

SAMDRUP JONGKHAR M S S



SCHOOL POLICY

2020

Edition @ 2020

Message from the Principal

The school has initiated the publication of school policy with the objective of ensuring the provision of quality education to our children enlined with the vision of the school which is geared towards creating the school into “The heart of academic excellence and wholesome development of the learners.” It is anticipated that all the teachers and the staff would create time to go through the pages of the policy booklet and follow accordingly. Steps have been taken to include every aspect of the events and programmes in the booklet. The case of the evasion of the policies is subject to discussion and can be included in the future issue of the school policy booklet. However, all are expected to be well versed with the norms that are required to be followed as teachers and school staff.

Being in the teaching profession, it is invaluable period for all the members of the school to display the role in a manner expected by the society. I wish that all of us stick on to the principles of commitment, dedication, sincerity and punctuality. It is important for us to be available at all times to render our service to the stakeholders of the school. Only then we can realise the vision that all of us have set together for the school. So, let us all commit our service for the welfare of the children of this school in particular and the nation as a whole.

Wishing you all a successful academic year

Principal

School Profile

SamdrupJongkhar Middle Secondary School was established in 1984. It is located in an ideal place where teaching and learning takes place smoothly. It is very near to the hospital and away from the hustle and bustle of the market area. Flowering plants and trees of different types cover the area of 7.421 acres of land.

When it was first incepted, it offered primary level education to the students. Gradually, to provide better education services to the growing number of population the school was up-graded to Junior School in 1996 offering classes from PP to VIII. In the year 2000, the School was up-graded to Middle Secondary School under the Headship of Mrs. K.C. Dorji who is currently serving as the Director of DAHE, MoE.

This is the only Middle Secondary School, which is within the vicinity of the Thromde and Dzongkhag Headquarter. The school is well staffed and sound in infrastructural facilities. Therefore, it could provide ever increasing needs of the society for their children's education.

As per the school profile, the school went under different Heads since 1984. The chronological order of the Head Teacher(s)/Principal is:

Sl.#	Year	Name	Type of school
1	1984-1986	Mrs. Chhetri	Primary School
2	1987	Mr. Gopi Nathan	Primary School
3	1988	Mr. TsongponWangdi	Primary School
4	1989	Lop. Kuenzang	Primary School
5	1990-1993	Mr. NimaGyeltsen	Primary School
6	1994-1995	Mr. Karma Wangchuk	Primary School
7	1996-1990	Mr. Dawa Tshering	Junior School
8	2000-2006	Mrs K.C.Dorji	Middle S School
9	2007-2017	Mr Norbu	Middle S School
10	2018-	Mr. Kezang Tshering	Middle S School

MoE VISION

“An educated and enlightened society of GNH, built and sustained on the unique Bhutanese values of **tha dam-tshi ley gju-drey.**”

MISSION

1. Develop sound educational policies that enable the creation of knowledge-based GNH society.
2. Provide equitable, inclusive and quality education and lifelong learning opportunities to all children and harness their full potential to become productive citizens.
3. Equip all children with appropriate knowledge, skills and values to cope with challenges of the 21st century.

VISION

"An abode of GNH inspired Students"

MISSION

"The school aspires to inculcate GNH oriented education, while pursuing academic excellence and thereby producing patriotic and self reliant citizens for a better tomorrow".

GOALS

1. To establish and institutionalize 'Democratic form of Management' in the school to enhance accountability, transparency, responsiveness and efficiency.
2. To provide safe and secure environment for students and teachers both physically and psycho-socially.
3. To develop a collegial team of professionals with a passion to lead, excel and innovate, etc.
4. To facilitate enough opportunities for the students to explore their potentials and bring out the best of their abilities.
5. To cater learning and sharing avenues for teacher in pursuit of enhancing their professional growth.

MOTTO

“KNOWLEDGE, INTEGRITY AND CHARACTER”

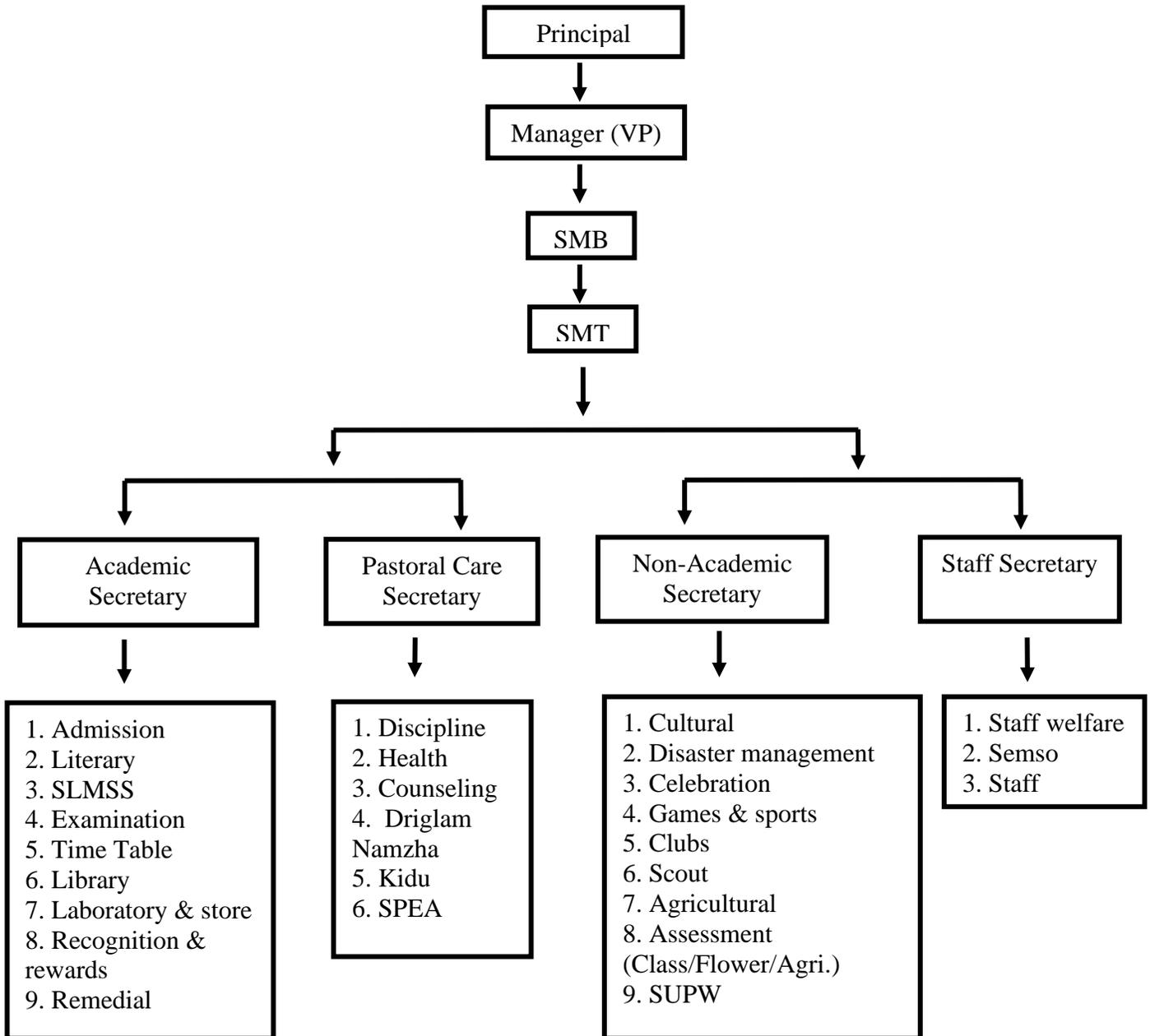
VALUES

The school shall inculcate following values and core competencies:

- Commitment, Compassion, Character, Creativity, Confidence, Cleanliness, Patriotism, Volunteerism, Punctuality, Ownership and Team spirit.

SCHOOL ORGANOGRAM

The working nature of the school is depicted in the below mentioned school organogram.



School Timing

Timing is part of discipline in all aspects of life. To carry out the activities of the school very smoothly without any deterrent both students and staff members have to follow the school timing given below:

REPORTING:	7:55 A.M
Morning social work	8.00 – 8.15 AM
Morning Assembly	8.15 -8.35 AM
1 st Period	8.35- 9.20 AM
2 nd Period	9.20 – 10.00 AM
3 rd Period	10.50 – 11.45 AM
INTERVAL	10.40 – 10.55 AM
4 th Period	10.55 – 11.35 AM
5 th Period	11.35 – 12.15 AM
LUNCH BREAK	12.15 – 1.00 PM
6 th Period	1.00 – 1.40 PM
7 th Period	1.40 – 2.20 PM
8 th Period	2.20 – 3.00 PM
Prayers	3.00 - 3.30 PM

(Extra/ co-curricular activities—3.30—04.00PM)

Members of SMB

Chairperson



Secretary (Principal)



Members

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Vice Principals 2. Academic Secretary. 3. Non Academic Secretary 4. Pastoral care Secretary 5. Staff secretary | <ol style="list-style-type: none"> 6. Parents representative from RBP 7. Parents representative from Thomde 8. Parents representative from civil servant 9. Discipline in-charge |
|---|--|

COMMITTEES

Principal

Vice Principals

Admission Committee

SMT/HR Member

Discipline Committee

Academic Committee

SDF/Procurement Committee

Examination Committee

Library Committee

Health committee

Games /Sports Committee

School Agriculture Committee

Cultural Committee

Religion &Driglamzha Committee

General Store Committee

TRC Committee

Time Table committee

Literary Committee

Assessment committee

Committee Members

Admission Committee

Academic Secretary, Non-academic secretary,
Office assistant, Discipline In-charge

SDF/Procurement Committee

SMT,
Store In-charge
Accountant

Games /Sports Committee

Games In-charge
Non-academic head
Coordinators for different games

General Store Committee

Store In-charge
Non- Teaching faculties(OAs)

Academic Committee:

Academic Secretary
HODs

Time Table committee

Timetable In-charge
Lab assistant

School Agriculture Committee

Agriculture In-charge
House Masters

Religion &Driglam Namzha Committee

Driglam Namzha In-charge
Dzongkha teacher
Counselor

Assessment committee

Non-academic Head
Librarian
One lab asst.

Discipline Committee

Pastoral care Secretary, Discipline in-charge
Class Teachers

Library Committee

Library Assistant
HoDs

Cultural Committee

Non-academic head
Cultural In-charge
SSI
TRC Adm assistant

SMT

Principal, Vice Principal, Academic Secretary,
Non Academic Secretary, Pastoral care Service Secretary, Staff secretary

Examination Committee

Examination coordinator
Two teachers' representative

Health committee

Health In-charge
Assistant: one teaching and non-teaching staff.

TRC Committee

TRC co-coordinator
Adm. Asst.
All the HODs

Literary Committee

Literary In-charge (Dzo & Eng)
Liberian
Language teachers

HRC committee

Principal
Vice Principal
HoDs

The school shall be governed by the SCHOOL MANAGEMENT BOARD.

The SMB shall be responsible to:

- Provide vision and direction to the school
- Safe guard the school level polices and activities.
- Ensure reviews and assessment of the school's performance.
- Facilitate support to the school to plan and carry out developmental works.
- Mobilize human and material resources support from the community.
- Assist in organizing major school events.
- Provide guidance and support to the school management team.
- Should serve as a bridge between school and parents.
- Should abide by the school rules framed in the school policy.
- Respect the decision taken in the meeting.
- Raise public opinion with no self vested interest.
- Stand for the welfare of the school and school community.
- Provide suggestions for improvement.
- Notify parents to make necessary contributions to school.
- Ensure the successful implementation of the school plan.
- Participate in the school activities and support for overall development of the school

Code of ethics:

- ✚ Shall not interfere in the day-to-day internal affairs of the school administration.
- ✚ Meet on a bi- annual basis to provide directions, monitor and review the progress of the school
- ✚ Can also meet as and when need arises.

School Management Team

Roles of SMT

1. As executive body of the school, SMT would monitor and review the day-to-day programme of the school.
2. Make decision pertaining to the school policy in case the general staff meeting can't be convened.
3. Guide the different committees and clubs on ways of implementing the programmes
4. Work and plan for school improvement.
5. Decide on the disciplinary action, against the staff that is found to be unprofessional. (If the offender is one among the members of SMT, he/she would automatically disqualify to be member of the SMT)
6. Attend and participate in the SMB meeting.

ADMISSION POLICY

Objectives

- ✚ Follow proper education directives while admitting the children
- ✚ Ensure that the admission is fair and just.
- ✚ Avoid overcrowding in the class.

Terms of reference (TOR)

The committee with the defined duty statement will do the admission. As such, the committee will carry out the responsibilities described here under.

1. Admit students in case of their parents transfer, but should produce verification letter from the concerned authority.
2. Produce necessary documents at the time of the admission. In case if they fail to produce at the time of admission, they will be provided a week to submit the document.
3. The parents of the applicant should sign a '[Letter of Under-taking](#)' with legal stamp affixed.
4. Inquire the previous school about his or her history; both success and the weakness.
5. New admission will be done on 3rd February.
6. Student shall be admitted in presence of all the admission committee.

Documents required at the time of the Admission:

1. Transfer certificate,
2. Character certificate,
3. Mark sheet,
4. Students code
5. Home address and contact no.
6. Parents identity card copy
7. Recent passport size photo (1no.)
8. Health Book
9. If the committee feels the child to be a problematic one, the school shall collect a letter of promise/assurance from their parents with legal stamp and signed on it.

THE SCHOOL ACADEMIC POLICY

Staff Development Policy: School Level Monitoring Support Service (SLMSS)

TOR

1. Set up and institutionalize the monitoring and support services system at the school level.
2. Plan and conduct SBIP as per the need of the teachers.
3. Nominate teachers for workshops, Seminars and trainings whenever possible.
4. Make a system of appraising every teacher's professionalism using various tools such as Performance evaluation and monitoring forms.
5. Recommend out of turn promotion for teacher who proves to be outstanding.
6. Encourage and recommend teacher to upgrade their academic and professional qualification through M.Ed., Diploma, and Distance education program.
7. Teachers will be recommended for headship if proved to be suitable/and eligible.
8. Any new staff joining the school shall be thoroughly oriented of the school plans and policies.

Appropriate and effective utilization of the staff in an organization is crucial for the smooth functioning of an institution. In order to bring out the professional development of the teachers, various staff development programs are need to be organized. It should be based on the need.

Expertise of each staff will have to be utilized appropriately and effectively. Each teacher must be asked to develop professionally through various programs like:

❖ Reading, Discussion, SBIP, subject group review meeting, Research in new methodology, Experiment new ideas, Self-monitoring, Monitoring and support system.

Based on the need the school will organize the school based in-service program on the topic like:

❖ Lesson planning, Methods of teaching grammars, Techniques of teaching methodology, Continuous assessment, Classroom organization and management, Questioning technique, Concept mapping, Blooms taxonomy and etc.

Monitoring

Unless the implementations of various educational programs are monitored, we cannot achieve the set goals. It is important to assess and monitor teacher's work for their professional development. So, a system of monitoring is must to be instituted in the school.

- Maintain records of lesson plan submitted, assessment records, remedial classes, extra classes and practical records, HW policy records, PD records, project work records, and use of ICT.
- Observe 1 lesson a term for all the teachers by principal/VP and 1 lesson a term by HOD.

Head of the Department

The Head of the Department will be appointed by the subject committee members, based on the following criteria.

- ✓ Subject expertise, Experience, senior teachers, hard work, and willingness to shoulder responsibilities. Able to resource and support the colleagues.
- ✓ For each department, HoD will be appointed in the beginning or end of the year. The HoD will ensure that the implementation of school curriculum is being carried out as expected by the school administration and the Ministry.
- ✓ He/She will carry out monitoring and provide support services to each teacher

The HoD must keep the School Administration well informed of teachers' day to day activities like:

- ✓ Lesson planning, Classroom teaching, Continuous assessment and its criteria, Setting of balanced question papers and do moderation, Use of ICT & enthusiasm to grow themselves professionally.
- ✓ He/She will conduct departmental meeting with their members' twice a term at the end of month, maintain record and conduct departmental meeting as and when required.
- ✓ HODs will also conduct small PD programme as per the need basis.
- ✓ HODs will initiate adoption of low performing students.

Home Work Policy

Objective: Enhance students' learning capabilities through teacher-assisted home works and assignments

Aims:

- Every teacher will strive to reduce the quantity of home work and will strive to focus on quality.
- Ensure that the students are not over burdened with their home works and assignments.
- Assess students' home work regularly in line with criteria.
- Keep records of assessment for academic use and for review
- Maintain log book for assigning home work.

