

RULES AND REGULATIONS

GENERAL

1. School will be kept open for the children on all the six days of a week **except II & IV Saturday of every month.**
2. Classes begin in the month of April and continue till March.
3. Students and their parents should observe punctuality which is an important aspect of personality development. The children should be left in school fifteen minutes before the class and should be picked up from the school fifteen minutes after the class. If due to unforeseen circumstances a student cannot be picked up in time, the class teacher should be informed.
4. Before coming to school, the child must be made answer to the call of nature, brush his/her teeth, bathe, eat a nutritious breakfast and be dressed neatly in a clean uniform. All seasonal clothings such as sweater, raincoat and blazer etc. should have name or names embroidered on them. The school will not be responsible for the loss of any nameless articles. **Fee money must not be given to the children.**
5. **Children must not be sent to school with toys, money, ornaments etc. The school will not be responsible if any of these articles are lost.**
6. If parents wish to celebrate the birthday of their child at school, it can be previously arranged with the teachers. Pencils, erasers, pens, balls, balloons & fruits etc. may be distributed to the children. No candies, pastries or sweets etc. will be accepted for distribution.
7. The lunch box of the child should be packed neatly and should not be put with the school bag as it spoils the books, **(Please see Recommended Food List)**. Children may bring Sanitizer everyday.
8. Lending or borrowing of money or other articles is strictly prohibited.
9. Students who come to school with their escorts should never leave before the escorts arrive.
10. Students will not be called to answer phone calls during school hours.
11. Children who are sick should not be sent to school. **Children suffering from infectious diseases must not be sent to school**, until they are completely cured and doctor's certificate is obtained.
12. **Parents / guardians must check the school Parent App daily.**
13. **As Aadhar Card is a must these days, so parents must note that the Aadhar Card must have the details as per the school records. In no case the school record will be changed as per the Aadhar Card.**
14. **Parents should notify the school in case of change of address, telephone numbers etc. well in advance.**
15. Parents should inform the school about situations like birth, death, separation from a joint family etc. as these kinds of situations are confusing for children and they need a lot of emotional security and understanding in order to pass through these events without being mentally or emotionally bruised.
16. It is compulsory for all students from class IV onwards to speak in English with the teachers and co-students. A student will be encouraged not to develop a superiority complex just because he/she can converse in English but will be guided to have the highest respect for his/her mother tongue Hindi and Sanskrit.

PARENTS - TEACHERS MEETING

1. In order to preserve rapport between teacher and pupil, Parents should meet the teachers regularly on Parents-Teacher Consultation days. **Teachers are available for consultation only on Second Saturday (From 09:00 a.m. to 11:00 a.m.). Parents must strictly adhere to time - limit given for consultation. No teacher will attend any parents after 11:00 a.m.**
2. Parents/guardians are requested not to consult any teacher during the working hours. In case of any urgency parents may come and contact in the school office and meet the Principal if available.
3. **While discussing about child's performance both teacher and parents must calmly listen to each other and maintain the decorum.**
4. **All parents must pick up the results on the notified date and time.** In case parents cannot come on the day given, they must inform the school in writing and collect it on the next date given from the office. **Please note that the result will not be handed over to any other person except parents until the person submits a letter of authority signed by anyone of the parents.**

UNIFORM & NEATNESS

1. All parents should send the children to school in neat and clean uniform and according to the suitability of the weather.
2. Children will wear Summer Uniform from the 1st week of April to the last week of October.
3. Children will wear Winter Uniform from the 1st week of November to the last week of March. (Full Sleeves Shirt & Trousers, Sweater, Blazer)
4. All children must come in complete set of Uniform during Home / Board Examination / Practicals.
5. On Wednesday children must wear uniform and shoes as per the Houses allotted to them.
6. On occasion of National Festivals children must wear Wednesday* Uniform.
7. In winters children must come in school blazer carrying buttons & monogram. Parents must pay attention if a button of the shirt or coat is broken, it should positively be stitched or repaired on the same day.
8. Parents must see the coat must not be faded or short nor it should be very old. **The blazer should neither be too short nor too long.**
9. Children must wear their black shoes everyday except Wednesday. The shoes must be polished daily. On Wednesday they must wear uniform & shoes as per the houses allotted to them.
10. Parents must ensure that their male ward must have zero hair cut once in a month.
11. Please ensure that the children hair is free of lice, dandruff, dirt, and excessive oil. Parents should also see to it that their child's nails are clipped and clean. **Nail polish & henna is strictly prohibited. Girls having long hair must tie them in black rubber or ribbon.**

