

CHAPTER 1 BACKGROUND

As I serve my country, I have number of priorities. Number one on my list is education. Education is empowering- it's a social equalizer and it facilitates self-discovery, which leads to realizing one's are full potential. Good education gives you confidence, good judgment, virtuous disposition, and the tools to achieve happiness successfully. A good school gives a child a fair shot at success and ensures that a person's achievement in life will not be predetermined by his or her race, parentage and social connections.

-His Majesty Jigme Khesar Namgyel Wangchuck, 2014

1.1. Preface

Education has played a central role in the social, economic, political, cultural intellectual and environmental development of the country to give it a distinct identity as a small, peaceful, progressive and happy nation (Bhutan Education Blueprint-2014-2024, 2014, pp. 10). As a developing country known for mutual co-existence in harmony with nature and environment, spirituality, peace and happiness, Bhutan aspires to be self reliant, economically prosperous, environmentally sustainable, democratically sound with strong culture, the citizens of which are creative, highly skilled and capable of responding to the emerging global challenges and contributing to the equitable and sustainable socio-economic development and well being of their community and the nation(National Education Framework, 2012). Moreover, Bhutan Vision 2020 emphasizes holistic approach to education requiring a system of Whole Education that grooms citizens to become knowledgeable, skilful, creative, enterprising, mindful, reflective, confident, and capable of responding to the emerging global challenges and to make a conscious effort to uphold the traditional values of the nation. The Royal Government of Bhutan continues to accord high importance to education as an engine of growth in the nation building process. Therefore, at the grass root level known as school, a clear written guidelines is a necessary tool to translate the royal wishes and government's aspirations into reality.

The School Policy document is the fundamental tool of guidelines for the teachers and students which is primarily aimed at efficient administrative responsibilities, and to provide conducive teaching and learning environment. It is imperative for a school, a home for generations of students, to have a written document, comprehensively describing stakeholders' roles and responsibilities. This document shall help teachers, non-teaching team and students to fulfill their aspirations. To have a vibrant school system, the school policy shall aid in synchronizing the smooth functioning of the school system. This policy document is a shared effort of all the faculty members. The policies endorsed have been agreed upon unanimously by all the participants and the articles mentioned in the policy document shall be valued till further amendment.

1.2. Brief History of School

Moti-an etymology derived from Dzongkha which means “Pearls” and *Thang*- a plain. Thus, when blended it is spelt as Motithang which metaphorically stands as ‘a plain of pearls’. Motithang Higher Secondary School was established on 1st April, 1975 as a central school. During its establishment, the school was homed by two hundred and thirty-five students and fourteen teachers with only one building. Initially the center school had classes from one to eight. Later classes one and two were phased out upgrading it to junior high school and further upgradation was done in 1989 to a high school with the introduction of classes nine and ten. Primary classes were phased out gradually till it became a full-fledged junior high school in 1993, and the school started to offer only two levels of classes: seven and eight.

The school was upgraded to a higher secondary in 2006 with Mrs. Maina Kharga as the principal. The school also had its first All Bhutan Class Ten Topper in the year 2000 under the leadership of its then principal Mrs. Maina Kharga, and subsequently many toppers were produced by the school making it one of the top high schools in the country. Table 1.1 shows the list of Principals that guided the school to its present glory.

Table 1.1: List of Principals

Sl No.	Name	From	Till	Remarks
1	Mr. A. Dhar	1975	1986	
2	Mrs. Namgay Om	1987	1988	
3	Aum Gagey Lham	1988	1994	
4	Mrs. Pem Sherub	1994	1998	
5	Mrs. Maina Kharga	1999	2006	
6	Mrs. Karma Zangmo	2007	2011	
7	Mr. Norbu Gyeltshen	2012	2012	
8	Mr. Sangay Khandu	2013	2014	
9	Mrs. Jigme Choden	2015	Till date	Reigning principal

1.3 Title

This policy shall be known as *“Policy and Guidelines for Motithang Higher Secondary School”*

1.4 Coverage

This policy shall extend to the teachers, students, supporting staff and stakeholders of Motithang Higher Secondary School

1.5 School Emblem

As it is wont of any Bhutanese educational institutions, our school emblem is a composite of a pure and beautiful lotus flower, pious booklet of Buddhist scriptures, a flaming sword of wisdom and a white silk scarf. These four elements together give a meaning to and purpose for the existence of temple of learning of the “Plain of Pearls” popularly known as Motithang Higher Secondary School.

The rise of a beautiful lotus flower above the murky water has huge symbolism in an institution like schools. Just as lotus flower emerges to the surface blossoming in pure and beautiful form out of the muddy water, schools are places where students are transformed into beautiful citizens physically, mentally and in speech. Just as lotus becomes the epitome of flowers, citizens in schools are looked upon as model and occupy respectable position in the society.

The core ingredient that transforms those ignorant children into a refined individual is the result of receiving various knowledge and wisdom. The source of such treasure is symbolized by the pious booklet of scriptures that stands at the centre of the lotus flower. Besides, the scripture also represents the teachers of various shapes and sizes who toiled day in and day out to transfer the wisdom to the learners.

Anchored tightly to the booklet of scripture is the upright flaming sword of wisdom. The flaming sword is a symbol of lighting up the dark path veiled by ignorance. Dispelling the darkness and clearing the blockage to road of learning, the sword of wisdom symbolizes various strategies and methods used by teachers and learners in overcoming any impediments preventing from going astray.

The white silk scarf with its tight knot symbolizes the strong filial bond between teachers and learners and the collegial bond among the staff. As it the nature of silk knot to become tighter by day, the white silk scarf is a symbol of undying bond between learners and teachers becoming closer and stronger with time and space.

The blue background of the emblem represents the azure sky above and deep oceans afar. The metaphorical colour symbolizes the limitless wisdom present in the world and the opportunities of acquiring them. Those wisdoms are then spread throughout the world in different directions as indicated by the opening of leaves and petals of the lotus flower.

1.6 Vision

To be a model institution of learning based on the values of Tha Damtsi and Ley-Jum-Drey, guided by the principles of Gross National Happiness.

1.7 Mission

Cultivate a conducive and nurturing learning environment that enhances academic excellence, and produces nationally rooted, globally competent individuals, governed by the principles of Gross National Happiness.

1.8 Motto

Nurturing Human Goodness.

1.9 Goals

- a. Contribute to character building of the nation, student by student, with emphasis on *Tha Damtsi* and *Ley-Jum-Drey*, for a just and harmonious society.
- b. Demonstrate best management practices by promoting transparency, accountability and efficiency.
- c. Address core values, social needs and provide challenging experiences that set high standards for achievement in collaboration with parents and relevant agencies.
- d. Develop well-disciplined students who embody the values of human goodness.
- e. Cultivate spiritualism based on age-old traditions and culture.
- f. Promote harmony among all staff members of the school and the community.
- g. Provide opportunities to teachers to enhance skills through Professional Development Programs.
- h. Create a safe and inclusive learning environment to maximize learning opportunities for all.
- i. Generate enabling conditions to promote STEM based education.
- j. Strengthen reading culture in the school to empower students and staff with knowledge and language skills.
- k. Promote physical health and team building skills through athletic programs.
- l. Provide scouting programs to enable students to be physically fit and mentally prepared with moral values and skills necessary to be productive and responsible citizens.
- m. Enhance the use of technology for teaching, learning and monitoring purposes.

CHAPTER 2

ADMINISTRATION AND MANAGEMENT

2.1. School Management

The overall management of the school shall be based on a four-tier system with the Government Policies at the top, followed by the School Management Board, the School Management Team and the Student Governing Body.

2.2 Government Policies

All bases for the management of the school shall be drawn from the policies, directives and guidelines of the ministry, Annual Education Conference Resolutions, BCSR 2012 and 2018, and Financial Rules and Regulations of Bhutan.

2.3 School Management Board (SMB)

Rationale: The School Management Board (SMB) is the ultimate governing body of a school to ensure smooth functioning of the school. The board shall be dynamic and act as a bridge between the school and the community. It shall be a platform to enhance greater participation in the school development, but will not interfere in the daily administration of the school affairs. The body will serve as a legislative (decision making) body and to which the school shall be accountable.

2.4. Legal Basis

- a) The Board is formed under the provision of **Delivery and Performance for School Autonomy** between the Ministry of Education, Thromdey administration, and Motithang Higher Secondary School on 28th April, 2016.
- b) Autonomy has been sought as per the Bhutan Education Blueprint 2014 -2024.
- c) Formally consulted with the SMB for endorsement.

2.5. Board Members

2.5.1. Chair person

- a) Any person who is a resident of ThimphuThromdey.
- b) A candidate shall have sound knowledge in adaptation of school guidelines and policy.
- c) Must be a Bhutanese citizen.
- d) Preferably a dynamic citizen with diverse experiences.
- e) A hardworking person who has the right attitude to help the community.
- f) A chairperson shall serve for three years; however, in the event of re-election the chair shall continue his/her tenure for the next term.
- g) The chairperson shall be appointed by the existing SMB members. The school shall not have any form of veto supremacy over the house.
- h) Having been selected, the chairperson may formally be appointed by the school administration through a small *Khadar-Tendrel*.
- i) Upon formal resignation from the office, the chair may receive a formal farewell.

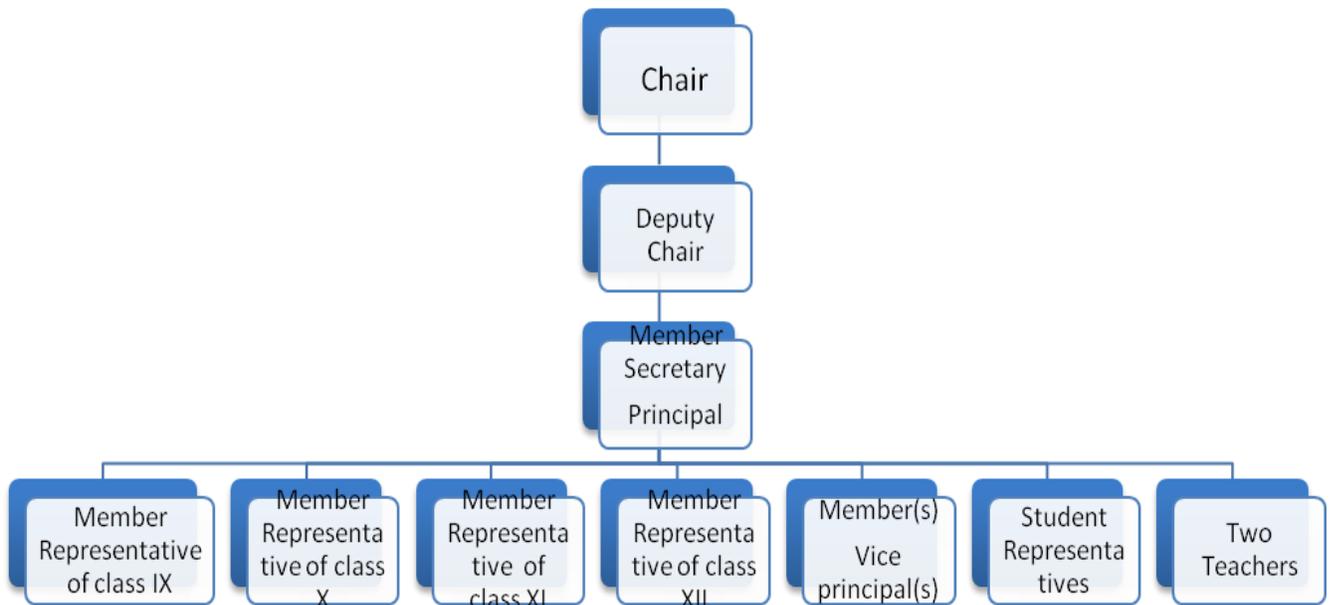
2.5.2. Deputy Chair

- a) Any person who is a resident of ThimphuThromdey.
- b) A candidate must have sound knowledge in adaptation of school guidelines and policy.
- c) Must be a Bhutanese citizen.
- d) Preferably a dynamic citizen with diverse experience.
- e) A hardworking person who has the right attitude to help the community.
- f) A chairperson shall serve for three years; however, in the event of reelection the chair shall continue his/her tenure for the next term.
- g) The deputy chairperson shall be appointed by the existing SMB members. The school shall not have any form of veto supremacy over the house.

2.5.3. Members

- a) Any parent whose child is a student of Motithang Higher Secondary School.
- b) A candidate must have sound knowledge in adaptation of school guidelines and policy.
- c) Must be a Bhutanese citizen.
- d) A hardworking person who has the right attitude to help the community- A GNH centered candidate.
- e) A member shall serve for three years; however, in the event of re-election the member shall continue his/her tenure for the next term.
- f) The members shall be appointed by the parents during Parent Teacher Meeting (PTM)

2.6. Organizational Structure



2.7. Constitution of SMB

- a) The SMB must determine the constitution, membership and terms of reference of any committee it decides to establish and review them annually.
- b) The quorum for any meeting of anSMB shall be determined by the members, but in any event shall be not less than two third of the total members.

