

SAMDRUP JONGKHAR HIGHER SECONDARY SCHOOL



SCHOOL POLICY

Edition @ 2023

School policy and Guide-SJHSS

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 aligned 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 a valuable period for all the members of the school to display a role in a manner expected by the society. I wish that all of us stick 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 realize 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

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School Profile

SamdrupJongkhar Higher 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. The school was further upgraded to Higher Secondary School in the year 2022 under the leadership of Principal master Kesang Tshering. This is the only Higher 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. NimaGyeltshen | 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 | 2018-2021 | Mr. Kesang Tshering | Middle S School |
| 11 | 2022- | Mr. Kesang Tshering | Higher S School |

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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 lifelong education and harness their full potential to become concerned productive citizens.
3. Equip all children with appropriate knowledge, skills and values to cope with challenges of the 21st century.

VISION

“Produce self-regulated, value ladened, globally competent and life-long learners ”

MISSION

“The school aspires to inculcate Bhutanese values, global skills, life-long learning, while pursuing academic excellence and thereby producing patriotic and self-reliant citizens for a better tomorrow.”

GOALS

1. To integrate and enhance usage of technology in day-to-day life.
2. To exhibit the Bhutanese values of *Tha dam-tshi ley gju-drey.*
3. To promote critical thinking, creativity, communication, collaboration and character.
4. To establish and institutionalize 'Democratic form of Management' in the school to enhance accountability, transparency, responsiveness and efficiency.
5. To provide a safe and secure environment for students and teachers both physically and psycho-socially.
6. To develop a collegial team of professionals with a passion to lead, excel and innovate.

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7. To facilitate enough opportunities for the students to explore their potentials and bring out the best to their abilities.
8. To cater learning and sharing avenues for teachers in pursuit of enhancing their professional growth.
9. To provide life-long learning opportunities focusing on personal and professional development.
10. To produce academically sound students at par with the global standards.

MOTTO

“KNOWLEDGE, INTEGRITY AND CHARACTER”

VALUES

The school shall inculcate following values and core competencies:

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

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A. GENERAL GOVERNANCE

MANDATE: SMB, SMT, HoDs, Coordinators, class teachers, house masters and captains must function with integrity, transparency and accountability to deliver holistic education.

OUTCOME:

- i. Positive working culture established.
- ii. Delivered results with optimum utilization of skills and resources.
- iii. Produced competent and productive citizens.

PURPOSE: To put in place a uniform operating procedure of governance in SJHSS to bridge the gap often emerging due to lack of clarity.

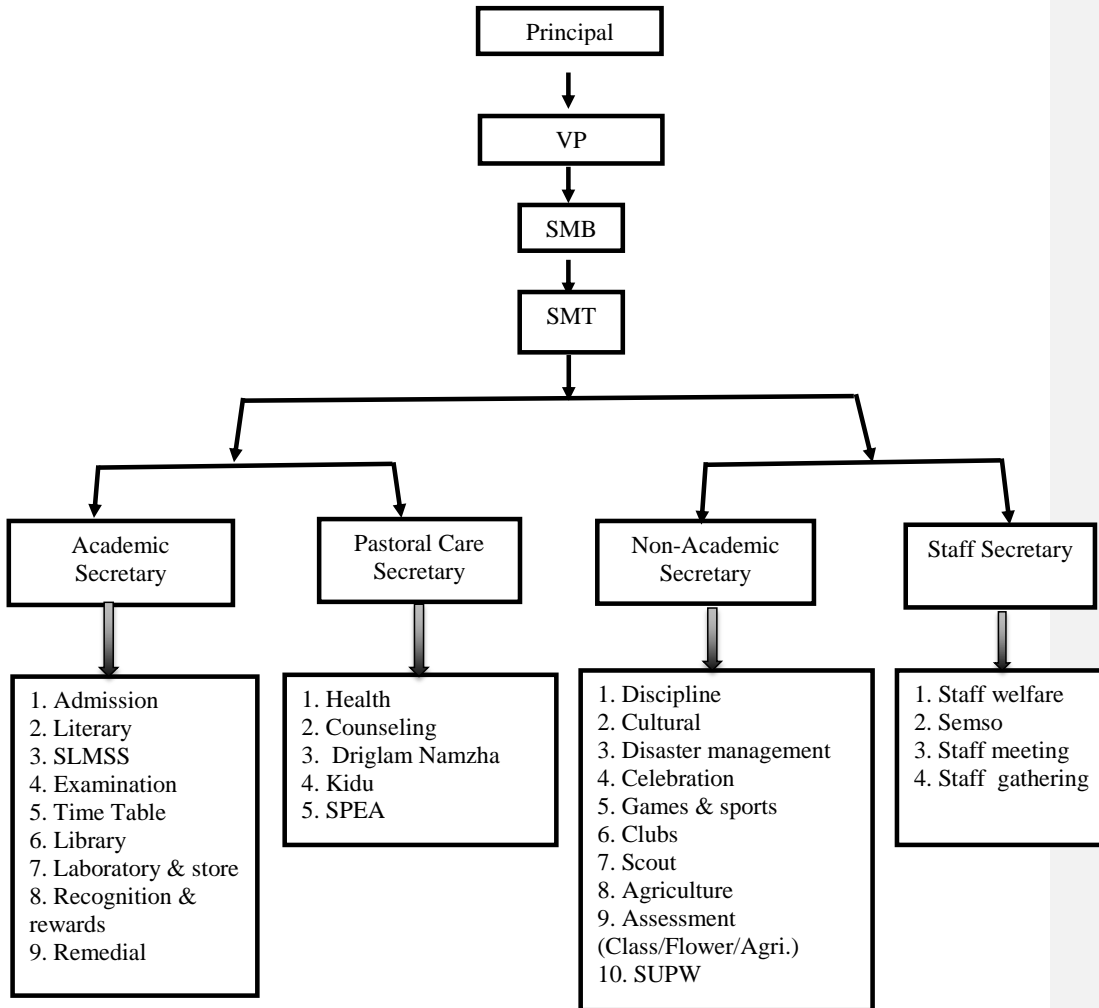
AUTHORITY: Principal, Vice Principal, SMT and SMB

RESPONSIBILITY: All the staff and students

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SCHOOL ORGANOGRAM

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



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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 | 8:25 AM |
| Morning Social Work | 8:30 - 8:45 AM |
| Morning Assembly | 8:45 - 9:10 AM |
| 1st Period | 9:10 -10:00 AM |
| 2nd Period | 10:00 - 10:50 AM |
| Interval | 10:50 - 11:05 AM |
| 3rd Period | 11:05 - 11:55 AM |
| 4th Period | 11:55 AM - 12:45 PM |
| Lunch Break | 12:45 - 1:45 PM |
| 5th Period | 1:45 - 2:35 PM |
| 6th Period | 2:35 - 3:25 PM |
| Prayers/Co-curricular Activities | 3:25 - 4:20PM |

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Members of SMB

Chairperson

Secretary (Principal)

Members

1. Vice Principals
2. Academic Secretary.
3. Non Academic Secretary
4. Pastoral care Secretary
5. Staff secretary
6. Parents representative from RBP
7. Parents representative from Thomde
8. Parents representative from civil servant
9. Discipline in-charge

COMMITTEES

Principal

Vice Principal

Admission Committee

Discipline Committee

SDF/Procurement/Miscellaneous Committee

Games/Sports Committee

School Agriculture Committee

Religion & Driglam Namzha Committee

Cultural Committee

General Store Committee

Time Table committee

Assessment committee

SMT/HR Member

Academic Committee

Examination Committee

Health Committee

TRC Committee

Literary Committee



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Committee Members

Admission Committee

Principal, VP, Academic Secretary, Non-academic secretary,
Adm. Assistant, Discipline In-charge

Academic Committee:

Academic Secretary
HODs

SDF/Miscellaneous/Procurement Committee

SMT,
Store In-charge
Adm. Assistant

Games /Sports Committee

Games In-charge (SSI)
Non-academic head
Coordinators for different games

General Store Committee

Principal, VP, Store In-charge
Non- Teaching Faculties

Time Table committee

Academic Secretary, Examination coordinators,
ICT Teacher,
IT 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
Librarians
One Lab Asst.

Discipline Committee

Principal, VP, Non-Academic Secretary,
Discipline In-Charge, Class Teachers

Library Committee

Library Assistant, Class Teachers
HoDs

Cultural Committee

Non-Academic Secretary
Cultural In-charges

SMT

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

Examination Committee

Academic Secretary, 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)
Librarian
Language Teachers

HRC committee

Principal
Vice Principal
HoDs

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The school shall be governed by the SCHOOL MANAGEMENT BOARD.

The SMB shall be responsible to:

- Provide vision and direction to the school
- Safeguard the school level policies 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 program of the school.
2. Make decisions 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 programs
4. Plan and implement for the school's overall development.

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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 oversized classroom

Terms of Reference (TOR)

The committee must abide by the following responsibilities while admitting students:

1. Verify the online application
2. For the parents transfer, students will be admitted only upon the letter of verification from the concerned authority.
3. All necessary documents must be produced during admission and if they fail to produce on time, they will be given three days to submit the document.
4. The parents/guardian of the applicant should sign a '**Letter of Undertaking**'.
5. Admission will be done only in presence of all the admission committee.
6. The committee will consult about the conduct (behavior) of the students.
7. No admission will be considered once the admission is closed.

Documents required at the time of the Admission:

1. Transfer certificate,
2. Mark sheet,
3. Students code and CiD Number
4. current and parents home address
5. Parents identity card copy,
6. Recent passport size photo (2no.),
7. Health Book

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THE SCHOOL ACADEMIC POLICY

MANDATE:

To impart Competency Based Education through the use of diverse teaching and learning approaches.

OUTCOME:

1. Professionally sound staff in the school through a range of professional development opportunities/programs.
2. Students are able to translate knowledge, values and skills in becoming globally competent individuals.

PURPOSE: To guide teachers in providing the opportunity for acquiring knowledge, values and skills that will enable students to develop their full potential, and become competent individuals.

AUTHORITY: Principal, Vice principal, Academic Head, HoDs/ HRC.

RESPONSIBILITY: All the staff and students

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

Aim: The staff development policy for this school concerns professional development, continued training, guidance and support of staff. It aims to enhance the personal and professional resources of the staff and at the same time to increase the school's capacity for a successful working environment.

Purpose: 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 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 (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 in-service program(s).

TOR

1. Set up Subject Departments to implement the monitoring and support services system at the school level.
2. Identify the developmental needs, plan PD programs and conduct PD at school level.

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3. Every teacher shall receive or acquire a minimum of 80 hours of need-based PD programme in a year organized at school (SBIP), cluster (CBIP), Dzongkhag/Thromde (DBIP), Teacher Resource Centre (TRC/CBIP), national (NBIP) and international levels.
4. The school shall notify the staff for preparation of the Individual Work Plan (IWP/BPST/Baccalaureate) as per time frame prescribed by RCSC in the MaX calendar or notification.
5. IWP summative evaluation shall be carried out by Principal & VP at the end of the academic year as per time frame prescribed by RCSC in MaX manual and provide IWP rating.
6. Recommend out of turn promotion for teacher who proves to be outstanding.
7. Encourage and recommend teachers to upgrade their academic and professional qualification through M.Ed., Diploma, and Distance education program.
8. Teachers will be recommended for headship if proved to be suitable/ eligible.
9. Any new staff joining the school shall be thoroughly oriented with the school plans and policies and the newly appointed staff shall be assisted by a senior mentor for their professional and personal growth.
10. Conduct departmental meetings/PLC with their members' once a month and maintain record.
11. Institute performance based recognition through certification at school/thromde level

Monitoring

Unless the 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 must be instituted in the school.