NO.	Criteria for Assessing Home-Work	Marks
A	Presentation-neatness, handwriting, and layout of the answer.	2
B	Completeness of the answers.	2
C	Computation / Language (student's own language, grammar, spelling, punctuation etc.)	2
D	Steps/clarity/previous correction/improvement.	2
E	Deadline	2
Total		10

NO.	Criteria for Assessing Class-Work	Marks
A	Involvement and participation in the task during class hours(in groups and individually)	2
B	Quality of the task (relevancy/accuracy)	3
C	Completion of the task on time.	1
D	Improvement on work and learning attitude.	2
E	Language standard(clarity, spelling, handwriting)	2
Total		10

NO.	Categories	Criteria for Assessing Project work	Marks
A	Content	Relevancy of information to the topic, accuracy of information presented, presentation of ideas in logical order, appropriateness of the illustration, analysis and organization.	12
B	Presentation	Neatness, layout as per the given format, word limit, legibility of handwriting	2
C	Process/Method.	Proper planning ,authentic of source of information, dateline, interpretation ,research recording of information etc.	4
D	Language	Grammatical errors, spelling, punctuation, structure, etc.	2
Total			20

The assessment criteria (format) for different classes and subject is as follows:

a) Dzongkha and English

Term I							Term II					
Class	Subject	Reading	Writing	Listening & Speaking	MT	Tot	Reading	Writing	Listening & Speaking	Annual	Tot	G.T
IX-X	Dzo-I/Eng-I	-	-	10%	30%	40%	-	-	10%	50%	60%	100%
	Dzo II/Eng II	5%	5%	30%	30%	40%	5%	5%	-	50%	60%	100%
VII-VIII	Dzo-I/Eng-I	-	-	15%	35%	50%	-	-	15%	35%	50%	100%
	Dzo II/Eng II	7.5%	7.5%	-	35%	50%	7.5%	7.5%	-	35%	50%	100%

b. Mathematics

Term I							Term II					
Class	subject	Unit test	Assignment	Performance task	MT	Tot	Unit test	Assignment	Performance task	Annual	Tot	G.T
IX-X	Maths	5%	5%	5%	25%	40%	5%	5%	5%	45%	60%	100%
VII-VIII	Maths	5%	5%	5%	30%	45%	5%	5%	5%	40%	55%	100%

c. Science

Term I							Term II					
Class	subject	CW	HW	PW	MT	Tot	CW	HW	PW	Annual	Tot	G.T
IX-X	Phy, Che, Biology	5%	5%	-	30%	40%	3%	3%	4%	50%	60%	100%
VII-VIII	Science	5%	5%	-	30%	40%	3%	3%	4%	50%	60%	100%

d. Social Sciences

Term I							Term II					
Class	subject	CW	HW	PW	MT	Tot	CW	HW	PW	Annual	Tot	G.T
IX-X	Hist, Geo, Eco, IT	5%	5%	-	30%	40%	3%	3%	4%	50%	60%	100%
VII-VIII	Hist, Geo	5%	5%	-	30%	40%	3%	3%	4%	50%	60%	100%

EXAMINATION POLICY

Examination Committee

Aims and Objectives:

1. To conduct a fair assessment of students' performance so that students get maximum opportunities to perform their best at the school level and then in the national level examinations and to provide them with evaluation results that give true picture of their performance (In lined with BCSEA guideline).
2. To maintain the standardized testing system in the school.
3. To maintain the quality question setting in the school.
4. Provide equal opportunity and parallel judgment to every student for every level of standard in the school.
5. To bring up the quality education through the proper conduct of the examinations.
6. To fulfill the requirement of the BCSEA guideline.

TOR OF EXAMINATION COMMITTEE

1. Notify the duties for preparation of question papers as per the school academic plan
2. Collect the consolidated mark list for all the class and review the results in consultation with class subject and head teacher

3. Preserve the marked answer sheet for a minimum of one year for necessary reference
4. Maintain question bank (soft) copy in the school
5. For trial, duty will be done based on their class periods.
6. Examination committee will prepare timetable and invigilation duty.

SCHOOL LEVEL POLICY FOR WEEKLY TEST

1. Weekly test will be Conducted once a week for all the subjects from class VII onwards
2. The time table and duty routine will be framed by the examination committee and it will be displayed on the notice board
3. Respective subject teachers have to print their question paper a day prior to the test.
4. All the subject teachers will have to return the corrected answer sheets within one week.
5. Award batches to toppers and low achievers will be referred to academic head for necessary follow up.

EXAMINATION

1. All the subject teachers will have to submit the question paper along with blue print to EC on or before two weeks.
2. All the subject teachers will have to do the group evaluation within the school itself
3. All the subject teachers will have to punch in marks on or before one week after the completion of examination.
4. Midterm examination results will be declared after the arrival of the student from midterm break along with their parents. Parent- teacher meeting will also be conducted on the same day.
5. Exam invigilator is neither allowed to carry reading material, electronic device nor correct any answer sheet in the examination hall. If found of such case, it will be considered beyond the teachers code of conduct.
6. EC will carry out result analysis for home and board examination.

POLICY ON STUDENT PROMOTION IN LINE TO BCSEA:

1. Class IX

- A candidate should pass in five subjects including English and Dzongkha with a minimum marks of 35% in each subject.
- A candidate who fails in English & Dzongkha is considered as failed.
- A candidate who fails in two minor subjects is failed.
- A candidate who fails in one minor subject is passed.
- A candidate should obtain a minimum of 90% attendance. Respective class teacher has to report to the principal if students fail to achieve 90% attendance.
- A candidate should obtain grade D and above in S.U.P.W.

2. Class VII and VIII

- A candidate should pass in five subjects including English, Dzongkha and Mathematics with a minimum marks of 40% in each subject.
- A candidate who either fails in English, Dzongkha and Mathematics is considered as failed.

- A candidate who fails in two minor subjects is failed.
- A candidate who fails in one minor subject is passed.
- A candidate should obtain a minimum of 90% attendance. Respective class teacher has to report to the principal if students fail to achieve 90% attendance.

SCHOOL LIBRARY POLICY

Aims /Objectives:

1. To develop reading habits, improve reading skills and skills of language abilities.
2. To expose teachers/students to different genres of reading and writing.

General Rules

1. Edible items and drinks are not permitted in the Library.
2. No bags, umbrellas, parcel, etc except files and books may be brought inside Library.
3. On leaving the Library room, all users are required to produce for inspection all books and items taken out of the Library.
4. Silence must be observed strictly in the Library.
5. Users must be decently dressed and conduct themselves properly in the Library.
6. The Librarian has the right to request a user to leave the premises if he/she is found to be violating any of the Library rules.
7. Librarian may amend the Library Rules and Regulations as and when necessary
8. Students must read library books and newspaper during the library period.
9. Students will not be allowed to read library books during study hours. However they will be allowed to read during extended study hours and leisure time.
10. Ensure the students read Dzongkha and English alternatively during the library period.
11. Ensure students carry out book review on the books that they have read and submit to librarian for the record.

School Library loan rules and regulations

1. You may borrow one book at a time.
2. Make sure that your name, class and due date are recorded by the librarian.
3. You alone are responsible for the safe keeping of the book which you have borrowed. Do not lend to others.
4. You may borrow book for one week at a time.
5. When you return a book, make sure the librarian cancels your loan.
6. In case of lost or damage of library books, students will have to replace the same book or any other book written by same author. If not replacement of book should be any other book of same worth.
7. Any reference books will not be issued. Students can do reference work in the library.

Check out

All the books and other library materials should be shown to librarian for inspection. The users shall be physically checked every time they leave the library

Library policy for staff

1. You may borrow book(s) for one month at a time and extend if necessary with due permission from Librarian.
2. Make sure that your name, designation and due date are recorded by the librarian.
3. When you return a book, make sure the librarian cancels your loan.
4. At the end of the year all the books should be submitted. If the staff wants to use the book during winter break then they should inform the librarian.
5. In case of lost or damage of library books, staff will have to replace the same book or any other book written by same author. If not replacement of book should be any other book of same worth.

STORE MANAGEMENT POLICY

TOR

1. Timely requisition of stationeries: text books, note books, teaching aids and office equipments.
2. Receive and maintain proper records. Records will be monitored and verified by SMT.
3. Maintain proper issue records
4. Dispose obsolete materials in consultation to SMT

POLICY ON THE USE OF TEXT BOOK

Some dos & Don'ts

All the class teachers and subject teachers are responsible for educating the students in making proper use of text books in line to our goal.

Ground rules

- a. Should take proper care of the text books issued against their name
- b. Books will be issued and collected with proper issue and collection record.
- c. The cost of the wear and tear as well as misplace of the book will have to be compensated by paying the fine as per the printed rate from government where you will be issued a [receipt](#) for any amount paid. If the new text book is lost they will have to pay the quotation prize.
- d. Change of text books will be entertained within/till one week after the issues of the books after which the store shall not accept for any kind of changes.
- e. Writing and scribbling on any text book is strictly prohibited.
- f. Each text book should last for three years.
- g. Record keeping of fines collected will be maintained by Store In-charge and counter signed by Principal
- h. In loss cases of a textbook, a child can purchase a new textbook from the store.

RECOGNITION AND AWARDS

Awards Category for students

1. **The best student of the year (A boy and a girl).**

Selection Criteria

- Should be class X
- The one who have made outstanding contributions to school
- Should be good in academic as well as in co-curricular activities.

- Should be a role model to his/her mates.
- Should have 90% attendance in all the school activities.
- Should have no adverse records.

Note: *All the teachers and staff are responsible to keep the track of little good thing presented and displayed at any time and report to the administration.*

2. The Best volunteer's Award

Voluntarism: *Activity initiated without being instructed/mandated.*

Selection Criteria

- Should have assisted office bearer, teachers and the school administrator without being told to do so.
- Should have made maximum voluntary contributions and maintain record in their handbook and recorded by concerned coordinator duly counter signed by the respective staff.
- Should have 90% attendance and possess no adverse record.
- Should have no adverse records.

3. The Best speaker for literary activities conducted

Note: *The above awards shall be based on the marks awarded by the judges during the conduct of the programme*

4. The zealous reader of the year to any one of the students

Selection Criteria

- Should have read maximum books and maintain proper record (Librarian and language teachers)
- Should have done maximum book reviews
- Should have no adverse records.

Note: *Language teachers and Librarian shall help the administration to find out the right candidate for this award.*

5. The Best Class of the year

Note: *The cumulative marks received from: Dress code, Toilet (Class), Classroom Cleanliness, Flower Garden (House & Class), points for co-curricular activities and discipline record (minimum record shall be given maximum mark of 10) shall be added and the class with highest marks shall be awarded with the best class of the year.*

6. The Best house of the year

Note: *The cumulative marks received from: House SUPW area, co-curricular activities and discipline record (minimum record shall be given maximum mark of 10) shall be added and the house with highest marks shall be awarded with the best House of the year.*

7. The Best sports boy and girl of the year.

Selection Criteria

- Should be all rounder and possess sound knowledge of games.
- Should have demonstrated high sportsperson's spirit
- Should have assisted in conducting sport activities to Game coordinator, captains, class teacher and house master
- Should have 90% attendance.
- Should have no adverse records.

Note: Games teachers, in-charges and class teachers will take care of this award.

8. The Best Artist of the year.

Selection Criteria

- Should excel in cultural activities
- Should have assisted cultural In-charge and initiated cultural programme in the school.
- Should have demonstrated good acting skills in Dzongkha and English skills.
- Should have 90% attendance.
- Should have no adverse records.

9. Academic excellence award.

- ✚ Any student from Class X having aggregate of 85% or more is entitled to receive cash prize of Nu 2000 and merit certificate.
- ✚ BCSE toppers: Nu 10,000 shall be awarded to 1st, Nu 8000/ for 2nd and Nu 6000 for 3rd position holder.
- ✚ Subject Toppers: The merit certificate shall be awarded to the subject toppers.
- ✚ Class toppers: The merit certificate shall be awarded to class toppers(Section)

10. Leadership award: The merit certificate shall be awarded to all the captains.

11. Student of the month:

- Should have good conduct.
- Should have made outstanding contributions to school
- Should be sincere, punctual, obedient and helpful.
- Should have willingness to assist teachers, participate and volunteer.
- Should be a role model to his/her mates.
- Should have no adverse records
- Should have 100% attendance in all the school activities.
- Nomination from all the class teachers and from school administration should reach to the office by 28th or 29th of the month.

We wish all the students to strive to receive at least one of the above awards.

Teacher's award

1. Excellence in teaching

- ✓ Exemplary daily lesson plan, assessment practices, monthly assessment records, question papers and yearly plan.
- ✓ Model teaching (Collect feedback from the students & HoD's record))
- ✓ Excellent communication skills (Collect feedback from students, HoD and admin.)
- ✓ Excellent classroom management (Collect feedback from students & HoD's record)
- ✓ Quality use of teaching learning materials (Quality: durability, legibility, originality)
- ✓ Punctuality (Admin)
- ✓ Conduct SBIP and CBIP
- ✓ Individual ALS
- ✓ ALS- 40%, Student feedback-20% , HoD records- 20% and admin-20%

2. Physical ambience development award for staff

- ✓ Innovative and educative physical development
- ✓ Quality physical development
- ✓ Less cost with high quality
- ✓ Maximum number of physical development

3. Outstanding departmental award (HoD)

- ✓ Quality result (Midterm & Trial)
- ✓ Conduct maximum SBIP, CBIP and PD programmes
- ✓ Exemplary daily lesson plan, assessment practices, monthly assessment records, question papers and yearly plan.
- ✓ Quality display and use of teaching learning materials
- ✓ Initiate innovative practices with colleagues to improve academic performance
- ✓ ALS- 40%, PD/SBIP/initiative-30% , and admin-30%

4. Outstanding leadership award (SMT)

- ✓ Role model in overall management of activities
- ✓ Initiative (work initiated beyond the mandated responsibilities)
- ✓ Assist school to improve school culture and performance (Academic/Non-Academic)
- ✓ Interpersonal relationship with staff, students and public
- ✓ Attitude and communication skills
- ✓ Integrity
- ✓ Number of responsibilities shouldered.

5. Performing Non-teaching staff

- ✓ Punctuality
- ✓ Assisted school in conduct of all the activities
- ✓ Interpersonal relationship with staff, students and public
- ✓ Attitude and communication skills
- ✓ Integrity
- ✓ Ready to shoulder any responsibility provided by school administration.

- ✓ Responsibility shouldered-30%, initiative-20%, punctuality, attitude, communication skills and integrity-20%, admin-30%.

6. Best class teacher of the year

- The best class teacher will be awarded to the winner of best class category.

7. The Best performing staff

- The one who have made outstanding contributions to school
- Reliable and demonstrate strong commitment
- Takes initiative
- Overall attitude
- Ready to work beyond working hours.
- Punctual in all the activity.
- Should have no adverse records.
- Academic initiative & contributions-20%, Non- Academic initiative & contributions-20%, volunteerism- 10%, admin-30%, and punctuality/integrity/attitude/relationship-20%

1. Merit certificate to teachers for producing board for all teachers

LANGUAGE POLICY

- All students and staff should speak the respective language during their class period (language and other subjects to be taught only in English and Dzongkha subject in Dzongkha language).
- All the staff should strictly monitor the language policy for implementation throughout the year.
- Language policy should follow in the school premises as well as outside the school. The student should help each other to correct their mistakes and encourage one another to speak English and Dzongkha.
- Should have language captain from each class.

The primary purpose of this language policy

- a. Dzongkha and English being the medium of instruction in the school, would boost their comprehension skills.
- b. They will be able to speak both the languages without hindrance
- c. Improve their communication skills (spoken and written)

Objectives of this language policy are

- ✓ Child will be able to speak the second language equalivant to that of the first language
- ✓ She/he will be able to speak fluently
- ✓ To improve and develop learning standard of the student, and
- ✓ Help him/her become productive, capable, and a good citizen

Students must communicate in these either of this two official languages irrespective of the places they are in during the school days. While they are in the school premises,

Warning/ Reminder: In case, if a child is found using other languages other than the two prescribed instructional languages in the school premises, the offender will be dealt as per the penalties laid down in the language policy rule, 2018, as follows:

Rules

In case of the First offense

- a. The offender will be referred to the class teacher
- b. Student should write statement to class teacher

In the event of Second time offense,

- a. Student will be given detention work.

Finally, if the offender repeatedly goes against the rules for the third time

- a. Handover the offender to the school administration and give them to do book review.
- b. In order to realize the directives of the MoE's language policy and for the benefit of the children, the school shall implement the language policy firmly and rigorously.

THE SCHOOL LEAVE POLICY

LEAVE PROCEDURE FOR SCHOOL STAFF:

- 1. Casual Leave is not to be taken as a matter of right but must be availed if extremely needed.
- 2. The Principal has authority to sanction only station campus leave of continuing three days and if anyone wishing to leave out of station more than three days can avail permission from HRO through proper channel of TEO.
- 3. All staff must be present in the school throughout the office hours.
- 4. Staff taking leave on National Celebration (Where staff are mandatory to attend) with information will be considered as CL and without information as EOL.
- 5. Granted even for half-a-day.
- 6. Staffs are entitled to six months leave for the maternity and ten days for paternity.
- 7. Other than CL, all the leave has to be processed from the Thromde.

A. Casual Leave.

All the government servants are entitled to 10 days casual leave in a particular fiscal year as per the Royal Civil Service Commission. Teachers can use their casual leave in genuineness of emergency and not to claim as a matter of right unnecessarily. The supporting staff can accumulate their casual leave along with their one month leave and can claim for encashment at the end of a fiscal year.

B. Bereavement Leave:

RCSC had approved 21 days bereavement leave to all the civil servants in case of any direct decease member. In this regard, the said leave will be sanctioned by the Principal in consultation with the TEO after obtaining authentication of decease. The leave should be taken after a proper write up letter to the school office for the future reference.

C. Medical Leave/ Escort Leave

The procedure for obtaining medical leave is to fulfill the following procedures.

- Produce original medical referral letter signed by board of doctors if availed for more than a month and signed by one doctor if availed for one month or less than a month.
- Write up an application to the Principal.
- In turn Principal forward the documents to the Dzongkhag HRO endorsing copy to the DEO.
- The concerned person needs to follow up.
- The leave shall be granted after obtaining only prior permission from the HRO.

D. Study Leave.

Any staff availing study leave need to produce authentication of documents of the concerned agency. The documents will be forwarded to the HRO and DEO of further notification and approval. In case of teacher, he/she will have to hand over plans, continuous assessments and all the necessary documents which are accountable in order not hamper the teaching-learning of the students.