***WEDNESDAY UNIFORM –**

For Boys: House T-Shirts, white shorts / trousers and shoes as per House

For Girls (I to V): House T-Shirts, white skirt and shoes as per House

For Girls (VI Onwards): White Salwar Suit and shoes as per House

RESULTS & PROMOTION

At Shivedale School children are encouraged to learn with joy and enthusiasm. Special attention is paid to the mental, physical, spiritual and social needs of the children and hence additional subjects like yogasans, meditation, art, craft, music, and wisdom lesson are taught from a very young age.

Promotion criterion for Classes 1 to V

In Primary classes we follow CCE which means Continuous and Comprehensive Evaluation. The students are observed on a regular basis regarding their progress in academics. The assessment includes - Class & Home Assignments, Projects, Practical Work, Oral Tests, Activities, Class Response, Group Discussions, Class Tests & Written Assessments etc.

These assessments in all subjects will be conducted in continuously throughout the year. All the internal and the external assessments will be made in marks. However, the overall results will be given in grades. The final report card of students will reflect only the grades. (One written assessment will not be the only criterion for promotion.)

Five points Grade Scale is as under :-

A* = OUTSTANDING

A = EXCELLENT

B = VERY GOOD

C = GOOD

D = SCOPE FOR IMPROVEMENT

Promotion criterion for Classes VI to VIII

The assessment structure and examination for classes VI - VIII comprises of two terms i.e. Term I & Term 2.

A: Scholastic Area: There will be Two Terms in a year.

Term — I = 100 marks	(*Periodic Assessment 20 marks + Half Yearly Exam 80 marks.)
Term — II = 100 marks	(*Periodic Assessment 20 marks + Annual Exam 80 marks.)

Periodic assessment includes class tests (05 marks), MCQ (05 marks), portfolio (05 marks), and subject enrichment activities (05 marks). Marks and Grades both will be reflected in the Report Card.

Grade Scale is as under:-

SCHOLASTIC AREA: CLASS VI-VIII	
Marks Range	Grade
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
32 & Below	E Needs improvement

B: Co-Scholastic Area: includes Work Education, Art Education and Health & Physical Education.

Three Points Grades will be awarded in the co-scholastic areas. The grade-scale is as under:-

A = Outstanding

B = Very good

C = fair

Promotion criterion for Class IX

A: Scholastic Area: As the assessment structure and examination pattern for class IX will be similar to that of class X, the report card for class IX issued by the schools will also be similar to that of class X. The Report card will reflect marks out of 100.

100 Marks = (Periodic Assessment 20 marks + Annual Exam 80 marks)

Periodic Assessment includes best two Class Tests (05 marks), MCQ (05 marks), and Subject Enrichment Activities (05 marks) and Portfolio (05 marks).

Grade Scale is as under:-

SCHOLASTIC AREA: CLASS IX	
Marks Range	Grade
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
32 & Below	E Failed

B: Co-Scholastic Area: includes Work Education, Art Education and Health & Physical Education. Five Points Grades i.e. from A-E will be awarded.

Promotion criterion for Class XI

There will be two Terms and the child has to pass in both the terms separately. Annual Examination will cover 100% syllabus of each subject given in the C.B.S.E Curriculum. Students must pass in **Theory & Practical** subjects separately. Failing in more than one subject means the students has to repeat in the same class. Only one chance of compartment will be given in one subject within a month from the date of declaration of the result and the student must pass to get promotion in next class.

IMPORTANT: (For Classes IX-XII)

As HPE is a compulsory subject introduced by the CBSE for classes IX-XII, so all students must complete all the activities and projects assigned to them throughout the year.

Board Examination Class - X & XII

Class X & XII will appear in the Board Examination conducted by the CBSE in the month of March every year covering 100% syllabus. Result will be declared by the CBSE Bharat.

