for the required fees to be paid for any college the child may like to apply to. The school has been displaying general information about opportunities available to students on an ongoing basis. This information will be organized better by us from now onwards. We provide the important newspapers to the library and the hostels. Students need to be alert and help each other in this endeavor. The parents will have to send the application forms to the child or to the school by post or by private courier so that the same can be handed over to the child. The school can make arrangement to send the application directly to the college by registered post A/D or through private courier service (as suggested by the parent/child) and the cost will be charged to the imprest account of the child.

- 11) SUMMER EXTRA CLASSES/ VACATION FOR CLASS 9à10 AND CLASS 11à12:** Please note that the present Class 9 and Class 11 will have their annual examinations during the months of February/March 2011 and their Class 10 and Class 12 session will start from March itself. Their session will end on the April 29, 2011, Friday. The vacations are from April 30th and the children will return to school on the 1st June 2011.
- 12) YEARLY BOARDING COMPULSORY FOR CLASS 9 AND ABOVE:** Children of Class 9 and above will have to be in the hostel as yearly boarders. As explained on earlier occasions, day schooling will not be available for Class 9 to 12.
- 13) MEDICAL ASSISTANCE:** Special medical leave required for specialist consultation will require prior sanction of the Principal as much in advance as possible. It is suggested that any diagnosis and treatment that could be done during the vacations may please be completed while the child is at home during the vacations. Arrangements for picking up and dropping the child will be the responsibility of parents. Any special medicines or other supplements required by the child will have to be arranged by the parents and sent to the school. The recovery and progress of the child based on medical care of an outside consultant will be required by parents sometimes for the review meeting with doctor. Such feedback can be provided by the school if a photocopy of the specialist recommendation is available to the school RMO and the parent makes a request to this effect. In all such cases the parents must provide advance information to the RMO in writing and the child should go to the RMO for check up.
- 14) PAYMENT OF FEES UP TO AND INCLUDING TERM II 2010-11:** We would like to share with you that the fees outstanding from parents have been mounting over the years with a sizeable number of children having not only a large outstanding fee but also a negative imprest balance. We would not be able to carry on with this kind of financial situation and your cooperation had become a must. We had no choice but to adopt clear and communicative messages. We thank each one of our dear parents for the understanding and cooperation extended to us in this endeavor. We regret any 'personal hurt or inconvenience' caused to any parent. We insist that fees and advance against imprest account needs to be paid in advance from June 2011. We request you to please note that from June 2010 every parent will have to pay fees and cover expenses as follow.
- a. **Fees:** Fees will have to be paid in advance for every term, at the beginning of every term, in **ONLY TWO** installments. The annual fee has to be paid in two equal installments by the month of May and October of the year for the term beginning in June and November of that year. Please note that the fees is to be paid in full at the beginning of the term and otherwise the school can take

steps to recover outstanding fees including striking out the name of the child from the rolls of the school.

- b. **Imprest:** At the beginning of the academic year, beginning of TERM I, by the end of May of that year, an amount of Rs. 25,000 will have to be available in the imprest account of the boarding child (for day scholars it is Rs. 10,000.) The expenses incurred during the term will be deducted from the account and a statement will be issued to the parents at the end of the term. The statement will take into account the fees paid till the 30th September for the first term and till the 28th February for the second term. At the beginning of the next term, by end of October of that year, for the TERM II, an amount of Rs. 15,000 for boarding children (Rs. 10,000 for day scholars) will have to be available in the imprest account of the child to cover the expenses of the second term. The following points may please be noted with reference to imprest account.

- i. Please note that imprest account will be credited ONLY after the applicable, agreed, due fees and/or outstanding amounts are paid in full. Positive imprest balance is not possible when any fee or amount, whatsoever, is still overdue.
- ii. During the first term uniforms, shoes, textbooks, stationery, writing materials etc. are issued to the students. The first set of ONLY textbooks and sufficient stationery to cover the curriculum is included in the fees in all the cases where no discounts have been sought by the parents. In case any discount has been requested by the parent and agreed to by the school the textbooks and stationery are also chargeable to the imprest account. In both the cases any replacement for textbooks lost by the child will be charged extra.
Please also note that the cost which be incurred on material like folders, project sheets, writing materials etc. will be borne by the parents either directly or through the imprest account.
- iii. During the second term the major expense will be the educational excursion and replenishment of stationery, writing materials etc. The imprest amount for Term II is Rs. 15,000 for boarding children (and Rs. 10,000 for the day scholars.)
- iv. Whenever the imprest balance goes negative beyond a reasonable amount, depending on the credit rating of the parent, we will be restricting or stopping issuing materials from the stores.
- v. In case the account is having a significantly negative imprest balance we may have to send the child to be with parents when other children go for the school educational excursion.
- vi. From next term we will be issuing a fairly detailed statement of account to parents.