E. Maternity Leave.

The female teachers and supporting staff are entitled 180 days as a maternity leave as per the present RCSC rules. The leave will be counted from the next day of the delivery. For this, she will have to produce the birth certificate photo stat copy of her child from the concerned doctor/gynecologist along with an application. The Principal will then forward to the HRO copy endorsing to TEO for the leave sanction. Upon resuming her service after the exhaustion of leave, she will have to write joining report to the Principal.

F. Paternity Leave.

The paternity leave as per the existing RCSC rule is only for 10 days. To avail paternity leave, one need to write up an application and submit the birth certificate photo copy to the office for authentication and accountable for the higher authorities.

G. Extra Ordinary Leave.

The school does not expect any staff of this school to avail EOL. The attendances will be marked EOL once the entitled 10 days casual leaves are exhausted in case of teaching staff. Where as supporting staff can avail leave from their earned leave but not to claim leave encashment at the end of a fiscal year. EOL will be reflected in monthly attendance report submit to the Dzongkhag and thereby deduct the amount from the salary.

LEAVE PROCEDURE FOR STUDENTS:

Sick Leave

- Any students who are sick must inform the school in writing and must be endorsed by the concerned parents/guardian
- Leave can be granted through wechat or call, but the individual child should send leave letter to the class teacher.
- While joining back to school, they must produce prescription issued by the hospital/clinic.
- Leave during class hours to be approved by concerned class teachers, Principal and parents should take their child.

Medical Leave:

- A student can avail medical leave but he or she has to submit medical certificate if it exceeds more than 3 days. A prescription has to be submitted if the child has gone to hospital.

Others:

- As per the situation it will be carefully studied.

Official Leave:

- A student is granted official leave as and when he/she has to participate in any type of functions, competitions or games in the name of the school.

VISIT TO HOSPITAL:

1. The child would be asked to visit HOSPITAL during lunch break. The OUT PASS for visiting hospital would be issued by the Health In-charge and counter signed by the principal. While returning from the hospital, the child will have to show the health book to the health in charge.
2. In emergencies the concerned parents will take their child to the hospital during the class hours.
3. Medical certificate need to be produced if the child is being admitted in the hospital and submit to the class teacher.

POLICY FOR NOMINATION OF STAFF

Nomination Policy for examination duty and workshops

Procedures for the nominations for various workshops:

1---BCSEA - Teachers

- ✓ Nominations shall be done as per the criteria set by BCSEA.
- ✓ The Invigilation Duty for teachers shall be based on the following criteria:
- ✓ The teacher has not availed any BCSEA related opportunity in that particular year.
- ✓ Shall be prioritized based on the seniority of the teacher in the school (Minimum of 3 years of service in the school).
- ✓ No or minimum number of previous opportunities availed shall be prioritized for selection

- ✓ Teachers who served as Supervising Examiner shall not be entitled to Invigilation Duty for three years from the day of last duty availed until the completion of one round of the existing senior teachers in the school.
- ✓ Teachers who applied for transfer/EOL/Superannuation/Study Leave shall not be entitled for the nominations.
- ✓ The following year he/she will have to serve as member of Examination Committee.

2--BCSEA – Non Teaching Staff

- Nominations shall be done as per the criteria set by BCSEA.
- Shall be prioritized based on the seniority of the staff in the school (Minimum of 3 years of service in the school).
- No or minimum number of previous BCSEA opportunities availed shall be prioritized for selection.
- Staff who applied for transfer/EOL/Superannuation/Study Leave shall not be entitled for the nominations.

3---IN-COUNTRY/ EX-COUNTRY

- Priority shall be given to subject related programs.
- Shall be prioritized based on the seniority of the staff in the school.
- Initiatives and contributions at the school/community/national level (last 3 years with evidences).
- Roles and Responsibilities shouldered by the staff (Last 3 years).
- Staff who applied for transfer/EOL/Study Leave/Superannuation shall not be entitled for the nominations.

Note:

- i. If an individual receives a call letter from different agencies, the candidate shall not be subject to approval from the HRC. However, due information must be given to the HRC.*
- ii. The code of conduct of the nominated staff shall be strictly evaluated prior to confirmation of the nomination.*
- iii. The HRC must declare Conflict of Interest prior to nomination meeting.*

THE SCHOOL LITERARY POLICY

Aim

- ✚ To enhance academic performances of the students and professional growth of the teachers besides classroom teaching and learning.

Objective

- To make the students explore the world of literature through listening, speaking and reading, writing.
- To enhance children's enthusiasm in learning through different genre of literature.

- To make the club members conduct the club activities independently
- To conduct other tentative literary activities in the school

TOR:

1. The literary activities will be conducted as competitions among different houses/classes.
2. Every class/house shall participate in any kind of the activity as scheduled in school calendar.
3. In order to provide equal opportunity to all the children, a child shall not get chance to participate in more than two literary programs in a year.
4. The activities will be assessed fairly through set up criteria.
5. Children shall be exposed to different genre of literature through reading, writing, listening and speaking.
6. There shall be mass participation from the children.
7. Literary club members shall be oriented with the conduct of different literary programs.
8. Children shall be aware of rules and regulations of various literary activities.
9. Children shall develop the reading habits.

Responsibilities (coordinator)

1. To prepare budget to carry out the various literary activities
2. To reflect on school calendar/diary and prepare the literary activities respectively.
3. To frame and display the rules and regulations and procedures on the notice board a week ahead for any literary activity.
4. To maintain the records of the activities conducted.
5. To prepare quiz question after consultation with the subject teachers.
6. To organize and conduct activities on the scheduled day fair and just.
7. To encourage mass reading both in Dzongkha and English while organizing reading week.
8. To organize any kind of literary activity at the Dzongkhag or National level.
9. Prepare action plan which can be executed and incorporated in the school academic plan.
10. Publish news letter once a term.
11. Publish yearly magazine coordinated by literary in-charge with the support class teachers and language teachers.
12. Literary competition should be completed by the end of September month.

THE SCHOOL NON ACADEMIC POLICY

TOR:

1. Different committee coordinators should coordinate the activities as per the action plan and school calendar.
2. In-charges and committees will be appointed in order to carry out the co-curricular activities actively and effectively.
3. In-charges and committees should frame their own policies for the proper conduct of the activities.
4. Co-curricular activities should not hamper the school instructional hours.
5. All the students should be given equal opportunity to participate in CCA.

6. Proper record of the activities should be maintained by the concerned in- charges and submit the proposals, achievement record, and findings to the staff secretary immediately after the declaration.
7. One student can participate in maximum of two items in any discipline.
8. Class teachers and house master should ensure maximum students participation in games and cultural activities.
9. House masters and class teachers will keep the record of student’s participation in different fields.

SCHOOL AGRICULTURAL POLICY

AIMS

1. The school shall strive to provide agriculture based education as a part of whole some education.
2. The school shall aim to prepare the up-coming generations equipped with the sound knowledge on agriculture, to be productive citizen and agriculture leaders of the Nation.
3. The SAP shall also support the school with the income that the club generates through the practice of different gardening and to render the foremost priority to sustain the program.

BROAD OBJECTIVES

1. The school children will be able to learn basic agricultural knowledge and practices.
2. The SAP will inculcate the sense of values of agriculture.

SPECIFIC OBJECTIVE(S)

1. To instill in them the sense of “Dignity of Labor”
2. To impart skill and Knowledge on integrated farming.
3. To motivate and educate school youths to take up agriculture as an enterprising and professional vocation for income generation, improving living standard and as a part of employment process.

To impart the knowledge and skills that they have learned in the school, in later part of their life to achieve our Fourth Druk Gyalpo’s enlightened Vision “Gross National Happiness”.

Activities:

- Vegetable gardening
- Mushroom cultivation
- Orchard farming
- Heap Composting
- Farm Visits

The SAP shall also support the school with the income that the club generates through the practice of different gardening and to render the foremost priority to sustain the program.

Budgeting

1. Buying seeds
2. Buying organic manure
3. Refreshments to the students during working hours.

VEGETABLE GARDENING:

1. On Friday right after class, all the house masters along with their member students must gather in their respective vegetable garden.
2. House Captains will collect tools; seed etc, from the SAP co-coordinator with the help of tool captain.
3. House Masters will supervise the work.
4. After the work, tools and other machinery materials taken should be submitted immediately to SAP co-coordinator with the help of tool captain.
5. House Masters and House members are liable for the loss of materials and will be asked to replace the lost items.
6. Technical Assistance will be provided by the Focal Agriculture teacher and Agriculture Extension Officer.
7. Weeding and Watering should be done whenever required.
8. When the vegetables are ready to harvest, House Masters or House captains will inform the SAP coordinator.
9. The product shall be sold within the staff and to the local market; however the SAP shall keep 50% from the total collection out of which 10% can be used for the purchase of seed and 40% of the profit will be awarded to the best House of the year.
10. Position for House will be awarded by looking at the process and product. (As per the criteria Framed)
11. Records will be maintained by the coordinator.

CARING OF FRUIT TREES:

1. SAP will take care of the fruit trees in the school campus as part of the club activity.
2. Weeding, Pruning, removing spider web, putting manure the garden will be done by club members.
3. Students, staff, and others are not allowed to take benefit from the fruit trees. When the fruits are ripened, club members will harvest and distribute among students and staff. Class teacher will inform the same to their students.

COMPOSTING:

- ✓ The club members under the guidance of Focal Teacher will prepare the compost.
- ✓ The amount collected from the SAP garden will be used as a revolving fund for the school Agriculture program.
- ✓ An Agriculture Awareness program will be conducted in line with the World Food Day i.e. on 16th October.

TOOLS

- Agricultural in-charge will maintain proper record of tools.
- Issue and collection records will be maintained by in-charge and tools captain.
- Appoint one boy and one girl as tools captain.
- In-charge is accountable for any lapses.

GAMES & SPORTS POLICY

Goals:

“Perfection in one particular field”.

Roles and responsibilities:

- ✓ Committee will do all the works in the field of games and sports.
- ✓ It ensures that all the students get equal chance.
- ✓ Teach new ideas.

Aims and objectives:

- 1.To teach students to respect the laws of the game.
- 2.To create awareness on latest international rules.
- 3.To instill values and sportsmanship among the students.
- 4.To ensure mass participation.
- 5.To promote and preserve traditional games and sports.
- 6.To equip with basic skills of games and sports.
- 7.To help them acquire skills for future employment.
- 8.To instill the values of healthy living.

TOR

- ✓ Prepare annual plan and submit to Principal by end of February.
- ✓ Conduct house competition in beginning of the year and select school team for all the events.
- ✓ Train school teams by games committee from the very beginning of the years.
- ✓ Provide choice and equal opportunities by framing time table for use of grounds by boys and girls after school hours.
- ✓ Encourage mass participation by house master and class teachers.
- ✓ Conduct traditional games competition to preserve and promote it.
- ✓ Coordinate the practice of March-past for the national events by SSI and house masters/class teachers.
- ✓ Instill sportsmanship, values and skills by taking away their privilege if they misbehave.
- ✓ Maintain records of all the school sport items.
- ✓ Submit supply order annually, verify and receive sports items.
- ✓ Concern In-charge shall be fully accountable for any lapses and shall be dealt as per the policy of the school and MoE.
- ✓ All the games and sports competition should be completed by the mid of September.
- ✓ Participants should come in proper house attire(Red, Blue, Yellow, Green)

Waste management policy

1. Introduction:

Due to diverse nature of activities in the school campus, a wide variety of wastes are produced. The waste ranges from biodegradable to non-biodegradable, recyclable materials to hazardous wastes.

The School has a duty to ensure that all of these wastes are disposed responsibly, using approved, registered waste contractors. This policy sets down the framework for all waste management in the school.

2. Objective:

- Refuse, Reduce, Reuse and Recycle the waste in school and maintain school campus green and litter free.
- To minimize waste at source and facilitate repair, reuse and recycle over the disposal of wastes, where it is cost effective.
- To provide clearly defined roles and responsibilities to identify and co-ordinate each activity within the waste management chain.
- To promote environmental awareness in order to increase and encourage waste minimization, reuse and recycling.
- To secure where possible revenue for recyclable material to reinvest into the expansion of recycling opportunities in the campus.
- To ensure the safe handling and storage of wastes in campus
- To provide appropriate training for staff, students and other stakeholders on waste management issues
- To appoint competent person(s) to provide waste management advice

Waste management

Waste is any substance which is discarded after primary use, or it is worthless, defective and of no use. There are different types of waste being produced in the school and generally the waste produced will be in the form of solid or liquid but most often of solid form. To address the waste management issue, our school have adopted following measures:

- 1. Segregate waste:** Separating waste is the first step in managing our school's waste. Set up bins for the different kinds of waste, and make sure the right bins are used. Every class should keep two dustbins each to segregate the waste from the source. The disposal waste bins are labeled as plastic, bottles and paper. Mass cleaning campaign (involving all students and teachers) will be organized by Nature and Waste Management In-charge once in a year and other cleaning campaign will be organized as and when deemed necessary to create awareness on waste management issues.
- 2. Refuse waste:** Abstaining from use of non-degradable waste.
- 3. Reduce waste:** Avoid sending waste to a landfill. Landfills cause environmental problems, such as unpleasant smells and contaminants and toxins leeching into water and air. Educate staff and students about using other ways of disposing of waste, such as recycling, reusing and composting. Students are not allowed to throw their left over packed lunch elsewhere than the designated waste and will be monitored daily by health club member.

4. **Reuse waste:** Think about reusing waste around the school and the school community, including: Reusable waste like paper and plastic will be reused in an innovative ways like planting flower in plastic bottle and making mask out of paper pulp.
5. **Recycle waste:** find option of using waste constructively like selling the waste including paper, plastics, bottles and cans to the local market or to other agents. Plastic and bottle will be collected by responsible clubs (Waste management club) in waste house and will be sold whenever possible.
6. **Compost organic waste:** Segregate organic waste, like food scraps, plants, paper and lawn clippings, from other rubbish. The food waste from left over packed lunch will be collected and used for making compost and will be used for the gardening purpose in the school. The use of compost in the school gardens can be economical at the same time good for the ecosystem since it is free of chemicals.
7. **Landfills:** After all of the options mentioned above is implemented and still if there is some waste left, it would be finally taken into the landfills and will be disposed safely so that it does not affect the environment. Sanitary pad produced in the school by girls would be collected and will be disposed in the proper pit meant for sanitary pad within school campus.

Roles of Waste management Coordinator

- Overseeing the day to day delivery of general waste and recycling services.
- Liaising with the Health Club, UNESCO, Class teachers and student leaders to establish procedures for managing waste in the school campus.
- Operational monitoring of waste management systems across the campus.
- Compiling waste data and statistics to enable annual bench marking.
- Keeping records of waste and fund generated.

Roles of Principal and Vice Principal

1. Non-hazardous Wastes

- Ensuring that no hazardous waste is disposed of through the general or waste recycling streams.

2. Hazardous Wastes;

- Nominating a ‘responsible person’ within their School to coordinate waste disposal for any hazardous wastes.
- Informing the concerned Office to dispose the waste.

Roles of Staff:

- Disposal of waste responsibly, through the appropriate waste stream, in accordance with school policy and procedures.
- Reporting any problems with waste collection schemes to the concerned coordinator.

Roles of Students:

- Segregating waste at the source.
- Disposing of waste responsibly, through the appropriate waste stream, in accordance with school policy and
- Reporting any problems with waste collection schemes to the concerned coordinator.

Cultural Policy

AIMS /OBJECTIVES:

- 1. To promote and preserve culture and tradition.*
- 2. To help students acquire artistic values and skills.*
- 3. To create awareness and understand the importance of our country's culture.*
- 4. To help them acquire skills for future employment*

TOR:

1. Plan and incorporate in the school calendar.
2. Prepare budget for the execution of planned activities.
2. Conduct house wise and class wise competitions.
3. Set criteria for the competition.
4. Teach students songs, dances, and music for occasion like H.M's Birthday and other competitions like inter school competition.
5. Arrange/organize the costumes and other necessities for the competition.
6. Organize any competitions at the Dzongkhag or national level.
7. Keep records of cultural items (musical instruments) and use them properly.
8. Maintain proper records of cultural items like musical instruments, boots and others.
9. Proper care and use of the cultural items.
10. Train school cultural group for staging program on behalf of the school.
11. During club time the members shall learn and practice as many items as possible and make it ready for display during ad-hoc, or planned programs.

Policy and plan

- ✓ Prepare annual plan and submit to Non Academic Secretary
- ✓ Coordinate and organize songs and dances.
- ✓ Coordinate Drama by school drama focal person.
- ✓ Organize fund raising activities by conducting annual cultural show and exhibitions.
- ✓ Organize school "Rimdro", prayers and Choeshey
- ✓ Celebrate national festivals.
- ✓ Club members should be ready with dances like Zhungdra, Boedra and Rigsar for any adhoc programs.

- ✓ Concern In-charge shall be fully accountable for any lapses and shall be dealt as per the policy of the school and MoE.

Outcome

1. There shall be mass participation from the students.
2. The program shall promote more on country's culture & traditions.
3. The program shall expose children to different dances, songs etc.
4. There shall be budget provision for the execution of planned activities.
5. Each child shall lead three dances by the end of academic year.
6. There shall be school cultural club.
7. There shall be musical instrument training to students during club periods.33

School Disaster Management Policy

School Disaster Management Committee (SDMC)

Sl.#	Members
1	Chair Person - Principal
2	Vice Chair Person – Vice Principal
4	Disaster Management Focal person
5	Counselor
6	SMB chairperson

The Roles and Responsibilities of SDMC:

1. Plan Disaster Management Program
2. Formation of SDM committee and teams
3. Delegate responsibilities
4. Identify separate emergency areas for evacuation, first aid and transportation.
5. Execute capacity building
6. Carry out potential hazard and risk assessment
7. Identify structural and non-structural safety requirements for various hazards
8. Potential risk Mitigation
9. Conduct sensitization program to parents, students and school staff
10. Conduct mock drills (twice a year)
11. Mobilize relief materials
12. Work in collaboration with Dzongkhag DMC and Department of DM
13. Review and update the plans once a year
14. Prepare evacuation map.

