



**NATIONAL CREATIVE
CO-EDUCATIONAL SCHOOL**

STUDENT - PARENT HANDBOOK 2077

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WELCOME AND INTRODUCTION

We wish you a very cordial welcome to the Parent-Student Handbook of National Creative Co-Educational School (NCCS). This book is intended both for NCCS parents and students. It aims to give a concise summary of the values, policies and guidelines which govern the day to day running of the school together with an indication of future directions. It is important for parents and students to comprehend the contents of this Handbook so that they have a clear idea of the policies that NCCS practices.

The School Policies and Guidelines

The School System is committed to providing a safe, engaging, and supportive learning environment where all policies are enforced fairly and consistently. Student disciplinary regulations emphasize instruction and rehabilitation rather than punishment, and are designed to foster and reward appropriate behaviour and keep students connected to school in the long run.

Student Code of Conduct provides a framework to support behavioural goals and disciplinary policies. All students are expected to be aware of and abide by this Student Code of Conduct. Parents/guardians are encouraged to read the Student Code of Conduct carefully and to discuss the information with their children. A student of NCCS is anticipated to abide by the code of conduct set by the school in the following:

1. School Assembly Programs
2. Student Transportation Safety
3. Student Attendance
4. Student Dress and Appearance
5. Student Code of Conduct and Responsibilities
6. Staff Responsibilities
7. Parent Responsibilities
8. Discipline, Behaviour-Related offenses and Consequences
9. Discrimination
10. Bullying, Cyber bullying, Harassment or Intimidation
11. Prohibited Materials (money, tobacco products, drugs, alcohol etc.), Electronics and Personal Gadgets/ Consequences
12. Destruction of school's property/Vandalism
13. Role of RED BOOK and Notification
14. Student Medication/ Diet
15. NCCS Parent Portal

1. School Assembly Programs

School Assembly for Every Season for Every Student

School assembly programs must have educational, cultural and/or entertainment value consistent with the values and objectives of the school.

At NCCS, assembly is an integral part. It is one of the most important aspects of a school curriculum. Our school assembly sharing is based on the current news, class curriculum theme or on a special theme /topic /festival arising at that time. Students must be in the school compound by 8:30 a.m. for the morning assembly. Other Activities like hygiene and uniform checking and general announcements take place in assembly. Students must attend assembly each day on time.

2. Student Transportation Safety

NCCS provides the transportation of students in a manner that will protect their health, welfare and safety. Our buses and vans are built with safety. Drivers are well trained with good experience. The Training Team monitors the performance of the drivers on their skills and attitudes .We also provide training to the conductors /bus supervisors to take care of the children, to take their attendance in every trip and also manners in dealing with children and parents. Students should follow the rules for riding the bus safely:

- Take your seat promptly and sit properly, facing forward at all times.
- Throwing objects inside or outside of the bus is not permitted.
- Always keep your head, hands and arms inside the bus.
- Talk quietly; the driver needs to concentrate to safely drive the bus. Fighting, shouting, or use of obscene language is not permitted.
- Always follow the bus driver's instructions.
- Children must be at the bus stop 5 minutes before the time specified for each stop in the morning and in the evening parents must be 10 minutes before the time to pick their child.

NCCS recognizes that transportation is an essential part of the school services to students and parents but further recognizes that transportation by school bus is a privilege for an eligible student. Failure to comply with expected student behaviours while on school buses or to interfere with safe transportation of students will be dealt with strictly by the school administration.

3. Student Attendance

Students are expected to be in school and attend all assigned classes during complete school session. Parents are expected to contact their child's school on the day of the child's absence to inform the school of that absence. Parents are encouraged to notify the school of pre-arranged appointments as soon as the date of such appointments is known. In case of child's absence from school for more than a day, a written note providing the dates of and reasons for the child's absence is required from the Parent within five days of the child's return to school. It's the student's responsibility to request any missed assignments due to an absence and complete them.

NCCS recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian and school authorities. As per NCCS's attendance rules, students must have 70% of attendance in a year in order to attend the final examination as well as to get promoted to next grade or class. In case of attendance problem during class tests or exams, it's parent/ guardian's responsibility to check and solve the issue with the school authorities.

4. Student Dress and Appearance

The School Uniform which binds the Student Community through a shared dress code is to be worn with dignity and formality as a visible reflection of the pride the student takes in belonging to NCCS.

GIRLS

Summer Uniform- Navy blue Tunic (for girls till class 5) / Navy blue Trousers (for girls of class 6 - 10), shirt, Navy blue socks, black school shoes, two plated long hair with blue ribbon or blue hair band on short hair , (and school tie and belt for students of grade 6-10).

Winter Uniform- Same as summer plus long navy blue socks, navy blue woolen cap, navy blue muffler, navy blue gloves, school half sweater and blazer.

TUESDAY and FRIDAY- House dress Day for 6-10 grade students. House Dress, house color ribbons/ hair bands for girls, white socks and white canvas school shoes.

MONDAY and FRIDAY- House dress Day for 1-5 grade students. House Dress, house color ribbons/ hair bands for girls, white socks and white canvas school shoes.