- vii. In case you have any outstanding fees while coming to drop your child (ren) in school, at the beginning of a term, please accompany the children so that you can discuss with the administration and accounts department in person to sort out any difficulties you may have. Please do not send grandparents or other ladies who are not equipped to discuss the matter or who are not empowered to take the decisions required.
- viii. A few of the cheques issued by our esteemed parents have bounced. Hence, we will not be able to accept personal cheques from June 2011 onwards. We will accept bankers' cheques or demand drafts only. You could also deposit the amount in our account and send us a copy of the receipt of the bank in which you have deposited the amount.
- ix. We will not be accepting post dated cheques too from June 2011 onwards.
- x. In case of any difficulty with the statement of account sent by our school to you, or the amount stated to be due from you, kindly note that **YOU MUST NOT WITHHOLD THE ENTIRE AMOUNT**. Please pay the amount you feel is the reasonable and fair due of the school. Please take the initiative to seek clarifications you may want from the school right at the beginning and do not wait till the last moment to do so. Also please do not hesitate to meet the concerned officials immediately to sort out the difference. Please do not avoid paying the fees due because of the minor clarifications you may require.
- xi. Please note that from now onwards our school will not be able to send our personnel to collect fees from parents. Parents will have to make requisite arrangement to pay the applicable and fees due to the school well on time and that too at the beginning of the term. In case a parent is unable to pay the applicable fees a proper and appropriate written letter has to be sent to the Principal of the school explaining the reasons for the inability and the likely date for making good the payment. The school will convey its decision suitably based on this request of parents.
- xii. As indicated to you from Term II of this academic year, viz. 2010-11 we will be sending you a fairly detailed breakup of the materials issued to the child by our store.
- xiii. The school seeks an additional advance of about Rs. 3000 for participation in the adventure, sports, games and athletics camp organized towards the end of each term in the school. You have an option of paying this advance amount along with the other term imprest advance. The accounts statement to be issued at the end of each term will reflect the actual charge and the remaining advance will be credited to the imprest account of the child.

- xiv. All charges related to ICSE/ISC examinations are chargeable to the students.
- xv. The cost of any deliberate breakages by students will be recovered.

Please note that the above clauses are applicable to ALL PARENTS of the school no matter when the child has joined and no matter what informal or formal agreements may have been reached by you with the school at any point in time earlier. In case there is any contrary agreement reached by you with anyone in the school at any point of time earlier please inform us so that the applicability and validity of the same can be reviewed. Otherwise, all the earlier informal agreements reached are being nullified with this letter.

- 15) **ABSENTEEISM OF DAY SCHOLARS:** We notice that the day scholars still do not feel it necessary to take prior permission to absent from classes. Please note that this affects start of new concepts in the class by the teachers. Parents may please respect the need for a child to attend classes every day and to instill in the child certain kind of accountability for attendance.
- 16) **AIEEE 2011:** You may be aware that our school has been chosen as the center for AIEEE for the last two years. This year too we will be hosting the AIEEE at Orchid International School for the third time on the 1st May 2011.
- 17) **ICSE AND ISC EXAMINATION CENTER:** You will be pleased to know that Orchid International School has been chosen as a center for the ISC, Class 12 examination and the first batch of our ISC students will take their board examination at home!
- 18) **NO GIFTS/SWEETS/CHOCOLATES PLEASE:** Due to the social norms and affection of parents towards the school and teachers it is observed that sweets, chocolates, gifts, gift sets, tokens of affection, dry fruit packets etc. are brought to the school for being distributed for the teachers and staff members, including the Principal. We request you to please AVOID completely such practices. We are quite happy with the respect and affection extended to us by our kind and responsible parents. Please help us to bring in the culture of a non-ostentatious environment. In case, you bring and any of our staff members refuse to accept you may feel offended and embarrassed! Please avoid this unnecessary practice.
- 19) **SCHOOL SERVICES:** Please note that the parents of the boarding students will have to drop the child in school and take the child from school as and when the vacations or outings happen. When a child is bring withdrawn from the school the parents will have to collect the belongings of the child from the school. The school cannot take the responsibility of sending the items to the parents.