TOR:

- 1) Updating of the plans at regular intervals (at least once a year)
- 2) Mobilizing the team during disaster
- 3) Identifying the type of hazard in the area.
- 4) Taking appropriate action to prevent the disaster
- 5) Inform the concerned authority about the disaster.

- 6) Look into the structural safety requirement for carrying out preparedness and mitigation measures in the school through funds and various departments and organizations working in the field of disaster management.
- 7) During the disaster the SDMC shall coordinate the groups and teams.
- 8) Mobilizing relief and any external support in case necessary for those who have taken shelter in school.
- 9) Identify separate shelter place for the school children if necessary.

Aims and objectives

- ❖ To ensure the safety of students and staff during the emergencies/disasters.
- ❖ To carry out quick organization and provide prompt responses during any emergency.
- ❖ To have effective disaster preparedness and effective emergency responses for saving lives.
- ❖ To identify the hazards in school and find ways to manage these hazards.
- ❖ To plan and implement risk reduction activities in school.
- ❖ To provide awareness and information to school population in particular and to the public/community in general.
- ❖ Raise awareness on disaster risks and their mitigation/prevention at all levels.
- ❖ Facilitates effective disaster management practices through exchange of information, experiences and expertise, and
- ❖ Enhance and strengthen capacities of disaster management committees/personal in the school.

1. Identification of Potential non-structural hazards existing in the area

The school disaster management plan shall also identify potential hazards that may occur during the time of disaster;

- There is little danger with the rising level of the stream water during summer. In case we experience flash flood, the toilets, outpost, parking area, bridge and the one six unit classroom will be affected.
- The common hazard is the possibility of experiencing electric short circuit since some of the switch box and sockets are damaged.
- Book shelves, cupboards and racks-not anchored in office, labs, library, book store and sports room.
- Framed photos- poorly anchored in the office, staff room and library.

2. Inventory of resources available in the school

The school should also keep the inventory of resources (skill manpower, equipment etc.) available in the school such as:

Sl.No.	Existing	Qua	Gap	Comments
1	First aid boxes	1		Available
2	Fire Extinguisher	3		Request disaster management coordinators
3	Stretcher	3		
4	Ropes	3		Purchase
5	Bucket	4		Purchase

Mitigation plans:

1. Assessment of potential hazards and risks in consultation with technical personnel
2. Retrofitting
3. Relocate furnishings and contents
4. Secure non-structural building elements and furnishings
5. Felling of the big trees
6. Sensitization
7. Mock drills
8. Training and capacity building

Sub committees for the disaster management**DISASTER MANAGEMENT TEAMS:****1. DISASTER AWARENESS/WARNING AND INFORMATION DESSIMINATION TEAM.****Members:**

Three teachers

Roles and Responsibilities

1. On Dos and Don'ts during emergencies.
2. Identify hazards in classrooms, offices and labs.
3. Collect the emergency contact numbers (Ambulance, police, fire, media and parents)
4. Communicate school disaster management plans to students.

Before the Disaster

1. School wall magazine (display news and articles related to disaster management).
2. Design poster
3. Prepare identification tags/badges for students.

During the Disaster

- 1) Ensure correct information dissemination
- 2) Cross check the alert and warning information received from various sources
- 3) Assist other disaster management teams, if required

After the Disaster

- 1) Keep note of the lapses in the disaster management experienced to improve upon and always stand ready to create awareness on any uninvited and unexpected situations.

2. EVACUATION TEAM**Members:**

Three teachers and one support staff

Roles and Responsibilities

Before the Disaster

- 1) Identify safe evacuation sites
- 2) Work out safe evacuation routes and alternate routes.
- 3) Mapping of the evacuation sites and all routes.
- 4) Numbering the blocks and classrooms.
- 5) Make sure that necessary supplies are accessible
- 6) Plan evacuation with the class/students.
- 7) Re-arrange the class if needed for easy evacuation.
- 8) Practice the Duck, Cover and Hold process.
- 9) Assign a student to lead the class to the safe site.
- 10) Sequencing the classes for easy evacuation.
- 11) Explain the safe route to be taken by the class during the evacuation and the alternative routes to be taken by the class if the first safe route fails.
- 12) Frame the final evacuation plan and disseminate to all.

During the Disaster

1. Adhere to 'dos' and 'don'ts' of particular hazard
2. Evacuate in an orderly fashion as practiced in the drills

After the Disaster

1. Escort all the students/staff to the safe site.
2. The class/students should be guided by a teacher helped by the class captains at the safe site.
3. All the students should be class wise, in two rows according to roll number in the ascending order.
4. The assigned class captain/teacher will take the attendance (call the roll numbers)
5. The other captain/teacher assigned will check for casualties/hurt and report to the teacher.

3. SEARCH AND RESCUE TEAM

Members

Three teachers and one support staff

Roles and Responsibilities

Before the Disaster

Team formation – a team leader, 4 team (a teachers each), 26 student leaders

Materials required: Stretcher, torch, ladder, rope, spade, crowbar, and helmet

Storage of materials: Store room and staff room.

SAR meeting point:

1. Volley ball court
2. Basketball court

During the Disaster

1. Team leaders to collect the list of people missing from the incident commander and distribute to the members concerned and begin the search & rescue operation.

2. Group leaders will direct their members before and after the rescue operations. After rescuing, the injured victims will be taken to the First Aid team.

Allotment of buildings:

- a. Rescue gathering point – Volleyball court.
Rescuers – Two team leaders and 14 student leaders
Rescue building – Main Academic and Administrative block, VP's office block.
- b. Rescue gathering point – Basketball court
Rescuers – Two team leaders with 14 student leaders
Rescuing building – Two academic blocks, Labs and Library

After the Disaster

3. According to pre-established pattern, check (Visually, vocally, physically) every room in the building.
4. Report location of injured to First Aid Team
5. Team leaders to report the number of the rescued, including the injured, the missing etc. to the incident commander.

4. FIRST AID TEAM

Members

- Health in-charge(coordinator)
- Three teachers
- Health captains

Materials

- Mats
- Tents/Tarpaulin Sheets (3 each)
- Scissors
- Water bottles, bucket, jug
- Glucose (Powder)
- Soap (Dettol)
- Mask
- Cotton
- Gloves
- Bandage
- Antiseptics
- Spirit

Roles and Responsibilities

Before the Disaster

- Make sure that first aid supplies are up to date and always complete
- Get emergency number of hospital and arrange ambulance.
- Keep the First Aid box in the accessible place.
- Comprehensive training for the members of the First Aid.
- Appoint a member to identify the serious cases.
- Identify the blood groups of the students.



- Prepare Record form and keep in the First Aid box.

Sl.No.	Name	Class/ Section	Blood Group	Type of Injuries	Remarks

During the Disaster

- Carry the First Aid box to the First-aid area by the member nearest to the kits.
- Attend to the casualties.
- Identify the severity of the injuries and refer to the hospital with the help of the transportation team.
- Record the casualties.

After the Disaster

- Inform the Incident Commander about the number of students injured.
- Follow up on the treatment.

5. FIRE SAFETY TEAM

Members:

Four teachers

Materials Required

- i. Sand : 5-10 buckets
- ii. 5-10 tins
- iii. shovels
- iv. fire extinguishers
- v. helmet
- vi. safety coat
- vii. gloves

Roles and Responsibilities

Before the Disaster

- Arrange the fire-fighting equipments (extinguishers, water, sand etc.) and place in appropriate places.
- Ensure that all non-structural earthquake hazards that can be the cause of fire (Chemical laboratories) are properly secured.
- Train the members on the use of fire safety aids by the community fire department.
- Keep the list of emergency contact numbers of
 - RBP
 - Municipal
 - Hospital
 - Bhutan Power Corporation



During the Disaster

- The team members rush to the spot with all the fire fighting devices to douse the fire.
- The responsible team ensures that all the main switches are turned off and keep all the gas cylinders in a safer place.
- Make alternative exit points for trapped victims if any.
- Report to the fire fighting department depending on the intensity of the fire.
- Adhere to ‘dos’ and ‘don’ts’ of particular hazard

After the Disaster

- Check sign of the cause of fire
- Look for conditions that may cause a fire to develop.

6. TRANSPORTATION TEAM

Members:

Three teachers

Vehicles

1. Staff Vehicles
2. Ambulance
3. RBP vehicle

Roles and Responsibilities

Before the Disaster

- Always keep the contact numbers of the Hospital and RBP
- Ensure proper parking of the staff vehicles for immediate use during emergencies

Parking Areas

- **PARKING 1:** Main parking area
- **PARKING 2:** At the entrance

During the Disaster

- Alert the people concerned for transportation.
- Work in coordination with First-aid team
- Inform SP (RBP) officially to deploy police personnel to control the traffic between school and the hospital.
- Take the injured to the hospital.

After the Disaster

- Give the record to the principal about how many children/staff are admitted in the hospital.
- Keep records of various injured victims and duration of the victims kept in the hospital.



Maintain Contact Numbers of

1. Doctor, S/Jongkhar hospital
2. Ambulance Driver
3. SP, RBP
4. RBP driver
5. Principal

7. LOGISTICS TEAM

Members:

Five staff

Roles and Responsibilities

Before the Disaster

Get ready with all the necessary materials viz.

- Tents
- Water
- Mats, blankets, pillows
- Tarpaulin sheets
- Glucose
- Basic food items

Store the materials in a room where it can be easily fetched during the urgent hour.

After the Disaster

- The teams will go to the evacuation areas and pitch tents and make the necessary arrangements
- Supply the victims with necessary materials- food and shelter

8. COUNSELLING

School counselor

Responsibilities (after the disaster)

Coordinate and guide the victims to recognize their inner strength and to create inner sense of safety.

Evacuation Procedure and Plan

1. 1st whistle -Students and teachers will move under the table and follow; drop, cover and hold.
2. 2nd whistle after 60 seconds – the class teacher or the subject teacher (whoever is in the class) assist students to quickly evacuate from class to the designated safe area in line. Students cover their heads with school bag/book.
3. Class captains do the head count and report to the class teacher (Present, Absent, Missing).
Note: Teacher should be aware of children who were absent for the day. Meanwhile non-class teachers and other staff assemble and prepare for disaster response action.
4. Class teachers report to the incident commander(IC) and then join their respective disaster response teams, if they are part of the team.



5. The different teams are formed and are ready in their own designated posts. Within each team they should be clear about their leader and their sub teams and their responsibilities. The team leader should report to the IC as soon as possible to await instructions.
6. The incident commander should instruct the team leaders accordingly and provide immediate information to the SAR team on the number of missing students as reported by class teachers and evacuation team.
7. The SAR team leader instructs the team members as per decided procedures and sub teams go for search and rescue.
8. The SAR team carries or assists the students left behind and gathers them at the collection point. The students that are not injured are sent to join their class lines. The numbers are constantly reported to the IC.
9. The first aid team members sort the injured quickly, prioritize and carry them to the first aid base for first aid to be administered. The seriously injured that need immediate professional medical care are reported to IC.
10. The transportation team works in coordination with first aid team to take the seriously injured to the hospital for further medical treatment. Once the injured are sent to the hospital, the team informs the IC for records.
11. IC keeps in touch with the concerned authorities:
 - a. Dzongkhag/Dept. of disaster management committee
 - b. Health officials
 - c. RBP
 - d. Any other relief and disaster management team
12. IC should stand in a position to provide information to
 - a. Parents/Guardians
 - b. Media

Dissemination of the plan

1. To the students during morning assembly and in the class
2. To the parents during SMB meeting and other community gathering
3. To other residents of the school during weekends

Conduct of Mock Drill

- Once before and after mid-term.

Evaluation and updating of SDM plan

- SDM plan will be reviewed annually – it's a living document

SOCIALLY USEFUL PRODUCTIVE WORK

Class X students with support from class teachers and school administration will contribute any concrete structure to be kept as legacy. They must complete it before mid-term.

For every term, the committees, in-charges and House masters will award the SUPW Grades to all the students from A-E based on their performance in the SUPW during the term. And if a



candidate scores “E” the concerned authority should have the reliable and good justification against the Grade.

<u>Grade</u>	<u>Marks</u>	<u>Meaning</u>
A	75 and above	Excellent
B	60-74	Very Good
C	50-59	Good
D	40-49	Fair
E	0-39	Poor

The SUPW awarding focal persons and weightings:

1. Class Teacher 40%
2. Club Masters 25%
3. House Masters 25%
4. Administration 10%(The winter works based on the format(REC) circulated by school)

Criteria for assessing SUPW for all the focal persons:

1. Consistency
2. Productivity
3. Willingness/Voluntarism
4. Sincerity
5. Punctuality

Assessment of Criteria
Assessment Criteria for Flower Garden (Class)

Sl. No	Criteria	Points
1	Completion of work	5
2	Development and creativity	5
3	Regularity of Weeding and digging.	5
4	Manuring/ cleanliness/ grass cutting	5
Total		20

Assessment Criteria for Classroom Cleanliness

Sl. No	Criteria	Points
1	Display of Teaching-Learning materials	5
2	Arrangement of furniture	5
3	Cleanliness(dustbin maintenance)	5
4	Conducive and educative atmosphere	5
5	Proper care of class properties	5
Total		25



Assessment Criteria for Agriculture plot (House)

Sl. No	Criteria	Points
1	Weeding (Done timely)	5
2	Bed preparation, manure and timely watering of the vegetables	5
3	Care of saplings and timely transplantation	5
4	Variety- More than 3 (Three) with quality out put	5
5	Production and income generation	10
Total		30

Assessment Criteria for Dress code (Class wise)

Sl. No	Criteria	Total points
		25
1	Whole class in proper dress	5
2	Proper hair length, colour and style	5
3	Nail keeping	5
4	Tattoos(writing on uniform and body)	5
5	Gho and Kira length and cleanliness	5

Proper dress means: students with complete uniform; (same gho, kira, wongu, with lagey), same stocking (black), Black shoes (boys with lace), black slipper (Both boys and girls) girls with red hair-band and maximum of two Black hair-clip and boys with decent haircut.

1. Health Club

- Prepare and submit the club action plan and Club report to the School Club Coordinator.
- Ensure timely conduct and implementation of the activities reflected in the club action plan.
- To provide health services (medicines/first aid/sanitary pads) to the students.
- To encourage health promotional activities.
- To facilitate the improvement of healthy school environment.
- Provision of micro-nutrients supplementation and first aid to all the students.
- To provide adolescent health advocacy to the students.
- To observe and advocate Global days at the school level and also in collaboration with the hospital and relevant stake holders.
- Timely submission of health report (BMI, Non-drug report, Health screening report, record of students’ having chronic diseases, celebration of global days) to the concerned agencies.

2. Home Science Club

- Prepare and submit the club action plan and Club report to the School Club Coordinator.
- Ensure timely conduct and implementation of the Club action plan.
- Prepare variety of dishes, snacks, tea, coffee etc.
- Generate funds by putting up food stalls and selling food items during club days, celebrations and school events.

(This is a fund-generating club. The fund would be generated by selling tea and snacks on various occasions of the school and on club days. Therefore, it is the responsibility of the club in-



charge to teach the members to maintain proper books of account. The basic intention of this club is to disseminate the art of cooking, catering skills and account keeping by the members)

3. UNESCO Club

- Prepare and submit the club action plan and Club report to the School Club Coordinator.
- Ensure timely conduct and implementation of the Club action plan.
- To promote understanding of aims and ideas of UNESCO.
- To observe the Global days and disseminate information on the importance of these days.

4. Literary Club

- Prepare and submit the club action plan and Club report to the School Club Coordinator.
- Ensure timely conduct and implementation of the Club action plan.
- Engage the club members in the designed activities and enhance their writing, reading, listening and speaking skills in English and Dzongkha.
- Lead any literary activities conducted in the school by the club empowering the learners.
- Incorporate innovative ideas in teaching Drama skills to students and prepare the school drama show for the regional/national competitions.

5. Nature Club

- Prepare and submit the club action plan and Club report to the School Club Coordinator.
- Ensure timely conduct and implementation of the Club action plan.
- Beautify the school by carrying out various activities both by the In-charges and student members.
- Take lead role in flower exhibition and school campus beautification.
- Keep the school clean and green in line with the GNH pledge, “Green Schools for Green Bhutan”
- Sensitize on the importance of conservation of nature and ensure to inculcate a sense of care and love for nature.
- Install nature related boards to create awareness on importance of nature.

6. Waste Management Club

- Prepare and submit the club action plan and Club report to the School Club Coordinator.
- Ensure timely conduct and implementation of the Club action plan.
- Inform students how to manage waste in schools and at homes using 4 Rs.
- Show students how waste can be used for productive purposes through innovation and creativity.
- Inculcate the “zero-waste policy” in the everyday activities of the school.
- Deduce strategies to generate funds from waste management in a win-win proposal for all.
- Install waste management related slogans to create awareness on waste management.

7. Games and sports club:

- Prepare and submit the club action plan and Club report to the School Club Coordinator.
- Ensure timely conduct and implementation of the Club action plan.
- Impart skills and values in different sports.