- c) The principal shall be the member secretary while the chairperson and other members shall be interested personnel (alumni, Thromdey representatives) or selected parents from the local community.
- d) Membership shall consist of not less than seven members of the school (vice principals, two teacher representatives, staff secretary and two student representatives) and eight to ten parent representatives.
- e) Not less than one member shall represent each class level.

2.8. Functions and Extent

- a) The SMB shall have the power granted by the MoE to act on behalf of the Ministry of Education and to make decisions in order to monitor and evaluate the provision of a stable and productive work environment.
- b) Shall work within the Ministry of Education's relevant legislation and regulations, safeguard the school level policies, and enhance efficiency in management.
- c) Provide vision and direction to the school and contribute to the school's Delivery and Performance Agreement (DPA).
- d) Approve programs and activities of the school. Monitor the progress of the school's Strategic Plan and participate in the review of the performance of the school.
- e) Act as a link between the school and the community to mobilize human and material resources.
- f) Participate in meeting each year to report to the school community through Parent Teacher Meeting (PTM).
- g) Determine, approve and review policies related to fees, charges, and contributions of the school. Approve proposed budget for long and short-term plans and activities.

2.9. Protocol for meetings

- a) The member secretary (principal) shall circulate an agenda or any other papers not less than seven days before the date of the meeting.
- b) The SMB shall meet at least three times in a year.
- c) In the absence of Chairperson, the deputy chairperson shall chair the meeting.
- d) All the recordings and minutes shall be maintained by staff secretary.
- e) Where a member has any pecuniary interest, direct or indirect, in any contract or proposed act or other matter and is present must declare this interest as soon as possible and withdraw from the meeting during consideration of the matter.

2.10. School Management Team (SMT)

Rationale: School Management Team (SMT) being the highest governing body of the school management shall work with highest integrity. Any decision taken shall benefit the school and the faculty members at large.

2.10.1 Roles

- a) SMT shall set goals and implement the policies and plans.
- b) Estimate budget and submit to SMB for approval.
- c) Form committees and assign tasks with well-defined job descriptions.

- d) Plan and carry out school level monitoring and support services through School Self-Assessment.
- e) Nominate staff for CBIP/DBIP/NBIP and any ad hoc invitations.
- f) Assess the performance of staff and provide feedback for improvement.
- g) Manage situational crisis or emergencies in the school.
- h) Apprise the SMB and the staff on school and government's policy directives.
- i) Staff secretary for official reference shall maintain records and minutes.

2.11. Constitution of School Management Team (SMT)

- a) SMT shall function as per the norms and conditions of the school system.
- b) SMT shall meet twice a month. However, in the event of emergency adhoc meeting shall be called.
- c) The staff secretary shall circulate agendas two days before the meeting.
- d) The quorum for any meeting of anSMT shall be determined by the members, but in any event shall be not less than two third of the total members.
- e) The members shall maintain integrity and professionalism during the meeting.
- f) In the event of any conflict of interest within the members, the particular member(s) may be excluded from the meeting.
- g) The decisions endorsed by the house shall be disseminated to the staff during monthly review meeting.
- h) The agendas for the review meeting shall be decided by the SMT
- i) The SMT shall execute the roles and functions of Human Resource Management (HRM)

2.11.1 Members

The following shall be the members of SMT

- 1) Principal (Chair)
- 2) Vice principals
- 3) Staff secretary (Male and female)
- 4) Teacher representatives (Male and female)
- 5) Academic secretary
- 6) SSD secretary
- 7) CCD secretary

2.12. Human Resource Management (HRM)

Rationale: The school shall have a vibrant team of HRM to provide transparency, fairness, and equity to all the teachers and students.

2.12.1 Member

SMT members shall be the members of HRM.

2.13. Teacher Nomination Policy

- a) The HRM shall conduct fair and free nomination selection process for any trainings, tour and workshops as per the following criteria.

- b) Certificate of appreciation shall be conferred based on the following criteria:
 - i. Teachers with 100% attendance in the academic year exclusive of official duties.
 - ii. Top ten subject toppers list in BCSE & BHSEC examinations from the pupil performance report from BCSEA.
 - iii. Certificates of appreciation shall be awarded to the classteacher of star class award winner.
 - iv. Certificates of appreciation shall be awarded to the house master/mistress and members of champion house award winner.
- c) Every teacher shall have the right to information; they shall be informed about the workshops/ Trainings/External duties at appropriate time.
- d) Opportunity shall be given to those who shouldered more responsibilities besides teaching.
- e) Suitability of the training/workshop to the job responsibilities.
- f) To avoid conflict, **Credit system** shall be followed as explained under

Sl. No.	Categories	Marks/credit Points (5 – 1)
2.	Roles and Responsibilities	a) Secretaries – 5 points b) SUPW, Cultural, Health & Disaster Management coordinator shall be treated equivalent to secretaries c) Class teachers – 5 points d) Coordinators – 3 points e) Members – 1 point f) A teacher shall have vested right to claim points in all the domains after producing concrete evidences
3.	Relevancy	Shall be given to the most relevant person
4.	Frequency	If there are more nominees for the same workshops/Trainings/ External duties, priority shall be given to one who has not availed any opportunity before. Further, any discrepancies among the nominees shall be at the discretion of SMT.
5	Individual Work Plan (IWP)	Outstanding-5 points Very good – 3 points Good – 2 points

- g) In the event of teachers scoring equal credit points, lucky dip shall be drawn for the final selection. However, the HRMC shall retain the teacher for next opportunity.
- h) Selection result shall be displayed on the notice board and further be delivered during the review meeting by HRM.
- i) Any workshops and trainings availed through self shall be treated as opportunity availed.
- j) In all the opportunities, Individual Work Plan (IWP) shall be the basic tool for reference.
- k) IWP reference shall be based on previous academic year.
- l) Only merit certificates of previous three years shall be recognized for the

- opportunity.
- m) Any adhoc nominee for workshops and trainings shall be at the discretion of the management.

2.14. Nomination Policy for Students

2.14.1. Captains

- a) There should not be any adverse record from previous school/year.
- b) Production of certificates from the previous school/year shall have advantages.
- c) Nominees should be academically competent, confident and a good orator.
- d) Nomination should be made by student body or by teachers and accepted by majority of the teachers.
- e) Students shall be selected and nominated through a transparent and a democratic procedure. All students are eligible to apply for the post, provided they fulfill the set criteria required for the nomination of these following are the criteria:
 - I. Should have a good command over both English and Dzongkha.
 - II. Should have supporting documents such as certificates and recommendation letters from previous school/year.
 - III. Should be academically competent, confident and a good orator.
 - IV. Interested and qualified candidates can apply and the interview committee will do the selection, provided they have been approved by majority of the teachers (before they proceed for the interview).
 - V. Top ten candidates will be eligible to contest for School Captains and Vice Captains election.
 - VI. The ones not selected will be selected for House or other Captainship.

2.14.2. Best Student Nomination

- a) There will be Best Student Award from two levels. Two students from each section (girl/boy), will be nominated by the class teacher and their names will be submitted to the CCD.
- b) Class teacher will do the selection based on academics, and a minimum withdrawal should be considered, co-curricular and character and other required criteria set by the CCD.
- c) Students nominated for other awards at regional, Thromdhey and national level for that particular year shall be automatically nominated for the best student award.
- d) Students nominated for the best student should have 65% and above in the last examination attempted.
- e) Nominated students should produce clearance certificates from SSD, CCD, ACD and class teacher.
- f) Best student nomination clause 3.3.3 shall be applied to any nominations or selections of students at Thromdey, regional, national and international level.
- g) The concerned department shall take the lead role in initiating the nomination and selection procedures

h) The School Management Team (SMT) shall do the final selection based on the following criteria:

- | | |
|--------------------|---------------------|
| 1. Cultural | - 20 points. |
| 2. Sports | - 20 points. |
| 3. Literary | - 20 points |
| 4. Others | -20 points |

i) For each domain, credit points shall be awarded as per the following rubrics

1. International level

- a). More than 3 certificates = 5 points
- b). 2 certificates = 3 points
- c). 1 certificates = 1 point

2. National level

- a). More than 4 certificates = 5 points
- b). 3 certificates = 3 points
- c). 1 certificates = 1 point

3. Regional level

- a). More than 5 certificates = 5 points
- b). 3 certificates = 3 points
- c). 1 certificates = 1 point

4. School level

- a). More than 10 certificates = 5 points
- b). More than 7 certificates = 3 points
- c). Less than 7 certificates = 1 point

2.15. Members Residing within the Campus/Estate Manager

Rationale: As a part of the welfare scheme, the school shall offer residential benefits to the staff members who may take genuine interest in residing within the campus. The benefits shall not be compromised with the daily duties and responsibilities that may demand discipline norms that one may need to follow.

- a) Priority to reside in the campus shall be given to those staff who take extra responsibilities and on need basis.
- b) The SMT shall develop a selection criterion and decide the selection procedures.
- c) Must renew residential validity license from the school administration every two years.
- d) Thromdey intervention to the system shall be accepted and he or she shall abide by the norms.
- e) Any member willing to reside within the campus shall apply to the school administration for the approval.
- f) Code of conduct for members residing within the school campus.
- g) Use of tobacco, alcohol and drugs not permitted on campus.
- h) Guests who are not family shall not be allowed to reside on the campus.
- i) Refrain from fighting on campus and maintain proper decorum.

- j) Be responsible for the utilities, maintenance and security of the campus.
- k) Changes to the campus such as making gardens and keeping cows shall not be allowed without prior permission from the management.

2.16. Estate Manager Policy

2.16.1 Responsibilities

- a) Routine and regular inspection of the buildings, water supply, electricity and sanitation facilities.
- b) Carry out maintenance work.
- c) Maintain land records and remind the management for timely payment of land tax which is to be incorporated in the budget proposal.
- d) Be available whenever needed by the school management even when the school is not in session.
- e) Work out proposals for maintenance and submit to the school management for further action.
- f) Items not usable shall be surrendered to DNP or sold as scrap with prior approval from the school committee.
- g) Supervision and inspection of the school premises including the school canteen.
- h) Work out the requisition of the furniture for the school in consultation with the school management.
- i) Maintain stock register of school furniture and the movement of furniture within and outside the school campus.
- j) Supervise the caretakers and sweepers of the school and ensure that they carry out their duties.
- k) Handover furniture to the class teachers concerned and teachers/staff at the beginning of the academic session and maintain a record of it.
- l) Carry out inspection of the furniture twice in a year.
- m) Requisition budget for furniture shall be estimated at ngultrum two hundred thousand (Nu.200,000/-) in a year.
- n) Maintenance of furniture shall be estimated at Ngultrum one hundred thousand in a year.
- o) Collect fines for broken furniture, doors, windows, glasses including the green board.
- p) Issue clearance to teachers/staff going on transfer or EOL in regard to furniture issued in their names.
- q) Ensure that all furniture issued are labeled/numbered by respective teachers and staff.

2.17. Movable and Immovable Property

Movable and Immovable properties of the school shall be looked after by the various in-charges. They shall be accountable to the estate manager/school management. Movable properties/items not usable shall be surrendered to DNP after verification by the school management.

- a) Movable Properties: Furniture, computers, projectors, camera, laptops, stationeries, lab equipments, choesham items, carpets, utensils, crockery, gardening tools, heating appliances, printers, decoration items, sound system, chadri items, cultural items, bus, portraits, maintenance items, e-library facilities, water boiler, water filter etc
- b) Immovable Properties: Buildings, land.

2.18. In-charges for the various properties:

- a) Estate Manager: furniture, buildings, land, school bus, maintenance items
- b) Lab in-charges: lab equipments
- c) Computer in-charge: computers, printers, projectors camera, laptops.
- d) Store in-charge: textbooks, stationeries, gardening tools, heating appliances, boilers, filters, utensils, crockery.
- e) Chadri in-charge: carpets, decoration items, cultural items.
- f) Choesham in-charge: Choesham items.
- g) Audio-visual in-charge: sound system.
- h) Librarian: library books, e-library facilities, portraits.

2.19. Utilization of school bus.

The movement order for the school bus shall be issued by the principal.

- a) In case of unauthorized movement of the bus, the estate manager shall be responsible.
- b) The bus shall be utilized solely for official purposes, and for other school related functions with prior approval from the school management.
- c) Students availing the bus service shall be escorted by a teacher who will be responsible for the safety of the bus and the students.
- d) Maintenance of the school bus shall be looked after the management.
- e) Budget proposal for maintenance shall be put up by the estate manager and bus driver.
- f) Maintenance budget for minor repairs for the school bus shall be estimated at Ngultrum one hundred thousand in a year.
- g) Maintenance budget for major repairs shall be estimated at Ngultrum three hundred thousand or as per the requirement.
- h) Fuel book record shall be maintained by the bus driver and verified by the management.
- i) The budget for fuel shall be estimated at Ngultrum one hundred thousand in a year.
- j) Timely road fitness, emission tests, bluebook renewal shall be carried out by the bus driver.