- 20) GAMES, SPORTS, ATHLETICS AND ADVENTURE CAMP COMPULSORY:** Participation in sports, games, athletics and adventure camp is an essential part of the educational and schooling process. The physical development in terms of agility, endurance, skills, ability to work in teams, ability to take failures etc. are all closely connected to the endeavor of education. We would urge the parents of day scholars to please understand and appreciate the need for this and persuade the children to take part in the camps without fail. The school works closely with a large number of external experts and resource people to organize such programs because of the profound significance it has for school children. Please cooperate with the school to make your day scholar children participate in the program.
- 21) POLICIES OF THE SCHOOL:** As you are aware Orchid International School has been speaking about its educational philosophy and its educational approach on an ongoing basis to parents through the website, talk by the principal, letters written by the Principal, seminar on education organized by the school etc. In case any of you have any difference of view or have any comment, observation or suggestion to make please feel free to express yourself in person or in email or in letter to the Principal or to our CMD, Sri Ravindra G. Sapkal. We will review all our policies, strategies, approaches, systems, procedures and practices based on your suggestions and take steps to improve the school further. Please do not have any doubt whatsoever on the matter. There is absolutely no need to conceal your identity. We welcome serious and collaborative parents to come forward and share. In case any of you is serious to participate in the school development plan please let us know so that we can invite and induct you appropriately so that your views and expertise is ploughed into the school.
- 22) ABSENTEEISM OF DAY SCHOLARS AND CONSEQUENTIAL DETENTION:** We notice that the day scholars and parents of many day scholars do not feel it necessary to take prior permission of the school before their child absents from classes. Please note that this affects start of new concepts in the class by the teachers. Parents may please respect the need for a child to attend classes every day and to instill in the child certain kind of accountability for attendance. The school will not be responsible for the loss of academics due to absence of the child from school and the curriculum coverage will be the responsibility of the parents and the child. From June 2011 unless a minimum attendance of 90% is maintained by the child (inclusive of sick leave) we will detain the child in the class.
- 23) DETENTION DUE TO NON ACHIEVEMENT OF MINIMUM LEARNING LEVEL:** Our school provides academic level based learning programs to the children. Serious and persistent efforts are made to support the weaker children. However, in spite of our efforts if a child (particularly day scholars) is not supported adequately at home to complete work assigned on a regular basis we will not promote the child to the next higher class.

24) VACATIONS: Will be announced separately from year to year.

25) CONSEQUENCE FOR DISHONOURING SCHOOL NORMS: Our school works on the precept of engagement, discussion, explanation and deliberation for bringing about change in taste, conduct and adherence to the guidelines of the school, which have been designed for the long term welfare and growth of the children. In case a child is observed to be persistently and deliberately dishonoring or disrespecting the guidelines of the school a token penalty of Rs. 1000 will be imposed. This amount will be deducted from imprest account. The following activities qualify for such penalty.

- a) Disallowed food brought.
- b) Obscene literature/books slam books.
- c) Any electronic gadgets.
- d) Extra unspecified clothes
- e) Returning late after break/vacations
- f) Misbehavior with staff members

For acts of misbehavior of serious nature with girls, staff members and other students a student can be expelled from the school at a short notice. A child can be grounded (a form of suspension intended for introspection) within the hostel for a period of time when certain episodes of misbehavior are observed.

26) CIRCULARS: For a better and more thorough understanding of the policies of the school please refer to the “circulars” uploaded on the website. The circulars particularly relevant to this document are as follows:

- Letter to parents Marathi, 20.11.2011
- General and important points for 2011-12 and beyond; rev01, 15.02.2011