- Maintain and repair sports facilities in the school.
- Develop a sense of liking for sporting events.
- Organize games and sports in the school.
- Maintain record of the sporting activities conducted in the school.
- Prepare games and sport calendar yearly

8. Media and Democracy Club:

- Prepare and submit the club action plan and Club report to the School Club Coordinator.
- Ensure timely conduct and implementation of the Club action plan.
- Educate and inform students on electoral process.
- Conduct the elections of the school leaders through the use of EVMs
- Prepare students on democratic values viz. political tolerance, behavior and attitude.
- Sustain the positive trend to support democracy.
- Nurture media literate students through media literacy programs.
- Advocate and facilitate the positive roles of the youth in the community.

9. SamJong Help Shoe Club:

- Prepare and submit the club action plan and Club report to the School Club Coordinator.
- Ensure timely conduct and implementation of the Club action plan.
- Collect unused and unwanted shoes. Repair and give to needy students.
- Provide services like stitching, patching, polishing, pasting etc for teachers and students and generate fund for the club and school.

10. Tailoring Club

- Prepare and submit the club action plan and Club report to the School Club Coordinator.
- Ensure timely conduct and implementation of the Club action plan.
- Collect unused and torn clothes. Repair and give to needy students.
- Provide services like stitching, patching, designing etc for teachers and students and generate fund for the club and school.

11. Cultural club

- Prepare and submit the club action plan and Club report to the School Club Coordinator.
- Ensure timely conduct and implementation of the Club action plan.
- During club time the members shall learn and practice as many items as possible and make it ready for display during ad-hoc, or planned programs.
- Train school cultural group for staging program on behalf of the school.
- To teach them songs, dances, and music for occasion like H.M's Birthday

12. Maintenance club

- Prepare and submit the club action plan and Club report to the School Club Coordinator.
- Ensure timely conduct and implementation of the Club action plan.
- Carry out minor Maintenance of tables, chair and cup-boards, photo frames, window frames etc.
- Teach students life skills in maintaining things.



13. Saloon club

- Prepare and submit the club action plan and Club report to the School Club Coordinator.
- Ensure timely conduct and implementation of the Club action plan.
- Help in cutting hair for the students in need.
- Help school in maintaining the hair decorum through descent hair cut for the students.

Scouts:

- The scouting activities are carried out in the school in line with the guidelines provided by the DYS. Students are taught leadership skills for serving the society. They also develop physical, intellectual, social and spiritual potentials as individuals and as a team.
- Organize investiture ceremony, badge awarding ceremony and annual hiking.
- Adopt an area and beautify it within the school premises.

Pastoral Care Policy

Introduction

Pastoral care is defined as the commitment to, and active demonstration of concern for, the growth and wellbeing of each student. It focuses on cultivating an environment and culture that supports the: physical, social, intellectual, emotional; and spiritual development of every student. “At S/Jongkhar MSS the child is at the heart of everyone. As a school we aim to provide a high standard of child centered education in a safe supportive learning environment, where respect and values are promoted. ”

Aims: Pastoral care in SJMSS encompasses and pervades the whole life and work of the school in which:

- All the students and staff feel valued as individuals, safe and secure and are encouraged to develop their gifts and talents.
- The staffs work collaboratively to the best interest of the child.
- There are good relationships between teachers and students and among students within and outside the classroom.
- The students are secure and protected from emotional and physical harm.
- Self-esteem of the students is promoted and enjoys freedom of speech.

TOR:

1. Should look after the students’ welfare.
2. Implement the planned activities as per the policy and review the effectiveness of the program.
3. Provide career guidance and counseling to the children.
4. Conduct SPEA (Parenting Education Programme)
5. Oversee the health and wellbeing of the students.
6. Look after the disciplinary issues of students and deal as per the discipline policy.



Disciplinary Issues

1. The entire minor disciplinary issues of the students to be dealt by or referred to the Class Teacher. If the child misbehaves more than twice then forward the case to the discipline committee and after that more than thrice then to the school counselor.
2. The Class Teacher should maintain record of all the disciplinary issues of his/her respective class in the personal file of the student.
3. All the Personal File (filled with bio-data) of all the classes to be kept in the rack maintained in the Adm. Assistant's Office.
4. Use EBA (Emotional Bank Account) effectively by class teachers and provide monthly feedback to students. Character certificate will be rated based on the EBA, disciplinary records and student file. EBA will be maintained for consecutive two years (VII-VIII, IX-X).
5. Class teacher should display the EBA record monthly in the class.

SCHOOL HEALTH POLICY

Motto: "Health is the paramount essence of the life irrespective of living standard of an individual"

We View: Life although is acceptable mortality, yet the extremity of life's span can be furnished and strengthened with a good upkeep of health

I. HEALTH AND SANITATION

TOR:

1. School health Club under the advice of the in-charge will look after the school health and sanitation promotion.
2. School toilets, water taps/ tanks/ pipes, drains and pits will all be maintained on daily basis.
3. The health club will celebrate health related global days.
4. Health facilities will be made assessable to the students through the health in-charge.
5. Students' personal hygiene will be taken care by the class teachers, health in-charge and the Club members.
6. Health record will be maintained daily by the health coordinator.
7. Cleaning campaigns will be carried out within the school and the locality.
8. Health education will be delivered as an integral part of school curriculum.
9. Supplementation of deworming and Iron tablets would be issued to class teachers and class teachers will ensure that students take it on the spot during the 1st period on every Thursdays.
10. Written Health messages will be displayed on the school in prominent places.
11. The child should carry packed lunch daily.
12. On Thursdays students should not come empty stomach as they will be given iron supplement tablet and others like deworming tablet.
13. The child should carry a bottle of boiled water to school to take with the medicine and to quench their thirst.
14. Health co-ordinator will be the in-charge of water filter installed in the school.
15. Health talk and supplementation of Vit-A, iron and De-worming would be carried on a regular basis.



16. Display food pyramid.

II. CLEANLINESS AND APPEARANCE.

1. Keep nails and hairs short and tidy, in keeping with the Bhutanese tradition. Refrain from using fashionable items (Dying of hair, use of cosmetics, fancy rings, ribbons, and bangles etc.)
2. Class teachers, TOD and health in-charge will check students' dress code, hair, nails and other personal hygiene once a week.
3. Always be clean. Wear clean clothes. During school hours you must be in full uniform, always be neat and clean.
4. At all times, Gho must be worn as per Driglam Namzha standard (up to middle of knee cap).
5. Do not spit on the corridors, stair cases and inside the classroom/MPH/prayer hall.
6. Throw waste into the dustbins and never litter the floors.
7. In the toilets do not use anything other than soft tissue papers or clean water.
8. Every girl child will contribute one packet of sanitary pad to the health in charge at the beginning of the academic session and will be used during emergencies.
9. Monitor the cleanliness of toilet by ToD and SoD.

Junk Food Policy

No Junk Food Day: Everyday

- Definition:**
1. A food that contains too much of sugar, fat and it is not nutritious.
 2. Food that is unhealthy but is quick and easy to eat.
 3. Is an informal term for food that is of little nutritional value and often high in Fat, sugar and or calories.

Example:

- Fizzy drinks like fanta, coca cola, pepsi, sprite, litchi e, Potato chips, Candy bars(chocolates, chewing gum), Waiwai, maggi, mimi, solte, Deep fried foods (chilli chop, alu chop, chowmen etc.), Cakes and Ice cream

Short-term effects

- Dirties school premises, Dirties classroom, Loss of concentration in the class, Disturbs nearby friends, Unnecessary expenditure and Increases the burden both for haves and have not.

Long-term effects:

- Leads to obesity which is a gateway to heart disease, Stunts the growth, Diabetes, Tooth decay/ increase cavities, Not feeling well, Loss of life which can be added further, Feel constantly hungry and weak due to imbalance created by the junk food, Prone to mood swings and other behavioral issues, Liver failure, Lack of energy and Poor concentration



Reasons:

- To make school litter free.
- Replacing junk foods by eating nutritious food in keeping body healthy.
- Minimizing the expenditure of the family.
- Ensuring in lengthening the life span of an individual.

Follow-up

- All the students should stop bringing the junk items at any cost. Despite of knowing the short-term and long-term effects, if the individual is found carrying the item(s) the school will snatch the items and dump. In snatching the thing(s) it is not the sole responsibility of concerned in charges but all the stakeholders of this school. Everyone should join to make school green and very conducive for learning.
- Health in-charge and members will do surprise checking during weekdays.
- Class teachers can frame class rules to make children refrain from using junk foods.
- A committee led by health coordinator to carry out daily checkup on possession of junk food and other substances.
- If found carrying junk food, will deduct EBA and class point, sanction detention work and make children deliver morning speech.

Expectation:

- In making our school litter-free zone for GNH School.

“Happiest is the person who is healthiest”

COUNSELING POLICY

Moto: For Positive Change

Aspiration...

To enable the child to change behaviors that has negative consequences and function comfortably and adaptively within the eternal environment viz.; at home and at school

TOR of the School counselor:

1. Create caring and supporting atmosphere in the school.
2. Help students to solve their problems.
3. Ensure students’ for being safe and comfortable at all times.
4. Encourage the students to share their problems anytime and anywhere without hesitation and fear in front of the counselor(s).
5. Support SPEA programs, facilitate and educate the parents
6. School counselor will conduct individual/ group/ mass counseling sessions depending on the case on a daily basis and maintain necessary records.
7. Maintain Counseling board in the School.



8. Conduct counseling session as and when required.

How should we help this program function well?

- ✚ Needy, problematic, and victimized student should be brought to the notice of the school counselors either by teaching faculty members or the school staff or voluntarily basis.
- ✚ Whatever finding we come across during the observation should be kept under confidentiality.
- ✚ Never treat the victimized children very different from other children
- ✚ Provide moral and ethical support and mould problems gently.
- ✚ Concerned staff should fill up the referral form and refer the student(s) to counselor.

CAREER GUIDANCE POLICY

Goal...

To assist students to explore their potentials and limitations, aptitude and interests, skills and achievements to help them understand themselves better and thereby develop positive self-concept towards their own life, to the world of work, and building the nation as a whole.

Service that we intend to provide...

1. Orient with subject/course choices and selection for class X students.
2. Help students explore the career planning process.
3. Support and advise on career decision making and dignity of labour
4. Help identify their unique skills and abilities.
5. Orient on networking/online job application(Job portal system) and job search strategies(MoLHR website)
6. Assist them in developing strategies to reach their career goal.
7. Help students to complete their [resume/CV](#) to optimize their chances of successfully gaining job interviews at their level.
8. Facilitate interview practice (for the interested candidate) who wishes to look for job after completion of class X.

SDF Committee:

To instill positive insight in the minds of our staff and students, we have SDF Committee formed. They ensure accountability and transparency with regard to the use of SDF by presenting the status of the SDF account bi-annually. The committee members are as follows:

- a. Principal
- b. School accountant (Adm. Asst.)
- c. SMT

All the concerned in charges will submit the requisition of items to be purchased from SDF to the committee. Their main task is to identify the areas for development and mobilize funds to address the issues. The nature of fee collection is:

SDF: Nu.200/- per child for classes IX & X
Nu.100/- per child for classes VII and VIII
Token fee: Nu. 5/- per child



Any other collection: School will not encourage any other collections from the students and if need be, concern teachers should get proper approval from the school authority.

School hand book- 50/-

School annual rimdro- 250/-

Lungta Recitation (class X) - 300/-

N.B: If there are three or more children from the same house hold, they should contribute for two heads (Rimdro and lungta recitation collection)

DISCIPLINE MANAGEMENT POLICY

The student(s) failing to adhere to the School guidelines will be disciplined following the courses of action either in the sequence mentioned below or according to the gravity of the defiance.

POSSIBLE OFFENCES AND POSSIBLE SANCTIONS

Degree One: Minor disturbances preventing school order

Minor Offences	Possible Sanctions
<ul style="list-style-type: none"> ❖ Absenteeism/ Tardiness ❖ Violation of dress code (hair, cosmetics, jewelleryes) ❖ Graffiti, cheating, teasing ❖ Tattoos, Littering ❖ Possession of electronic gadgets, Foul/indecent language, unpunctuality ❖ Negative peer pressure ❖ Mischief ❖ Petty theft ❖ Disrespectful behavior ❖ Bullying (name calling etc.) ❖ Business transaction 	<ul style="list-style-type: none"> ❖ Teacher – child conference ❖ Reminder to student ❖ Undertaking letter from student ❖ Additional assignments (cleaning class toilet, SUPW area & classroom) ❖ Peer separation ❖ Parents notification ❖ Deduct points from EBA ❖ Repeated offences, school will determine the frequency) in degree 1 will tantamount to degree 2 Sanctions

Degree Two: Violation of school rules

Mild Offences	Possible Sanctions
<ul style="list-style-type: none"> ❖ Frequent violation of degree 1 offences ❖ Insubordination ❖ Substance i.e, supari, wiz, doma ❖ Dishonest behavior ❖ Plagiarism ❖ Hooliganism ❖ Inappropriate relationship ❖ Possession of harmful items 	<ul style="list-style-type: none"> ❖ Teacher – child conference ❖ Counselor- child conference ❖ Deduct points from EBA ❖ Discipline In-charge & class teacher – parents conference ❖ Discipline Committee’s intervention undertaking letter from child ❖ Denial of privileges (eg. Award, demotion from leadership position etc.) ❖ Witten warning



<ul style="list-style-type: none"> ❖ Defamation, blackmailing ❖ Prowling ❖ Discrimination ❖ Bullying(Physical, Cyber, emotional, social) 	<ul style="list-style-type: none"> ❖ Parent/guardian undertaking ❖ Detention work <p>Repeated offences (school will determine the frequency) in Degree 2 will tantamount to degree 3 sanctions.</p>
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Degree Three: Severe violation of school rules and national laws

Major Offences	Possible Sanctions
<ul style="list-style-type: none"> ❖ Frequent violation of degree 2 offences ❖ Groupies for ulterior motives ❖ Damage to property (vandalism) ❖ Malpractice in exams ❖ Break – ins, Battery ❖ Sexual harassment/molestation ❖ Gambling, drug peddling ❖ Forgery ❖ Teenage pregnancy ❖ Abortion <p>Substance abuse, alcohol, dendrite, correction fluid, drugs, tobacco, tablets)</p>	<ul style="list-style-type: none"> ❖ Undertaking letter from the child ❖ Undertaking letter from the parent/guardian ❖ Deduct points from EBA ❖ Counselor – child conference ❖ Suspension ❖ Expulsion(After repeated offence)

SUSPENSION

- ❖ A suspension is the temporary removal of a student from school for committing either one or more of the offences of degree 3.
- ❖ It shall be sanctioned for a maximum of 3 school days in school suspension falling under third degree.
- ❖ Corrective measure such as assignment, additional works can be assigned by class/subject teachers and to be supervised by parents. Child will not be accepted back until requirements are fulfilled.
- ❖ Suspension can be sanctioned for one academic year to a child requiring rehabilitation.
- ❖ The students must be issued with a written order and handed over to the parent.

EXPULSION

- ❖ And expulsion is permanent removal of a student from school for committing more serious or repeated violation of degree 3 offences.
- ❖ It is the last resort and can be applied after taking series of both preventive measures through wider representation in the discipline committee including the SMB.
- ❖ It should, however, be proceeded by suspension unless the offense is of criminal nature.
- ❖ The student must be issued a written order along with all disciplinary records outlining the measures undertaken to correct the child, transfer certificates and any other relevant documents and handed over to the parent.



- ❖ Expulsion may not be sanctioned to students of age 12 (on the day of offence) and below.

THE SCHOOL SPEA POLICY

(SCHOOL-BASED PARENTING EDUCATION and AWARENESS) PROGRAM

Goal

To bring as many parents into the network of Parent Support Group to address the adolescent issues and come up with constructive resolution

Objectives

- To raise parents' awareness on issues and problems facing today's adolescents and youth,
- To enable parents' capacity to address issues concerning their adolescent children,
- To increase parents' scientific knowledge and understanding of adolescence.
- To improve parenting skills through shared learning by developing a network among parents through the formation of PSG

TOR:

- The School Guidance Counselor will plan and initiate the parenting program
- Conduct parenting program once in a year for all the parents.
- Counselor will prepare report of the program and submit to the Principal

Course Module:

- Understanding adolescence
- Adolescent Reproductive Health
- Parenting Styles
- Substance abuse & Adolescents

We can help our adolescents...

- By spending time with our adolescent
- By listening to our child
- By understanding peer pressure
- By setting limits and rules
- By talking with our child
- Let our child be infused with the sense to say no to drugs
- To cope with challenges in life.

USE OF MOBILE PHONES

This policy on the use of mobile phones in school has been drawn up in the best interests of student safety and staff professionalism.

Students:

- ✓ Students are not permitted to bring mobile phones to school, at all times.
- ✓ If in the rare event of a parent wishing their child to bring a mobile phone to school, for specific contact later that day or during the times of cultural practices, the phone should be handed over to the concerned class teacher and collect it in the later part of the day.
- ✓ The phone must be switched OFF (not on 'silent') throughout the full school day. Due to the strong possibility of misuse, mobile phones brought to school outside of the above steps will be confiscated; parents will then be contacted to arrange for the return of the phone with a penalty of Nu 1000/-. The amount collected will be used for Semso.



- ✓ Any misuse of the phone in relation to taking photographs etc. of other pupils or staff members will be seen as serious breach of procedure, and further steps will be taken accordingly.

ANTI BULLY POLICY

Definition of Bullying:

The NI Anti-Bullying Forum (NIABF) defines bullying as “the repeated use of power by one or more persons intentionally to hurt, harm or adversely affect the rights and needs of another or others.”

It is a form of unacceptable behavior that is repeated over a period of time, involves an imbalance of power over another, and is intentionally hurtful.