BOYS

Summer Uniform- Navy blue trousers, shirt, belt, Navy blue socks, black school shoes, (and school tie for students of grade 6 -10)

Winter Uniform- Same as summer plus navy blue woolen cap, navy blue muffler, navy blue gloves, school half sweater and blazer.

TUESDAY and FRIDAY- House dress Day for 6-10 grade students. House Dress, white socks and white canvas school shoes.

MONDAY and FRIDAY- House dress Day for 1-5 grade students. House Dress, white socks and white canvas school shoes.

Students are encouraged to dress up neatly. Nails and hair [boys] should be short, clean and tidy and teeth should be brushed. Hygiene check is done regularly. Personal hygiene and neatness are essential for students' health, well-being and self-esteem.

Parents are encouraged to pay attention to hygiene, especially in the primary grades where students are too young to be entirely responsible for their own grooming.

5. Student Code of Conduct and Responsibilities

Students share responsibility with school staff for maintaining an environment of mutual respect and dignity in the school. Students should play an active role in making school a supportive, safe, and welcoming place for all students and staff. A student should follow a proper code of conduct set by the school in these ways:

- Demonstrate pride in self and in school by arriving on time, dressing appropriately, and being prepared to focus on your studies.
- Be respectful and courteous to fellow students, parents/guardians, and school staff.
- Seek the most peaceful means of resolving conflict, and obtain the assistance of teachers, administrators, parent/guardian, or school staff, when unable to resolve conflicts.
- Follow school rules and policies, and contribute to a positive school climate by behaving appropriately, even when not specifically asked to do so.
- Recognize how your conduct affects other students and school staff, and make every reasonable effort to restore relationships and correct any harm caused to others in the school community.

- Seek access to and complete make-up work while out of school for disciplinary reasons.
- Maintain personal hygiene, uniform, hairstyle, nails etc.
- Be ready to act according to school's discipline within school premises and on school's event.
- Maintain regular attendance
- No negligence and disregard for school property and vandalism, chewing tobacco, chewing gums etc.
- No academic dishonesty through cheating, copying, plagiarize, or altering records, or assisting another in such actions.
- No stealing, insulting, harassing or using abusive language against fellow student, teacher or any other school staff.

6. Staff Responsibilities

At all times, students will be treated by teachers and other school staff with respect, courtesy and consideration and in a professional manner. Each school staff is expected to exercise good judgment and professionalism in all interpersonal relationships with students. NCCS believes in child centered and child friendly environment in the school. So, the students have full rights to share their feelings freely with their teachers and coordinators. NCCS is fully committed to create and promote a positive, supportive, safe, and welcoming school environment that is conducive to teaching and learning and make every reasonable effort to communicate with or respond to parents/guardians in a timely manner and in a way that is accessible and easily understood

7. Parent Responsibilities

Parents/ guardians and community members play an important role in establishing a positive school climate where students will thrive. Parents can help students and staff members promote a supportive, safe, and welcoming school environment in these ways:

- Talk with their child about appropriate conduct at school.
- Be respectful and courteous to other students, fellow parents/guardians, and school staff.
- Read and be familiar with school policies, regulations, and rules.
- Have regular contact with school staff and make every effort to ensure that their child maintains regular school attendance.
- School diary which is a two way communication between school and parents must be daily checked and signed by the parents. Any notice sent by the school should be properly read and followed by the Parents.

- Constructive feedback from parents is always welcome as part of our shared goals for the growth of the child. Parents can send in their messages through the School Dairy, letters, or meet in person.
- Be involved in Parent Teacher meetings (PTM), hearings, and other disciplinary matters concerning their child. Every second and fourth Sunday of the month, the school is open from 9.00-11.00 AM for PTM. Any parent /guardian can visit the school on this time with queries and information related to their child.
- Promptly share any concerns or complaints with school officials and work with school staff and authorities to address any behavioural problems their child may experience.

8. Discipline, Behaviour-Related offenses and Consequences

School discipline is the system of rules. Appropriate punishment and behavioural strategies are set for the regulation of students or the maintenance of order in school. The school is against physical punishment but constitutes a listing of possible responses and interventions that may be used by a school staff in response to a student's inappropriate behaviour and offenses. These responses are designed to teach appropriate behaviour, so students behave respectfully, can learn, and contribute to a safe environment. Factors to consider when determining the appropriate response may include patterns of behaviour, impact on the school community, and the overall severity of the violation. These responses aim to correct behaviour by stressing its severity and acknowledging potential implications for future harm, while still keeping the student in school.

- Classroom-based Responses (Verbal Correction, Written Reflection/Apology)
- Reminders/Redirection, Role Play, Daily Monitoring Progress
- Check in with class Coordinator/ Chief Coordinator
- Temporary Removal from Class
- Loss of privileges/Removal from Extracurricular Activities
- Community service such school ground cleaning, class/ kitchen/ washroom cleaning etc.
- Conference with Principal/Vice Principal
- Parent outreach (contact parent via telephone, e-mail or text)
- Parent/Guardian and Student Conference with Teacher/school administration.
- However, depending upon the severity of discipline violation and potential implications for future harm, the disciplinary action may involve the entry of Student's name in the **RED BOOK** plus following actions. The role of RED BOOK is explained in the point number 13.