The school shall:

- Principal and Vice principal shall carry out walk-in observation as per the MoE instruction.
- Principal and Vice Principal/Academic Secretary shall monitor and carry out the lesson observation of HoDs
- Academic secretary will ensure and monitor HODs' to carry out the assigned responsibilities.

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- The Head of Department shall monitor and observe the lessons of teachers in their Department.
- Principal/VP/HoDs will ensure that teachers maintain record of lesson plans, assessment, remedial classes, extra classes, practical classes, HW & CW policy, PD and project work.

Head of the Department

Terms of Reference (ToR):

- Verify the submission of the lesson plans & continuous assessment record in the google drive, and maintain checklist of online lesson plan submission record for the teachers in their department
- Observe classroom teaching, carry out moderation of the question papers and coordinate group evaluation.
- Conduct departmental meetings/PLC with their members' once a month and maintain record.
- Subject teachers in consultation with the HoDs will identify academically challenged students and initiate remedial programs.
- Nominate staff for the workshops, seminars and training whenever possible.
- Collaborate with Principal, VP, Academic Secretary and MoE officials on any academic related matters.
- Initiate Action Research study with the rest of the members in their respective department.
- Associate/affiliate with the Academic Secretary on any academic related activities in the school.
- Department Heads are responsible for implementing, monitoring and reporting on their staffs' Professional Development Plans.

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

- The position level should be in P3 and above. However, the school will nominate capable teachers in absence of the P3 and above teachers.
- 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 at 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.
- Monitor and provide support services to the teachers.

Homework Policy

Objective: Foster students' learning capabilities through self-exploration using ICT and other sources without burdening them.

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Aims: TO encourage a consistency for out-of-school learning and helps students develop productive working practices and habits for continued learning and independent working

Policy

- Maintain a log book for assigning homework with number of questions, time and submission date
- Homework should be assigned in a manner that would take less than 2 hours of student's home time each day.
- Teachers must strictly follow the submission date. Students must submit the work on the following day.
- Students that are absent in the classroom need to follow up with the subject teachers regarding the content taught and complete any given task.
- Project work should not be considered as Homework
- Assign Homework as per the Time Table but mathematics teachers should assign a maximum of two questions to provide time for students to do other homework.

| Day | Subject |
|-------------------|---|
| Monday | Mathematics, Dzongkha, English |
| Tuesday | Mathematics, Physics. History |
| Wednesday | Mathematics, Dzongkha, Biology. English, IT |
| Thursday | Mathematics. Chemistry. Geography, |
| Friday | Mathematics, Dzongkha, Economics/ES/Agri |
| Saturday & Sunday | Teamwork/Project work/ Homework/Note taking |

Note:

- Homework and classwork criteria for assessment will be followed as per the assessment structure framed by DCRD/school.
- Give the handouts, the notes and reading materials only if necessary, particularly subjects without a textbook.

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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 a true picture of their performance (In line with BCSEA guideline).
2. To maintain the standardized testing system in the school.
3. To maintain the quality question/CBQs 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 guidelines.

TOR OF EXAMINATION COMMITTEE

1. Notify the deadline for the submission of question papers, moderation and marks as per the school academic plan.
2. Result analysis will be done by the Academic secretary based on the submitted consolidated sheets.
3. Preserve the annual marked answer sheet for a minimum of one year for necessary reference.
4. Maintain a question bank (soft copy) and embed it on the school website by IT teacher.
5. For trial examination, invigilation duty will be done based on their class periods.
6. Examination committee will prepare timetable and invigilation duty.
7. Soft copy result sheet will be maintained and uploaded in the school google drive
8. Examination hall arrangements will be carried out by the examination committee.

EXAMINATION

1. All the subject teachers must submit the question papers and blue print to EC as per the deadline.
2. All the subject teachers must do the group evaluation within the school premises in their respective departments.
3. All the subject teachers must punch the marks as per the deadline.

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4. Midterm examination results will be declared after the arrival of the student from the break along with their parents. Parent- teacher meetings will also be conducted on the same day.
5. Exam invigilators are not allowed to carry reading materials, electronic devices and correct any answer sheet in the examination hall. Concern invigilators must inform any misconduct to the exam committee or exam convener for immediate action.
6. EC along with ICT teachers will carry out result analysis for home and board examinations.
7. HODs must carry out departmental result analysis and draw improvement plans.
8. Conduct examination as per the BCSEA Examination policy
9. Children will be evacuated to the designated evacuation area (MPH parking area for the students appearing exam in the MP hall) during Mishaps and disasters

POLICY ON STUDENT PROMOTION IN LINE TO BCSEA:

1. Class IX & X

- A candidate should pass in Six subjects including English and Dzongkha with a minimum marks of 40% in each subject and CA respectively.
- A candidate who fails in English or Dzongkha is considered as failed.
- A candidate who fails in two minor subjects is failed.
- A candidate who fails in one minor subjects 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 the 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 and CA respectively
- A candidate who either fails in English, Dzongkha or 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.

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- A candidate should obtain a minimum of 90% attendance.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 language abilities.
2. To expose teachers/students to different genres of reading and writing.
3. To deliver the library services to the students in a manner that is fair, equitable, and non-discriminatory.

General Guidelines

1. Edible items and drinks are not permitted in the Library.
2. No bags, umbrellas, parcels, etc except files and books may be brought inside the Library.
3. On leaving the Library , all users are required to produce all books and items taken out of the Library for inspection.
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 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 visit to the library.
11. Ensure students carry out book reviews on the books that they have read and submit to librarians for the record.
12. The amount collected from the students for the late submission of
13. Library books and lost books shall be verified by the Principal/SMT at the end of the academic year.

School Library rules and regulations

1. Students should borrow one book at a time.
2. Make sure that your name, class and due date are recorded by the librarian.
3. Students are responsible for the safekeeping of the book which you have borrowed. Do not lend to others.
4. When students return a book, make sure the librarian cancels the borrowed book.

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5. In case of loss or damage of library books, students should replace the same book or any other book written by the same author or students must pay for the lost book as per the printed rate and Nu 50 for processing charge.
6. Use of reference books will be allowed only in the library hall.
7. Students must pay Nu 5 per day for the late submission of library books.

Check out

All the books and other library materials should be shown to the librarian(s) for inspection. The students will be physically checked every time as they leave the library hall.

Library policy for staff

1. Staff can borrow book(s) for one month at a time and extend if necessary with due permission from the Librarians.
2. The name, designation and due date of a staff must be recorded by the librarian.
3. Upon returning a book, Librarians must cancel the loan.
4. At the end of the academic year, staff must return the books. However, if they want to use the books during the winter break, one should inform the librarian.
5. In case of loss or damage of library books, staff should replace the same book or any other book written by the same author or Staff must pay for the lost book as per the printed rate and Nu 50 for processing charge.
6. Use of reference books will be allowed only in the library hall.

STORE MANAGEMENT POLICY

TOR

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

POLICY ON THE USE OF TEXTBOOK

DO's & DON'Ts

All the class teachers and subject teachers are responsible for educating the students in making proper use of textbooks.

Ground Rules

1. Should take proper care of the text books issued against their name
2. Books will be issued and collected with proper issue and collection record.

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3. The cost of the wear and tear as well as misplacement of the book will have to be compensated by paying the fine as per the printed rate and will be issued a receipt for any amount paid. If the new text book is lost, they should pay equivalent to the precision/quotation rate.
4. Change of the text books will be entertained within/till one week after the date of issuance.
5. Writing and scribbling on any text book is strictly prohibited and verified/checked during the return of the textbooks.
6. Any scribble (highlight, writing, missing/tearing of the page) on the newly issued textbook will be fined and EBA will be deducted by the concern subject teacher
7. Each text book should last for three years.
8. Record keeping of fines collected will be maintained by Store In-charge and submitted to the Principal. The fine collected will proceed to government revenue.
9. If the textbook is lost, a child must pay the cost of the book and a new book may be issued by the storekeeper depending upon the availability of the book.

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 or XII
- Should not be a candidate who received an award received earlier in the same grade.
- 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 track of little good things presented and displayed at any time and report to the administration.

2. The Best volunteer's Award(One outgoing and one from remaining students)

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

Selection Criteria

- Should have assisted office bearers, teachers and the school administrator without being told to do so.

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- Should not be a candidate who received an award earlier in the same grade.
- Should have made maximum voluntary contributions and maintained record in their handbook and recorded by the concerned coordinator duly countersigned by the respective staff.
- Should have 90% attendance
- 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 (One outgoing and one remaining student)

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 sports person's spirit

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- 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 programmes 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 VIII, X and XII** having aggregate of 85% or more is entitled to receive a cash prize of Nu 2000 and merit certificate.
- **VIII CE, BCSE and BHSEC 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 for both Home and Board Exams.**
- Class toppers: The merit certificate shall be awarded to class toppers(Section)
- Award certificate to those students who participate in national level academic related events and secure top ten positions.

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

11. Student of the month:

- Should have made outstanding contributions to school with evidence.
- Should have the highest rating in EBA for the month.
- Should have obtained a pass mark in the tests during the month.
- Should have willingness to assist teachers, participate and volunteer with evidence.
- Should be a role model to his/her mates.

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- Should have no adverse records for the month
- Should have 100% attendance in all the school activities.
- Nomination from all the class teachers and from school administration should reach the office by 28th or 29th of the month.

Staff Award

1. Teachers will be awarded with certificates if they achieve Mean marks above national mean mark in their respective subject.
2. Teachers will be awarded with certificates if they achieve 100% result in VIII CE, BCSE and BHSEC in their respective subjects.
3. The merit certificate shall be awarded to the subject teachers if the students top in their respective subject (VIII common examination, BCSE and BHSECperforming).
4. Staff will be certified if they have 100% attendance in their previous academic year during teachers' day celebration. (only OL will be considered)
5. The best teacher award will be awarded to the top 3 class teachers.
6. The best house masters will be awarded to the top 3 house masters.
7. Merit certificate to teachers for producing 100% on board for all teachers.
8. The merit certificate will be awarded to support staff for maximum initiative and volunteer work in the last academic year during teacher's day.
9. The merit certificate will be awarded to support staff for maximum workload in the last academic year during teacher's day.
10. Certificates will be awarded to SMT, HoDs and discipline coordinator.
11. Certificates will be awarded to teachers who facilitate PD in school and Thromde level.
12. Certificates will be awarded to HoD and members (all staff) for performing well amongst the Departments on the teachers' day (ALS both at home and Board Exam based on raw marks).

LANGUAGE POLICY FOR STAFF AND STUDENTS

- 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.

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- Language policy should be followed in the school premises as well as outside the school. Students should help each other to correct their mistakes and encourage one another to speak English and Dzongkha.

Purposes of the language policy

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

Objectives of this language policy are

- Child will be able to speak the second language equivalent 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 either of these 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 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

1. The concerned staff will record it in the students handbook and refer the class teacher for reminder

In the event of Second time offense,

1. The concerned staff will record it in the students handbook and refer to the class teacher for EBA deduction(5 points).

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

1. The concerned staff will record it in the students handbook and refer to the class teacher for EBA deduction(10 points).
2. If the student repeats it for the third time, they will be imposed to deliver extempore speech in the morning assembly

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 should also inform HRO and Chief TEO/ 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. CL can be granted even for half-a-day.
6. Staffs are entitled to six months leave for the maternity and ten working days for paternity as per the BCSR 2018

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 an emergency and not claim it 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

In the event of death of a family member, parents, siblings and spouse's parents, Bereavement Leave of 21 days, including weekends and holidays, shall be provided to a civil servant for each incident, calculated from the day of the incident. Bereavement Leave shall be granted by the immediate supervisor of the applicant

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 with a referral letter.
- Medical Leave exceeding one month shall be approved by the Thromde HRC and for one month and less shall be approved by the Principal.
- A civil servant shall be granted the Medical Escort Leave for a maximum period of one month to escort directly dependent on the civil servant

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concerned. HRC of the Agency may grant an extension based on the medical report but such extension shall not exceed 30 days inclusive of weekends and public holidays. A civil servant on Medical Escort Leave shall be entitled to gross pay. However, if the Medical Escort Leave exceeds one month, allowances attached to professional practice if any, shall cease to be paid for the subsequent period as per Section 11.12.