Forms of Bullying:

- ✓ Physical violence such as hitting, pushing or spitting at another pupil
- ✓ Interfering with another pupil’s property, by stealing, hiding or damaging it
- ✓ Using offensive names when addressing another pupil,
- ✓ Teasing or spreading rumors about another pupil or his/her family
- ✓ Writing offensive notes or graffiti about another pupil
- ✓ Excluding another pupil from a group activity
- ✓ Ridiculing another pupil’s appearance, way of speaking or personal mannerisms
- ✓ Cyber- Bullying: Misusing technology (internet or mobiles) to hurt or humiliate another person.

Rationale:

S/Jongkhar MSS is completely opposed to bullying and will not tolerate it in any way. It is entirely contrary to the values and principles we work and live by. All members of the school community have a right to work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

Aims: As our primary target is our students, we achieve our vision by working with children to:

- ✓ Have high self esteem - respecting themselves, others and the environment
- ✓ Develop enquiring, curious, imaginative and creative minds
- ✓ Become highly motivated life-long learners
- ✓ Welcome, respect and cherish those of diverse identities
- ✓ Nurture an enjoyment, love and enthusiasm for learning
- ✓ Develop their sense of faith, service, prayer and worship
- ✓ Promote a spirit of charity, social awareness and concern for others
- ✓ Be flexible, adaptable and to become problem-solvers
- ✓ Be able to work both independently and collaboratively
- ✓ Achieve high levels of literacy, numeracy and technological skills
- ✓ Question, dream and be confident enough to persevere
- ✓ Always strive for better.



Responsibilities of all the Stakeholders

The Responsibilities of Staff

- ✓ Foster in our pupils self-esteem, self-respect and respect for others.
- ✓ Demonstrate by example the high standards of personal and social behaviour we expect of our students.
- ✓ Discuss bullying in all classes, so that every student learns about the damage it causes to both the child who is bullied and to the bully and the importance of telling a teacher about bullying when it happens.
- ✓ Be alert to signs of distress and other possible indications of bullying.
- ✓ Listen to children who have been bullied, take what they say seriously and act to support and protect them.
- ✓ Report suspected cases of bullying to discipline committee.
- ✓ Follow up any complaint by a parent about bullying, and report back promptly and fully on the action which has been taken.
- ✓ Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

The Responsibilities of Students

- ✓ Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity
- ✓ Intervene to protect the child who is being bullied, unless it is unsafe to do so
- ✓ Report to any of the staff in case of witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances
- ✓ Anyone who becomes the target of bullies should not suffer in silence, but have courage to speak it out, to put an end to their own suffering and that of other potential targets.

Procedures for dealing with incidents of Bullying

The following steps will be taken when dealing with incidents;

- ✓ If bullying is suspected or reported, the incident will be dealt immediately by the member of staff who has been approached
- ✓ Attempts will be made to resolve the situation quickly
- ✓ Reports will always be taken seriously
- ✓ Steps shall be taken to ensure the child feels safe and secure
- ✓ Significant incidents will involve further investigation and recording
- ✓ A clear account shall be reported to Principal/ Vice Principal/Counselor/Discipline in-charge or Class Teacher.
- ✓ Significant or repeated incidents will require parents to be informed
- ✓ Disciplinary measures / sanctions, which are proportionate, will be explained and used
- ✓ Records will be kept of all reported incidents of bullying
- ✓ If necessary relevant professionals will be contacted eg. RENEW, NCWC...

POLICY ON SUICIDE PREVENTION

The purpose of this policy is to protect the health and well-being of all students by having procedures in place to prevent, assess the risk, intervene, and respond to suicide.



SJMSS;

- a. Recognizes physical, behavioral, and emotional health as an integral component of a child.
- b. Recognizes that suicide is a leading cause of death among young people in the country.
- c. Has an ethical responsibility to take a proactive approach in preventing deaths by suicide, and
- d. Acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.

Primary prevention of suicide

The school will undertake the following tasks in order to promote conditions that reduce the risk of possible youth suicide:

1. Carry out awareness programs on suicide prevention plan to the staff, students and community every year.
2. Conduct annual school *rimdro* and *choesity larim* (spiritual talks) for psychological wellbeing
3. Carry out mental health screening test to identify students at risk and provide counseling services and make referral to relevant agencies.
4. Conduct PPE to address youth related issues, educate positive parenting for the purpose of fostering wholesome development of the children and to create awareness on suicide prevention plans.
5. Provide financial support and counseling services to the economically disadvantaged students.
6. strengthen peer helpers program produce competent peer helpers to identify students at high risk and make referral to the school administration and school counselors
7. Provide life skills education, career education and mental health education during GP (guidance Program) classes for the wholesome development.

Reporting student at higher risk for suicide

1. Any staff members who have reasons to believe that a student appears to be at risk for suicide must report this information to the Principal immediately. In the absence the Principal, the information must be immediately reported to the Vice Principal or head of the students support service that will in turn contact the student's parent or guardian and share the concerns.
2. In the event of a medical emergency, the student will be immediately referred to the school health in-charge who will implement medical emergency procedures. The School health in-charge will provide appropriate follow-up with the student and his/her parents.
3. A student can be self-referred or to be referred by the friends, parents, neighbors, teachers, and peer helpers to the Principal or the School Counsellor. The School Counselor will carry out the risk assessment interview with the student on the same day and coordinate intervention plan along with the Principal immediately. If a referral occurs after the student has left for the day, the parent or guardian will be informed of the concern by phone.
4. If the student is already in counseling session, the Principal or officiating principal will contact the student's therapist as soon as possible for a recommendation as to how the school should proceed. If the threat appears serious, administrative representative may contact the Emergency Psychiatric Ward for an opinion and recommendations. The hospital staff



member should be given all the available information relating to the suicide threat and risk assessment, with the exception of the student's name. Identification of the student should be omitted until the parent agrees to sign a release of information. A permission to release information must be signed by the parent and must be sign by parent(s) thereafter. However, if judged in the best opinion of the intervention team, the child's right to be in a safe situation conflicts with the parents' right to confidentiality, the child's right to be safeguarded takes precedence.

5. Immediate contact with the student's parent or guardian will always be made if a student has made a suicide attempt or if there is suspicion that the student is at risk for suicide. If it is suspected that the threat is serious, appropriate recommendations will be made regarding referral and ensuring the student's immediate safety. The parents will be informed warning signs, removing lethal objects and vigilant supervision.
6. If it is felt that a parent's response is negligent, damaging to the child, or likely to cause a suicide attempt, Police will be notified in cases where the student is under eighteen. In addition, a certified letter will be sent to the parents who clearly state the student's risk, summarizes contacts, and makes recommendations. If a student judged to be in immediate danger, is over eighteen and refuses help, or if the parent or emergency contact of a minor student in immediate danger cannot be located, the police will be contacted to see if they should take custody of the student and transport him/her to the hospital.
7. If it is determined that the threat of suicide might be carried out immediately, one of the staff members involved in the intervention, or a designee, will remain with the student at all times until he/she is released with his/her parent, or the police. Any potentially lethal objects will be removed from the student's possession. This will be done in the presence of two appropriate personnel when possible. The Administrator and School health in-charge will be advised of the situation as soon as possible. If the object is potentially dangerous to others, an administrator and the School health in-charge will be contacted immediately.
8. Written documentation of actions taken will be maintained by each staff member involved in the evaluation process. These records will be kept as strictly confidential material.

Staff action after school hours

1. In the event that a student calls or visits the home of a staff member after school hours and indicates a threat of suicide, that staff member must notify the parent or guardian immediately.
2. In the event that the family may not be available or helpful, the staff member receiving the call should find out as much information from the student as possible, and, depending upon the seriousness of the situation, one of the following agencies will be contacted and provided with all the information the staff member has; the nature of the threat, where the student is, who else is around, who could be helpful, address, phone number, etc.
 - ❖ The local police.
 - ❖ The Hospital Emergency Room.
 - ❖ The School Counselor
3. Information regarding after school hours contacts with potentially suicidal students or their parents must be shared head of the school administration on the next school day.



Responding to completed suicide of students or staff members.

In case of completed suicide of a student or staff member, the following actions will be immediately executed without delay:

1. Upon hearing of completed suicide of a student or staff members, the Principal will immediately mobilize CIRT in action.

- Any staffs who hear of the death will contact the Principal immediately.
- Once the information is verified, the Principal will call all the Critical Incident Response Team members as soon as possible to inform them of the known facts and to schedule a meeting prior to the beginning of the school day in order to review procedures, develop a specific plan, and delegate specific responsibilities.
- The concern class teachers will disseminate information to the affected students and plan support for the teachers who are uncomfortable to talk to the students about the death.
- Administrative representative will make contact with the parents of the deceased.

2. Dissemination of information to the school staff and students.

- Prepare written statement on the facts of the death to share with students, staffs, parents and media.
- The concern class teachers will disseminate information to the affected students and plan support for the teachers who are uncomfortable to talk to the students about the death.
- Administrative representative will make contact to the parents of the deceased.
- Designated team members will also inform the parents or guardians of those students who were closest to the deceased student.

3. Prepare to deal with students grief and confusion

- School counselor will immediately carry out debriefing and defusing to the students affected by the suicide or sudden death of the student or staff members.
- The school will screen students at high risk and provide individual and group counseling.
- The predictability of the school routine is often reassuring during a time of stress. Therefore, the school will remain open and maintain, as far as possible, a normal schedule with some reduction in academic expectations.

4. Contact with family of deceased and possession of the deceased.

- The Principal, school counselor, staff members who had a close relationship with the victim will visit the bereaved family to offer condolences and support.
- The visiting team will obtain information to assist in identifying friends and siblings in other schools who may need assistance.
- Families usually feel isolated and stigmatized Visiting bereaved family will reassure that they are not being blamed. They may take comfort in knowing that the school has a procedure to help other children and teachers with their grief and will often want to cooperate in this process.
- The visit to the family can be a time to offer assistance in retrieving their child's belongings from the school.
- The school will designate a person to collect personal belonging of the deceased.



5. Parental contact of affected students

- The school will identify the close friends of the deceased who are extremely affected and inform their parents the facts of the death.
- The school will carry out follow-up contact with parents of high risk students. A list of warning signs and local mental health agencies will be provided to seek professional help.

6. Working with media.

- Principal or his designee will be the media spokesperson. This is to minimize sensationalizing or glorification of the death by the medias. It is also to avoid confusion and disruption school's operation by media.
- The media spokesperson will share general feeling of sympathy and regret, brief information shared with the students and staff about the crisis and intervention plans.
- The media spokesperson will not share inappropriate information such as confidential information and motivation of victim

7. Memorials and funeral

- In the event where the parents are unable to take the death body home, the school will arrange the funeral rites.
- The school will not dedicate any events in the memory of the deceased as this might glorify death.
- If the funeral is held in the school, the school must stay open for students who choose not to attend.
- One administrator and a few staff representative will attend funeral

Suicide risk factors

Psychological factors

1. Frequent periods of feeling down.
2. Frequent feelings of powerlessness.
3. Unresolved feelings of grief.
4. Strong feelings of shame or guilt that persist over time.
5. Desire for revenge or to punish another.

Family factors

1. Suicide of a family member.
2. Loss of a parent through death or divorce.
3. Family alcoholism or other drug dependency.
4. Absence of meaningful relationships and attachment within the family.
5. Destructive, violent parent-child interactions.
6. Physical, emotional or sexual abuse. Chronically depressed, mentally ill or suicidal parent.
7. Highly rigid and perfectionist standards set for child.
8. Frequent communications that the child is unwanted or expendable.
9. Periods of unusual family stress due to factors such as illness, unemployment, disabilities, etc.



Environment factor

- ❖ Suicide of someone the youth has known or identified with.
- ❖ Frequent mobility, especially during early to late adolescence.
- ❖ Religious conflicts where the youth feels caught in the middle.
- ❖ Incarceration for a criminal offense, especially if youth was intoxicated when placed in jail.
- ❖ Loss of any significant relationship.
- ❖ Chronic high levels of stress in life.
- ❖ Social isolation and failure to develop peer attachments.
- ❖ Loss of identity or status or repeated failures to achieve desired status.
- ❖ Fears that one has contracted or been exposed to AIDS.
- ❖ Accumulating failures or rejections

Behavioral factor

- ❖ Past history of suicide gestures or attempts.
- ❖ Running away - especially from abusive or alcoholic family.
- ❖ Alcohol and other drug abuse.
- ❖ Eating disorders.
- ❖ School failure or chronic under-achievement.
- ❖ Chronic or unexpected disciplinary crises at home or school.
- ❖ Aggression or rage that shows up in violent outburst or behavior
- ❖ Fascination with death, violence, Satanism.
- ❖ Legal problems.
- ❖ Self-risking behaviors such as reckless driving, overt sexual promiscuity or potentially harmful risk-taking.

Biological factors

- ❖ Learning disabilities.
- ❖ Gifted.
- ❖ Unwillingness to seek or accept help for problems.
- ❖ Confusion/conflict over sexual identity.
- ❖ Alienation from traditional social institutions and values.
- ❖ Compulsively perfectionist; highly self-critical.
- ❖ Seems to lack inner resources and skills to solve problems, deal with frustration.
- ❖ Poor impulse control
- ❖ Poor social skills; low sense of self-esteem.
- ❖ Desires to be re-united with someone who is dead.
- ❖ Highly defensive and avoidance reactions to problems.
- ❖ Tendency to develop "tunnel vision" about problems.
- ❖ Perceives that he/she can only get attention in negative ways.

Early warning signs of suicide

- Difficulty coping with any of the risk factors.
- Sudden or unexpected changes in school behavior such as attendance and decline in academic performance
- Changed peer relationships
- Sudden failure to complete work



- Loss of interest; inability to concentrate
- Disciplinary crisis, especially involving violence or aggression
- Communicating about death or suicide through writing, art work.
- Increased frequency and/or quantity of alcohol and other drug use.
- Sudden changes in appearance - especially neglect of appearance.
- Gradual withdrawal from friends, school, family; loss of interest in activities.
- Sudden or increasingly negative changes in personality and attitude.
- Depression
- Sleep disturbances
- Restlessness and agitation
- Over-reaction to criticism; overly self-critical.
- Overwhelming feelings of failure, worthlessness.
- Failure or inability to derive pleasure from one's life, friends, activities.
- Exaggerated or long-term apathy and disinterest.
- Inability to recover from a loss; ongoing and overwhelming feelings of grief.
- Excessive frequency and intensity of mood swings
- Persistent nightmares.
- Pessimism about life, about one's future.
- Persistent physical complaints such as headaches, stomachaches, nausea, anxiety reactions.
- Difficulties in concentration, completing tasks, making decisions
- Delusions or hallucinations; loss of touch with reality.

Late warning signs of suicide

- Threatening to commit suicide.
- Openly talking about death, not being around, not being wanted or needed.
- Dropping out of activities; increasing isolation and withdrawal.
- Feelings of helplessness, inability to change or control one's life.
- Feelings of extreme humiliation, loss of status.
- Radical personality or behavioral change.
- Sudden or increasingly dangerous risk-taking behavior.
- Increasing feelings of aloneness, despair; perception that no one can help.
- Increasing loss of control over behavior.
- Making final arrangements; giving things away, putting one's life in order.
- Sudden and inexplicable improvement in behavior, appearance.

Guidelines for talking to students about suicide or sudden death

Prepare students for the serious and tragic nature of the information that is going to be shared. Explain that the news will upset many of them and *reassure* them that staffs are there to help them get through this.

1. Inform students of the known facts of the situation and what actions are being taken as a result, including funeral arrangements, if known.
2. Respond to any questions and reactions that students make. Convey a sense of acceptance of all feelings expressed. Avoid being judgmental or making value judgments about anyone's feelings. Dispel any rumors or unconfirmed information. Emphasize that we all react differently to tragedies and must respect one another's feelings and reactions. Point out that disbelief, grief, anger, guilt, fear, and sadness are all common reactions to such news.



3. Explain that some people's feelings will be stronger than others and that individual assistance is available for those who wish to discuss their feelings further. Give students information regarding available support (who and where). If students' reactions seem particularly intense and unable to respond adequately, encourage them to seek assistance from counselor.
4. Allow students who do not want to participate in the discussion to study quietly in the room or seek assistance from one of the designated counselors. Don't assume that lack of a visible reaction means that the student has no reaction.
5. Encourage students to be supportive of each other. Emphasize the importance of seeking help and encouraging their friends to seek help from adults if their feelings seem particularly intense or persistent.
6. Reassure students that they are not responsible for what happened. Discourage guilt and unrealistic regrets. Focus the discussion on what they can learn from this in order to avoid similar tragedies in the future.
7. Stress that the feelings that the students now have are temporary and will diminish with time. Demonstrate a sense of assurance that things will get better.
8. In cases of suicide, avoid glamorizing the death and the deceased. Stress that this was a tragic and unnecessary act, and does not reflect a healthy way to resolve problems. Stress that this was a tragic and unnecessary act, and does not reflect a healthy way to resolve problems.
9. Allow as much time as students seem to need for the discussion. Try to move the discussion toward how students can help one another express sympathy for the family and help to prevent similar tragedies. Discuss ways in which students can express their feelings and concerns.
10. End the class by reminding students of the counseling and support services that are available in school and in the community.
11. Inform a crisis team member of students who are having strong reactions or appear to be at risk.