2.20. Classroom Utilization

1. Projectors shall be installed in each classroom.
2. Walls of the classroom to be kept clean.
3. Class teachers shall maintain uniform cloth piece to display any information in the allocated areas.
4. Classroom shall have only one portrait of His Majesty and unnecessary posters and charts shall not be allowed.
5. No class shall maintain altar, repaint walls, use cello tape, glue, and nails on the wall and any form of art and decoration shall not be allowed.
6. Only masking tape shall be used if need be.
7. Brooms shall be kept in an appropriate place in a container.
8. In case the class loses their class key, the class teacher concerned shall cut the padlock and not the latch.
9. Indoor plants shall be maintained in the class room depending on their interest.
10. Chewing of gum shall not be permitted.

CHAPTER 3

FUNDAMENTAL ROLES & RESPONSIBILITIES

3.1. Rationale

School staffs as government employees are all at the disposal of the Royal Government of Bhutan. Hence, besides the specific duties incumbent on ones professional background, they are expected to perform number of other duties of general nature that are inherently part of the school organization. In delegating the jobs the following principles shall be applied.

- a) Jobs as per professional background.
- b) Jobs on the basis of RCSC position.
- c) Jobs on the basis o seniority and pay considered.
- d) Jobs on the basis of ability and choice.
- e) Jobs on the basis of work load sharing.
- f) Jobs on the basis of seniority.

3.2. Principal: Being entrusted with managerial responsibility to keep the school functions effectively in order that the governments' programmes for public are achieved the administration shall be responsible to assign duties to staff at its discretion should the application of the above mentioned principles fail to have any staff members take up job responsibilities. Besides instructional responsibilities the Principal is primarily responsible to;

- a. spell out goals, policies and visions for the school in partnership with the school community.
- b. prepare both long and short term plan for the school.
- c. oversee all the administrative and professional matters of the school.
- d. ensure effective delivery of the educational programs.
- e. render and professional and administrative support to the staff and students
- f. be a role model.
- g. liaise between the authorities and the school community.
- h. infuse GNH values in school system.
- i. inspire staff and students through the creation of shared vision.
- j. cultivate leadership role among the staff members.
- k. initiate change.
- l. develop sound management policies.
- m. create system of shared and participatory management practices.
- n. institutionalize collective planning and assessment of school programmes.
- o. organize co-curricular and extracurricular programmes.
- p. support, monitor, evaluate and appraise the performance of staff members.
- q. organize professional development program.
- r. build staff morale and ensure motivation.
- s. deploy staff appropriately.
- t. ensure that the school has adequate facilities and it is maintained properly.
- u. plan and initiate for improvement of the facilities.

3.3. Academic Head (Vice Principal):

- a) deputy Chair of the Admission Committee.
- b) coordinate admission and documentation.
- c) member of the School Finance Committee.
- d) deputy Chair of Examinations and Statistics Committee & Time Table Committee.
- e) supervise the Examinations and Time Table related works.
- f) chief coordinator of Prize and Award Committee.
- g) coordinate the Prize and Award program for both teachers and students related to academics.
- h) maintain Lesson Plan Submission Records of the HoDs.
- i) conduct HoD meetings.
- j) maintain record of academic related minutes of meeting.
- k) plan and execute professional development programs.
- l) maintain teachers monitoring records.
- m) ensure the academic related activities are carried as per the calendar.
- n) make BCSEA and Home Examinations result analysis and present to the house during a meeting.
- o) registration of candidates for the BCSE /BHSEC with BCSEA.
- p) compilation of CA and SUPW for onward submission to BCSEA.
- q) attend to the official correspondence related to academics.
- r) provide full assistance to the Principal in matters related to academics and management.

3.4. SSD Head (Vice principal)

- a) provide timely and appropriate help to the students.
- b) lead in solving the student disciplinary issues in the school as per the School Discipline Policy.
- c) conduct hearings, and investigations as per the School Discipline Policy.
- d) pass verdict, and brief on its consequences on the disciplinary issues.
- e) look into the appropriateness of students leave and approve it accordingly.
- f) provide timely assistance and guidance to the captains and PYPs.
- g) carry out all the activities related to the department.
- h) provide full assistance to the Principal in matters related to student support Services and management.

3.5. CCD Head (Vice principal)

- a) lead, and conduct co-curricular activities as per the annual plan reflected in annual calendar.
- b) monitor, and assist all the co-curricular activities.
- c) provide appropriate feedback, and support all activities.
- d) work closely with the coordinators in conducting the activities.
- e) provide full assistance to the Principal in matters related to CCD and management.

3.6. Academic Secretary

- a) Time Table & Substitutions, Examinations & Statistics Coordinator.
- b) Provide full assistance to the VP in academic related matters.
- c) Plan for the conduct of remedial classes for the weaker students.
- d) Member secretary of the Admission Committee.
- e) Plan the subject wise teacher distribution.
- f) Coordinate meetings with the teachers for the smooth conduct of Quarterly/Mid-Term/Annual Examinations.
- g) Liaise with BCSEA and other stakeholders related to academics

3.7. SSDsecretary

- a) Provide timely support and appropriate help to the students.
- b) Help in solving the student disciplinary issues in the school as per the School Discipline Policy.
- c) Initiate programs and awareness to curb disciplinary issues.
- d) Compile records and make it available for future reference.
- e) Settle all disputes amongst staff and parents.

3.8. Class Teachers

- a) Make students aware of the school discipline policy for strict compliance.
- b) Proper maintenance of class room cleanliness.
- c) Compile student information in the class files.
- d) Keep record of students' attendance and leave record and intimate both the school authorities and the parents.
- e) Maintain EBA record of the individual students for reference to the management and the parents.
- f) Coordinate SUPW activities and the flower gardening.
- g) Encourage student participation in both academic and co-curricular activities.
- h) Prepare the results.
- i) Provide timely support to students in all matters.
- j) Liaise with parents and other stakeholders to improve students' academic performance and behaviours.
- k) Settle the case under level 1 and refer the case under Level 2 and above to SSD.
- l) Carry out all class related activities.
- m) Ensure proper handing taking of the class room furniture and other properties.

3.9. School Web Coordinator

- a) Appoint Coordinator(s) with ICT Knowledge.
- b) Update and modify the school website.
- c) Update school activities on the website.
- d) Install broadband for professionalism.
- e) Provide computer to each department with internet and network facilities.
- f) Upload should be done after consultation from the respective coordinators.

3.10. Literary Coordinator

- a) Plan literary activities for the academic year.
- b) Allocate the literary activities in the school calendar in consultation with the school diary committee.
- c) Meet with literary committee members and delegate the various literary activities amongst the literary committee members to be carried out on the dates specified in the school diary.
- d) Monitor and render support to members to ensure the smooth functioning of the literary activities.
- e) Coordinate morning assembly speeches.
- f) Prepare morning assembly speech roster in consultation with literary captains.
- g) Maintain literary board with the help of literary captains.
- h) Prepare and select students for Thromdey level/Regional level/National level literary competition

3.11. House master /mistress

- a) Coordinate house activities and competitions.
- b) Maintain discipline of house members during house activities.
- c) Ensure that the members follow the school dress code.
- d) Check attendance of members during house activities.

3.12. SUPW Coordinator

- a) Prepare and plan SUPW areas for respective classes.
- b) Conduct meeting with the class teachers
- c) Allocate the SUPW area among the classes.
- d) Set the criteria for evaluation.
- e) Timely evaluation of the area (minimum twice in each term)
- f) Coordinate and supervise the SUPW areas.

3.13. Campus Beautification Coordinator

- a) Preparing and planning the activities of the year.
- b) Plot division for all classes.
- c) Coordinate and supervise the garden.
- d) Supporting the work/activities of student during working hour.
- e) Providing feedback and reinforcement when required.
- f) Assessment and evaluation of the area for each term.

3.14. Focal Agriculture Teacher

- a) Division of agricultural plots and distribution.
- b) Distribution of materials like seeds and necessary tools.
- c) Carry out the gardening activities as per the plan.
- d) Advise and monitor agricultural activities.
- e) Keep a record of the sale made and maintain the stock register
- f) Prepare annual plans /progress reports

3.15 Student Welfare Coordinator

- a) Identify students who are economically disadvantaged.
- b) Initiate various activities to raise fund.
- c) Encourage parents to sponsor through their own initiative.
- d) Maintain financial record and keep track of beneficiaries' progress.

3.16. Counselor:

- a) Counsel students individually or in groups.
- b) Conduct peer counseling.
- c) Implement group focused counseling.
- d) Organize career program.
- e) Carry out the counseling activities as per the plan.

3.17. HoD (Head of Subject Department)

- a) Prepare Annual Plan for the concerned subject in consultation with the members.
- b) Conduct subject department meetings and keep the minutes of meeting for reference and submission to the Academic Department.
- c) Maintain a record of lesson plans for reference to the school management and for external auditing.
- d) Render support to the subject faculty in subject related matters for professional development.
- e) Timely lesson observations of the faculty members with feedback.
- f) Act as an bridge between the school management and the faculty

3.18. Teacher-On-Duty

- a) Ensure the safety of students within the school premises.
- b) Monitor morning social work.
- c) Conduct morning assembly with a talk on values.
- d) Review the activities carried out the previous week with appropriate feedback.
- e) Ensure morning speeches delivered by the students are appropriately commented upon.
- f) Make necessary announcements for the day in consultation with school administration and colleagues.
- g) Update Students Leave/ Sick boards.
- h) Update Notice boards.
- i) Change the "Thought for the Day"
- j) Be responsible for any disciplinary problems during the day/week.
- k) Ensure proper conduct of evening prayers.
- l) Assist in organizing and carrying out school events with the persons concerned.
- m) Write the TOD report at the end of the day/week or the day and show it to the school authority for information.
- n) TOD is responsible for the whole day even for the roles not specified above. The success and the failure of the day basically depend how TOD treats the day. Therefore,

let us make each day a happy, joyful and a productive one.

3.19. Administrative Assistant

- a) Maintain stock register.
- b) Maintain leave records of the staff.
- c) Assist Principal/Teachers/Staff/Students whenever necessary.
- d) Maintain the files in order.
- e) Maintain proper record of all school documents.
- f) Type official letters and dispatch it on time.
- g) Prepare /Compile reports for necessary submission.
- h) Maintain students' personal file/personal information.
- i) Maintain staff profile/database.
- j) Collect bills and submit to Thromdey Office on time.
- k) Receive telephone calls and check emails.
- l) Maintain all forms and documents and produce them on demand.
- m) Prepare T.C by asking details from the class teacher.
- n) Maintain T.C issue register with the signature of the receiver.
- o) Update record in the admission register by marking " T.C issued on (date)

3.20. Lab Assistant (Che/Phy/Bio)

- a) Assist the science teachers to set the apparatus before and during the practical classes.
- b) Identify the science equipments and chemicals.
- c) Assist the students in locating and providing necessary equipment during practical works.
- d) Maintain a record of issues and stock balances of equipments.
- e) Do stock entering as per the packing lists and supply order done by HOD.
- f) Work out lists for procurement of damage equipment and glassware.
- g) Maintain cleanliness of the lab.
- h) Keep the equipments and chemicals in alphabetical order.

3.21. Computer Lab Assistant

- a) Orient the students on the computer equipments like Monitor, Keyboard, Mouse, Hard drive and so on
- b) Talk to students on the importance of using computer and taking care of the things that are there in lab.
- c) Maintain discipline in the lab.
- d) Assist the computer teacher during class hours and practical time.
- e) Assist students during class hours.
- f) Assist teachers during free hours.
- g) Maintain a record of issues and stock balances of equipment.
- h) Maintain a stock register of the computer lab.
- i) Repair the systems by formatting and installing the software that are needed by the students during their learning time.

- j) Maintain cleanliness of the lab.

3.22. Store In-charge

- a) Maintain cleanliness in the store and arrange stationeries in orderly manner.
- b) Maintain stock register and issue register for teachers and students.
- c) Assist teachers and students at any time.
- d) Assist school management during school functions.
- e) Work out proper requisition list and procurement items.
- f) Forward and keep the record of challans and bills.
- g) Physically verify of the stock and classify the books.

3.23. Geography Lab Assistant

- a) Assist the geography teacher to set up apparatus before, during and after the practical classes.
- b) Assist the students' in locating and providing necessary geography equipments during the practical classes.
- c) Work out a list of procurement of damaged apparatus and repair the apparatus before and after the practical classes.
- d) Ensure that the damage apparatus are disposed of properly and ensure clean, tidy, good and safe working environment in the geography lab.
- e) Maintain a record of issues of apparatus up to date.

3.24. School Captain

- a) Conduct day to day functions.
- b) Direct and lead other captains.
- c) Bridge the gap between students – teachers – administration.
- d) Conduct meetings on student affairs and draw conclusions.
- e) Assist school management for the smooth functioning of the school system.
- f) Understand the problems faced by the students and report to the administration.
- g) Be a role model.
- h) Carry out any kind of adhoc responsibilities.
- i) Be well versed in responsibilities of school management and school discipline policy.