- Medical Escort Leave shall be sanctioned only by the HRC of the Agency

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 CTEO/TEO of further notification and approval. In case of a 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 working days. To avail paternity leave, one needs to write up an application and submit the birth certificate photocopy to the office for authentication and be 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. Whereas 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 the monthly attendance report submitted to the Dzongkhag and thereby deduct the amount from the salary.

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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 a leave letter to the class teacher.
- While joining back to school, they must produce a prescription issued by the hospital/clinic.
- Leave more than 1 day and during class hours to be approved by the Principal and parents should take their child.

Medical Leave:

- A student can avail medical leave but he or she has to submit a medical certificate if it exceeds more than 3 days and report to the principal by the class teacher. A prescription has to be submitted if the child has gone to hospital.
- Student(s) on medical leave for more than two months will not be allowed to sit for the examination.
- Medical leave exceeding 2 months, a consideration will be made for a candidate after a series of deliberation by the SMT, concerned class teachers and subject teachers.

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 the 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/handbook to the health in charge/class teachers.
2. In emergencies the concerned parents will take their child to the hospital during the class hours.
3. Medical certificates need to be produced if the child is being admitted in the hospital and submitted to the class teacher.

Attendance

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1. Class teachers will submit the status of students' leave to the School administration one week prior to the start of mid-term and annual examinations.
2. Verify the leave status submitted by SMT and inform parents.

POLICY FOR NOMINATION OF STAFF

Nomination Policy for examination duty and workshops

Procedures for the nominations for various workshops:

1---BCSEA - Teachers (invigilators, supervisor, test developers and markers)

- Nominations shall be done as per the criteria set by BCSEA, Thromde and School.
- 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.
- A candidate must avail the opportunity on his/her turn. The opportunity will be forfeited if he/she don't take the opportunity at the same year. However, a consideration will be made on genuine reasons (sickness, death).
- Teachers who availed invigilation duty in previous year must fulfill 3 years of cooling period to compete for next invigilation duty.
- 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 school.
- Teachers who applied for transfer and have been approved from Thromde/EOL/Superannuation/Study Leave shall not be entitled for the nominations.
- The following year he/she will have to serve as a member of the Examination Committee.
- In case of multiple/no candidate fulfilling the criteria, the preferences will be given to a candidate who has contributed more to the school.

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.

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- Staff who availed BCSEA opportunities in previous year must fulfill 3 years of cooling period to compete for next.
- Staff who applied for transfer and have been approved from Thromde/EOL/Superannuation/Study Leave shall not be entitled for the nominations.
- In case of multiple and no candidates fulfilling the criteria, the preferences will be given to a candidate who has contributed more to the school.

3---IN-COUNTRY/ EX-COUNTRY

- Priority shall be given to relevancy of the subject programs and related to their responsibilities shouldered.
- 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 evidence).
- 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.
- Should not have availed opportunities in the last three years (general nomination)
- Should have served three years. However, in case of
- In case of multiple or no candidates fulfilling the criteria, the preferences will be given to a candidate who has contributed more to the school

Note:

1. *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.*
2. *The code of conduct of the nominated staff shall be strictly evaluated prior to confirmation of the nomination.*
3. *The HRC must declare a Conflict of Interest prior to the nomination meeting.*

THE SCHOOL LITERARY POLICY

Aim

- Help students to develop soft skills such as effective communication, leadership skills, and interpersonal communication skills through literary activities.

Objectives

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- To make the students explore the world of literature through listening, speaking, reading, and writing.
- To enhance children's enthusiasm in learning through different genres of literature.
- To make the club members conduct the club activities independently
- To conduct literary activities on one full day(literary festival)
- To integrate the skills of listening, speaking, reading and writing into the curriculum to maximize the potential of each student.

TOR:

1. The literary activities will be conducted as competitions among different houses/classes.
2. Every class/house shall participate in any kind of activity as scheduled in the school calendar.
3. In order to provide equal opportunity to all the children, a child shall not get a 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 genres 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 reading habits.

Responsibilities (Coordinator)

1. Propose budget to carry out the various literary activities to SMT.
2. Refer school calendar/diary and carry out the literary activities respectively.
3. Frame and display the rules and regulations and procedures on the notice board a week ahead for any literary activity.
4. Maintain the records of the activities conducted.
5. Prepare quiz question after consultation with the subject teachers.
6. Organize and conduct activities on the scheduled day fair and just.
7. Encourage mass reading both in Dzongkha and English while organizing reading week.
8. Organize any kind of literary activity at the Dzongkhag or National level.
9. Prepare an action plan which can be executed and incorporated in the school academic plan.
10. Publish newsletter/magazine once a year.
11. Literary competition should be completed by the September month.

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Learning Fair

Aim: Provide platform for the learners to apply the knowledge, showcase creativity and innovation in bringing out innate talents of the students to help them in their overall development

History Exhibition

Historical exhibition presents information about an event, person, place, or idea from the past by physically displaying documents, images, or objects. On a History Day, students will share their research through historic photographs, maps, drawings, and other objects.

Let students exhibit the artifacts and handicraft products to promote the cultural heritage of our country.

STEM Exhibition

A STEM exhibition is an opportunity for students to do an independent STEM project following either the scientific method or the engineering design process. Students conduct their research then present their results at the fair. Typically students present their STEM projects to other students, teachers, and the judges. Prizes are awarded for the best STEM projects.

TOR:

1. Pick a STEM exhibition project idea based on the theme communicated by the school science and mathematics departments, established on the class/level category (I: Classes VII & VIII; II: Classes IX & X; III: Classes XI & XII).
2. Follow either the scientific or engineering method to complete the hands-on part of the STEM exhibition project.
3. Follow up the design process and progress with the concerned teacher.
4. Create the STEM exhibition display board and/or presentation that explains what was done, shows the data, and presents the applicability/ conclusions.
5. Explain the project to the judges and observers.

Club Exhibition

- Art club, home science, tailoring, help-shoe, waste management, saloon, nature and knitting club

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- Conduct fate day(fate tree,bottle fishing,blowing paper in the bottle,ring game,Dart game)

Dzongkha and English Fair:

Publish and display best piece of writings in different categories like: Essay, composed Tsangmo, handwriting, composed songs, Ka-tsom, composed Lozay, composed short stories)

Prizes

1. Award certificate and a book to top three winners of the STEM exhibition from each category.
2. Award certificate to three winners to the Dzongkha and English category respectively.
3. Award certificate to members of top three winners for club exhibition
4. Award certificate to top three winners in History Exhibition.

School facilities and property policy

I. Printing and Print Management Policy

1. Purpose and Scope

- The purpose of this policy is to support the implementation of cost effectiveness and efficient print management strategy at SJHSS
- This policy gives guidance on how the School will allocate printing devices – Printer and Rongda Machine.
- This policy also sets the guidelines on the best use of printing devices within the allocated budget, in order to demonstrate individual responsibility by reducing waste of papers, toner and ink.
- This policy applies to all staff of SJHSS. Please note that the school will not be able to provide printing facilities to students owing to the budget constraint.

2. General Policy Statement. Purpose and Scope

In order to operate efficiently, the school must ensure that its assets are procured, deployed and managed effectively. The following key elements will be govern by this print policy:

- The Print Service is centralized and operated by Administrative Assistant and the caretaker. Essential supplies – such as toner cartridges, papers, master roll, rongda ink, and staples – are covered under Budget head 14.01; S & M - Office Supplies, Printing, Publication.
- Any faults or requests for staples/other consumables should be made to Store In-charge. Store In-charge should maintain proper records of procured and

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issued items like toner cartridges, papers, master roll, rongda ink, and staples for budget proposal.

3. Recommended Printing/Copying

- To minimize both waste and cost to the school, the following print behaviours are recommended:
- All the printing works (Unit test, Mid-term, Trial & Annual examination, worksheet and BPST, planning) should be carried out at the Administrative Assistant's office. Administrative Assist should do small range printing jobs using HD laser printing and should use Konica and Photo Copy machines for heavy printing jobs. Administrative Assistant should maintain proper printing records to propose budget and use as evidence in case of budget constraint. Administrative Assistant should ensure standard font (12) before print using back and front pages.
- The Examination Print Unit should be used for any multiple copy print jobs that have 100 pages or more.

4. Examination Central Print

The Examination Unit is there to support high volume, multiple copy printing and to provide specialist finishing facilities by the caretaker. Printing requests must be sent to the store in-charge and administrative assistant in a PDF or other printable format.

5. Personal Printing

Staff should use their own paper for personal printing (professional printing).

II. Energy and Water Management Policy

1. Purpose and Scope

The purpose of this policy is to support the implementation of efficient use of energy management strategy at SJHSS. This policy gives guidance on how the school will make optimum use of electricity and water within the allocated Budget, reduce waste and enhance individual responsibility

2. Use of Air Conditioner

Staff and students can make use of AC during the hot season and stop using it upon the notification issued by the school administration. They should use fans on other months. However, class and subject teachers shouldn't put on entire appliances in the classroom to avoid electrical break in the campus. Class captains should put off the AC, fan and light when they go to the library, have physical education classes, lunch break and after school hours.

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3. Water resources

VP, Pastoral care secretary and Health In-charge shall monitor cleaning of sky hydrant filter with the help of care takers. The tap water produced from the sky hydrant is only for drinking. Students and staff should put off the taps after use.

III. General School Property Policy

1. Classroom: The class teachers will do hand-taking at the beginning of the year, take proper care and handover to school administration/store in-charge at the end of the year. Any lost and damaged items should be replaced by an individual or by the class.
2. Staffroom: The staff secretary will do hand-taking at the beginning of year, take proper care and handover to school administration/store in-charge at the end of the year. Any lost and damaged items should be replaced by an individual teacher or by the entire staff residing in a particular staffroom.
3. Examination cell: The examination secretary will do handing taking at the beginning of the year, take proper care and handover to school administration/store in-charge at the end of the year. Any lost and damaged items should be replaced by individual teachers or the examination committee.
4. The concerned coordinators; Cultural, offices, MPH, Library, tools, Games, Labs, Store, Prayer, Chadi Items, TRC, Office, IT, Utensil should do handing taking from staff transferred, take proper care and handover to school administration/store in-charge at the end of the year. All the borrowing of items should be routed through Principal. Any lost and damaged items should be replaced by an individual staff or committee.
5. If the concern coordinator changes in between the academic year, proper handing and taking should be done to avoid future inconveniences.

Student Development Fund Policy

1. The class teachers should collect fees from students and then hand it over to school administration immediately.
2. SDF in-charge should maintain cash books, vouchers and details of daily transactions. In-charge should close the account at the end of every month and get signed from the principal.
3. SDF in-charge should present the SDF account details quarterly during staff meetings and display a copy of the same on the notice board for transparency.
4. SDF In-charge shall not lend SDF to anyone.

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5. Use SDF as per the Budget Utilization Plan.
6. SDF shall be strictly used for following purposes:
 - ✓ Classroom decoration competition
 - ✓ Celebration of important global days.
 - ✓ Procure miscellaneous maintenance items during emergencies.
 - ✓ For club activities.
 - ✓ Serve refreshment to students and teachers during meetings, examinations, other works, office guest and important programs.
 - ✓ Use for school religious purposes (school altar for lighting incense sticks and butter lamps)
 - ✓ Class X and XII farewell party (50%).
7. Miscellaneous fund
 - ✓ Fund raised and generated from clubs, MPH charges, ground fees, selling of scraps, cultural shows etc will be used for adhoc programs and other important school activities. It will be maintained by the Principal.
 - ✓ Miscellaneous fund in-charge should present the miscellaneous account details quarterly during staff meetings and display a copy of the same on the notice board for transparency.
Miscellaneous budget shall be strictly used for the following purposes:
 - ✓ Campus beautification(Religious, ambience and others)
 - ✓ Class X and XII farewell party (50%).
 - ✓ Refreshments during the meetings, school picnic, staff & students, welfare, ad hoc maintenance and programs.

