

Extract of School Policies as a summary for Parents/Guardians:

Parents/Guardians are requested to read the contents of the school diary carefully and in the interest of the child abide by the rules & regulations laid down by the school. This is absolutely necessary for maintaining a safe and conducive environment at school and in the bus.

Parents/Guardians are required to fill the **Student Personal Record** sheets and sign each one of them. One copy will be with the Class Teacher, another will be with the administration team and the last copy will be retained in the diary for the record. Kindly ensure that the information given is the latest and accurate. The photograph provided should not be older than 30 days from the date of submission. Mentioning blood group of the child is mandatory as it would be needed in cases of emergency. Kindly collect the red tag for the identity card from the infirmary if your child is on any specific medication / has allergy of any kind or any medical condition that calls for emergency attention.

Parents/Guardians are required to sign and acknowledge all communications made through the diary on a daily basis.

Parents/Guardians must maintain the leave record of the child in the diary.

Harvest International School constitutes a family of students from various communities, religious and linguistic groups. The medium of instruction and communication in the school campus is English.

Parents / Guardians must avoid any kind of criticism of the child's teacher or the school in his/her presence as children may lose respect for their teachers and consequently fail to learn at school.

The school provides three escort cards for each student, and parents are requested to submit passport-sized photographs of the escorts to the front office or the class teacher in response to the email notification. These photographs will be used to prepare the escort cards. Once the photographs are submitted, the cards, duly stamped, will be issued back to the student during the orientation program or on the day when parents come to collect the notebooks and textbooks.

For students who are picked up by their parents using their own transportation, the child must wait at the designated reception area. **Parents are not allowed to request for their child to wait near the gate, as this raises safety concerns.**

General:

Birthdays and other celebrations

For the child's birthday celebration at school, the child may distribute cookies /candies or chocolates (without nuts). Parents/Guardians are not to send any cakes, juices, goodies with nuts, to celebrate their ward's birthday in class.

Students or teachers are not permitted by the school to bring gifts or return gifts. Collection of money for the purpose of gifting is also not allowed. Distribution of birthday invitation or any invitation for any other events is not allowed.

In case of other class parties and celebrations, refrain from sending junk food and fizzy drinks.

Do not send non-vegetarian food and food containing egg to the school.

Communication with School

- A parent/guardian can communicate with the school through emails, (official email IDs have been provided in the diary), phone, diary notes and face-to-face meetings (with prior appointments).
- Any urgent message may be communicated at the school reception telephonically. The school phone numbers and email IDs have been provided on the last page of the diary. Phone calls from parents, requesting to talk to any teacher or student during the school hours will not be entertained.
- We expect the parents to come and meet the concerned teachers to discuss not only the academic progress but also other areas of personality development like attitude, aptitude, confidence building etc.
- Parents/Guardians are also requested to maintain modesty and formality of dress code at all times while entering the school premises.
- In case of emergency, parents/guardians must meet the Principal/Vice Principals and adopt a course of action in consultation with them.
- Parents and guardians must immediately inform the school in case there is a change in their address/ telephone number.

Academic Calendar

Parents/Guardians are expected to go through the school calendar carefully and make a note of the important dates and events, especially parent-teacher meetings and assessments. Kindly plan holidays / visits / travel only during school breaks / vacations.

Transport :

Pick up and Drop Facility

School bus will reach the respective stops at the timings given by the route teachers or the transport department. The bus will not wait for more than 2 minutes past the stipulated time. In case of early arrival it will wait for the students as mentioned above and then proceed to the next point. There will not be a door-to-door pickup and drop-off facility provided.

Escort card is a **MUST** for anyone who is coming to pick your child. Please ensure that you carry/send the card during your child's pick up from school/drop point.

Parents/Guardians who make independent transport arrangements for their ward by hiring private vehicles will be fully responsible for the same. These drivers/people (drivers of private vehicles) arranged should show the escort card issued by the school at the security gate and collect the student. Parents/Guardians must ensure that proper verification of drivers is done and all safety measures are taken to avoid any untoward incidents.

For all students, we strongly recommend that an escort should be available at the drop points. **For Mont - Grade 5, this is compulsory.** In case parents want the school to drop the child at drop points, due to non-availability of escorts, the parent/guardian needs to sign 3 copies of undertaking that are given in the annexures of the diary, for records of the transport department, in the diary and with the route in charge at the beginning of each academic year.

Parents / guardians whose children have to be dropped at day care centres have to give the complete contact details of the same along with the photograph of the escort who will be collecting the child at the drop point. It will be the responsibility of the parents to ensure that an authorised person from the day care centre carries the escort card and collects the child from the drop point.