3.25. Student Representative Councilor (SRC)

- a) Inform the administration about the problems of teaching learning in consultation with SRC members.
- b) Find out the solutions for the problems raised through suggestion box.
- c) Bridge the gap between students and teachers.
- d) Inform and follow with the student-body's constitution.
- e) Conduct meetings with SRC members.

3.26. House Captain

- a) Assist house advisors.
- b) Assist conducting assembly.

- c) Maintain the record of all participants during house related activities.
- d) Maintain discipline during house related activities.

3.27. Club Captain

- a) Assist the concerned coordinators in the smooth functioning of the club.
- b) Coordinate the club activities during the absence of club coordinator.
- c) Keep the attendance record of the club members.

3.28. Games Captain:

- a) Assist the coordinators, house advisors in conducting events (house competitions, class competitions and sports day).
- b) Take care of sports equipments.
- c) Coordinate the games & sports activities during the absence of games coordinator.
- d) Coordinate the games & sports activities for any kinds of competitions.

3.29. Cultural Captain:

- a) Assist cultural coordinators during every school cultural program.
- b) Work together with house captains and advisor during house competitions.
- c) Assist the coordinators in decorating and furnishing the stage whenever cultural programs are held.
- d) Coordinate cultural programmes for any kinds of functions.

3.30. Health Captain:

- a) Report and escort sick students to the health room.
- b) Distribute medicine to the students.
- c) Monitor toilet cleanliness.
- d) Maintain health board.
- e) Assist health in-charges in offering first aid services during the events of sport and disaster.

3.31. Class Captain:

- a) Prepare class rules.
- b) Prepare class room cleaning roster.
- c) Provide full assistance to the class teachers.
- d) Act as a bridge between the teachers and the students.
- e) Check the teachers on leave/duty.
- f) Look for the substitution teachers and invite them if late by ten minutes.
- g) Collect the log book from the academic department and submit it for verification at the end of the day.
- h) Supervise the SUPW activities, flower gardening and agriculture work.
- i) Organize and coordinate work during class competition in consultation with the class teacher.

3.32. Professional Development Coordinator

- a) The PD coordinator should identify teachers who are in need and capable to attend the training programs to benefit the particular teachers and the school as a whole.
- b) Decide the time for the PD meetings at the beginning of the year.
- c) Inform the teacher-concerned to arrange room for the meeting and assist or conduct the meeting.
- d) PD coordinator should keep record of every teacher who has attended workshops and conducted SBIP.
- e) Ensure the conduct SBIP by the teachers who have attended the workshops.

3.33 Roles of Scout Master

- a) Should be a member secretary for school scouts movement.
- b) Be form school based scouts troop.
- c) Submit registration forms along with membership fee latest by April.
- d) Plan, organize and execute the year round scout activities.
- e) Endorse a copy of planned scouting activities to the BSA, TSA and the school.
- f) Maintain proper appraisal record of all Scout members for necessary reference/awards.
- g) Give a talk to the parents/children during the parent teachers meeting and create awareness on scout programs.
- h) Conduct regular troop meetings for effective teaching and learning.
- i) Ensure Court of Honor is conducted once a month.

3.34. Games and Sports Instructor

- a) Prepare Annual Action Plan at the beginning of every academic year.
- b) Coordinate the selection process of school teams.
- c) Form games and sports committee members.
- d) Put forward the nomination list of games and sports captains to the selection committee.
- e) Work out budget for activities and put up requisition to the management.
- f) Assessing the facilities and infrastructure available in the school and provide necessary action.
- g) Take a lead role in promoting indigenous games and other extra- curricular activities.
- h) Oversee the overall management and procurement of games and sports equipments.
- i) Spearhead in planning and management of all games and sports activities held in and outside school.
- j) Liaise with Department of Youth and Sports, Thromdhey Education, BOC and other sporting organizations.
- k) Maintain record of students' performance at different levels of sporting competitions.
- l) Produce annual report to the school at the end of every academic year.

3.35 Student

Rationale

As a student of Motithang Higher Secondary School, all are expected to follow the students' code of conduct, and the rules and regulations of the school as specified in the school diary and by the school administration.

3.35.1 Roles

- a) Students must come to school on time starting from morning Assembly/social work, remain in the school campus till the school hours are over, after which they will go home directly, unless specified otherwise by the school administration. Students are expected to attend all school activities and functions on time.
- b) Students will come to school in the proper school attire: black shoes as instructed by the school, black socks, uniform red hair rubber band with a maximum of three black clips for girls. Male students must maintain proper and decent hair length and style. Female students with long hair must tie it properly it should be tied back neatly.
- c) The school is a sacred and safe learning place for all, so students are not allowed to indulge in any substance abuse. They are not allowed to carry any narcotics, tobacco items, doma and supari to school.
- d) Students are also not allowed to carry any items that can be used as a weapon or as a threat to any member of the school. Failure to follow these rules may result in the student being penalized as per the School Discipline Policy.
- e) Every student shall treat each other with respect and courtesy to curb the problem of bullying, stealing, demeaning/ eve-teasing each other and gang fights.
- f) Students are not allowed to carry money and electronic gadgets to school to avoid misuse of the items. Students will also treat all teachers and non-teaching staff of the school with respect, regardless of whether or not they are taught by them.
- g) Taking leave often is discouraged as this might lead to shortage of attendance. If a student does not meet the 90% attendance requirement of the school, they will not be allowed to sit for the examinations. It is mandatory for parents to come to school in person to inform the class teacher of the leave. This is done to minimize students staying absent from school and indulging in undesirable activities, unknown to both the parents and teachers.
- h) Students will not vandalize school property like tables, chairs, windows, doors, textbooks, library books, green board, laboratory equipment, toilets and school gates. If found vandalizing any school property, the student will be penalized by having to bear the cost of the damage, along with other disciplinary sanctions.
- i) Every student shall maintain healthy relationships amongst themselves and with the teachers and staff of the school.

3.36. Support Staff

Rationale

Support staff is an important administrative force, therefore their participation and involvement in the development is very crucial. They are expected to respect and follow the given responsibilities as per the written policy.

3.36.1. Roles and Responsibilities

- a) All official work concerning teachers to be done by administrative assistant and shall be accountable for timely submission and be liable for loss or misplacement of the documents.
- b) Mutual understanding and respect among teachers and support staff need to be prioritized for better working environment.
- c) The Estate Manager shall make frequent inspection of the classrooms and notify the concerned teachers and management immediately of any damage or loss of the properties.
- d) Notice circulations must be done on time and a notice board must be maintained for day to day events, it should be made sure by the person carrying the notice that all teachers and staff get the notice.
- e) Be responsible for the proper functioning of all lighting system and sockets for all the classrooms and staffrooms.
- f) Maintain student bio-data and student code in advance and handover to class teacher concerned.
- g) Students' admission forms new/old should be filed as soon as student gets admitted to avoid getting documents lost or misplaced.
- h) Any office work assigned by the management or teacher should be done as per the directives.
- i) Substitution class can also be allotted to lab-assistants.
- j) Attach non-teaching staff with TODS.
- k) Maintain updated information by removing unwanted notice.
- l) Avoid delayed procedures for printings and photocopy to save time.
- m) Staff rooms to be cleaned every week at least twice by sweeper.
- n) Any breakage of school properties after school hours should be the responsibility of caretaker and people residing within the campus.

CHAPTER 4

SCHOOL CULTURE POLICY

Rationale

The school shall have a conducive culture maintaining its individuality. The faculty and students would have common belief, share common values, and promote the existing identified cultural domains.

4.1. Morning Assembly

Morning assembly is one of the most important events of the school's working days. It is a solemn occasion where all the students, teachers and administrative support staff officially gather together to receive general order and announcements for the day, and mark the day by saluting the nation with singing of the national anthem. Hence, it is essential that the event be observed with appropriate decorum and discipline. The following guidelines spell out the directions and decorum to be observed.

- a) Always be on time in the assembly ground. Punctuality is the essence of discipline.
- b) Fall yourself in straight line in respective houses and listen to the instructions of the line captains and the school captains.
- c) Be in 'stand-at-ease' or 'attention' position as instructed by them. Drill is the basis of discipline.
- d) Refrain from talking, whispering and staring, and be in still position. Talking, whispering and body swaying by one could induce the others to do the same making the solemn occasion look disorderly.
- e) Be in attention position while singing the national anthem and chanting of the prayer.
- f) Once the assembly is over, move straight to the classroom.

4.2 School symbol

- a) The school shall have well established logo, name tag, school anthem, national anthem, and national flag.
- b) All teachers and students shall respect the symbols.

4.3 Dress code

- a) All the teachers and students shall follow the dress code as per the provision designed at the national level.
- b) Students' dress code shall be subjected to the requirement designed by the management, and uniformity shall be maintained at all times.
- c) Students' dress code shall include: hair, gho and kira, shoes and stockings, tego and wonju.
- d) Any student breaching the rules against the dress code shall be subjected to administrative action.

4.4 Driglam Namzha

- a) All teachers shall be required to understand the fundamentals of Driglam Namzha.
- b) Every child shall be given the right to learn the fundamentals of Driglam Namzha.
- c) The school shall provide maximum opportunity for the students to learn and exercise the

driglamNamzha.

- d) A trained and experienced teacher shall take a lead role in disseminating Driglam education.

4.5 Daily Prayers

- a) Spiritual practice: morning and evening prayers shall be conducted every day except during weekends.
- b) Irrespective of religion, caste and creed, daily prayer is compulsory for all the students.

4.6 Mindfulness Practice

Mindfulness training shall be an instrumental tool that all the teachers use with the students.

4.7 Rimdro and Choeshey

Rimdro and choeshey shall be treated as important programmes in the school, and there shall be at least two Rimdro and three choeshey programs in an academic year.

4.8 Timing culture

- a) The school shall have proper defined timing schedule: summer and winter timing, class timing, assembly timing, school timing, and recess timing.
- b) All the students and teachers shall strictly follow the timing schedule for all events and activities.
- c) Should there be any changes in the timing schedule; the management shall duly inform the students and teachers about it.

4.9 Value Education

Value education is an important and inseparable component for wholesome education. Therefore the in-charges will:

- a) Frequently remind the students through various strategies and activities to mould them into refined personalities
- b) Arrange talks inviting guest speakers on value related topics
- c) Make necessary arrangement for working assembly speakers on values
- d) Educate the students on important issues as national flag, national anthem, loyalty to Tsa Wa Sum, country's culture, customs national holidays, national symbols, dress code, languages, Za, Cha, Do etc..
- e) Inculcate in students certain humane qualitative like respect to elders, love and compassion towards the younger obedience's expression of gratitude honest

4.10 Care and Safety Culture: As much as management and teachers are concerned with students' studies we are also concerned with your wellbeing, care and safety. It is our earnest desire that this school be made into a place that is conducive to your learning. Your care and safety is our utmost concern and your cooperation is highly solicited. We will ensure that you are well protected here from any harm, both physical and mental. In ensuring your safety we advise you the following:-

- a) As a responsible person the best protection for you is your self care. Be careful and cautious when engaged in any school activities. The first thing you should think while engaging in activities is to tell yourself if any harm or injury could happen to you so that you take caution.
- b) As much as you do not want to be harmed do not harm others in any manner.
- c) If you think there is going to be harm to you and you think you need someone's help ask the authorities (Councilors, warden, matron and teachers).
- d) Do not bring any expensive jewelries or articles that are not necessarily required in the school. If you have the you are solely responsible for their care.
- e) For safe keeping of money and expensive things you may handover them to the concerned warden and matron or to any school authorities willing to take care.
- f) Do not bring any weapons (Items that can cause physical injury) to the school.
- g) Be careful with the traffic while on your way home and always keep the parents and school authorities informed about your where-about. It would be good for you if you keep their telephone numbers.

4.11. Discipline Culture

Discipline is the base for the orderly functioning of any organization that is composed of units and members interdependent on each other. School is a social institution that functions on the mechanism of interdependence and all those involved in its functioning must observe discipline that facilitates its smooth functioning. Hence everyone in it has the obligation to comply with the discipline formulated for its smooth functioning. Any failure due to negligence in observing the school's (organization's) discipline whereby causing it a harm or harms shall be dealt with disciplinary actions stated in the school discipline policy

CHAPTER 5

SCHOOL DISASTER MANAGEMENT POLICY

Rationale

School is a densely populated place, with many young children who are vulnerable during disasters. To reduce this vulnerability particularly for our school, it is important to have a School Disaster Management Plan. If our School is well prepared for disasters it can also play a lead role in the community in responding to disasters. Therefore, as community node, and as integrate part of a society, a school has its responsibilities towards its immediate locality, just as the neighboring community is linked to the school.

5.1. Safety and Disaster Policy

- a) There shall be comprehensive School Disaster Management Plan put in place
- b) There shall be School Disaster Management Committee
- c) The students shall have the right to safety within the school campus connected to emotional and physical vulnerability.
- d) The school shall provide timely support to the students in the event of any disaster that may intrude upon their emotional and physical domains.
- e) The school shall have comprehensive written documents that include detailed description on safety measures for the students.
- f) Plan shall be updated as and when required.
- g) The school's disaster management coordinator shall spearhead in planning and designing the disaster plans and strategies.