THE SCHOOL NON ACADEMIC POLICY

MANDATE: Provide wholesome education for the holistic growth and development of students.

OUTCOME:

- Enhanced positive attitude, skills and values through a range of wholesome development opportunities.
- Higher academic achievement, improved employability skills, and sound physical and mental health.
- Gain the ability to be aware of their emotions, establish identity act with integrity, develop team building ethics, and make personal choices that promote individual growth and development
- Sustain their livelihood in case they fail to achieve in academics.

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PURPOSE: To provide a platform and equal opportunity for the students to showcase their innate talents, develop confidence, social skills, intellectual skills, moral values, establish identity and values.

AUTHORITY: Non-academic Head, School HRC, House masters, class teachers and school sports instructors and club coordinators.

RESPONSIBILITY: Staff and students.

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. The activities should present possibilities for students to strive for personal improvement and materialize their hard work.
4. Co-curricular activities should not hamper the school instructional hours.
5. All the students should be given an equal opportunity to participate in co-curricular activities.
6. Proper record of the activities should be maintained by the concerned in-charge and submit the proposals, achievement record, and findings to the Non-Academic secretary immediately after the declaration.
7. One student can participate in a maximum of two events in any discipline.
8. Class teachers and house masters should ensure maximum students participation in games and cultural activities.
9. House masters, class teachers and coordinators will keep the record of student's participation in different fields and maintain the record of the activities carried out in the *Google sheet*.

SCHOOL AGRICULTURAL POLICY

AIMS

1. The school shall strive to provide agriculture based education as a part of wholesome education.
2. The school shall aim to prepare the up-coming generations equipped with the sound knowledge on agriculture, to be productive citizens 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.

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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 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.
4. To impart the knowledge and skills that they have learned in the school, in later part of their life to achieve the vision “Gross National Happiness”.

Activities:

- Vegetable gardening
- 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. Agriculture club captains will collect tools, seed, etc., from the SAP co-coordinator with the help of tool captains.
2. Club and SAP Coordinators will supervise the work.
3. After the work, tools and other machinery materials taken should be submitted immediately to SAP co-coordinator with the help of tool captain.
4. Club and SAP Coordinators are liable for the loss of materials and will be asked to replace the lost items.
5. Technical Assistance will be provided by the Focal Agriculture teacher/ Agriculture Extension Officer.
6. Weeding and Watering should be done whenever required.

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7. When the vegetables are ready to harvest, Club and the club captain will inform the SAP coordinator.
8. 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 webs, and putting manure in 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 sell to the students and staff.

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

GAMES & SPORTS POLICY

Goal

Play for fun, health and all-round development.

Aims and objectives:

1. Teach students to respect the rules of the game.
2. Create awareness on the latest international rules.
3. Instill values and sportsmanship among the students.
4. Ensure mass participation.
5. Promote and preserve traditional games and sports.

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6. Equip with basic skills of games and sports.
7. Help them acquire skills for future employment.
8. Instill the values of healthy living.

TOR

- Committee will carry out the works related to games and sports.
 - Ensure that all the students get an equal opportunity.
 - Teach skills, techniques, rules, and sportsmanship.
 - Prepare an annual plan and submit it to the Principal by the end of February.
 - Conduct house competitions at the beginning of the year and select a school team for all the events by the Games Committee.
 - Train school teams by the games committee from the very beginning of the year.
 - Provide choice and equal opportunities by framing a time table for use of grounds by boys and girls after school hours.
 - Encourage mass participation by house masters and class teachers.
 - Conduct traditional games competitions to preserve and promote it.
 - Coordinate the practice of March-past for the national events by SSI and house masters/class teachers.
 - Instil sportsmanship, values and skills by taking away their privilege if they misbehave and
 - promote team building
 - Maintain records of all the school sport items.
 - Submit supply orders 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.
 - Strive to win an award in Thromde, Dzongkhag, Regional and National level.
 - Participants should come in proper house/sports attire (Red, Blue, Yellow, Green) and tracksuit.
 - SSI and concerned coordinators (nominated by SMT based on the eligibility and ability to guide and support players) will facilitate the players and escort them during Thromde, Dzongkhag, Regional and National level competitions.

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Waste Management Policy

1. Introduction:

Due to the 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 of responsibly, using approved, registered waste contractors. This policy sets down the framework for all waste management in the school.

2. Objectives:

- Refuse, Reduce, Reuse and Recycle the waste in the 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 coordinate 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. Refuse waste: Abstaining from use of non-degradable waste.
2. Reduce waste: Avoid sending waste to a landfill. Landfills cause environmental problems, such as unpleasant smells and contaminants and toxins leaching into water and air. Educate staff and students about using

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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 members.

3. Reuse waste: Think about reusing waste around the school and the school community, including: Reusable waste like paper and plastic will be reused in innovative ways like planting flowers in plastic bottles and making masks out of paper pulp.
4. 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 waste bins each to segregate the waste from the source. The disposal waste bins are labeled as plastic, bottles and paper. Mass cleaning campaigns (involving all students and teachers) will be organized by Nature and Waste Management In-charge once in a year and other cleaning campaigns will be organized as and when deemed necessary to create awareness on waste management issues.
5. Recycle waste: find an 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 bottles will be collected by responsible clubs (Waste management club) in waste houses 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 lunches 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 are implemented and still if there is some waste left, it would be finally taken by the Thromde Waste Management Team.
8. Sanitary pads produced in the school by girls would be collected and disposed of in the proper pit meant for sanitary pads within the school campus.

Roles of Waste Management Coordinator

- Overseeing the day to day delivery of general waste and recycling services.

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- 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 benchmarking.
- Display the record of waste deposited and funds generated by classes on the board.
- Keeping records of waste and funds generated.

Class Wise Waste Management

1. Segregation of waste maintaining two separate bins. (Biodegradable and non-biodegradable)
2. Class will collect the waste which are reusable, recyclable and sell to the waste management coordinator.
3. Waste management coordinator will fix the rate for the items.
4. Coordinator will maintain a scoreboard monthly for the fund generated and items sold by each class.
5. Recycled items from the waste will be encouraged to use for classroom decoration.
6. School will award cash for the top three classes based on the fund generated.

Roles of Principal and Vice Principal (WMC)

1. **Non-hazardous Wastes**
 - ✓ Ensuring that no hazardous waste is disposed of through the general or waste recycling streams.
2. **Hazardous Wastes;**
 - ✓ Remind concerned staff to coordinate waste disposal for any hazardous wastes.
 - ✓ Informing the concerned Office to dispose of the waste.

Roles of Staff:

- Dispose the 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 the Students:

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- 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 concern 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 coordinate cultural programs as per the school calendar.
2. Propose a budget for the execution of planned activities to SMT.
3. Conduct house and class wise competitions.
4. Set criteria for the competition.
5. Teach students songs, dances, and music for occasions like national day celebration, His Majesty's birthday and any other programs such as cultural competitions.
6. Arrange/organize the costumes and other necessities for the competition.
7. Organize any competitions at the Dzongkhag or National level.
8. Keep records of cultural items (musical instruments) and use them properly.
9. Maintain proper records of cultural items like musical instruments, boots and others.
10. Proper care and use of the cultural items.
11. Train school cultural groups for staging programs on behalf of the school.
12. 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.
13. Keep three items(Rigsar, Boedra and Zhungdra) prepared for any ad hoc programs.

Policy and plan

- Prepare annual plan and submit to Non Academic Secretary
- Coordinate and organize songs and dances.
- Organize fund raising activities by conducting annual cultural shows and exhibitions.

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- Support in Celebrating national festivals.
- Club members should be ready with dances like Zhungdra, Boedra and Rigsar for any ad hoc 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 the 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 should be able to perform at least one dance by the end of the academic year upon the support received by the staff.
6. There shall be musical instrument training for students during club periods.

School Disaster Management Policy

School Disaster Management Committee (SDMC)

| Sl.# | Members |
|------|-----------------------------------|
| 1 | Chairperson – Principal |
| 2 | Vice Chairperson – 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 hazards 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).

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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 the plans at regular intervals (at least once a year).
2. Mobilizing the team during a 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 a 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 the 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/personnel in the school.

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

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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 floods, 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 the 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:

- Assessment of potential hazards and risks in consultation with technical personnel.
- Retrofitting.
- Relocate furnishings and contents.
- Secure non-structural building elements and furnishings.
- Falling of the big trees.
- Sensitization.
- Mock drills.
- Training and capacity building.

Sub committees for the disaster management

DISASTER MANAGEMENT TEAMS:

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1. DISASTER AWARENESS/WARNING AND INFORMATION DISSEMINATION TEAM.

Members:

Three teachers

Roles and Responsibilities

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

Before the Disaster

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

During the Disaster

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

After the Disaster

- 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

- Identify safe evacuation sites.
- Work out safe evacuation routes and alternate routes.

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- Mapping of the evacuation sites and all routes.
- Numbering the blocks and classrooms.
- Make sure that necessary supplies are accessible.
- Plan evacuation with the class/students.
- Rearrange the class if needed for easy evacuation.
- Practice the Duck, Cover and Hold process.
- Assign a student to lead the class to the safe site.
- Sequencing the classes for easy evacuation.
- 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.
- Frame the final evacuation plan and disseminate to all.

During the Disaster

- Adhere to ‘dos’ and ‘don’ts’ of particular hazard
- Evacuate in an orderly fashion as practiced in the drills

After the Disaster

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

1. 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:

- Volleyball court.
- Basketball court.

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During the Disaster

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

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

After the Disaster

- According to a pre-established pattern, check (Visually, vocally, physically) every room in the building.
- Report location of injured to First Aid Team
- Team leaders must 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

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- 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 an emergency number from the hospital and arrange an 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 a Record form and keep it 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

- Sand : 5-10 buckets
- 5-10 tins
- shovels
- fire extinguishers

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- helmet
- safety coat
- gloves

Roles and Responsibilities

Before the Disaster

- Arrange the fire-fighting equipment (extinguishers, water, sand etc.) and place them 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 firefighting 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 firefighting department depending on the intensity of the fire.
- Adhere to 'dos' and 'don'ts' of particular hazard.

After the Disaster

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

1. TRANSPORTATION TEAM

Members:

Three teachers

Vehicles

- Staff Vehicles
- Ambulance

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- 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 the 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

- Doctor, S/Jongkhar hospital
- Ambulance Driver
- SP, RBP
- RBP driver
- 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

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- 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. COUNSELING

School counselor

Responsibilities (after the disaster)

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

Evacuation Procedure and Plan

1. 1st Siren -Students and teachers will move under the table and follow; drop, cover and hold.
2. 2nd Siren after 60 seconds – the class teacher or the subject teacher (whoever is in the class) assists students to quickly evacuate from class to the designated safe area in line. Students cover their heads with a school bag/book.
3. Class captains do the head count and report to the class teacher/subject teachers (Present, Absent, Missing).
4. Note: Teachers 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.
5. Class teachers report to the incident commander (IC) and then join their respective disaster response teams, if they are part of the team.
6. 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.
7. The IC 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.
8. The SAR team leader instructs the team members as per decided procedures and sub teams go for search and rescue.
9. 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.