General guidelines to support a young person in distress

- Keep calm and be supportive
- Do not leave the student alone.
- Do not let them know it is okay to talk about painful issues
- Listen, rather than offer advice too soon
- Use statements that reflect on what they have said, to clarify and check out your Understanding of their situation
- Highlight their sound coping behavior, such as talking with you
- Normalize their experience and feelings as understandable
- Instill a sense of hope, trying not to mirror their sense of hopelessness
- Seek professional help and offer to accompany them if needed
- Check with a School Guidance Counselor about reducing access to things with which they may harm themselves and reducing the time they are left alone
- Support them in problem solving and in planning for supportive action at times of Crisis
- Encourage involvement in social and recreational activities



Staff and students' welfare policy

Aims and Objectives

To enable the staff and students to provide timely support (moral and financial) in times of misfortune

I. Staff

1. In case of misfortune (death) among staff the colleagues would be contributing a minimum of Nu. 1000/- from every staff and from students a minimum of Nu.50.
2. For the misfortune of the direct parents, spouse, siblings (direct brothers and sisters) and children of the staff and his or her spouse, the collection of the amount from every staff will be Nu. 500/-.
3. Staffs who are on short term leave/short term training/maternity leave should contribute Semso and they are also entitled in their absence.
4. No collection will be done from the staff that is on long term training and EOL are not eligible for Semso.
5. When there is Big Ritual conducted by any Staff of the school in their house then the Staff Secretary will discuss with the owner and if invited then to collect Nu-200 (Teachers) and non-teaching staff (Nu 100) per head and if not invited then the School leave as per individual's interest to go or not.
6. All the staff headed by the Principal or a few representatives will pay the condolence to the bereaved family/staff.
7. Staff Secretary will organize such programme for the staff.

Visit to Sick Staff:

Note: If the staff is hospitalized or has been seriously sick for more than 3 days staff secretary will initiate the visit and the contribution shall be Nu. 100/- per staff.

Others:

If the visit is to be made to other outside friends, who are not the member of the school, it shall be left solely to the interest of an individual.

Students

1. In case of misfortune of the students, the staff secretary would collect Nu.150/- from teachers and Nu. 100 from support staff and collect Nu.50 from all the students.
2. Staff and student shall contribute Nu 100 and Nu 20 in case of direct parents of students.
3. On demise of staff's parents, spouse and children, students will contribute Nu. 20/-
4. A group of representatives will go and pay condolence to the bereaved family.
5. Concerned class teachers will be the responsible person to coordinate such activity along with the staff secretary.

II. Farewell

Objective: To acknowledge the contribution of the staff and to maintain the bond of human relationship.



Staff shall contribute Nu 300 for dinner in general and cash collection to be given to the outgoing staff is as specified under:

1. For substitute teachers, collection per head is Nu.100/-
2. For staff served for 5 years in the school, collection per head is Nu. 150/-
3. For staff served for 6-10 years in the school, collection per head is Nu. 200/-
4. For staff served for 10 years and above in the school, collection per head is Nu. 250/-

IV. Any Other Programmes

1. Any other programmes such as marriage, birthday, consecration, Tshechu, etc. for which the staff are required to attend (Based on their invitation) the contribution will be Nu. 150/- per head.
2. Staff on leave need not contribute when invited from outside (short term).
3. Contribution for the visit of baby showering within our school staff will be Nu. 300/-.
4. Entire staffs are required to attend if the invitation is addressed to the school.
5. Staff secretary should maintain the details of expenditure in soft and hard copy and display on the notice board.
6. Shopping will be done by staff secretaries.
7. Staff secretaries should inform all the staffs circulating a notice to this effect through notice register and wechat

Fund Raising Committee:

Motto:

“Service with Dignity and Humility”

Aim Objectives:

- The committee shall attempt with mutual understanding to work together cooperatively on the activities that demands our service.
- This committee works with the commitment of being epitome of the cooperation and prompt action-service. In emergence of any sorts of program, the committee will make sure that the budget proposal is made prior to the importance of the event.
- The committee will also make sure that the necessary arrangement is made promptly; with arrangements owing to the satisfaction of the school administration.
- Strategy & Implementation: the committee will meet to discuss on the program promptly and find out ways to embark upon the task and the distribution of the works among the members.
- Propagate with presentation; the work’s plan to the teaching faculty. After which the work will be distributed amongst the members of teaching staff. Align to it, students will also be pre-informed about the task.

Committee Members:

- ✓ Chairperson- Principal
- ✓ Members- vice Principal
- ✓ Secretaries
- ✓ Adm Assistant



- ✓ Concerned in-charges

Activities

Multi Purpose Hall

1. The multi-purpose Hall shall be used by the school, whenever there are important shows, presentations, official gathering, co-curricular activities to be conducted and etc...
2. The hall will be taken care and managed by the staff secretary and cultural incharge.
3. The MP hall shall be rented for public use and the rent shall be charged as mentioned below;
 - a. Screening Movies- Nu. 5000/- per show
 - b. Indoor tournaments- Nu. 1000/- per day
 - c. Public Meetings/gatherings- Nu.3000/- per workshop
 - d. MHP charge for spiritual purpose- Nu 1000
 - e. Classroom charge - Nu 100 (summer) and Nu 50(winter).

Ground fees;

-The ground shall be used by the school, whenever there are important sports activities.
-It will be open to be used by public for important tournaments on rental basis which are mentioned as follows;

- a. Football tournament- Nu. 6000/- per tournament.
(Note- Ground preparation shall be done by the concerned organizer and not be the responsibility of the school)
- b. Khuru tournament – Nu. 5000/- per tournament
- c. Basketball tournament- Nu. 5000/- per tournament.
- d. Volleyball tournament- Nu. 3000/- per tournament.
- e. Friendly tournament(football)-Nu 300
- f. Friendly tournament(Basketball and volley ball) - Nu150

Office Equipment;

The various office equipment such as photocopier, projectors, PA system, grass cutter, furniture, utensils, etc are solely meant for school purpose. However, it may also be given to outside agencies if need arises based on the following conditions;

- ✓ A formal request letter should be submitted to the school authority.
- ✓ Equipment should be returned immediately after the use in proper condition. The equipment if damaged should be repaired or replaced by the concerned client.
- ✓ If the students or any outsiders want to use the photocopy/printing services for their personal purpose, they can do so by paying a nominal charge of Nu. 2 per copy.
- ✓ The amount collected through different fund raising activities shall be credited in the miscellaneous account of the school. This account shall be maintained by the Principal with proper documentations.

CONDUCT OF STAFF MEETING:

1. Staff Secretary shall circulate the agenda for the meeting before hand and allow the members to contribute points for the discussion.



2. Staff secretary will coordinate the meeting chaired by Principal and staff secretary shall keep the minutes.
3. All the members are to be present during the meeting.
4. Maximum time spent for the meeting will be 2 hours.
5. Chairperson will maintain the decorum, of the meeting and ensure that discussion is focused on the agendas.
6. Respective In-charge to come up with relevant agenda for discussion.
7. Movement during the meeting is considered unethical and should be avoided, except during emergency.
8. Students will be informed about the meeting with some activities pre-assigned for them.
9. Staff secretary should arrange refreshment for the meeting.
10. Everyone should express their concern over the issue, during the meeting.
11. The minutes of the meeting shall be our guiding principle. We should travel with the minute.
12. Use of mobile is prohibited during meeting.
13. School office bearers should be allowed to attend the meetings if necessary in certain agendas.
14. Staff meetings shall be conducted as and when required besides monthly review meeting.

STUDENT'S CODE OF CONDUCT AND GENERAL RULES

I. GENERAL RULES:

- + Students must be present for the school activities like assembly. Classes, study, work, inter house competitions and any other activities of the school.
- + Chewing tobacco, Doma, smoking cigarettes, gambling, consuming alcohol or any other intoxicating substances will be considered as very serious offence.
- + School property must be taken care of as if they are yours.
- + Do not write, draw or scribble on the walls/tables/ chairs or benches.
- + Avoid reading pornographic or obscene literature. Always read good and informative books.
- + Always talk softly inside the buildings and avoid wild, uncouth and peculiar sounds and noises
- + Students are not allowed to wear lockets, fancy ear rings (girls) half gown and ear studs (boys) and trousers.
- + No students should be involved in forming groups and meeting among themselves.
- + Use of cell phone/ mobile, walkman, camera, etc in the school will be not allowed.
- + Class teacher will mark the attendance and check the dress code during the morning assembly.
- + Respect and follow the instructions of the school captains, house captains and of course class captains.
- + Be decent and polite when talking to teachers, fellow students and others.

II. Relationship with teachers and other staff Members.

- + Teachers must at all times be respected.
- + Arguing with the teachers must be avoided at all costs. All clarifications must be done in private and that too, courteously and politely. Do not be arrogant with teachers or adults. It will help immensely to accept correction and even punishment from the elders.



- ✚ Give due respect to other staff members of the school. They are there to help the school grow.

III. Relationship with other students

- ✚ Treat your companions as brothers and sisters.
- ✚ Using of force (Fighting) is strictly prohibited.
- ✚ Bring all your complaints to the notice of the class teachers, House masters and the principals as the case may be.
- ✚ Do not steal from your companions or others.
- ✚ Too close relationship with person of opposite sex is to be avoided in the school.
- ✚ Always obey the captains and cooperate willingly with them.

IV. Harassment

- ✚ Saying or doing anything that creates a hostile, intimidating or offensive atmosphere or derogatory remarks in writing or speech about a student's gender, or disability constitutes harassments. Forcing (under threat- verbally or otherwise) or coercing another student to do anything against his or her will is harassment. Cases of harassment should be reported immediately.
- ✚ Do not shout or howl and whistle within the school premises and inside the bus.

V. Personal Hygiene

- ✚ Uniform should be neat and clean
- ✚ Hair should be short and natural with no artificial dyeing
- ✚ Girls' hair should be tied with red band.
- ✚ Maintain clean short nail
- ✚ Make up strictly prohibited.

VI. Language...

- ✚ Refrain from speaking languages other than English and Dzongkha inside the school campus
- ✚ Be decent and polite while talking to teachers, fellow students and others. ***"TREAT OTHERS THE WAY YOU WOULD LIKE THEM TO TREAT YOU"***
- ✚ Do not shout or howl or whistle within the school premises.
- ✚ Using filthy languages inside the campus is strictly prohibited.

VII. Attendance

- ✚ Attend the assembly, Games, SUPW, school events and class or house events. Students reporting late would have to get an admit chit signed in the diary book.
- ✚ Students missing the class for more than two periods would be marked absent for the whole day.
- ✚ In all cases of leave of absentees, prior permission from the principal should be obtained except in cases of unforeseen circumstances for which an authenticated reason should be furnished by the parents or guardian.
- ✚ All should get signature from principal for out pass during the school hours.



ROLES AND RESPONSIBILITIES:

Name	Responsibilities
Principal	<ol style="list-style-type: none"> 1. Overall administration of the school. 2. Ensure proper implementation of the policy guidelines of the education. 3. Look after the conduct of curricular and co-curricular activities in the school. 4. Take care of academic and professional development of staff and students. 5. Monitor and supervise the lesson delivery of the teachers. 6. Provide support and supervise the curriculum implementation. 7. Delegate the responsibility of various school activities to the teachers and closely monitor the same. 8. Make necessary correspondence as and when necessary with the Education Ministry and other organization (Departmental and Non Departmental) 9. Work for the improvement of the school. 10. Staff development and support for both teaching and non-teaching staff. 11. Pastoral care and student support service. 12. Coordinating student transfer and admission.
V. Principal	<ol style="list-style-type: none"> 1. Take Principal’s role in absence of Principal. 2. Support Principal’s roles and responsibilities. 3. Provide general guidance services to staff and students. 4. Provide academic supervision and guidance 5. School budgeting and taking care 6. Ensure that wholesome education is imparted through balanced curricular and co-curricular activities. 7. Secretary of SDF committee. 8. Look after the school discipline. 9. The proper saying of prayers, grace, National Anthem etc. 10. The health and hygiene (includes general cleanliness of the School campus 11. Verify ToD register and class logbook.
Academic Secretary	<ol style="list-style-type: none"> 1. Set up and institutionalize the monitoring and support services system at the school level. 2. Plan PD program for academic year, conduct SBIP and CBIP as per the need of the teachers. 3. Admit students as per the school policy 4. Ensure that teachers prepare daily lesson plan, assess students work regularly, provide feedback, maintain monthly assessment record and submit on time. 5. Periodic meeting with HoDs to discuss and review the implementation academic activities. 6. Carry our examination paper moderation to ensure that teachers set balance papers. 7. Analyze result to provide feedback and remedial support for further improvement. 8. Coordinate time table preparation in collaboration with ICT teachers and Prem Br.



	<p>9. Coordinate conduct of examination.</p>
<p>Non- academic secretary</p>	<ol style="list-style-type: none">1. Ensure that coordinators frame action plan for the proper conduct of the activities2. Ensure that coordinators coordinate the activities as per the action plan and school calendar.3. Distribute agriculture, SUPW and flower garden area.4. Select school players and train from the beginning of the year.5. Ensure mass participation and entire students get equal opportunity to participate in CCA.6. Coordinate the assessment of flower agriculture garden, flower garden, supw and classroom cleanliness, and declare result.7. Ensure that club activities are carried out as per the action plan.8. Coordinate to maintain board and update the class and house position regularly.9. Ensure that house masters and class teachers will keep the record of student's participation in different fields.10. Plan and ensure successful celebration of important events.
<p>Students support secretary</p>	<ol style="list-style-type: none">1. Look after the students' welfare.2. Meet with boys and girls separately once in a month and give group counseling.3. Implement the planned activities as per the policy and review the effectiveness of the program.4. Provide career guidance and counseling to the children5. Conduct SPEA (Parenting Education Programme)6. Health talk and supplementation of Vit-A, iron and De-worming would be carried on a regular basis.7. Look after the disciplinary issues of students and deal as per the discipline policy and through positive disciplining techniques.8. Create various awareness on various adolescent issues9. Observe important global days10. Coordinate PTA twice in a year



HoDs	<ol style="list-style-type: none">1. Ensure that teachers prepare daily lesson plans, assess students work regularly, provide feedback and maintain records.2. Ensure that teachers prepare and use teaching aids, and various teaching strategies.3. Evaluate student performance in the subject.4. Convene monthly coordination meeting to discuss various teaching and learning, and share innovative strategies and skills.5. Ensure that teachers set question papers as per blue print, include 45% competency based questions by moderating the papers.6. Analyze result and come up with resolutions to enhance result.7. Observe lesson twice in a year and encourage inviting each other to observe lesson.8. Conduct SBIP and carry out research work
Class Teachers	<ol style="list-style-type: none">1. Take class and period attendance, mention homework assigned and sign it on the log book.2. Maintain log book and submit it to Principal every evening.3. Guide and motivate students by framing class rules and sending appreciation note.4. Check the progress of the students and keep a record of assessment.5. Take attendance during school program.6. Ensure that students do not carry junk food in class and school.7. Make yearly and daily lesson plan and submit to the office.8. Be on time to the class and leave only after bell rings.9. Ensure that students take care of classroom property10. Maintain EMA and display monthly in the class to curb discipline problem.11. Ensure that students take care of class flower garden , keep their SUPW area and classroom clean regularly.12. Ensure that students come in uniform, cut their hair, nail and dress as per driglam Namsha.13. Analyze class result and provide feedback14. Do not leave student unattended.
House master	<ol style="list-style-type: none">1. Select the students for various competitions.2. Guide students for practice and competitions.3. House master should be present during the practice and give specific place and time for the same.4. Ensure the proper conduct of the house members.5. Maintaining the record of the participants from the house.6. Assessing the SUPW grade.7. Counseling if necessary8. Conduct house assembly and all the staff members will attend the respective house assembly.



<p>Cultural Coordinator</p>	<ol style="list-style-type: none">1. Make plan and incorporate in the school calendar.2. Prepare budget for the execution of planned activities.3. Conduct house wise competitions.5. Set criteria for the competition.4. Teach them songs, dances, and music for occasion like H.M's Birthday and other competitions like inter school competition.5. Arrange/organize the costumes and other necessities for the competition.6. Organize any competitions at the Dzongkhag or national level.7. Keep records of cultural items (musical instruments) and use them properly.8. Maintain proper records of cultural items like musical instruments, boots and others.9. Proper care and use of the cultural items.10. Train school cultural group for staging program on behalf of the school.11. During club time the members shall learn and practice as many items as possible and make it ready for display during ad-hoc, or planned programs.
<p>Health In-charge</p>	<ol style="list-style-type: none">1. School health Club under the advice of the in-charge will look after the school health and sanitation promotion.2. School toilets, water taps/ tanks/ pipes, drains and pits will all be maintained on daily basis.3. The health club will celebrate health related global days.4. Health facilities will be made assessable to the students through the health in-charge.5. Students' personal hygiene will be taken care by the class teachers, health in-charge and the Club members.6. Sick record will be maintained daily by the health captain counter signed by health coordinator and principal.7. Cleaning campaigns will be carried out within the school and the locality.8. Health education will be delivered as an integral part of school curriculum.9. Health talk and supplementation of deworming and Iron tablets would be issued to class teachers and class teachers will ensure that students take it on the spot during the assembly on every Thursdays.10. Written Health messages will be displayed on the school in prominent places.11. The child should not miss his or her daily meal and especially on Thursdays, because they have to be supplemented with iron tablet and others like deworming tablet, breakfast is must.12. The child should carry a bottle of boiled water to school to take with the medicine and to quench their thirst.



ToD	Act as a principal for the day by: <ol style="list-style-type: none"> 1. Initiating the program for the day. 2. Conducting morning assembly 3. Maintaining record and do handing-Taking of the TOD through written in the TOD register. 4. Reporting five minutes early to ensure that students report on time. 5. Reporting to the concerned people if there are any important observations.
Staff secretary	<ol style="list-style-type: none"> 1. Be a mediator between staff and principal 2. Carry out official work in the absence of principal and Vice principal. 3. Coordinate the staff meeting. 4. Keep the proper records of all the activities in the school. 5. Coordinate and organize different social gatherings. 6. Remind different secretaries to conduct different events as per the school calendar. Keep record of events that take place among different houses/classes and inform the position of the houses every month in the assembly.
Examination coordinator	<ol style="list-style-type: none"> 1. Notify the duties for preparation of question papers as per the school academic plan 2. Collect the consolidated mark list for all the class and review the results in consultation with class subject and head teacher 3. Preserve the marked answer sheet for a minimum of one year for necessary reference 4. Maintain question bank (soft & hard) copy in the school 5. For trial, duty will be done based on their class periods. 6. Examination committee will prepare timetable and invigilation duty.