CHAPTER 6

CO-CURRICULAR ACTIVITY POLICY

My deepest concern is that as the world changes we may lose these fundamental values on which rest our character as a nation and people. It is critical that we are able to recognize Bhutanese character irrespective of how far we look back into the past or into the future. The Bhutan we see is vastly different - unrecognizable even – when compared to the Bhutan in the time of our first King. Yet, the character of our people and the nature of our fundamental values have remained unchanged. Henceforth, as even more dramatic changes transform the world and our nation, as long as we continue to pursue the simple and timeless goal of being good human beings, and as long as we strive to build a nation that stands for everything that is good, we can ensure that our future generations for hundreds of years will live in happiness and peace.

*-His Majesty The Fifth Druk Gyalpo Jigme Khesar Namgyel Wangchuck
(Coronation address on November 7, 2008)*

Rationale: Co-curricular activities are treated very important to build students' self-development. It helps to build self-confidence and peer/group association. The policy aims to direct students to face the world with competence.

6.1. Objectives

- a) To provide wholesome education to each student.
- b) To instill the dignity of work in students.
- c) To support and develop the students' personal interest and life skills.
- d) Build capacity in students to sustain their livelihood, in case they fail to achieve in academics.
- e) To appreciate timeless Bhutanese tangible and intangible values

6.2. Club

- a) Class nine and eleven students are compulsory to take one club each. Club mentor shall be the teachers who teach maximum classes of nine and eleven.
- b) Club shall function once in a week.
- c) All clubs shall function according to the action plans framed in the beginning of the academic year.
- d) Each club shall have minimum of twenty students.
- e) The school shall provide basic facilities to all clubs for the smooth functioning.
- f) The concerned club coordinator shall maintain students register/ attendance.
- g) All clubs shall have exhibition at the end of the academic year and submit the report.
- h) Nature and formation of the club shall be determined by the interest of the children.
- i) Interested student shall submit a comprehensive written proposal to the administration for approval.
- j) Support staff shall be involved to run a club as per the individual's expertise and interest.

- k) The administration may monitor the club activities once a month with appropriate tools.

6.3. Participation policy

To create an environment for healthy competition, each student is given opportunity to take part in various activities.

6.3.1. Aims and objective:

- a) To attract the students in mass participation.
- b) To portray individual talents.
- c) To develop the sense of teamwork and cooperation in students.
- d) To enhance spiritual and physical competence.
- e) To encourage every child to participate in at least one event.

6.3.2. Policy

- a) All students shall have the fundamental right to participate in all the competitions.
- b) An individual child shall not participate more than three events in annual school concert and sports.
- c) A child shall not represent the school team more than two ball games.
- d) Participants shall follow the ethics and discipline reflected in School Discipline Policy.

6.4. Literary

6.4.1. Aims and objectives

- a) To prepare and update on current affairs and general knowledge.
- b) To improve their spellings and grammar.
- c) To encourage reading when they are preparing for the competition.
- d) To develop reading skills and habits.
- e) To learn the benefits of reading.
- f) To develop creative thinking.
- g) To promote art and education.

6.4.2. Literary Policy

- a) The literary committee shall have comprehensive literary plan for the academic year.
- b) All the levels shall get equal opportunities to participate in any literary activities.
- c) Individual interested participants shall be treated as per the participation policy.
- d) The committee shall work towards the imaginative and creative literary activities for the students.
- e) Annual school magazine shall be taken care by literary committee.

6.5. Cultural programs

6.5.1. Aims and objectives:

- a) To promote and preserve culture and tradition of Bhutan.
- b) To instill GNH Values through cultural programmes.
- c) To embrace dynamism through the appreciation of other's culture.
- d) To encourage unity in diversity.
- e) To showcase and express their personal talents.

- f) Participants going out for performing may require to seek consensus from the parents and school.

6.5.2. Guidelines

- a) The school shall promote cultural programmes both traditional and modern dances through inter class and inter house competitions and annual school concert.
- b) Any participants shall strictly observe the social etiquettes including personal make up and *Driglam Namzha* as per the School Discipline Policy.
- c) Individual interested participants shall be treated as per the participation policy
- d) Member of school culture group shall be selected from the mass based on the interest and experience. However, cultural committee may design selection criteria based on the need.
- e) The cultural group shall perform during the school functions and on any occasion of national importance.
- f) Any property procured by the cultural committee shall be the school property and the coordinator shall be responsible for their storage and safety.
- g) Any programme relating to culture shall not interrupt the academic teaching and learning process. However, in last minutes need of the hour, committee shall duly seek advice from academic head.

6.6. Games and Sports

6.6.1. Aims

The aim of the committee is to foster a balanced growth of physical, mental, social and moral ethics in children.

6.6.2. Objectives

- a) To foster healthy lifestyles, instill values, enhance skills and enrich learning experiences.
- b) To encourage mass participation of children in sports and physical activities.
- c) To encourage children to maximize on the benefits that sports and physical activities have to offer.
- d) To promote traditional Bhutanese and contemporary sports.
- e) To explore latent talent and to encourage the youth to pursue excellence in sports.
- f) To learn the ethics of being a sportsperson and to develop the spirit of teamwork.

6.6.3. Selection Procedures for School Teams:

- a) Open to all students.
- b) Selected through class and house matches, students' interests, skills and techniques.
- c) Field discipline of the students.
- d) Recommendation from relevant stake holders.
- e) Regularly attends coaching.
- f) Adapts to the rules and regulations reflected in School Discipline Policy.
- g) Students participating in national level must seek consensus from parents and organization.
- h) Transportation shall be arranged by the school.

- i) The participants shall be escorted by the concerned coordinator.
- j) Concerned coordinator house master/class teacher must be present in all competitions.
- k) Refreshment to be provided by the coordinators.
- l) Tracksuit to be allowed during the games/tournament/sport day/PE & Sports classes/Games and sport/ Thromdey/regional/national level participation.
- m) Students will not be allowed to participate in any event, if they showcase disciplinary issues.
- n) All the committee members should be present during the selection as well as during the events.

6.4. Roles and Responsibilities of the School Sports Instructor (SSI)

The School Sports Instructor

- n) Is appointed on consolidated contract for a period of two years which is renewable as per his/her performance.
- o) Must advocate and educate the importance of sports and physical activities to encourage mass participation.
- p) Must follow the teachers' Code of Conduct.
- q) Is fully responsible for planning, coordination and effectively implementation of the sports and physical activities in the school.
- r) With support of the school management must ensure to have proper/adequate sports equipment/items. Maintain the infrastructure and facilities properly.
- s) Must form sports clubs and also initiate after-school sports activities.
- t) Must not be a focal person for any specific sport.
- u) Must NOT carryout full time responsibilities such as mess-in-charge, warden, matron or teach academic subjects. However, he/she must assist the school management in short urgent assignments.
- v) The SSI's primary role is to promote and develop sports and physical activities in the school in line with the objectives of the School Sports Program.

6.5 Value Orientation Week (VoW) Observation Policy

Rationale

Bhutanese have always been steadfast in our belief system, our tradition, our culture and values. With changing times, it is imperative that these Bhutanese value systems to be reinforced in our younger generation who will carry on the legacy of our ancestors. Value Education is also aimed to enrich learning and to give learning a heartfelt and genuine context, purpose, and meaning that will make curriculum and learning more enjoyable, more pleasurable, and much more relevant to the Bhutanese context.

6.5.1. Aim: To produce citizens who are nationally rooted and globally competent

6.5.2. Objectives:

- a) Strengthen values and Life Skills Education program in school

- b) Make students practice life skills and enable them to become responsible and contributive citizens
- c) Promote the essence of Bhutanese identity through practice of Bhutanese etiquettes
- d) Enable schools to start on a well-grounded foundation towards addressing and solving emerging youth issues.

6.5.3. Modality

6.5.3.1. Observation

Value Orientation Week (VoW) shall be observed in the first week of the beginning of the new academic session. Guest speakers shall be invited during the opening and closing day of the VoW. School shall be divided into various teams depending on the topics to be oriented to students.

6.5.4. Topics

Following are the suggestive but not restrictive topics needed to be covered during the VoW. Moreover, topics to be oriented are dynamic and need to include those that are relevant and demand of the time and situation.

- a) Driglam Namzha
- b) Law Education
- c) Life Skills Education
- d) Citizenship Building
- e) Counseling and Well-being
- f) Leadership (7 habits and SMART)
- g) Life Long Learning
- h) Digital Literacy
- i) Spiritual Education
- j) Traditional Values
- k) Waste Management
- l) Economic Values
- m) Health and Nutrition
- n) National Identity and Citizenry

6.6. Teachers' Day Celebration Policy

Rationale

To pay tribute to the Father of Modern Bhutan and, specifically to education fraternity the Father of Modern Education in Bhutan, His Majesty Third Druk Gyalpo Jigme Dorji Wangchuck and, to pay respect to the teachers of Bhutan past, present and future who have sacrificed, made a difference and who are sacrificing, making a difference and teachers who will be sacrificing and making a difference in the lives of many who had, are and will be building the nation.

6.6.1. Aim

To give students opportunities to acquire and develop organization skills, experience collaborative working and liaising with different people.

6.6.2. Modality

National Teachers' Day shall be observed on 2nd May of every year coinciding with the birth anniversary of His Majesty The Third Druk Gyalpo Jigme Dorji Wangchuck. Identified class under the supervision of parent teacher and management shall organize the celebration

6.7. School Foundation Day

Rationale

To realize the contribution made by an institution, it is important to know the journey it has taken to reach to its present position. Celebration and Observation of the Foundation Day serves this purpose to inform the present generations. It also gives opportunities to pay tribute to the predecessors who made it possible for the institution to reach to its present glory.

6.7.1. Aim

To let students the history of the school and journey of MHSS thus far

6.7.2. Modality

April 1st of every year shall be celebrated as the "School Foundation Day" of Motithang HSS as it was on this day in 1975 that the school was founded. The day shall be celebrated spearheaded by CCD and class parents with various games and sports, stalls

6.8. Annual Concert Policy

Rationale

Annual school cultural concert gives opportunities to showcase their non-academic talents in the form of performing arts. It is an avenue where students showcase their creativity in collaboration with fellow mates. It also helps students to develop appreciation and awareness of various culture and traditions.

6.8.1. Aim

To provide platform to students to show case their talents as well to generate revenue for the school

6.8.2. Modality

School Concert is an annual event and shall be observed every year on the dates specified by the management. The program shall be mixture of both modern and traditional events whose ratio shall be fixed by the management. The event shall be staged twice; one to the public and another one to students. To generate revenue for the school, the program shall be on ticket basis. There shall be a concert steering committee headed by Principal. The committee shall go for auditions so that the program is of best quality.

CHAPTER 7

FINANCE

7.1 Management of Finance

Rationale: The financial management consists of budgeting, use of the approved budget as per financial rules, bookkeeping and submission of financial statements to authorities concerned and auditing to be done to ensure transparency, efficiency and accountability. In a decentralized management system, the school shall exercise greater responsibility in managing school finance. A committee or the management team shall manage the school finance

7.2. Approved Budget Heads

The school management team shall do the budget of school finances carefully every year. The following are approved budget heads of the Ministry of Finance, which the school management team shall budget accordingly and submit to the Dzongkhag/Thromdey for further submission to the Ministry of Finance.

- a) Personnel Emolument.
- b) Travel.
- c) Utilities- Telephone.
- d) Utilities- WT/Fax etc.
- e) Utilities – electricity charges.
- f) Rental of properties.
- g) Subscriptions and materials.
- h) Maintenance of property buildings.
- i) Maintenance of property – equipment.
- j) Maintenance of Property – vehicle.
- k) Furniture.
- l) Purchase of office equipment.
- m) Purchase of computers with Printers.
- n) S & M – office supplies /printing & publication.
- o) Operating expenditure and others. (mention budget code)

7.3. Utilization of Government Fund

The Staff Secretary shall propose in writing to the SMT for approval before the utilization of the fund.

7.4. Submission and getting sanction of budget

In a decentralized management system, submission of budgets shall be routed through proper channel. The following requirements need to be met regarding financial operations:

- a) The school management team shall prepare the budget and submit to the CTEO/DCTEO of the Thromdhey.

- b) As per the approved budget, the school management team shall prioritize the current budget for expenditure. The school management team and committee shall do the purchasing. Maintenance committee shall utilize the allocated budget as per the financial norms of MoF.
- c) The Finance Committee heads shall maintain the records as per the format given in the financial manual. Bills and vouchers shall be filed and recorded. The records shall be made available for auditing.
- d) Updated records of financial transactions shall be maintained by the various financial in-charges.