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10. 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.
11. The transportation team works in coordination with the 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.
12. IC keeps in touch with the concerned authorities:
 - ✓ Dzongkhag/Department of Disaster Management Committee
 - ✓ Health officials
 - ✓ RBP
 - ✓ Any other relief and disaster management team
13. IC should stand in a position to provide information to
 - ✓ Parents/Guardians
 - ✓ Media

Dissemination of the plan

- To the students during morning assembly and in the class
- To the parents during SMB meeting and other community gathering
- 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

- All the classes will be allocated with SUPW areas and they will have to take initiative to develop through plantation and beautify the areas throughout the year.
- Class teachers,Principal,House Masters,Club Coordinators and Class Captains will award the SUPW Grades twice a term 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 a reliable and good justification against the Grade.

| SL# | Stakeholders/Score | WEIGHTING (100%) |
|-----|--------------------|------------------|
| 1. | Class Teachers | 50 |

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| | | |
|----|-----------------------|----|
| 2. | Principal | 10 |
| 3. | House Masters | 10 |
| 4 | Class Score (overall) | 10 |
| 5 | Class Captains | 20 |

| <u>Grade 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 |

Criteria for assessing SUPW for all the focal persons:

- | | | |
|----|---|----|
| 1. | Consistency | 10 |
| 2. | Productivity (Improvement, creativity, completeness) | 10 |
| 3. | Work Ethics | 10 |
| 4. | Punctuality | 10 |
| 5. | Readiness (Equipped with tools) | 10 |
| 6. | Initiatives | 10 |

Assessment Criteria

Assessment Criteria for Flower Garden (Class)

| Sl. No | Criteria | Points |
|---------------|--|---------------|
| 1 | Completion of work(no stones, uprooted wastes, weeds, sticks and clean area) | 5 |
| 2 | Development and creativity (innovative ideas) | 5 |
| 3 | Regularity of Weeding and digging. | 5 |
| 4 | Manuring/ cleanliness/ grass cutting | 5 |
| Total | | 20 |

Assessment Criteria for Classroom Cleanliness

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| Sl. No | Criteria | Points |
|--------------|--|-----------|
| 1 | Display of Teaching-Learning materials(Proper display, allocated subject corners, adequate usage of the subject corners) | 5 |
| 2 | Arrangement of furniture | 5 |
| 3 | Cleanliness (two waste bins with properly use) | 5 |
| 4 | Conducive and educative learning atmosphere(Adequate light, switches, free of graffiti) | 5 |
| 5 | Proper care of the class properties | 5 |
| Total | | 25 |

Assessment Criteria for Dress code (Class wise)

| Sl. No | Criteria | Total points |
|--|--|--------------|
| | | 25 |
| 1 | Whole class in proper dress | 5 |
| 2 | Decent hair length, color and style | 5 |
| 3 | Proper Nail keeping and piercing of ears (accepted one) | 5 |
| 4 | Tattoos: (One time deduction of point for old tattoos but newly tattoos writing on uniform and body) | 5 |
| 5 | Gho and Kira length and cleanliness | 5 |
| Proper dress means: students with complete uniform; (School uniform and clean lagey, kira, tego, wonju,), 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. | | |

Clubs:

1. Health Club

- Prepare and submit the club action plan and Club report to the Non-Academic Secretary.

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- 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 a healthy school environment.
- Provision of micronutrients 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 stakeholders.
- Timely submission of health reports (BMI, Non-drug report, Health screening report, record of students' having chronic diseases, celebration of global days) to the concerned agencies.
- Health coordination will sensitize and the students should follow the covid-19 safety protocols

2. Home Science Club

- Prepare and submit the club action plan and club report to the Non-Academic Secretary.
- Ensure timely conduct and implementation of the Club action plan.
- Involve students in preparing a 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 Non-Academic Secretary.
- Ensure timely conduct and implementation of the Club action plan.
- To promote understanding of the aims and ideas of UNESCO.
- To observe the Green day and disseminate information on the importance of green day to students and parents.
- Make it mandatory for all the students and staff to bring green vegetables on Thursday and wear green day badges.

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4. Literary Club

- Prepare and submit the club action plan and Club report to the Non academic secretary.
- 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.

5. Nature Club

- Prepare and submit the club action plan and Club report to the Non-Academic Secretary.
- 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 the lead role in school campus beautification.
- Keep the school clean and green.
- 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 the importance of nature.
- Teach students to raise saplings of flowers, fruit trees, ornamental and herbal plants in the green house and sell them to generate income.

6. Waste Management Club

- Prepare and submit the club action plan and Club report to the Non-Academic Secretary.
- 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.

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7. Games and Sports Club

- Prepare and submit the club action plan and Club report to the Non-Academic Secretary.
- 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 a yearly calendar for games and sport.
- Recruit one boy and a girl from each section as a club member.

8. Media and Democracy Club:

- Prepare and submit the club action plan and Club report to the Non-Academic Secretary .
- Ensure timely conduct and implementation of the Club action plan.
- Educate and inform students on the electoral process.
- Conduct the elections of the school leaders through the use of EVMs
- Prepare and orient students on democratic values
- Advocate media literacy to the students through media literacy programs.
- Advocate and facilitate 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 Non-Academic Secretary.
- 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 funds for the club and school.

10. Tailoring Club

- Prepare and submit the club action plan and Club report to the Non-Academic Secretary.
- 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 funds for the club and school.

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11. Cultural Club

- Prepare and submit the club action plan and Club report to the Non-Academic Secretary.
- Ensure timely conduct and implementation of the Club action plan.
- During club time the members shall learn and practice a minimum of three cultural items and make it ready for display during ad-hoc, or planned programs.
- Train school cultural groups for staging programs on behalf of the school.
- To teach them songs, dances, and music for occasions like H.M's Birthday, National day celebration, teachers day, school rimdro, etc.

12. Library club

- Prepare and submit the club action plan and Club report to the Non-Academic Secretary.
- Ensure timely conduct and implementation of the Club action plan.
- Carry out minor works like book binding, book classification, making book pockets, cleaning and arranging bookshelves.
- Recruit only ten members.

13. Saloon club

- Prepare and submit the club action plan and Club report to the Non-Academic Secretary.
- 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 decent haircuts for the students.
- Carry out monthly haircut with uniform haircut for all the students

14. Knitting club

- Prepare and submit the club action plan and Club report to the Non-Academic Secretary.
- Ensure timely conduct and implementation of the Club action plan.
- Impart knitting skills to club members.

15. Mindfulness club

- Prepare and submit the club action plan and Club report to the Non-Academic Secretary.
- Ensure timely conduct and implementation of the Club action plan.
- Impart mindfulness technique to club members.

16. Maintenance club

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- 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.

Scouting Program:

- The scouting activities are carried out in the school as a whole school approach in line with the guidelines provided by the DYS. Students are taught leadership skills for serving 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.
- Observe Monday as a scout day

Operation of CLC

- The Dzongkhag Education Office shall work out a timeline for operation of CLC and incorporate/include in the Dzongkhag Education Calendar.
- The parent schools shall facilitate the actual operation in collaboration with CLC Manager.
- The managers shall develop a plan of action and submit it to the parent school before the 2nd week of February.
- The parent schools shall develop a schedule for monitoring with the manager(s) and Dzongkhag Education Office.
- The Head of the parent schools and Dzongkhag Education Office shall carry out monitoring using the tools developed by NFCED and submit the report as per the schedule and norms prescribed.
- The Dzongkhag Education Office and schools shall make required follow-up.

Pastoral Care Policy

MANDATE:

Ensure physical, emotional and social well-being of staff and students for effective teaching and learning

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OUTCOME

- ❖ Students that are resilient in coping up with physical, emotional, mental, cyber violence and cognitive challenges.
- ❖ An abled student can take responsibility for their own actions, supporting their development to become well-rounded individuals.

PURPOSE:

- ❖ Create positive environment and culture that supports the physical, social, intellectual, emotional and spiritual development of staff and students

AUTHORITY:Head of School, School HRC and school counselor

RESPONSIBILITY: Thromde Education Office, School and school counselor

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 HSS 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 SJHSS encompasses and pervades the whole life and work of the school in which:

- All the students and staff feel valued as individuals, safe, secure and are encouraged to develop their gifts and talents.
- The staff 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 they enjoy freedom of speech.

TOR:

- Look after the students' welfare.
- Implement the planned activities as per the policy and review the effectiveness of the program.

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- Provide career guidance and counseling to the children.
- Conduct SPEA (Parenting Education Programme)
- Oversee the health and wellbeing of the students.
- Look after the student support, provide intervention and make referral

SCHOOL HEALTH POLICY

Motto: *“Health is the paramount essence of the life irrespective of living standard of an individual”*

I.HEALTH AND SANITATION

TOR:

- School health Club under the advice of the in-charge will look after the promotion of the school's health and sanitation.
- Monitor school toilets, water taps/ tanks/ pipes, drains and pits and propose for maintenance on a daily basis.
- The health club will celebrate health related global days.
- Health facilities will be made accessible to the students through the health in-charge.
- Students' personal hygiene will be taken care of by the class teachers, house masters, health in-charge and the Club members.
- Health records will be maintained daily by the health coordinator.
- Supplementation of deworming (annually) and iron tablets (weekly) would be issued to class teachers and class teachers will ensure that students take it on the spot after the morning assembly on every Thursdays.
- Written Health messages will be displayed in the school at prominent places.
- The child should carry packed-lunch daily.
- On Thursday, students should not come empty stomach as they will be given iron supplement tablets and others like deworming tablets.
- The child should carry a bottle of boiled water to school daily.
- The Health Coordinator will be in-charge of the water filter installed in the school.
- Health talk and supplementation of Iron and De-worming tablets would be carried on a regular basis.
- Display food pyramid.

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- Prepare and propose medicine bi-annually.
- Monitor the sick room and ensure to admit only students who are genuinely sick.
- Members of the Health committee will monitor the health room on a rotational basis.
- Students are allowed to rest only for an hour and refer to hospital or parents if the health condition does not improve.

II. CLEANLINESS AND APPEARANCE.

- Keep nails and hairs short, and tidy
- Should not dye hair, use cosmetics, fancy jewellerys, ribbons, bangles, necklaces, etc., while in school.
- Class teachers, TOD and health in-charge should check students' dress code, hair, nails and other personal hygiene once a week.
- Students are expected to be neat and clean(uniform) during school hours.
- Students must wear gho and kira as per the required length.
- Students must not spit on the corridors, staircases and inside the classroom/MPH/prayer hall.
- Dispose waste into the waste bins and never litter the floor.
- Use only soft tissue papers or clean water while using the toilet.
- All students will contribute a packet of sanitary pad to the health in charge during menstrual hygiene day and will be used during emergencies.
- Monitor the cleanliness of toilets by ToD, Health captains and Health Incharges.

Junk Food Policy

No Junk Food Day: Everyday

Definition:

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

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Examples

- Fizzy drinks like fanta, coca cola, pepsi, sprite, Potato chips, Candy bars(chocolates, chewing gum), Instant noodles, deep fried foods (chilli chop, alu chop, chowmein 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 the 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 knowing the short-term and long-term effects, if the individual is found carrying the item(s) the school will confiscate the items and dump them. It is not the sole responsibility of those in-charge but all the stakeholders of this school. Everyone should unite to make school green and very conducive for learning.
- Health in-charge and members will carryout surprise checking during weekdays.
- Class teachers should frame the classroom rules to refrain students from taking junk foods in class.
- A committee led by a health coordinator will carry out inspection on the possession of junk food and other substances.
- If found carrying junk food, class teachers will deduct EBA and class points and make students deliver extempore speech.