In case the escort fails to turn up at the drop point for the 12:30 p.m. / 3:00 p.m. drop, the child will be brought back to the school, and the parents have to pick them up.

Norms relating to withdrawal of a student from the school

Withdrawal of a student from the school is necessitated under certain circumstances either in the student's family or in the school itself. The norms followed in this respect are given below. Parents must read these norms carefully and comply with them.

1. If a student needs to be withdrawn from the school, the parents/guardians of that student are required to follow the procedure as communicated by the school.
2. A student can also be asked, by the school, to be withdrawn, on disciplinary grounds including submission of false information to the school at the time of admission. Disciplinary action may even involve expulsion. The Principal's decision in such matters is final.
3. Misbehaviour on the part of parents/guardians with any member of the school staff may also lead to withdrawal/ expulsion of the student from the school.
4. Transfer Certificate (TC) on withdrawal will be issued only after all the school dues are cleared by the parents/guardians and the filled form of the same is submitted to the Admission In-charge.

5. If students are withdrawn after the school starts or in the middle of the academic year, the entire annual fee has to be paid and the TC will be issued only after the receipt of the fees.

Discipline:

Attendance and Leave Policy

Kindly refrain from sending your child to school if he/she is feeling unwell. A proper application for Medical Leave must be submitted in writing by the parents/guardians.

In case the child needs to leave for half a day, parents/guardians are requested to send advance intimation through a diary note.

Children are expected to attend school regularly. Under affiliation Bye-Laws of the Central Board of Secondary Education, all students are expected to log in a minimum attendance of 85% of the total working days in the academic session. As such, no leave of absence is granted unless parents/guardians submit an application well in advance on plausible grounds for absence.

Attendance of students is compulsory during the celebration of national days and important events of the school like Annual Day and Sports Day.

Irregular attendance, unjustified or unexplained absence from school, habitual late coming, leaving the school premises without permission, disobedience and any type of unruly and objectionable behaviour are considered to be grave acts of indiscipline on the part of a student which can lead to his/her expulsion from the school.

In case of sickness for a prolonged period of time, a Medical Certificate from an authorised medical practitioner must be attached to the leave application.

If an unauthorized absence exceeds a period of 15 days, it shall be presumed that the parents are not willing to continue their child's education at Harvest International School and one month notice required for T.C. shall start from the 16th day of such unauthorised absence and charges shall be levied accordingly. If the parents want the child to resume classes, it shall be done only with the permission of the school management.

Students suffering from infectious diseases such as Chicken Pox, Cholera, Measles, Mumps, Whooping- Cough, Swine Flu and Jaundice must observe the prescribed period of quarantine, and on returning to school, should produce a fitness certificate permitting him/her to do so.

Students showing signs or symptoms of covid or with family members suffering from covid must refrain from coming to school for the specifies time period.

In case a child has to miss a scheduled assessment, prior discussion with the Principal/Vice Principal is mandatory.

Uniform

Parents/Guardians must ensure that their child adheres to the school uniform policy strictly.

Wearing of fancy shoes, tattoos, nail polish, jewellery, unruly hair and fancy haircuts, streaking/highlighting of hair is not permitted. No make up of any kind should be worn to school.

The school uniform, only in prescribed school colour, should be immaculate, clean and smart, and should be worn on all working days and functions. Action will be taken against students who are habitually, improperly dressed.

Boys must have their hair neatly cut and girls must have their hair neatly pinned / braided depending on the length. All senior boys must be clean shaven.

Students must have their fingernails neatly clipped.

All our students should observe high standards in their grooming, deportment and conduct.

Students are not permitted to wear sweatshirts or carry bags other than the ones specified by the school. Additionally, they are not allowed to wear t-shirts, leggings, colorful socks/stockings, capris, skorts, or skirts in colors other than the designated uniform. However, students may **wear skin-colored thermals or stockings** underneath their uniform if they feel cold.

It is mandatory for students of all grades to wear their ID cards at all times while they are at school or when they are on the school bus.

Code of Conduct for Students

Students are expected to conduct themselves in a responsible manner inside the school premises and also in places where they represent their school.

Students need to strictly follow school timings and be punctual every day. Late comers and improperly dressed students are liable to be sent home after three verbal warnings and the cost of dropping them will be borne by the parent/ guardian.

Disrespect to any staff member of the school by means of words, gestures or deeds will be strictly dealt with by the Discipline Committee.

Irregular attendance, absenteeism without sound reason, indifference to school work, insubordination to the teachers, irregularity in work submission, habitual neglect of studies, obscenity in word or act are sufficient reasons for suspension or dismissal of a pupil.