7.5. Maintenance of Books of Accounts

The following books shall be maintained:

1. Cash book
2. Journal book
3. Ledger
4. Sub ledger

Apart from other supporting books, one set of books of accounts shall include registers and other records which are primarily required for recording the receipts, payments and adjustments transaction. Other memorandum records as follows:

1. Non-revenue Deposit and Release Register
2. Refundable Deposit and Release
3. Employee Personal Advance Register
4. Employee Loan
5. Stock Ledger
6. PW Advances Register
7. Govt. Loan Account Register

7.6. Collection of fees from the students

Collection from the students shall be done only after the prior approval from the SMB which shall be deposited into the Royal Government Revenue Account in the bank. Receipts and record shall be sent to the Thromde. The SDF is meant for development areas, where there is no budget head approved by the Ministry of Finance. School will ensure accountability and transparency in managing the SDF fund. Staff and student representatives also have a say in its management.

7.7. Operation Policy of Fund

To ensure transparency and accountability in the use of any fund, the school shall adhere to the following requirement to operate any fund.

- a) Form a committee every year for different heads of finance.
- b) Identify areas on which the fund is to be spent. Discuss it with SMT in a meeting for approval.

- c) A committee or an in-charge in need of funds for different activities must plan and prepare an estimate and a proposal. Submit the proposal to the Committee.
- d) After the activity is over, submit the bills and statement of expenditure to the committee for scrutiny and verification of the bills.
- e) The committee shall be responsible for maintaining the books of account, submission of proposals and submission of accounts bi-annually to the management and staff

7.8. School Development Fund

Rationale:The SDF is collected from the students to supplement items, which are not supplied by the government, and to supplement the expenses, which are not budgeted. In order to meet the non-budgeted expenses the school collects funds from the students once in the beginning of the year.

7.8.1. Guidelines

- a) The school shall maintain a proper record on collection and expenditure of the fund.
- b) The expenditure vouchers and receipts shall be verified by all the committee members and countersigned by the principal.
- c) The items bought from the SDF shall be entered in the stock register.
- d) The money collected for SDF must be deposited in the bank account.
- e) The fund collected should benefit maximum students.
- f) The committee shall stand fully responsible and accountable for internal and external audit observations.
- g) SDF shall be used where there is no government budget.
- h) SDF shall be used for minor maintenance of school properties.
- i) The balance in SDF account shall be presented in the general staff meeting biannually (once before midterm and once at the end of the year).

7.8.2. Roles and responsibilities

- a) Collection of SDF from all the classes.
- b) Record keeping for collection and expenditure.
- c) Verification of vouchers receipts and accounts.
- d) Depositing SDF in the bank.
- e) Preparation of voucher.
- f) Issuing of cheques signed by the principal.
- g) Maintaining cashbook.

7.8.3. Procedure for utilizing SDF

- a) The class teachers shall collect the SDF amount from the students and submit to the SDF coordinator
- b) The coordinator shall verify and collect the amount collected by the class teachers and deposit in the bank.
- c) The respective activity coordinator shall put up a note sheet for sanction to the principal for any expenditure to be incurred.
- d) The principal shall verify the genuineness of the need to incur expenditure.

- e) The concerned in-charge shall procure the items and submit the bills to the SDF coordinator with signatures of members for payment.
- f) The SDF coordinator will issue a cheque signed by the principal after verifying the bill (no bills would be entertained without a note sheet and prior approval of the activity).
- g) The SDF coordinator shall prepare the vouchers as per the bill and hence update the cashbook.
- h) The SDF coordinator shall file the vouchers, note sheets and bills submitted and approved for accounting and reference (for auditing).
- i) The SDF coordinator shall present the balance amount in the general staff meeting biannually.

7.8.4. Fee structure

1. School Development Fund	- Nu.200/- per child.
2. Token Fee	- Nu.5/- (Government Revenue)
3. Diary	- Nu.50/- per child.
4. Magazine	- Nu.100/- per child.
5. Rimdro	- Nu.150/- per child.
6. Sports fund	- Nu.100/- per child.
7. Student ID	- Nu.55/- per child.
Total	-Nu. 660/-

Semso (Nu. 100/-) shall be collected from only new students.

7.8.5. Collection

- a) Concerned in-charges shall collect all funds and fees from the students and deposit it in the SDF account (Bank).
- b) Receipt for the collection shall be given to the remitter. A proper record shall be maintained for all the collection.
- c) School fee collection will be subject to change as per the need and demand of the school and school may adopt the changes of fee collection with approval from the SMB
- d) The school shall have the freedom to generate any fund as per the norms and conditions laid in the policy of autonomous school.
- e) Four independent bank accounts shall be maintained: Government Current Budget account, SDF account, Non-SDF account and Semso and Welfare account.

7.8.6. Student Development Fund (SDF) Budgeting Policy

- a) The management of SDF shall be transparent to all.
- b) The School Development Fund shall be utilized for the development of school.
- c) Fees such as token fees and admission fees collected from the text books/library books shall be deposited in Government Revenue.
- d) The utilization of the SDF fund shall be decided by the SMT.
- e) The committee shall maintain proper record for further references.
- f) There shall be clear quarterly report presentation of the usage of SDF.
- g) SDF committee shall be subjected to internal and external audit.
- h) The committee shall prioritize and manage the SDF properly.

- i) The internal audit shall comprise of SMT along with account teachers and audit shall be done as per the auditing standard. In the event of the team being incompetent, the management may hire experts from other organizations.
- j) The manager(s) shall not handle any matters pertaining to finances. However, manager(s) shall do monitoring and supervision.
- k) All the accounts shall be joint account, maintained between the principal and a concerned teacher
- l) The concerned class teacher shall collect SDF and non-revenue collections and hand-over to SDF Secretary

7.9. Non-Student Development Fund (SDF) Policy

- a) Any fund generated besides SDF shall be treated as non-SDF. The following incoming sources shall be the part of non-SDF:
 - i. Ground fee
 - ii. Canteen rent
 - iii. Hall charges
 - iv. Donation/Prizes
 - v. Rindro
 - vi. Other collection (concert, fund raising, etc.)
- b) Proper records of income generated by the school shall be maintained and made transparent to all.
- c) The committee shall be subjected to internal and external audit.
- d) The internal audit shall comprise of SMT along with account teachers and audit shall be done as per the auditing standard. In the event of the team being incompetent, the management may hire experts from other organizations.
- e) Any matter pertaining to finances shall not be handled by manager(s). However, monitoring and supervision shall be done by manager(s).
- f) All the accounts shall be joint account, maintained between the principal and a concerned teacher.
- g) There shall be clear quarterly report presentation of the usage of SDF.
- h) Non SDF budget shall be utilized for extra- developmental works.
- i) The class teacher concerned shall collect non-SDF collections and hand over to Non-SDF secretary.

CHAPTER 8

ACADEMIC POLICY

Rationale

Academic Department looks after the academic related programs. It works towards enhancing academic excellence of the students, promotes and facilitates activities related to the academic performance of the students. The department shall be headed by one of the vice principals supported by academic secretary. There shall be **subject departments** and **committees** to carry out the academic related activities for the smooth functioning of the school. Each department shall be headed by a Head of Department (HoD). The HoDs shall be elected by the subject faculty or appointed by the SMT of the School.

8.1. Aims: To work towards achieving academic excellence.

8.2 Objectives

- a) To ensure the professional enhancement of the teaching faculty.
- b) To bring improvement in the academic performance of the students.
- c) To ensure the institutionalization of the classroom monitoring and support system.
- d) To enhance professional development of individual staff by sharing ideas and good practices.
- e) To provide support to the head of the department making them accountable in carrying out their professional responsibilities.
- f) To disseminate information to the teachers through departmental heads or notifications.
- g) To carry out academic related programs as per the plans.

8.3. Guidelines

Academic department shall:

- a) Conduct meeting with the members in the department to discuss about the issues related to academic such as coverage of syllabus and setting of questions.
- b) Suggest and provide feedback for the professional development of the teaching faculty.
- c) Render full cooperation to the HoDs for the smooth functioning of the academic related program.
- d) Carry out subject allocations and prepare timetable.
- e) Review and update TRE annually.
- f) Ensure to provide enough the required number of teachers in consultation with the Thromdey.
- g) Liaise with the relevant stakeholders to enhance academic achievement of the students.
- h) Carry out action research related to academic and plan for professional development programs.
- i) Conduct all Examinations.
- j) Carry out monitoring of the teachers and provide professional support.
- k) Prepare academic plans annually.

- l) Initiate academic targets for teachers.
- m) Conduct Parents Teachers Conference to enhance academic excellence.
- n) Conduct departmental meetings.
- o) Conduct orientation program for choice of stream and optional subjects.
- p) Coordinate and conduct Self Study for students on Saturdays from the Month of April.

8.4 Admission of Students

8.4.1. Placement & Transfer case.

- a) The candidates should be from feeder schools.
- b) The placement students failing to report on the date of admission shall not be entertained unless it is genuine.
- c) Parent transfer and medical cases shall be admitted subject to the AVAILABILITY of seats routed through Thromde.
- d) Admission of class eleven students shall be done as per the directives of the Thromde Education Office.

8.4.2. Thromde Placement

- a) A student with tattoo shall be admitted only upon the letter of undertaking with SSD.
- b) The student with adverse records shall be admitted only upon the receipt of undertaking letter from the student, counter signed by the parent with SSD.
- c) The student should have SUPW grading of “C” and above.
- d) The student on medical cases must produce medical documents for record and reference.
- e) The student must produce Academic Transcript, Transfer Certificate, Character Certificate, 3 passport size photographs and Citizenship ID Cards of the Parent or relevant document from relevant organisation.

8.4.3. Request Case/Internal Transfer

- a) Admission shall be based on the availability of seat and classroom capacity.
- b) No adverse records in the previous school.
- c) A child having genuine domestic problems may be admitted upon committee’s verification.
- d) A child good in academic performance and co-curricular activities shall be given first priority.
- e) SUPW grading must be **B** and above.
- f) A student with tattoo shall be admitted only upon the letter of undertaking with SSD.
- g) The student must produce Academic Transcript, Transfer Certificate, Character Certificate, 3 passport size photographs, and Citizenship ID Cards of the Parent or document form the relevant organization.

8.5. Admission procedure

- a) Candidates fulfilling the admission criteria shall have to obtain an admission form from the office or school website and duly filled form must be submitted to school for further processing.

- b) Based on the criteria, the school admission committee shall sit together for rectification and approval.

8.6. Examination

Rationale: As per the assessment procedure formulated by the Ministry of Education, the academic department shall conduct examinations and promote students as per the promotion criteria.

8.6.1 Examination policy

- a) There shall be four written examinations in an academic year: Spring Test, Mid-Term, Autumn Test, and Annual Test/trial exam. However, the Spring and Autumn tests will be conducted over an extended period of time with one subject per week, to instil proper and continuous study habits in our students.
- b) Children must write all the examinations without fail.
- c) However, a child must secure 90% attendance to sit for the final examinations. Failing to secure 90% attendance due to health problems, the child must produce medical certificate.
- d) The examination committee as per the examination rules and regulations shall conduct all the examinations.

8.6.2. Examination Rules and Regulations

- i. Know the date/day of Examinations (Examinations Time Table).
- ii. Be on time for all examinations.
- iii. Student **ID** is compulsory.
- iv. In case students forget to bring the ID, they can obtain admit chit from the academic office to take the exams with a fine of Nu. 50.
- v. Record the details required: **Name/Class/Section/Roll Number** on the answer scripts as well as the question paper before the start of the Examination.
- vi. Read the directions/instructions given very carefully before writing the answers.
- vii. Allocate time for answering each question.
- viii. Do rough works on the stationery provided.
- ix. Follow the examinations timing allotted for different purposes.
- x. Students are NOT permitted to start writing before the invigilator has instructed them to do so.
- xi. Be absolutely fair while writing the Examinations.
- xii. Students may take into Examination Hall **only** the materials and equipment which are allowed.
- xiii. Students will be **physically frisked** before entering the examination hall.
- xiv. **Avoid borrowing** pen, pencils, erasers and other stationeries during the Examinations.
- xv. Students must not take part in any **unfair practice** while taking the Examination.
- xvi. Students will be awarded **Zero** if you are **Reported Against (RA)** by the Invigilator.
- xvii. Both the candidates if found helping and taking help will be awarded **Zero**.
- xviii. Students must **not talk** to or disturb other candidates in the Examination Hall.
- xix. Calculators of only FX 80 - FX 100 will be permitted.

- xx. Inform the invigilator, if right question paper is not given or the question paper is incomplete, badly printed or damaged. Do **NOT** take the wrong paper.
- xxi. The **Teacher on Round** may be made available to rectify the mistakes in the question papers.
- xxii. Students are **not** allowed to leave the Examination Hall before the last **Thirty** minutes.
- xxiii. All candidates must **stop writing** when instructed to do so by the invigilator.
- xxiv. **Leave** the examination room quietly once the Examination/Tests is over.
- xxv. Know the room location of the examinations.
- xxvi. The Examination candidates must sit on the allotted place. The Marked slip must not be torn off.
- xxvii. Any candidates cancelling the examinations on the medical ground must formally report to academic department.
- xxviii. Candidates dropping from the BCSEA examinations, besides on the medical ground shall be issued TC immediately.
- xxix. Following will constitute the use of **unfair means** in the Exams: **Zero tolerance** to mal practice
 - a) Giving or receiving help from any fellow candidate,
 - b) Copying from another candidate's work,
 - c) Allowing another candidate to copy your own work,
 - d) Possessing books, notes, or any informative document from which to copy answers to questions,
 - e) Influencing or intimidating(threatening etc)supervisory staff to overlook the use of unfair means and
 - f) Creating indiscipline in or around the Examination Hall.