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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 external environment viz.; at home and at school

TOR of the School counselor:

- Create caring and supporting atmosphere in the school.
- Help students to solve their problems.
- Ensure students’ safety and comfort at all times.
- Encourage the students to share their problems anytime and anywhere without hesitation and fear in front of the counselor(s).
- Support SPEA programs, facilitate and educate the parents
- School counselor will conduct individual/ group/ mass counseling sessions depending on the case on a daily basis and maintain necessary records.
- Maintain a Counseling board in the School.
- Conduct counseling sessions as and when required.

How should we help this program function well?

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

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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...

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

SDF Committee:

The committee ensures accountability and transparency with regard to the use of SDF by presenting the status of the SDF account quarterly. The committee is comprised of:

1. Principal
2. School accountant (Adm. Asst.)
3. SMT

All the concerned in charge 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. Committee should prepare an SDF utilization plan. The nature of fee collection is:

SDF: Nu.200/- per child for classes IX, X, XI and XII
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, concerned teachers should get proper approval from the school authority.

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| <i>School hand book</i> | <i>Nu. 55/-</i> |
| <i>School annual rimdro</i> | <i>Nu. 250/-</i> |
| <i>Lungta Recitation (class X, VIII, and XII)</i> | <i>Nu. 150/-</i> |

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

DISCIPLINE MANAGEMENT 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, refer to the school counselor and if the students further repeat, then it can be forwarded to the School Discipline Committee.
2. The Class Teacher should maintain a record of all the disciplinary issues of his/her respective class in the personal file of the student which is mandatory.
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. Personal files of individual students will be handed over to the principal of the next school upon the completion of school.
4. Use EBA (Emotional Bank Account) effectively by the class teachers and provide monthly feedback to students. Character certificates will be rated based on the EBA, disciplinary records and student file. EBA will be maintained for the consecutive two years (VII-VIII, IX-X & XI-XII).
5. Class teachers should display the EBA record monthly in their respective class.
6. ToD and staff will submit the name list of any students encountered with the discipline issues will refer to the class teacher and the EBA record keeper for EBA deduction.

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 OFFENSES 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, jewelries)❖ Graffiti, cheating, teasing (Eve).❖ Tattoos, Littering | <ul style="list-style-type: none">❖ Teacher – child conference❖ Reminder to student❖ Undertaking letter from student |

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| <ul style="list-style-type: none"> ❖ Misuse of electronic gadgets, ❖ Foul/indecent language ❖ Unpunctuality ❖ Negative peer pressure ❖ Mischief ❖ Petty theft ❖ Disrespectful behavior ❖ Bullying (name calling etc.) ❖ Business transaction ❖ Not doing homework/classwork/ assignments ❖ Junk food | <ul style="list-style-type: none"> ❖ Additional assignments (cleaning class toilet, SUPW area & classroom) ❖ Peer separation ❖ Parents notification ❖ Deduct points from EBA ❖ Repeated offenses, school will determine the frequency in degree 1 will tantamount to degree 2 Sanctions |
|---|--|

Degree Two: Violation of school rules

| Moderate Offenses | Possible Sanctions |
|--|--|
| <ul style="list-style-type: none"> ❖ Frequent violation of degree 1 offenses ❖ Insubordination ❖ Substance i.e, supari, wiz, doma ❖ Dishonest behavior ❖ Plagiarism ❖ Hooliganism ❖ Inappropriate relationship ❖ Possession of harmful items ❖ Defamation, blackmailing ❖ Prowling ❖ Discrimination ❖ Bullying(Physical, Cyber, emotional, social) | <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.) ❖ Written warning ❖ Parent/guardian undertaking ❖ In school detention work (1 day- supervised by discipline committee/school administration/non-teaching staff) <p>Repeated offenses (school will determine the frequency) in Degree 2 will tantamount to degree 3 sanctions.</p> |

Degree Three: Severe violation of school rules and national laws

| Major Offenses | Possible Sanctions |
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| <ul style="list-style-type: none"> ❖ F ❖ frequent violation(3 times) of degree 2 offenses ❖ 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 ❖ Two (After repeated offense) ❖ In school detention work (2 days supervised by discipline committee/school administration/non-teaching staff) ❖ Issue TC and transfer to boarding school |
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Note: Any offenses criminal in nature will not be dealt with by the school.

Offences, degrees and sanctions

| Sl no. | Offences | Nature | Sanctions |
|--------|--|--------|--|
| 1 | Absenteeism/ Tardiness/Junk food/ unpunctuality | Minor | 1 st time: Teacher – child conference |
| | | | 2 nd time: Undertaking letter from student # Inform the parents # Deduct marks from EBA |
| | | | 3 rd time: send to the discipline committee # Child – counselor conference |
| 2 | Violation of dress code (hair, cosmetics, nail, uniform, jewelries) | Do | 1 st time: Teacher – child conference |
| | | | 2 nd time: Undertaking letter from student # Inform the parents # Deduct marks from EBA |
| | | | 3 rd time: send to the discipline committee # Child – counselor conference |
| 3 | Graffiti, cheating, teasing | Do | 1 st time: Teacher – child conference |

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| | | | 2 nd time: Undertaking letter from student # Inform the parents # Deduct marks from EBA |
| | | | 3 rd time: send to the discipline committee # Child – counselor conference |
| 4 | Tattoos, Littering | Do | 1 st time: Teacher – child conference |
| | | | 2 nd time: Undertaking letter from student # Inform the parents # Deduct marks from EBA |
| | | | 3 rd time: send to the discipline committee # Child – counselor conference |
| 5 | Possession of electronic gadgets, Foul/indecent, language | Do | 1 st time: Teacher – child conference # Deduct marks from EBA |
| | | | 2 nd time: Undertaking letter from student # Inform the parents |
| | | | 3 rd time: send to the discipline committee # Child – counselor conference |
| 6 | Negative peer influence | Do | 1 st time: Teacher – child conference # Deduct marks from EBA |
| | | | 2 nd time: Undertaking letter from student # Inform the parents # Child – counselor conference |
| | | | 3 rd time: send to the discipline committee # Peer separation |
| 8 | Petty theft(Stealing pack lunch, books, pens, flowers, ...) | Do | 1 st time: Teacher – child conference # Inform the parents # Deduct marks from EBA |
| | | | 2 nd time: Undertaking letter from student # Child – counselor conference |

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| | | | 3 rd time: send to the discipline committee one day in school suspension |
| 9 | Disrespectful behavior(captains, peers) Disrespectful behavior to staff will be referred to the discipline committee. | Do | 1 st time: Teacher – child conference 2 nd time: Undertaking letter from student # Inform the parents # Deduct marks from EBA 3 rd time: send to the discipline committee # Child – counselor conference |
| 10 | Bullying (name calling etc.) | Do | 1 st time: Teacher – child conference # Inform the parents # Deduct marks from EBA 2 nd time: Undertaking letter from student # Child – counselor conference 3 rd time: send to the discipline committee Half day detention work |
| 11 | Frequent violation of level 1 offenses | Mild | Fourth violation of 1 st degree offence # Deduct marks from EBA # one day in school suspension # student undertaking # inform the parents |
| 12 | Insubordination(against captains, teachers, non-teaching staff and school authority) | Major | 1 st time: 1 st time: Teacher – child conference # Inform the parents # Deduct marks from EBA # one day in school suspension # student undertaking 2 nd time: report to discipline committee # 2 days of in-school suspension # Parent undertaking # EBA deduction 3 rd time: Issue TC and transfer to boarding school # Deduction from EBA # Final warning |

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| 13 | Substance i.e, supari, wiz, doma | Minor | 1 st time: Teacher – child conference # Inform the parents # Deduct marks from EBA # one day detention work # student undertaking |
| | | | 2 nd time: report to discipline committee # 2 days of in-school suspension # Parent undertaking # EBA deduction |
| | | | 3 rd time: 3 days of in-school detention work # Deduction from EBA # Final warning |
| 14 | Dishonest behavior | Mild | 1 st time: 1 st time: Teacher – child conference # Inform the parents # Deduct marks from EBA # one day detention work # student undertaking |
| | | | 2 nd time: report to discipline committee # 2 days of in-school suspension # Parent undertaking # EBA deduction |
| | | | 3 rd time: 3 days of in-school detention work # Deduction from EBA # Final warning |
| 15 | Plagiarism(Copying during examination will be directly dealt by school administration and examination committee) | Major | <ul style="list-style-type: none"> ● Award Zero for the particular papers ● Undertaking ● Inform parents |
| 16 | Hooliganism | Mild | 1 st time: Counsellor – child conference # Inform the parents # Deduct marks from EBA # one day detention work # student undertaking |

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| | | | <p>2nd time: report to discipline committee # 2 days of in-school suspension # Parent undertaking # EBA deduction</p> |
| | | | <p>3rd time: 3 days of in-school detention work # Deduction from EBA # Final warning</p> |
| 17 | Illicit relationship | Mild | <p>1st time:Counsellor – child conference # Inform the parents # Deduct marks from EBA # Deliver speech about the negative impact of illicit relationships in the morning assembly. # student undertaking</p> |
| | | | <p>2nd time: report to discipline committee # 1day of in-school suspension # Parent undertaking # EBA deduction</p> |
| | | | <p>3rd time: 2 days of in-school suspension work # Deduction from EBA # Final warning</p> |
| 18 | Possession of harmful items(Weapons) | Major | <p>1st time:Counsellor – child conference # Inform the parents # Deduct marks from EBA # one day in school suspension work # student undertaking</p> |
| | | | <p>2nd time: report to discipline committee # 2 days of in-school suspension # Parent undertaking and warning # EBA deduction</p> |
| | | | <p>3rd time: Refer to RBP # Deduction from EBA</p> |

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| 19 | Defamation, blackmailing | Major | 1 st time: Counsellor – child conference # Inform the parents # Deduct marks from EBA # one day detention work # student undertaking # Parent undertaking |
| | | | 2 nd time: report to discipline committee # 2 days of in-school suspension # Final warning |
| | | | 3 rd time: # Deduction from EBA # Refer to police |
| 20 | Prowling | Major | 1 st time: Counsellor – child conference # Inform the parents # Deduct marks from EBA # student undertaking |
| | | | 2 nd time: report to discipline committee # 1 day of in-school suspension # Parent undertaking # EBA deduction |
| | | | 3 rd time: 2 days of in-school detention work # Deduction from EBA # Final warning 2 days of in-school suspension |
| 21 | Discrimination(race, culture, gender, religion and economic status) | Major | 1 st time:Counsellor – child conference # Inform the parents # Deduct marks from EBA # one day in- school detention work # student undertaking |
| | | | 2 nd time: report to discipline committee # 2 days of in-school suspension # Parent undertaking # EBA deduction |
| | | | 3 rd time: # Deduction from EBA # Final warning # Refer to RBP |

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| 22 | Bullying(Physical, Cyber, emotional, social) | Mild | 1 st time:Counsellor – child conference # Inform the parents # Deduct marks from EBA # one day in-school detention work # student undertaking |
| | | | 2 nd time: report to discipline committee # 2 days of in-school suspension works # Parent undertaking # EBA deduction |
| | | | 3 rd time: # Refer to RBP # Deduction from EBA |
| 23 | Frequent violation of level 2 offences | Major | 2 days of in-school detention work # Deduction from EBA # Final warning |
| 24 | Groupies for ulterior motives | Major/Criminal | # Send to police # Parent undertaking # EBA deduction |
| 25 | Damage to property (vandalism) | Do | 1 time: report to discipline committee # Refer to RBP and replace/repair # Parent undertaking # EBA deduction # Final warning in written |
| 26 | Malpractice in exams | Major | # Award Zero and issue warning letter |
| 27 | Break – ins, Battery | Do | # Send to the police # Parent undertaking # EBA deduction |
| 28 | Sexual harassment/molestation | Criminal | # Send to the police # Parent undertaking # EBA deduction |
| 29 | Gambling, drug peddling | Criminal | # Send to the police # Parent undertaking # EBA deduction |
| 30 | Forgery | Criminal | #Send to the police # Parent undertaking # EBA deduction |
| 31 | Teenage pregnancy | Criminal | # Send to the police # Parent undertaking |

Commented [1]: 3rd degree possible sanctions: Include possession of any illegal substance will be dealt as per the school discipline policy

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| | | | # EBA deduction |
| 32 | Abortion | Criminal | # Send to the police # Parent undertaking # EBA deduction |
| 33 | Substance abuse, alcohol, dendrite, correction fluid, drugs, tobacco, tablets, Marijuana) | Major | 1 time: report to discipline committee # 2 days of in-school suspension # Parent undertaking # EBA deduction # Final warning in written Assessment and referral for treatment # hand it over to the police/issue TC and transfer to boarding schools |

EXPULSION

- It is the last resort and can be applied after taking a series of both preventive measures through wider representation in the discipline committee including the SMT.
- It should, however, be preceded by in-school 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 offense) and below.