- **Detention-** Detention is common punishment in the school. It requires the student to report to a designated area of the school during a specified time on a school day and remain there for a specified period of time.
- **Long-Term Out-of-School Suspension-** This is a temporary expulsion which is mandatory leave assigned to a student as a form of punishment that can last anywhere from one day to a few weeks, during the time the student is not allowed to attend regular classes.
- **Expulsion** - This is the final punishment or permanent exclusion that permanently bans the student from being on school grounds. This is ultimate last way out, when the all other methods of discipline have failed. However, in extreme situations, it may also be used for a single offense.

9. Discrimination

Students are protected from any kind of discrimination on the basis of any kind of Conduct and/or behaviour related to race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, or sexual orientation, that creates a hostile or offensive educational environment or substantially interferes with an educational environment; or otherwise limits a student's ability to participate in or benefit from their educational program. Every child holds equal opportunities in all the areas. School treats each child equally and gives equal opportunities in all activities. If discrimination is determined to have occurred, the school will take prompt action to correct any effects of the discrimination and to prevent further occurrences.

10. Bullying, Cyber bullying, Harassment or Intimidation

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying or disruptive behaviour is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment.

The school is against any Intentional conduct, including verbal, physical, or written abusive conduct or an intentional electronic communication that creates a hostile educational environment and affects any student or a school staff. Students must not be brutal and should know that brutality is the characteristic of evil people while kindness is the mark of gentlemen. Use of social media like Face book is major distraction to the students. Its use could increase cyber bullying where students write hurtful messages targeting other students. NCCS strongly discourages uses of social media by ineligible under age students and requests parents to be aware of the eligible age of the child while joining such social media. NCCS would also request parents to monitor if their wards are posting inappropriate contents and violating policy of social media. If any student is found

linked with such acts of verbal or cyber bullying, harassment or intimidation, whether they occur on school grounds or not, will be seriously considered punishable and the school administration will act accordingly.

11. Prohibited Materials (money, tobacco products, drugs, alcohol etc.), Electronics and Personal Gadgets/Consequences

The School strongly discourages wearing jewellery. Bringing money, tobacco products, chewing gum and birthday chocolates, jewellery, expensive toys, any luxury items and personal gadgets like Tablets, Mobiles, etc is strictly prohibited. The School will not be responsible if a student loses valuables at the School. Please note these items will be confiscated (minimum for three months) if seen in the possession of the students. Parents are expected to cooperate with the school authorities when the school takes such disciplinary actions.

The School also discourages the students from carrying or using any kind of weapons, liquors, drugs or unwanted books and magazines or CD's within the school premises. If the students are found indulged in such activities they would be called for disciplinary actions. In the initial phase, the parent would be called personally and notified but if the student is found indulging in the same case repeatedly, the parent would be asked to remove the child from school.

12. Destruction of school's property/Vandalism

Causing accidental or intentional damage, destruction or vandalism to school/other's property by any student will not be tolerated by the school. If the students are found indulged in such activities they would be called for immediate disciplinary actions by the school authorities.

13. Role of RED BOOK and Notification.

Appropriate punishment and behavioural strategies are set for the regulation of students and maintenance of order in school. This also involves entry of the student's name in the offenses register named as RED BOOK by the school. Any serious offenses committed by any student (as explained in the above points) might let to his/her entry in the Red book and Parents will also be notified about it. More than 3 consecutive entries in the Red book will result in detention/suspension/ expulsion of the student as per the meeting and decision of the school's administration committee. As such Parents are requested to guide their child about appropriate conduct in school.

14. Student Medication/ Diet

NCCS acknowledges that some students may require prescribed drugs, diet or medications during the school day. If any student is on medication or on a change of diet, the parents should share the information by writing in their child's diary so that medicine can be administered to that student on time. Just by sending the medicine without any information, the school will not allow the child to take it. If any change in diet has been recommended by the doctor, the school administration should be informed so that kitchen staff can take care of your child.

15. Parent NCCS Portal

NCCS acknowledges that in today's arena, Parents direct and regular involvement with their child academic achievements is utmost necessary. That's why NCCS software team has designed an online web based Parent Portal that updates the Parents about teaching learning activities being done at school. The grade teachers and subject teachers update the daily assignments and home assignments performance on regular basis. The portal also allows the Parents to choose club activities set by the school for different grades. Even the results of the term based papers are updated on the portal. Every Parent can access the NCCS Portal based on the name and password provided by the school administration. Parents can also feed any special comment regarding any child's medication or any advice on portal. It works as an open platform for observing the child's performance in the school. Any details on NCCS Portal can always be queried with the school administration.

CONCLUDING REMARKS

In conclusion, the school expects that this Handbook has clarified some of the doubts and questions you may have had, and the expectations the School has of parents as well as of students. NCCS is committed to providing a safe, engaging, and supportive learning environment where all policies are enforced fairly and consistently. Parents should feel free to communicate with the School regarding their questions and concerns.

We wish all parents and students a good academic year and welcome new members of the NCCS Family.