8.7. Roles and Responsibilities of Invigilator

- a) Be punctual at all times during the examinations.
- b) Report to the Examination Room in time to collect the file.
- c) Check the Student ID and other materials at the entrance of the Examination Hall every day of the examinations.
- d) The candidates should write their names, class section and roll numbers in the Quarterly Tests.
- e) Make sure that the candidates record their name/class/section/roll number properly.
- f) Record the absentee in the File provided during the first five minutes only.
- g) Remember to sign on the answer scripts before they start writing.
- h) The candidates can leave the exam room only at the **last 30 minutes** of the actual writing time.
- i) Mobile phone should be switched off or kept on silent mode.
- j) Take a strategic position in the Examination Hall.
- k) Ensure that the candidates do not change their seats.
- l) Be fully responsible while distributing the question papers. In the event the students take the examination on the wrong paper the invigilator concerned may be held responsible.
- m) Candidates can use only FX 80 and FX 100 calculators.

- n) Be fully responsible for counting the answer scripts, arranging them in ascending order before submitting to the receiving committee.
- o) Be vigilant at all times and avoid possible candidate mal practice.
- p) Not allowed to read or do any kinds of corrections during the invigilation duty.
- q) If any candidate becomes sick and requires medical attention, it should be immediately reported to the Examination Committee.

8.8. Invigilation policy for home examinations

- a) Invigilators shall duly follow the examinations mandate given in 6.2, 6.3, and 6.4.
- b) All teachers shall be given equal number of invigilation duty. However, in the event of inevitable circumstances, the academic time tabling committee may arrange accordingly.
- c) Trial examinations for classes X and XII shall not disrupt the academic teaching and learning of the classes IX and XI.
- d) Invigilator taking leave during the examinations shall not be entertained. However, the academic committee may consider on inevitable circumstances.
- e) Failure to abide by the set mandate, the concern teacher shall be liable for administrative actions.

8.9. Invigilation Policy for External Exams

8.9.1 Criteria for BCSEA Invigilation Duty

- a) A teacher should have served/completed **Two Years** in the current school.
- b) Two slots are reserved for the **Star Classes**.
- c) In case the teacher with the star class position withdraws, the chance will go to the other nominated/short listed teachers and shall **NOT** pass to the next star class ranking.
- d) The teacher holding star class position shall be eligible even if he/she has not completed two years in the current school.
- e) A teacher should **NOT** have gone for invigilation duty for the last three years.
- f) If the teacher has applied for transfer/contract expiry shall be **disqualified** for the invigilation duty.
- g) If a teacher availed invigilation duty through Thromde Education, it shall be considered as opportunity availed and shall **NOT** qualify for that current year.
- h) A teacher who has availed visiting examiner duty exceeding Five Days shall **NOT** be eligible for the invigilation duty.
- i) A teacher availing supervising examiner duty shall **NOT** be eligible for invigilation duty.
- j) A teacher having taken more than **Five** days casual leave shall be barred from availing the invigilation duty.
- k) A teacher must avail the invigilation duty as entitled in the current year. Failing which, the entitlement shall be counted as availed and shall not be guaranteed in the following year.
- l) A teacher, who has rejected the offer of workshops/seminars etc by the school management, shall be barred from such exam duties.
- m) The individual contributions or initiatives taken shall also be considered during the selection process.
- n) The selection criteria shall also be determined by the IWP rating based on the responsibilities.

- o) In the event of teachers scoring equal credit points, lucky dip shall be drawn for the final selection.
- p) Ad-hoc nominations for any such opportunities (workshops, trainings, exam duties) shall be at the discretion of the school management.
- q) The short-listing as well as the selection result shall be posted through group forum (WeChat/WhatsApp) or displayed in the notice board for reference and information.

8.10. Class Management policy

8.10.1 Class Parents

- a) Make students aware of the school discipline policy for strict compliance.
- b) Maintain and update student attendance register and class log books daily.
- c) Must maintain EBA record of the individual students for reference.
- d) The students must ensure the proper maintenance of classroom cleanliness.
- e) Compile student information in the class files.
- f) Keep record of student attendance and leave record and intimate both the school authorities and the parents.
- g) The class captains must coordinate SUPW activities and the flower garden.
- h) All teachers to encourage the students to participate in both academic and co-curricular activities.
- i) Class captains in consultation with other members in the class prepare class rules.
- j) Class teachers/captains to supervise the SUPW activities, flower gardening and the agriculture works and supervise the works during the class competitions.
- k) Must distribute and collect textbooks and other documents for the students all year round.

8.10.2. Class captains must

- a) Prepare classroom-cleaning roster.
- b) Provide full assistance to the class teachers.
- c) Act as a bridge between the teachers and the students.
- d) Check substituting teachers.
- e) Look for the substitution teachers and invite them if late by ten minutes.
- f) Submit and collect the logbook from the academic dept. for verification at the end of the day.
- g) The entire students render full cooperation and support to teachers and class captains.

8.10.3 Head of Subject Department (HoD)

The department based on experience and seniority shall select the HoD. He/she should have sound subject knowledge and carry out the responsibilities diligently. There shall be six Subject Departments as follows:

- i. English Department
- ii. Dzongkha Department
- iii. Mathematics & IT Department
- iv. Science Department

- v. Humanity Department
- vi. Commercial Studies Department

8.10.4 Roles of HoD.

The HoDs shall

- a) Prepare Annual Plan for the concerned subject in consultation with the members.
- b) Conduct subject department meetings and maintain the minutes and submit to the Academic Department for reference.
- c) Maintain records of lesson plans for reference and submission to the management.
- d) Render support to the subject faculties.
- e) Review, evaluate and verify IWP of members.
- f) Observe lessons and provide feedback twice each term.
- g) Act as a bridge between the school management and the department faculty.
- h) Set targets for the department and submit to academic head.
- i) Build team spirit in their respective departments. Initiate subject conferencing.
- j) Plan and organize school-based workshops.
- k) Plan and organize/coordinate PD for the respective departments every week.
- l) Identify developmental needs for the department and plan relevant activities to improve its shortcomings.
- m) Document departmental meetings. Conduct uniform and standardized test. Analyze test results and frame remedial measures. Motivate teachers to take positive steps to develop themselves.
- n) Discuss Project works.
- o) Encourage the use of ICT to enhance professional development.
- p) Monitor, provide feedback and recommendations to members.
- q) Supervise and monitor progress and achievement of work outcomes of teachers in the department.
- r) Ensure that subject teachers submit blueprint, draft questions and model answers with marking scheme for moderate to ensure consistency, relevance and topic/syllabus coverage.
- s) Coordinate and conduct group correction of students' papers after the examinations with pre-set criteria/marketing schemes.
- t) Analyze results and recommend strategy for improvement in learning.
- u) Distribution of teaching subjects for different classes for the teachers shall be carried out in consultation with school head and teachers.
- v) Make sure that different teachers of the same subject interact and exchange views, ideas & methodologies.
- w) Ensure that all official correspondences related to the subject curriculum is intimated to the subject teachers and act accordingly.
- x) HoD shall recommend the nomination of teachers for workshops.

8.11. Choice of stream (XI & XII)

- a) The school shall offer three streams: Arts, Commerce, and Science.
- b) All the students shall have the right to prioritize their preference upon fulfilment of the criteria set by the MoE/Thromdey.
- c) A minimum of 15 students should be enrolled to offer optional subjects.
- d) Optional subjects across all the streams shall be as follows:
 - i. Arts: (Economics, IT, Literature, Rigzhung, Media Studies, AgFS, and EVS).
 - ii. Commerce: (Economics, IT, and EVS).
 - iii. Science: (Biology, Maths, IT, and EVS).

8.12. Promotion policy

8.12.1. Class IX & X

- a) A student must at least score 35% in each subject.
- b) English & Dzongkha shall be the main subjects.
- c) A Pass Certificate shall be awarded to the candidate, passing in 5 subjects including English & Dzongkha.
- d) A Pass certificate shall be awarded to the candidate, FAILING in one minor subject with minimum of 75 marks in Science, 50 marks in History & Geography, 25 marks in Maths/Economics /computer application/AgFS/EVS.
- e) The Pass certificate shall not be awarded to candidate FAILING in two minor subjects.
- f) The candidate must have SUPW grading *C and above*.
- g) The pass certificate is awarded to the candidate obtaining the average marks in the following subjects. The average marks to be obtained in each combined papers are as follows:

I.	English I & II-	70 marks.
II.	Dzongkha I & II.....	70 marks
III.	Science(Phy+Chem+Bio).....	105 marks
IV.	History & Geog.....	70 marks
V.	Mathematics.....	35 marks
VI.	Economics/EVS/AgFS/Computer Application	35 marks

8.12.2. Class XI & XII

- a) A student must at least score 40% in each subject.
- b) English and Dzongkha are the main subjects.
- c) A Pass certificate shall be awarded to the candidates, passing in 4 subjects including Dzongkha and English.
- d) A Pass certificate shall be awarded to the candidate, FAILING in any of the minor subject with minimum of 30 marks (candidate taking one optional subject).
- e) Repeaters of BHSEC and BCSE candidates shall be based on the directives and guidelines issued by the MoE.
- f) A pass certificate shall be awarded to the candidate, FAILING in any two minor subjects with minimum of 30 marks (candidate taking two optional subjects)
- g) The Pass certificate shall not be awarded to candidate FAILING in two minor subjects.
- h) The candidate must have SUPW grading of “C and above”.

- i) The pass certificate is awarded to the candidate obtaining an average marks in the following subjects:
 - I. English I & II-80 marks.
 - II. Dzongkha I & II..... 80 marks

8.13. Remedial

8.13.1. Remedial Policy

- a) Remedial class shall be conducted before/after school hours without compromising the normal instructional hours.
- b) The subject teachers shall strictly maintain the attendance of the students and submit to the ACCD for the necessary action.
- c) The identification of students requiring remedial classes shall be done based on the discretion of the subject teacher concerned.

8.14. Home work

Rationale: Homework is the extension of the classroom learning activities. It fosters students' achievement, independency and responsibility and serves as a vital link between school and home. It is seen as one of the ways in which students' achievement can be accentuated. The students must be assigned work not for the assessment aspects but to revise the content taught in the class and to accelerate academic achievement.

8.14.1 Objectives

- a) To encourage teachers to extend the classroom learning activities at home.
- b) To ensure that the students revise the taught lessons after the school hours.
- c) To ensure that students get quality time to complete the home work.
- d) To reduce the burden on students due to loads of work.

8.14.2. Guidelines

- a) The teacher must expect the students to complete the homework as per the schedule.
- b) Amount of homework shall depend on the nature of subjects.
- c) The students must do and complete the work on the scheduled day.
- d) The students must submit the notebook as per the instruction of the teacher(s).
- e) The teacher may collect and assess the homework as per the correction schedule.
- f) Teachers must maintain the records of assessment and submit to management as and when required.

8.15. Project work Policy

Rationale: Project work is the learning experience, which aims to provide students with the opportunity to synthesize knowledge from various areas of learning - critically and creatively. This process enhances students' knowledge and enables them to acquire skills like collaboration, communication, and independent learning, prepares them for lifelong learning and the challenges ahead.

8.15.1 Objectives

- a) To acquire the knowledge of different areas and generate, develop and evaluate ideas and information to apply these skills to the project task.
- b) To acquire the skills to communicate effectively and to present ideas clearly and coherently to specific audience in both the written and oral forms.
- c) Acquire collaborative skills through working in team to achieve common goals.
- d) To learn independently, reflect on their learning and take appropriate actions to improve it.
- e) To reduce the burden on students due to loads of project work at a time.

8.15.2 Guidelines

- a) Teachers must assign the group or individual project work with clear guidelines.
- b) The teachers may assign the project work on their teaching subject once in a year
- c) The teachers must expect the students to do and complete the project work as per the Schedule.

8.16 Professional Development

Rationale: In the ever-changing societal norms and preferences, teacher, an influential figure should be able to adopt the changes in curriculum and 21st century's teaching learning pedagogies. Primarily, the professional development programme in the school is aimed at better facilitation of required skills and knowledge, which ultimately would benefit the learners with correct and timely acquisition of skills.

8.16.1 Professional Development Policy

- a) The school shall have at least one PD programme in a month.
- b) School lead teacher and PD coordinator shall work collaboratively for identifying the relevant topic for the benefit of teachers.
- c) The PD coordinator should identify training programs for the teachers to benefit the school and teachers.
- d) A minimum of 40 hours of PD should be provided to the teachers by the school, annually.

8.16.2 Roles and Responsibilities of PD Co-ordinator

- a) Decide the time for the PD meetings in the beginning of the year and incorporate in the school calendar.
- b) PD coordinator should keep record of every teacher who has attended workshops, conducted SBIP.
- c) Ensure to conduct SBIP by the teachers who attended the workshops as early as possible.
- d) Arrange resource person(s) for the PD programs.