THE SCHOOL SPEA POLICY AND PARENTS-TEACHERS MEETING

(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

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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 programs once in a year for all the parents.
- Counselor will prepare report of the program and submit to the Principal
- Class teachers and subject will introduce themselves to parents
- Share about student issues and concerns to parents
- Parents must do child-support undertaking in the beginning of year by class teachers
- Class teacher should create and ensure all the parents join in the telegram virtual group on/during parents-teaching meetings(beginning of the academic year)
- Conduct one day SPEA/PTM to discuss,suggest and and make strong collaboration to enhance students' behavior and learning

Course Module(SPEA):

- Understanding adolescence
- Adolescent Reproductive Health
- Parenting Styles
- Substance abuse & Adolescents
- Mental Health
- Suicide prevention
- School situational analysis report and interventions
- Academic support and motivation

We can help our adolescents by:

- spending time with our adolescent
- listening to our child
- understanding peer pressure

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- setting limits and rules
- talking with our child
- letting our child be infused with the sense to say ‘no to drugs’
- helping cope with challenges in life.
- understanding child's behaviour and timely monitoring

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.

Policy:

- Students are permitted to bring mobile as per the instruction from their respective subject teachers.
- 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 handed to the class teacher/subject teacher/concerned coordinator.
- Mobile phones brought to the school without being asked to or without permission shall be confiscated. A fine of Nu 500 (Ngultrum five hundred) shall be levied, and the parent/guardian of the student shall be summoned to the school to get the phone back.
- Any misuse of the phone such as piracy, taking unauthorized photographs without the knowledge and permission of other pupils or staff, etc. will be seen as a serious breach of policy, and further steps will be taken according to the school discipline act.

ANTI-BULLY POLICY

Definition of Bullying:

The Anti-Bullying program 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,

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- 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 HSS is completely against 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 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.

Roles and Responsibilities of all the Stakeholders

The Responsibilities of Staff

- Help students foster self-esteem, self-respect and respect for others.
- Lead by example to promote the high standards of personal and social behavior in students.
- Create awareness on 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 reporting bullying.

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- 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 the 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 involving in any form of bullying even at the risk of incurring temporary unpopularity .
- Report any cases of bullying (witnessed or suspected instances) to the school staff and seek help.
- 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 actions will be taken when dealing with incidents;

- If bullying is suspected or reported, the incident will be dealt immediately by the class teacher
- 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
- Serious incidents will involve further investigation and recording
- A clear account shall be reported to Principal/ Vice Principal/Counselor/Discipline in-charge or Class Teacher.
- Parents will be informed and involved during repeated and/or serious incidents
- Disciplinary measures / sanctions, which are appropriate, will be explained and executed
- Records will be kept of all reported incidents of bullying
- If necessary, relevant professionals and agencies (for example, RENEW, NCWC) will be contacted for further assistance.

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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.

SJHSS:

- Recognizes physical, behavioral, and emotional health as an integral component of a child.
- Recognizes suicide as serious concerns and issues among young people in the country.
- Has an ethical responsibility to take a proactive approach in preventing deaths by suicide, and
- 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:

- Carry out awareness programs on suicide prevention plan to the staff, students and community every year.
- Conduct annual school rimdro and choesey larim (spiritual talks) for psychological well being
- Carry out mental health screening tests to identify students at risk and provide counseling services and make referrals to relevant agencies.
- Conduct SPEA 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.
- Provide financial support and counseling services to the economically disadvantaged students.
- Strengthen peer helpers program produce competent peer helpers to identify students at high risk and make referral to the school administration and school counselors
- Provide life skills education, career education and mental health education during GP (Guidance Program) classes for wholesome development.

Reporting student at higher risk for suicide

- 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

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immediately. In the absence of 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.

- 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/guardians.
- A student can be self-referred or can 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 plans 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.
- If the student is already in a 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, an 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 signed 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.
- 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 of warning signs, removing lethal objects and vigilant supervision.
- 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

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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.

- 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.
- 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

- 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.
- 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
 - ✓ Parents/guardians
- 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:

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

- Any staff 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 (CIRT) 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 concerned 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 representatives will make contact with the parents of the deceased.

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

- Prepare a written statement on the facts of the death to share with students, staff, parents and media.
- The concerned 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 representatives will make contact with 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 the deceased and possession of the deceased.*

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- 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 the bereaved family will reassure them 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 belongings 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 the media*

- Principal or his designee will be the media spokesperson. This is to minimize sensationalizing or glorification of death by the media. It is also to avoid confusion and disruption of the school's operation by the media.
- The media spokesperson will share general feelings 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 dead 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.

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- 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

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

Family factors

- Suicide of a family member.
- Loss of a parent through death or divorce.
- Family alcoholism or other drug dependency.
- Absence of meaningful relationships and attachment within the family.
- Destructive, violent parent-child interactions.
- Physical, emotional or sexual abuse. Chronically depressed, mentally ill or suicidal parent.
- Highly rigid and perfectionist standards set for the child.
- Frequent communications that the child is unwanted or expendable.
- 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

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- Past history of suicide gestures or attempts.
- Running away - especially from an 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 reunited with someone who is dead.
- Highly defensive and avoidant 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.

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- 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
- Overreaction 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.

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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 staff are there to help them get through this.

- Inform students of the known facts of the situation and what actions are being taken as a result, including funeral arrangements, if known.
- 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.
- 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 the counselor.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

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- End the class by reminding students of the counseling and support services that are available in school and in the community.
- 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. Staff secretary shall collect Nu 1000 in the beginning of the year and use the fund till exhaustion (if necessary). Subsequent collections may need to be carried out, as and when required. Any leftover fund shall be credited back to the contributors
2. In case of misfortune (demise) of staff, the colleagues would be contributing a minimum of Nu 1500/- from every staff member and minimum of Nu 100 from the students.
3. In the misfortune of the direct parents, spouse of staff and their children, a contribution of Nu. 500/- shall be made. For the staff's spouse's parents or siblings a contribution of Nu. 350/- from all staff shall be made

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4. Staff who are on short term leave/short term training/maternity leave/long term(Semso) should contribute and they are also entitled in their absence.
5. The substitute teacher & consolidated teacher (whose contract term is for 2 years) shall be contributing Nu 250/- for the misfortune of the direct parents, spouse of the staff & their children and Nu 175/- for the misfortune of the spouse for his/her parents or siblings of the staff.
6. When there is Ritual conducted by any Staff of the school in their house the owner will send an invitation and the staff secretary will collect Nu 300 (Teachers) and non-teaching staff (Nu 150) per head and if not invited then the School leaves as per individual's interest to go or not.
7. If invited by an outside organization, a collection of Nu 150 should be made.
8. All the staff headed by the Principal or a few representatives will pay the condolence to the bereaved family/staff.
9. The Staff Secretary will organize such programmes for the staff.

Visit to Sick Staff:

Note: If the staff is hospitalized or has been seriously sick for more than 3 days, the staff secretary will initiate the visit and the contribution shall be Nu150/- per staff.

If staff is suffering from severe medical conditions like organ and liver failure, lungs, kidneys, cancer, surgeries and are referred outside dzongkhag or country, a collection of Nu 300 will be made and for minor medical checkup will not be entertained.

A collection of Nu 100 will be made for sickness of the spouse, children, and direct parents of the staff.

Students..

1. In case of misfortune of the students, Nu150/- from teachers and Nu 100 from support staff and collect Nu 50 from all the students.
2. Staff and students shall contribute Nu 100 and Nu 50 in case of direct parents of students.
3. On the demise of staff Nu 100/- will be collected from the students.
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.
6. If student is referred within/outside country, a collection of Nu 150 from the staff and Nu 50 from the class shall be made

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II. Farewell

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

Staff shall contribute Nu 350 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 1-5 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 Program

1. For the promotion party, Staff are required to contribute Nu 500. The promoted staff(s) will organize the promotion party towards the end/mid of the year. Contribution from the ESP/GSP will be kept as per their willingness.
2. Any other programs such as marriage, birthday, consecration, Tshechu, etc. for which the staff are required to attend (Based on their invitation) the contribution will be Nu150/- per head.
3. Staff on leave need not contribute when invited from outside (short term).
4. Contribution for the visit of baby showering within our school staff will be Nu 400.
5. Entire staff are required to attend if the invitation is addressed to the school.
6. Staff secretary should maintain the details of expenditure in soft and hard copy and display it on the notice board.
7. Shopping will be done by the staff secretaries.
8. Staff secretaries should inform all the staff circulating a notice to this effect through the notice register and telegram.

FundRaising Committee:

Motto: *“Service with Dignity and Humility.”*

Aim/Objectives:

- The committee shall attempt with mutual understanding to work together cooperatively on the activities that demand our service.
- This committee works with the commitment of being epitome of the cooperation and prompt action-service. In the emergence of any sort of

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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 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 the 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 gatherings, co-curricular activities to be conducted, etc...
 - The hall will be taken care of and managed by the staff secretary and cultural in-charge.
2. The MPH hall shall be rented for public use and the rent shall be charged as mentioned below;
 - Screening Movies- Nu 3500/- per show (Moreover, consideration will be made based on audience if necessary)
 - Indoor tournaments- Nu 1000/- per day
 - Public Meetings/gatherings- Nu 3000/- per workshop
 - MPH charge for spiritual purpose- Nu 1000
 - Classroom charge - Nu 200 (summer) and Nu 100(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 10, 000/- per tournament.

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(Note- Ground preparation shall be done by the concerned organizer and not be the responsibility of the school)

- b. Khuru tournament – Nu 10,000/- per tournament (*Moreover, consideration will be made based on number of teams; if necessary*)
- c. Basketball tournament- Nu 5,000/- per tournament.
- d. Volleyball tournament- Nu 5000/- per tournament.
- e. Friendly match (football)-Nu 500
- f. Friendly match (Basketball and volleyball) – Nu 500

Office Equipment;

The various office equipment such as photocopier, projectors, PA system, grass cutter, furniture, utensils, etc are solely meant for school purposes. 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 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 fundraising activities shall be credited in the miscellaneous account of the school. This account shall be maintained by the Principal with proper documentation.

CONDUCT OF STAFF MEETING:

1. Staff Secretary shall circulate and collect the agenda for the meeting beforehand and allow the members to contribute points for the discussion.
2. Staff secretary will coordinate, chair and keep the minutes of the meeting.
3. All the members are to be present during the meeting.
4. Maximum time spent for the meeting will be 2 hours.
5. The 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 emergencies.

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8. Students will be informed about the meeting with some activities pre-assigned for them.
9. Staff secretary should arrange refreshments 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 phones is prohibited during meetings.
13. School office bearers (captains) 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 meetings.
15. The meetings will be chaired by staff secretary and the policy review by the SMT

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 offenses.
- 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 earrings (girls) , half gown and ear studs (boys) and trousers.
- No students should be involved in forming groupism and meeting among themselves.
- Use of cell phone/ mobile, walkman, camera, etc in the school will not be allowed.
- Class teachers and house masters 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.