Definition:

Staff would be categorized as unprofessional if staff is unpunctual, not sincere, not doing the assigned job well, not attending the classes, manhandling the children/students without any reason, coming to the school after taking substances containing alcohol, etc. that are unlikely of teaching profession.

TEACHER’S CODE OF CONDUCT



This code of conduct is adapted, to the end that the teaching profession may be advanced. That the dignity and honor of the profession may be upheld, its standard maintained and its benefits extended. It makes a teacher proud of his/her profession and accepts the obligation it places upon him/her. Obedience to the subordinate/colleagues will promote cooperation, undertaking and sense of dedication among teachers in the kingdom. It is accepted in our kingdom that educating the child includes, among other things nurturing and developing his/her moral, intellectual, physical, social, and spiritual capabilities. A teacher has his/her professional role. While striving for his/her rights, he/she should not lose sight of his duties. A profession implies a significant social service which the members must perform with a sense of commitment and dedication, a philosophy for them to accept an etiquette



they must follow, and a growing and dynamic sense which they must master and utilize in the proper discharge of their functions.

Teacher should ensure that they do not indulge in any activities, which is forbidden for students.

Teacher's responsibilities towards students include:

1. Guiding them, through role model, self-discipline, counseling and personal examples;
2. Creating an enabling learning environment for them;
3. Treating them with dignity and honesty;
4. Developing a trusting relationship with them;
5. Protecting them from all kinds of intimidation, abuses and self-destruction;
6. Inculcating in them a sense of love, respect, gratitude, and patriotism;
7. Avoiding over intimacy and over familiarity;
8. Refraining from undesirable habits such as smoking, drinking, chewing, spitting in wrong places, and use of improper language, etc.
9. Respecting student's views and feelings.
10. Abstaining from business transaction.
11. Not resorting to manhandling.

Towards colleagues and the Profession that include:

1. Building an atmosphere of trust and mutual respect
2. Acting within the wider principles of cooperation and broadmindedness
3. to enhance the status of teaching profession
4. Reflecting and sharing effective and learning strategies
5. Assisting and supporting new comers to the profession;
6. Helping in the Administration.
7. Refraining from getting into undesirable groups
8. Not missing the responsibilities bestowed upon him/her.
9. Abstaining from manhandling the colleagues.

Towards Parents and Community that includes:

1. Making the students informed citizens, especially in relation to values, customs and practices that prevail in the society;
2. Providing professional services which are responsive to the needs of the community;
3. Developing in the members of the community a respect, for laws and policies, which protect and promote the wellbeing of the people and nation at large;
4. Building an atmosphere of mutual respect, cooperation and harmony with the parents and the community by being polite, courteous and approachable;
5. Refraining from indulging in local politics.

To this extent a teacher should be committed to:

1. Providing his/her pupils an optimum standard of learning experience;
2. Applying with vigorous integrity of one's knowledge and skills and continually advance these by appropriate study and inquiry;
3. Maintaining allegiance and dedication to the Tsa-Wa-Sum and the laws of the kingdom;



4. Using one’s talents in the greater service of the king, the country and colleagues (people);
5. Preserving the cultural and tradition characteristics of the nation;
6. The maintenance of the moral and intellectual integrity of the teaching profession;
7. Promoting through personal examples the highest standards of rightful conduct and behavior and courteous and selfless living.
8. Attending the classes regularly and on time *And a teacher should refrain from:*

All kinds of defilement, pursuit of vested interest and negative attitude that emanate from ones body, mind, and speech that is harmful to the integrity of the nation and the dignity of the profession.

ROLES AND RESPONSIBILITIES OF THE SUBJECT TEACHERS:

Subject teachers are the one who are directly involved in the implementation of the curriculum. They are the one who can infuse knowledge, skills attitude and values in children

Their roles and duties are;-

1. Take periodical attendance and sign it on the log book.
2. Refer to the latest syllabus and follow.
3. Cover the syllabus qualitatively and quantitatively on time.
4. Check the progress of the students and keep a record of assessment.
5. Plan the revision for the class
6. Plan for the remedial class for low achievers
7. Make yearly and daily lesson plan and submit to the office.
8. Be on time to the class.
9. Carry the lesson plan to the class room.
10. Maintain discipline inside the class room.
11. Finish the lesson five minutes before the allotted time
12. Stay in the class room till the bell rings.
13. Conduct the class test after completion of each chapter.
14. Do not leave student unattended.
15. Follow HW policy strictly.
16. Subject teacher must possess one copy of latest syllabus and display one copy in the class.

Assistants and ESP are responsible for:

Job description for Assistants

Designation	Duties
O/A	<p>OA1</p> <ol style="list-style-type: none"> 1. Maintain and update books of accounts (Cash book, bill book, travel register, ..) for SDF and CD accounts. Prepare note sheet and get approval 2. Update EMIS regularly 3. Check mail, acknowledge and inform Principal/VP/concern staff 4. Maintain details of expenditure records and present it to staff and SMB during meetings 5. Make payment on time to suppliers, BPC and Telecom. <p>Take turn to remain in the campus and help examination officers during board</p>



	<p>examination.</p> <ol style="list-style-type: none"> 6. Prepare supply order as per the quotation rate for the entire items other than textbooks, sports items and stationery. 7. Collect and maintain the records of ToD and notification register. <p>OA2</p> <ol style="list-style-type: none"> 1. Assist TRC coordinators to coordinate SBIP and CBIP 2. Maintain records of PD program (NBIP, CBIP, and SBIP) attended by staff. 3. Help staff and students in printing, using Rongda machine and photocopy teaching learning materials. 4. Check the teachers' attendance register and mark on it (C.L or absent depending on whether the teacher is present or not). Reflect on the Teachers' CL Board and maintain records in soft copy. . 5. Prepare T.C for the students. Issue T.C and Character certificates for the students. 6. Update the staff and students statics. Maintain records of list of students, captains, HoDs, House master, class teachers, club coordinators and staff list. 7. Submit the NFEI reports. 8. Take turn to remain in the campus and help examination officers during board examination. 9. Prepare substitution
<p>Store in-charge</p>	<ol style="list-style-type: none"> 1. Prepare requisition list and place supply order of textbooks, games and sports items, and stationery. 2. Receive and enter entire items in the stock register and handover to respective coordinators. 3. Distribute textbooks, orient students about taking care of textbooks and collect text book. 4. Collect fine and handover to Principal 5. Tender committee and help in tendering 6. Take care of entire furniture and other items 7. Maintain the records of photo copy and rongda printing done by staff. 8. Submit list of items/property damaged by students weekly to Principal/Vice Principal
<p>Lab. Assistant</p>	<ol style="list-style-type: none"> 1. Prepare requisition list for lab equipment of Physics lab and submit to accountant. 2. Receive equipment and enter in the stock register 3. Care equipment and collect fines for lost/damaged equipment. 4. Assist the science teacher to set up the laboratory before the class and during practical and dismantle the apparatus after the practical work 5. Identify hazardous situations in the laboratory and ensure safety measures 6. Administer the first aid in case of laboratory accidents 7. Ensure clean, tidy, good and safe working environment in the laboratory 8. Ensure that the hazardous chemicals and wastes are disposed of properly 9. Maintain records of practical carried out by teachers. 10. Assist Time table preparation and utensils in-
<p>Asst. Lab. 1</p>	<ol style="list-style-type: none"> 1. Maintain stock and issue registers of books. 2. Mark appropriate accession no to all books 3. Arrange/Stake the books/ periodically daily



	<ol style="list-style-type: none"> 4. Frame library rules and regulations, and follow strictly. 5. Issue library books during the library periods. 6. Collect the books within the stipulated time to provide equal opportunities for students to read books. 7. Collect fines for lost and damaged book and use it maintain and repair the torn books. 8. Maintain decorum and the cleanliness of the library. 9. Verification of the books annually and biannually and inform to the school management. 10. Assist English and Dzongkha teachers and literary secretary to conduct reading program 11. Maintain record of the book review 12. Coordinate and assess the flower garden, agriculture, class and dress code records
IT assistance	<ol style="list-style-type: none"> 1. Maintain stock register of computer and other related items. 2. Assist IT teacher to set up sitting arrangement and computer before the class and during practical. 3. Repair and maintain computers. 4. Ensure clean, tidy, good and safe working environment in the computer laboratory. 5. Update antivirus monthly 6. Substitute IT teacher during his absence. 7. Keep the records of teachers and students using ICT for teaching and learning. 8. Help teachers and coordinator to set of projectors in meeting and teaching. 9. Ensure internet connection in entire classes and keep lab open during lunch and interval..
Asst. Lab. 2.	<ol style="list-style-type: none"> 1. Maintain stock and issue registers of books. 2. Mark appropriate accession no to all books 3. Arrange/Stake the books/ periodically daily 4. Frame library rules and regulations, and follow strictly. 5. Issue library books during the library periods. 6. Collect the books within the stipulated time to provide equal opportunities for students to read books. 7. Collect fines for lost and damaged book and use it maintain and repair the torn books. 8. Maintain decorum and the cleanliness of the library. 9. Verification of the books annually and biannually and inform to the school management. 10. Assist English and Dzongkha teachers and literary secretary to conduct reading program 11. Maintain record of the book review 12. Maintain the SUPW, literary and cultural records
School Sports Instructor/HP E	<ol style="list-style-type: none"> 1. Submit requisition list, maintain stock and issue records, and take care of all sports items Main daily book and submit monthly to Principal. 2. Select school team for all the events at the end of February and start training from 1st of March. 3. Conduct all the sport activities in collaboration with Non-academic head/



	<p>committee/VP.</p> <ol style="list-style-type: none"> 4. Select school players by the end of February and starting training from 1st March. 5. Ensure mass participation and maintain records 6. Conduct HPE classes and maintain the records of games competition and submit to Tshering Norbu. 7. Audio Visual and photograph in-charge
Care Taker(Jamba Tenzin)	<ol style="list-style-type: none"> 1. Look after the campus day and night alternatively. 2. Cut grass without having to remind. 3. Water and maintain flower gardens during summer and winter vacation. 4. Lock at 9 a.m and open Main gate at 5 a.m 5. Put on/off corridors light on time 6. Report to Principal/VP if any movement is found within the premises from 9.30pm to 5.30am 7. Ensure that people come in proper attire during working hours. 8. 8. Take care of chadi items, issue and collect after the program 9. Helping in cooking, arranging and serving during meeting and school programs.
Care taker 2(Tashi)	<ol style="list-style-type: none"> 1. Look after the campus day and night alternatively. 2. Cut grass without having to remind. 3. Water and maintain flower gardens during summer and winter vacation. 4. Lock at 9 p.m and open Main gate at 5 a.m 5. Put on/off corridors light on time 6. Report to Principal/VP if any movement is found within the premises from 9.30pm to 5.30am 7. Ensure that people come in proper attire during working hours. 8. Help in printing question papers 9. Helping in cooking, arranging and serving during meeting and school programs. 10. Take care and maintain records of electrical and water maintenance tools.
Sweeper	<ol style="list-style-type: none"> 1. Sweep entire offices and main building corridors. 2. Offer butter lamps and water in the prayer hall 3. Clean MPH and conference hall whenever we have program. 4. Prepare tea and ring bells 5. Clean and store water for staff, MPH toilet and principal toilets 6. Monitor the cleanliness of toilet during assembly and report to Prin/VP/Health-in-charge 7. Sweep campus during summer and winter vacation. 8. Reach staff attendance and log book to Principal office on time 9. Help concerned coordinators to get substitution and notification signed. 10. Coordinate serving during meeting and celebration
Driver	<ol style="list-style-type: none"> 1. 1. Attend to emergency duty 2. 2. Taking proper care of the vehicle by carrying out timely maintenance 3. 3. Renew blue book, emission test and do fitness test timely. 4. 4. Help care takers to cut grass 5. 5. Help caretaker to trim hedges. 6. Helping anna in serving during meeting and celebration.



The roles and responsibilities of captains:

School Captains are responsible for:

- Assist in the school management
- Maintaining discipline and order
- Supervising the activities happening in the school – SUPW, cleaning prayer, assembly etc.
- Ensure that the students come in time in all the school activities.
- Bridge gaps between teachers & students.
- Act as role model.
- To be on time so that one can influence other students to be on time.
- Detect people who are abusing drugs, alcohol (any harmful substances), bullying, or any kind of theft (any disciplinary problems) and report to the office.
- Update themselves with the recent changes with the school policy. Be thorough with school calendar and other changes.
- Make sure that all the activities are carried out on time and efficiently.
- Carry out activities as per your responsibilities.
- Work for the cause of the school.
- High sense of integrity should be maintained at all times.

Vice Captains:

- The tasks of Vice Captains are to assist the Captains and work closely with them. The vice-captains will look after works in absence of their captains.

House Captains are responsible for:

- Helping House Masters in planning, organizing and executing the house activities
- Maintaining discipline and order in the House.
- Act as bridge between the students and teachers.
- Act as role model.
- To be on time so that one can influence other students to be on time.
- Check the attendance of every member in different houses.
- Detect people who are abusing drugs, alcohol (any harmful substances), bullying, or any kind of theft (any disciplinary problems) and report to the office.
- Practice all the events giving equal opportunities to every house members looking into their abilities and interest.
- Update themselves with the recent changes with the school policy. Be thorough with school calendar and other changes.
- Make sure that all the activities are carried out on time and efficiently.
- Carry out activities as per your responsibilities.
- Work for the cause of the school.
- High sense of integrity should be maintained at all times.



Prayer Captain is responsible for:

- Conducting prayer
- Maintaining and caring altar
- Making offering
- Maintaining prayer register
- Organizing prayer on auspicious occasion
- Helping prayer in-charge conduct school annual RIMBDRO
- Act as bridge between the students and teachers.
- Act as role model.
- To be on time so that one can influence other students to be on time.
- Update themselves with the recent changes with the school policy. Be thorough with school calendar and other changes.
- Make sure that all the activities are carried out on time and efficiently.
- Carry out activities as per your responsibilities.
- Work for the cause of the school.
- High sense of integrity should be maintained at all times.

Agriculture and Tools Captains are responsible for:

- Working closely with Agriculture in-charge
- Caring agricultural tools and equipment
- Issue and collect tools
- Distributing fertilizers, seeds etc.
- Maintaining records on agricultural produce from the House garden.
- Act as bridge between the students and teachers.
- Act as role model.
- To be on time so that one can influence other students to be on time.
- Update themselves with the recent changes with the school policy. Be thorough with school calendar and other changes.
- Make sure that all the activities are carried out on time and efficiently.
- Carry out activities as per your responsibilities.
- Work for the cause of the school.
- High sense of integrity should be maintained at all times.

Health Captains are responsible for:

- Assisting Health-in-charge in maintaining infirmary, providing First-Aid or attending emergency and keeping sick student's register and proper records.
- Caring bathroom, latrine, water tank and urinary pots
- Maintaining taps and supply of water
- Reminding the friends to throw waste in the pit/dustbin
- Act as bridge between the students and teachers.
- Act as role model.
- To be on time so that one can influence other students to be on time.
- Update themselves with the recent changes with the school policy. Be thorough with school calendar and other changes.



- Make sure that all the activities are carried out on time and efficiently.
- Carry out activities as per your responsibilities.
- Work for the cause of the school.
- High sense of integrity should be maintained at all times.

Class captains

- Prepare cleaning roster.
- Maintaining discipline and order
- Maintaining cleanliness of class and corridors
- Make classroom conducive to learning by displaying learning materials.
- Ensure that students are punctual in all the school activities.
- Maintain periodic attendance and submit to the office at the end of the month.
- Inform to teachers in they fail to report within five minutes.
- Act as bridge between the students and teachers.
- Act as role model.
- To be on time so that one can influence other students to be on time.
- Update themselves with the recent changes with the school policy. Be thorough with school calendar and other changes.
- Make sure that all the activities are carried out on time and efficiently.
- Carry out activities as per your responsibilities.
- Work for the cause of the school.
- High sense of integrity should be maintained at all times.

Time Keeper is responsible for:

- Ringing bell for the studies
- Caring bell and hammer
- Reminding teachers on duty
- Act as bridge between the students and teachers.
- Act as role model.
- To be on time so that one can influence other students to be on time.
- Update themselves with the recent changes with the school policy. Be thorough with school calendar and other changes.

Furniture Captain is responsible for:

- Assisting furniture teacher-in-charge in taking care of furniture (labeling, repairing and arrangement and distributing to the classes and Exam Halls)
- Act as bridge between the students and teachers.
- Act as role model.
- To be on time so that one can influence other students to be on time.
- Update themselves with the recent changes with the school policy. Be thorough with school calendar and other changes.



Monitoring and Evaluation

1. Principal, Vice Principals and concerned coordinators shall monitor and evaluate monthly as per the action plan and strategic plan.
2. Concern coordinators will present in detail about his observation in the review meeting.
3. In case of deliberate and repeated negligence, concern teachers will be called for explanation and mentor him/her.
4. If no improvement is show, the management committee will issue last warning letter and upon repetition shall be surrendered to DEO/MOE.
5. Monthly report will be submitted to Dasho Dzungdag, DEO, Chief HRO, Director, Secretary and Minister via mail.