It is compulsory for all students to attend the assembly.

Students are expected to take proper care of the school property. They should not break any item of furniture and fixtures within the school. Any such damage will invite a fine and disciplinary action.

Students should not write, scratch or engrave graffiti on desks, chairs and other surfaces. Destroying and defacing school property will invite disciplinary action. They should not damage or take things belonging to other students or to the school. Any damage caused will incur payment/ replacement by the parent/guardian along with disciplinary action.

Collection of money for any purpose **cannot** be done without the prior permission of the Principal.

The school is not to be held responsible for the loss of personal belongings. Students must not bring valuables to school.

Students are not allowed to carry cell phones / other electronic gadgets to school. In case of an emergency, they can make a phone call to their parent from the help desk of the school with prior intimation to their Class Teacher and Principal/ Vice Principals.

The Discipline Committee may conduct surprise bag checks within the school premises or on the school bus. Any mobile phones, gadgets, or prohibited items found during these checks will be immediately confiscated.

If students are found in possession of phones or gadgets, they will be confiscated and switched off, and will only be returned at the end of the academic year. Parents will need to personally come to the school to collect the confiscated items.

In case of misuse of social network (Facebook, Instagram, Twitter, WhatsApp, Hangouts etc), tarnishing the image of the institution, staff members or another student, the school will take action as per cybercrime regulations.

Parents are requested not to give more than Rs.100/- to their ward. If for some reason, he/she has to bring more, written information must be sent to the Class Teacher.

Running and shouting in the school premises is not allowed. While using staircases and corridors, all must keep to the left. Loitering in the lobby and the office areas is strictly forbidden even during recess.

Bullying, playing pranks, using any form of physical / emotional violence against any fellow student in the school / bus will be considered a grave offence. Such students will face strict disciplinary action which can include expulsion.

Students are strictly forbidden from purchasing eatables or ordering in food from unauthorized vendors/hawkers near the school premises.

Chewing of gum is not permitted in the school campus / bus.

Students are also not allowed to carry mouth sprays, deodorants, gels and other cosmetics to school.

Using unfair means in a test or examination is a grave offence. A student who is found using unfair means will invite strict disciplinary action. Repetition of the same offence will result in his/her expulsion from the school.

Code of Conduct in School Bus

Bus monitors and teacher escorts are responsible for orderly behaviour in the bus. Any unruly and unacceptable behaviour while travelling in the bus will result in withdrawal of the bus facility for the student(s).

Parents are expected to cooperate with the school by ensuring that their children travelling in the buses report at their embarking points well on time, carry their identity card with them all the time and behave in a disciplined way, for their own safety as well as that of the other users.

Students are not allowed to travel in any other bus route except their own route.

Students must follow the instructions of the teacher in charge. He/ She has the authority to report any offence / misbehaviour to the Principal immediately.

School Library and Laboratory Rules

1. Each member / student will be provided a non-transferable library card at the beginning of the new session which is to be produced before the librarian to get books issued from the library.
2. The readers shall not sub-lend the books issued by the library.
3. Borrowers must satisfy themselves about the physical condition of the books before borrowing or else they shall be held responsible for any damage or mutilation noticed at the time of returning.
4. If the book is lost, the reader has to replace the book.

5. The students must return the book on or before the given due date failing which they cannot borrow any other book till they return the book already borrowed.
6. School laboratories (science, math and computers) are provided for the betterment of teaching and learning at school. Children are required to handle all equipment with utmost care and not cause any damage, disfiguration or misplacement to any school property. In case the child is involved in any such activity, the parent will be responsible to replace the equipment or pay for its replacement and disciplinary action will be taken on the child for the act.

Counselling Cell

The counselling cell titled as the **CARE - Counselling All Responsibly and Empathetically Team** is responsible for maintaining a safe, open and conducive environment for the students and staff alike. The cell aims to equip students, parents and teachers with skills and tools for their well-being b) ensure and create a safe, secure, trustworthy space to explore personal questions c) facilitate decision-making and academic roundedness through individual sessions, skill enhancement classes, assessments, workshops and collaboration with all stakeholders.

To book an appointment, contact counselor@harvestinternationalschool.in

Fee

1st instalment - 1st of April

2nd instalment - 1st of October

Fees must be paid regularly and on time

Penalty charges will apply if payment is delayed

School Timings:

Montessori - 8:15 am to 12:30 pm

Grade 1 to 12 - 8:15 am to 2:40 pm

You can meet the Principal during school hours by appointment only. The office will be open even during vacations, except on gazetted holidays, between 9:00am to 3:00pm for visitors as well as for payment of fees.

On government declared holidays no intimation will be sent by the school regarding the same.