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- Be decent and polite when talking to teachers, fellow students and others.

III. 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.
- Abide by the student-staff code of conduct at all times

III. Relationship with other students

- Treat your companions as brothers and sisters.
- Using 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, staff or others.
- Too close relationships with people of the opposite sex are to be avoided in the school.
- Always obey the captains and cooperate willingly with them.
- Use decent/formal language for communication.

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 harassment. 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 to the staff.
- 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 a red band.
- Maintain clean short nail

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- Makeup is 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 missing the class for more than two periods would be marked absent for the whole day.
- In all cases of leave of absences, 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 a signature from the 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 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. |

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| | <p>11.Pastoral care and student support service. 12.Coordinating student transfer and admission.</p> |
| V. Principal | <p>1. Take the Principal's role in absence of the 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.</p> |
| Academic Secretary | <p>1. Set up and institutionalize the monitoring and support services system at the school level. 2. Plan PD program for the academic year, conduct SBIP and CBIP as per the needs of the teachers. 3. Admit students as per the school policy 4. Ensure that teachers prepare daily lesson plans, assess students work regularly, provide feedback, maintain monthly assessment records and submit on time. 5. Periodic meeting with HoDs to discuss and review the implementation of academic activities. 6. Carry our examination paper moderation to ensure that teachers set balance papers. 7. Analyze results to provide feedback and remedial support for further improvement.</p> |

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| | <ol style="list-style-type: none"> 8. Coordinate time table preparation in collaboration with ICT teachers and Prem Br. 9. Coordinate conduct of examination. |
| Non- academic secretary | <ol style="list-style-type: none"> 1. Ensure that coordinators frame action plan for the proper conduct of the activities 2. 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 results. 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. |
| Students support secretary | <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 children 5. 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 issues 9. Observe important global days 10. Coordinate PTA twice in a year |

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| 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 meetings to discuss various teaching and learning, and share innovative strategies and skills. 5. Ensure that teachers set question papers as per blue print, include 100% competency based questions by moderating the papers. 6. Analyze results and come up with resolutions to enhance results. 7. Observe lessons twice in a year and encourage inviting each other to observe lessons. 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 a log book and submit it to the Principal every evening. 3. Guide and motivate students by framing class rules and sending appreciation notes. 4. Check the progress of the students and keep a record of assessment. 5. Take attendance during school programs. 6. Ensure that students do not carry junk food in class and school. 7. Make yearly and daily lesson plans and submit them to the office. 8. Be on time to the class and leave only after the bell rings. 9. Ensure that students take care of classroom property 10. Maintain EBA and display monthly in the class to curb discipline problems. 11. Ensure that students take care of the 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 feedback 14. Nominate the best girl/boy for the month as per the set criteria 15. Do not leave students unattended. |

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| 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 a 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 necessary 8. Monitor and support house activities. |
| Cultural Coordinator | <ol style="list-style-type: none"> 1. Make a plan and incorporate it in the school calendar. 2. Prepare a budget for the execution of planned activities. 3. Conduct house wise competitions. Set criteria for the competition. 4. Teach them songs, dances, and music for occasions 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, books and others. 9. Proper care and use of the cultural items. 10. Train school cultural groups for staging programs 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. |

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| Health In-charge | <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 a daily basis. 3. The health club will celebrate health related global days. 4. Health facilities will be made accessible to the students through the health in-charge. 5. Students' personal hygiene will be taken care of by the class teachers, health in-charge and the Club members. 6. Sick records will be maintained daily by the health room incharge and counter signed by the health coordinator and principal. 7. 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. 8. Written Health messages will be displayed on the school in prominent places. 9. The child should not miss his or her daily meal and especially on Thursdays, because they have to be supplemented with iron tablets and others like deworming tablets, breakfast is a must. 10. The child should carry a bottle of boiled water to school to take with the medicine and to quench their thirst. |
| ToD | <p>Act as a principal for the day by:</p> <ol style="list-style-type: none"> 1. Initiating the program for the day. 2. Conducting morning assembly and monitoring SUPW 3. Maintaining record and doing handing-Taking of the TOD through written in the TOD register and updating the staff information board. 4. Reporting five minutes early to ensure that students report on time. 5. Reporting to the concerned people if there are any important observations. 6. Be the last person to leave the school campus |

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| Staff secretary | <ol style="list-style-type: none">1. Be a mediator between staff and principal2. Carry out official work in the absence of principal and Vice principal.3. Coordinate the staff meeting and maintain minutes of the meeting.4. Coordinate the conduct of any school events in arranging meals and serving5. Coordinate and organize different social gatherings. |
| Examination coordinator | <ol style="list-style-type: none">1. Notify the duties for preparation of question papers as per the school academic plan2. Collect the consolidated mark list for all the class and review the results in consultation with subject teachers and academic secretary3. Preserve the marked answer sheet for a minimum of one year for necessary reference4. Maintain question bank (soft & hard) copy in the school and upload it to the school website.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 the 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 a 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

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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.

Teachers 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 transactions.
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 newcomers 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;

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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 attitudes that emanate from one's body, mind, and speech that are 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

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7. Make yearly and daily lesson plans and submit them to the office/ Department folder.
8. Be on time to the class.
9. Carry the lesson plan to the classroom.
10. Maintain discipline inside the classroom.
11. Finish the lesson five minutes before the allotted time
12. Stay in the classroom till the bell rings.
13. Conduct the class test after completion of each chapter.
14. Do not leave students unattended.
15. Follow HW policy strictly.
16. Subject teacher must possess one copy of the latest syllabus and display one copy in the class.

Assistants and ESP are responsible for:

Job description for Assistants

| Designation | Duties |
|--------------------------|--|
| Administrative Assistant | <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. Take turns to remain in the campus and help examination officers during board examination. 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. 8. Help printing/ photocopying works to all the staff for official purposes. 9. Maintain records of PD programs (NBIP, CBIP, and SBIP) attended by staff. 10. Help staff and students in printing, using Rongda machine and photocopy teaching learning materials. 11. 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. Display CL balance in the staff room at the end of the month. |

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| | <p>12.Prepare T.C for the students. Issue T.C and Character certificates for the students.</p> <p>13.Update the staff and students statistics. Maintain records of list of students, captains, HoDs, House master, class teachers, club coordinators and staff list.</p> <p>14.Submit the NFEI reports.</p> <p>15.Take turns to remain in the campus and help examination officers during board examination.</p> <p>16. Prepare substitution</p> |
| Store in-charge | <p>1. Prepare requisition list in consultation with the respective HoD/ Incharges and place supply order of textbooks, games and sports items, and stationery.</p> <p>2. Receive and enter entire items in the stock register and handover to respective coordinators.</p> <p>3. Distribute textbooks, orient students about taking care of textbooks and collect textbooks.</p> <p>4. Collect fine and handover to Principal</p> <p>5. Tender committee and help in tendering</p> <p>6. Take care of entire furniture and other items</p> <p>7. Maintain the records of photo copy and rongda printing done by staff.</p> <p>8. Submit list of items/property damaged by students weekly to Principal/Vice Principal</p> <p>9. Ensure the supply of materials are made on time</p> |
| Lab. Assistant | <p>1. Prepare a requisition list for lab equipment of all the labs and submit it to the accountant.</p> <p>2. Receive equipment and enter in the stock register</p> <p>3. Care equipment and collect fines for lost/damaged equipment.</p> <p>4. Assist the science teacher to set up the laboratory before the class and during practical and dismantle the apparatus after the practical work</p> <p>5. Identify hazardous situations in the laboratory and ensure safety measures</p> <p>6. Administer the first aid in case of laboratory accidents</p> <p>7. Ensure clean, tidy, good and safe working environment in the laboratory</p> <p>8. Ensure that the hazardous chemicals and wastes are disposed of properly</p> <p>9. Maintain records of practical carried out by teachers.</p> <p>10. Assist Time table preparation and utensils in-charge</p> |
| Asst. Lib. 1 | <p>1. Maintain stock and issue registers of books.</p> |

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| | <ol style="list-style-type: none"> 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 books and use it to 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 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 a stock register of computers 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 a 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 projectors in meetings and teaching. 9. Ensure internet connection in entire classes and keep the 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 books and use it to maintain and repair the torn books. 8. Maintain decorum and the cleanliness of the library. |

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| | <p>9. Verification of the books annually and biannually and inform the school management.</p> <p>10. Assist English and Dzongkha teachers and literary secretary to conduct reading program</p> <p>11. Maintain record of the book review</p> <p>12. Maintain the SUPW, literary and cultural records</p> |
| School Sports Instructor/HP E | <p>1. Submit requisition list, maintain stock and issue records, and take care of all sports items Main daily book and submit monthly to Principal.</p> <p>2. Select the school team for all the events at the end of February and start training from 1st of March.</p> <p>3. Conduct all the sport activities in collaboration with the Non-academic head/ committee/VP.</p> <p>4. Ensure mass participation, maintain proper records and submit to the Non-Academic head for verification every after the event.</p> <p>5. Conduct HPE classes and maintain the records of games competition and submit to Non-Academic Secretary</p> |
| Care Taker(Jamba Tenzin) | <p>1. Look after the campus day and night alternatively.</p> <p>2. Cut grass without having to remind.</p> <p>3. Water and maintain flower gardens during summer and winter vacation.</p> <p>4. Lock at 9:30 p.m and open Main gate at 5:30 a.m</p> <p>5. Put on/off corridors light on time</p> <p>6. Report to Principal/VP if any movement is found within the premises from 9.30pm to 5.30am</p> <p>7. Ensure that people come in proper attire during working hours.</p> <p>8. Take care of chadi items, issue and collect after the program</p> <p>9. Helping in cooking, arranging and serving during meeting and school programs.</p> |
| Care taker 2(Tashi) | <p>1. Look after the campus day and night alternatively.</p> <p>2. Cut grass without having to remind.</p> <p>3. Water and maintain flower gardens during summer and winter vacation.</p> <p>4. Lock at 9:30 p.m and open Main gate at 5:30 a.m</p> <p>5. Put on/off corridors light on time</p> <p>6. Report to Principal/VP if any movement is found within the premises from 9.30pm to 5.30am</p> <p>7. Ensure that people come in proper attire during working hours.</p> <p>8. Help in printing question papers</p> <p>9. Helping in cooking, arranging and serving during meeting and school programs.</p> <p>10. Take care and maintain records of electrical and water maintenance tools.</p> |

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| 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 a 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 Principal/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. Attend to emergency duty 2. Taking proper care of the vehicle by carrying out timely maintenance 3. Renew blue book, emission test and do fitness test timely. 4. Help caretakers to cut grass 5. Help the caretaker to trim hedges. 6. Helping in serving during meetings 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 a 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 the 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.

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Vice Captains:

- The tasks of Vice Captains are to assist the Captains and work closely with them. The vice-captains will look after work 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 a bridge between the students and teachers.
- Act as a 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 member looking into their abilities and interests.
- Update themselves with the recent changes with the school policy. Be thorough with the 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 a bridge between the students and teachers.
- Act as a 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 the 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.

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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 a bridge between the students and teachers.
- Act as a 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 the 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 a bridge between the students and teachers.
- Act as a 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 the 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 a cleaning roster.
- Maintaining discipline and order
- Maintaining cleanliness of class and corridors
- Make the 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 teachers if they fail to report within five minutes.

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- Act as a bridge between the students and teachers.
- Act as a 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 the 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 a bridge between the students and teachers.
- Act as a 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 the 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 a bridge between the students and teachers.
- Act as a 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 the 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.

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5. Monthly report will be submitted to Dasho Dzongdag, DEO, Chief HRO, Director, Secretary and Minister via mail.

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