REGULARITY AND ATTENDANCE

1. Parents must note that their ward must have at least 75% attendance for a promotion to next class. Students of class X & XII must seriously follow it failing which their attendance may fall short and they may not be permitted by the Board to take Board Examination.
2. If a student is absent for more than 7 days without intimation or granted leave, his/her name would be struck off. For a long leave for any reason parents must meet the principal & get the leave granted.
3. During class tests, no child is permitted to leave school after the test. In such case his/her test will not be considered. Parents should not send a note for an early off from the school; nor should they come to pick up their ward on the child's request.
4. It is compulsory for all students to attend full school on the last working day before the beginning of summer or winter vacation. No request for an early leave will be accepted. So parents must avoid coming and picking up their ward.

TRANSPORT FACILITY

1. Bus facility will be available from the beginning of the new session.
2. Those parents who wish to discontinue the conveyance of the school bus, must give a written application one month prior to the month from which it is to be discontinued or they will be liable to pay one month's conveyance charges even if the conveyance has been discontinued
3. The bus facility may be withdrawn from those students who misbehave with other students in the school bus.
4. Those students, who vomit in the bus, will not be allowed to use the school bus.
5. All the students availing conveyance are required to pay 12 (twelve) months fee for an academic year.
6. On certain religious days the bus will not ply on limits not permitted by the authorities owing to heavy rush.
7. **Students will be picked up and left only from points fixed by the school authorities and no request should be made to drivers or conductors for special points. Parents should not try to win driver's favour by offering money, gifts etc. Any parent found indulging in such practice will be asked to discontinue the bus facility immediately**
8. Very often the normal routes of the buses are disturbed owing to construction work, damage, repair or blockage of roads or other such reasons. During such times, parents are requested to co-operate with the school arrangements.
9. If the arrangement made by the school is not convenient for the parents, they may make their personal arrangements.
10. During the monsoon season, the bus may not be able to, adhere to given timings. During very heavy rain, the bus will not ply on damaged roads or roads which are flooded with water so as to avoid any unpleasant situation for the students. All the parents are expected to co-operate during such situations.

SCHOOL FEE & MODE OF PAYMENTS

1. All students are required to pay 12 (twelve) months fee for the each academic year. (including bus fee if applicable)
2. The school fees is to be paid for twelve months in a session i.e. from April to March but it is obligatory for all the parents to deposit the fee of May & June in the month of May only and the fee of February & March in the month of February only.
3. All the students availing conveyance are required to pay 12 (twelve) months fee for an academic year.
4. The school fee will be deposited without fine from 1st to 15th of the month due for depositing; but afterwards a late fee will charged as per Late Fee Slab.
5. Fee may be deposited in advance for any number of the months if desired.
6. The fee will be collected by **HDFC BANK. Jagjeetpur & Hardwar** from 1st to 15th of the month due for depositing from Monday to Friday between 10:00 a.m. and 12:00 noon & on working Saturdays during working hours.
7. Parents can deposit the fee through school website: www.shivedaleschool.com or through Edunext parent app.
8. Parents may use as per following mode of cashless payment: NEFT/ RTG/ NET BANKING/ DEBIT/ CREDIT/ P.O.S.

RECOMMENDED FOOD LIST

The aim of the Shivedale School is to make the children healthy in body, mind and spirit. The last two are acquired through good education. The health of the body can be improved and sustained by nutritious food. The parents are therefore asked to send the children with lunch which is high in nutrition. Fried foods, spicy - food and sweets must not be included in the children's lunch.

The following is suggested list to help the parents to pick out the best of foods.

1. All kinds of nuts and seeds, grams (channa), cashew nuts, walnuts, coconuts, sesame seeds etc.
2. Fresh fruits (One fruit a day is compulsory).
3. Dried fruits (raisins, black currents, dates, figs, apricots etc.)
4. Breads (baked brown bread, chapattis, and parathans, rotis made of wheat, bajra, maize or jawar).
Pranthans & fried food is allowed only on Fridays.
5. Pulses (dals) & beans (Boiled & Sprouted).
6. Popped rice (murmura), poha (flattened rice), popped grains as corn, wheat etc.
7. Cooked vegetables.
8. Raw vegetables (tomatoes, cucumber, carrot etc.). These can be sometimes substituted for fruits.
9. Milk, curd, butter, butter -milk.
10. Sweets made with milk, jaggery, and honey.
11. Peanut butter, cheese.
12. Food cooked the previous night is strictly not allowed.
13. Steamed food such as idli etc.
14. Fruits, (fresh & dry) grams, nuts & jaggery sweets are allowed.