8.17 Substitution

Substitution is a crucial task to be carried out on daily basis in order to keep the children engaged when the subject teacher is on leave. It is a shared responsibility, thus, all staff are expected to work collectively to fill in the gap.

8.17.1 Objectives

- a) To substitute/relieve teacher when the regular teacher is on leave.
- b) To engage/supervise the learning process.
- c) To ensure safety and maintain decorum.

8.17.2. Guidelines

- a) The academic secretary/members shall prepare the substitution.
- b) The teachers on leave/duty shall be substituted.
- c) The substitution shall be given to the teachers with lesser periods and to the teachers teaching that particular class, if possible.
- d) Substitution shall be notified to the teachers before the first period.
- e) The substitution duties assigned shall be maintained in a file for record and reference.
- f) The class captains and the teachers concerned are required to check the substitution duty file.
- g) The class captains are expected to report to the Academic Department if the substitution is not given.
- h) Class captains are expected to remind the substitute teachers if they do not turn up within the first TEN minutes.

8.18. Timetable

8.18.1 Objectives

- a) To achieve coordinated and consistent timetabling practices and facilitate timely production of timetable.
- b) The main objective of the timetable policy is to establish the best possible teaching learning experiences to both teachers and the learners.
- c) The policy also genuinely ensures the teachers and the students complete the syllabus in time following the course rules.

8.18.2. Guidelines

- a) Subject-wise teacher allocation shall be done based on the professional efficiency in the level they teach.
- b) Subject distribution shall be at the discretion of the academic management and any inconveniences within the teachers shall be routed through concerned HoD.
- c) The period allocation shall be done on the need based. Example: the science practical and the IT shall be given block periods.
- d) During the weekdays subject periods shall be between 8:00 am – 4:00 pm.
- e) The standard teaching hours in a period is 50 minutes duration.

- f) There shall be a 40 minutes lunch break between 12:30 – 1:20 pm.
- g) The winter timing shall be 40 minutes duration.
- h) The day’s schedule during winter will be from 8:50 – 3:00 pm.
- i) In case of conflicts regarding timetable, which may arise from teaching faculty, the Principal shall settle the conflict.
- j) The changes to the timetable after the final publication shall be kept to a minimum. Any changes occurred shall be notified to the teachers and the classes concerned for necessary follow up.
- k) Room requirements and other facilities shall take precedence for the academic timetabling.
- l) No adjustments in the timetable will be made to accommodate external unless approved by the school management.
- m) Individual teaching classes must be uniformly spread.
- n) The morning break shall be after the third period of 15 minutes duration.
- o) The evening classes or remedial measures may be scheduled based on the proposal made by the faculty with the approval of the principal.
- p) Core subjects shall be given higher priority in the allocation of a period.
- q) Request to change the firm timetable must be submitted to the Head of Academics for onwards submission to the principal for necessary review.
- r) The time table changes shall be considered under the following conditions:
 - i. Enrolment numbers increase beyond the capacity of the allocated venue.
 - ii. Unexpected staff turnover or shortage of teachers.
 - iii. Resignation of teaching staff on an ad-hoc basis.

8.19. Library Policy

8.19.1. Aims: To develop collection of reading material useful for various courses and, to provide various library services and facilities to the readers.

8.19.2. Objectives of Library Policy

- a) To inculcate reading habits
- b) To enhance knowledge
- c) To procure reading materials like fiction, non-fiction and references.
- d) To maintain books in proper order and make users friendly
- e) To create conducive environment for reading

8.19.3: Timing

Monday to Friday: 8:30am - 5:00pm.

Saturday: 8:30am- 12:30pm.

On Government holidays and Sundays, the Library will remain CLOSED.

18.19.4. Membership: The following are entitled to enrol themselves as member:

- a) Teachers of MHSS
- b) Students of MHSS
- c) Administrative staff of MHSS
- d) Parents of MHSS students

8.19.5 Usage Policy

- a) All the members of the Library are issued a Reader ticket/membership card.
- b) Readers ticket/membership cards are not transferable.
- c) Books borrowed against Reader's ticket/membershipcard will be the responsibility of the ticket/card owner.
- d) Loss of a Reader's ticket/membershipcard may be issued new replacement at the cost of Nu.15/-.
- e) Member shall be responsible for the misuse of readers ticket/membershipcard.

8.19.6. Admission to the Library:

- a) **Membership card** /readers ticket will be shown to the Librarian whenever you borrow books.
- b) The librarians shall enter his/her name, class, title of the books and Accn.no. of the book in the computer.
- c) Stick, umbrellas, boxes, personal books, bags and such other items should be kept outside.
- d) Silence shall be strictly observed in the library.
- e) Spitting, eating, drinking, and chewing not permitted.

8.19.7. Loan Priviledges: Each member shall be given the readers ticket/card and he/she is entitled to borrow one book at a time. The members are entitled to take books on loan on a scale given below:

- a) For teachers: 6 books for a duration of one Month.
- b) Students 2: books for a duration of one week for fiction and 5 days for reference book.
- c) Parents of MHSS students are permitted to borrow books from the library. The library book(s) shall be loaned out in the name of the child.
- d) Members shall be required to renew the ticket/membeshipcard annually.

8.19.8. Condition of Loan

- a) Reference materials are to be used only in the Library.
- b) When the book is borrowed a readers ticket/card is to be given to the Librarian.
- c) Library materials which have been already borrowed may be renewed once on a given due date if they are not been reserved by other members/user.
- d) Books on special demand may be lent for a shorter period as decided by the librarian.
- e) An overdue charge of Nu.5/- per day for reference books and Nu.10/- per week for the fiction books shall be charged if a book is kept beyond the period of loan.
- f) Money receipt will be provided to the defaulter and recorded. The library committee will appraise the record of the fines collected from the reader at the end of the year.
- g) The money collected will be used for the maintenance and development of the library.
- h) A form should be developed and issued to the readers to remind them to return the overdues books.
- i) For staff and teachers Nu.20/- per month for each book shall be charged if a book is keep beyond the loan period

8.19.9 Damage or Loss of Books

- a) In case the borrowed book is damaged, borrower should repair the book.
- b) In case of lost book, borrower should replace the same book or should pay the same cost.
- c) Library staff should conduct book weeding annually and books will be disposed of by the committee.
- d) Library staff and the members should carry out continuous repairing of books.

8.19.10 Code of Conduct in the Library

- a) Smoking, eating, drinking and unnecessary conversation are prohibited in the Library
- b) Writing on or damaging Library materials is prohibited.
- c) A person leaving the library must present all library materials for inspection, when they leave the library
- d) No discussion or meeting of any kind will be allowed in the library.
- e) The members are not allowed to bring his/her belongings like books, files, bags, etc inside the library.
- f) The members are not allowed to scribble on the furniture and must bear the consequences if found guilty.
- g) Chewing of gum is not permitted.
- h) The client should check the books before borrowing and any mutilation noticed must be informed to the Librarian.
- i) Readers should use book mark.
- j) After submission, the client should shelve the books in the right place.
- k) Don't expose books to strong sunlight.
- l) Don't steal, tear or take books from the Library.
- m) Don't keep book face down on the ground or on the table as this damages the spine of the book.

8.19.11 Library Budget

In order to buy new books for the library, the budget required for the year is approximately Nu. 100,000/- to 150,000/-.

8.19.12 Procedure for Buying Library Books

- a) It is mandatory to buy library books from the book fair only.
- b) The same book should not be bought more than five copies at a time.
- c) If any book is needed to be bought from other sources, a proper note sheet should be made and approved by the manager.
- d) A committee will ask the departments and student body to recommend the books to be purchased from the book fair.

8.19.13. Responsibilities of the Librarian

- a) Organize, develop and maintain a systematic collection of the books, periodicals, print materials, audio-visual and other non-print materials.
- b) Prepare catalogues to organize and classify library materials.
- c) Select and recommends acquisitions of library materials.

- d) Organize and administer a loan system for users of library materials.
- e) Organize information networks to enable access to materials held by other libraries.
- f) Access new books in the stock register.
- g) Verify old stock in the library.
- h) Repair damaged books.
- i) Carry daily circulation and housekeeping work of the Library.
- j) Care and maintain cleanliness in the library for all time.

8.20 Science Laboratories (Che/Phy/Bio)

8.20.1 Procurement of Science Equipments

- a) Most of the Science lab equipments will be procured from the supplier approved by MOE/Thromde.
- b) In case the supplier fails to provide the required material(s), school management will work with subject teachers to procure the materials.
- c) Each year school will procure science Laboratory materials worth about Nu.100,000/- (to be incorporated in the budget).
- d) Disposal of laboratory wastes will be taken care by the subject teachers and lab assistants in consultation with management.

8.20.2. Roles of Lab Assistant

- a) Identify the science equipment and chemicals.
- b) Assist the students in locating and providing necessary equipment during practical works.
- c) Maintain a record of issues and stock balances of equipment.
- d) Stock entering as per the packing lists and supply order prepared by HOD.
- e) Work out lists for procurement of damaged equipment and glassware.
- f) Maintain cleanliness in the lab.
- g) Keep the lab equipments and chemicals in alphabetical order.
- h) Be available in Labs during the working hours.
- i) Shall help the science teachers in conducting experiments
- j) Make sure that all arrangements are done prior to the arrival of students and teachers for any experiment to avoid waste of time
- k) Shall ensure that all the science equipments are handled with care and stored properly when not in use.
- l) Make sure that laboratories are cleaned after the experiments.
- m) Assist the science teachers in utilizing the locally available materials for demonstration, display and experiments.
- n) Put up a requisition annually for any science material requirements in consultation with science teachers and administration.
- o) Be available in the office for any official duties when there is no practical class in the lab and assist OA in all the official duties.

8.21 Information, Communication Technology Policy

8.21.1 Aim: To facilitate computing resources to aid learning.

8.21.2 Objectives: To enhance ICT knowledge in Students and create IT friendly classroom

8.21.3 Purposes

- a) The computing resources shall be used with prudence and it must be used for educational purpose.
- b) None shall be allowed to play games, music and use internet/intranet for unofficial purpose.
- c) No installation of malicious software.
- d) Students shall not eat/drink in the lab.
- e) Students shall not use external drive without permission of lab in-charges and IT Teachers.
- f) The lab in-charge will issue the computing resource and maintain a record file
- g) Dispose of old hardware in the presence of committee to relevant organizations
- h) In case students damage the ICT Equipments he/she shall be responsible for replacement
- i) Individuals shall be responsible for the Loss or Damaged of ICT equipments issued to them.
- j) Use internet for educational purposes such as for correspondence mail for official purposes shall be allowed.
- k) Multi user anti-virus shall be installed across all the computers.

8.21.4 Budgeting

- a) Minimum of Nu. Hundred thousand (100, 000/-) shall be allocated to procure desktop computers in a given fiscal year.
- b) Minimum of Nu. Fifty thousand (50, 000/-) shall be allocated to procure computer accessories viz. extension chord, mouse, keyboard, Blank CDs etc.
- c) An addition amount of Nu. Fifty thousand (50, 000/-) shall be kept aside to buy laptops, projectors, project screen.
- d) Annual Maintenance of computers and computer lab will be allocated additional amount of Nu. Fifty thousand only (50, 000/-) including computers in General office
- e) Minimum of Nu. Two hundred thousand only (200,000/-) shall be allocated for the internet usage in a year including the Broad Band connection for General office

8.21.5 Role and Responsibilities of Computer Lab Assistant.

- a) Maintain the record of computing hardware resources
- b) Assist teachers and students during the class hours
- c) Format and re-imaged the computer by installing required OS and other educational software.
- d) Clean the lab, carry out minor maintenance and maintain and repair the Network.
- e) Frame the Lab Rules for students and orient students on judicious use of lab resources.

CHAPTER 9

STUDENT SUPPORT DEPARTMENT

Rationale

Student Support Service Department (SSD)'s primary function is to create safe learning environment.

SSD cannot function effectively without active participation and cooperation of parents who will be instrumental in curbing discipline, punctuality, unsavory conduct, and behaviors. SSD shall play a vital role in helping student realize the importance of rules, regulations and responsibilities. Our main objective is to make our young generation into law abiding citizens.

9.1. Guidelines

- a) Teachers shall identify students with problems who need intervention and inform the class teacher concerned. The class teacher may inform the SSD, if necessary for further action.
- b) The SSD members, chaired by SSD head shall have the larger sitting for identifying the physical and mental problems of the individual child as per the report submitted by the class teacher. The SSD shall provide timely support as per the findings.
- c) The SSD shall collect monthly progress report from the concerned stakeholders for necessity help and recommendations.

9.2. Adoption Policy

Rationale:

One Teacher One Child programme is a personal initiative of His Excellency Dasho Tshering Tobgay, the former Prime Minister. The importance of providing quality education and molding our students to be creative, enterprising and responsible citizens was emphasized by His Excellency. Under the directives of His Excellency, the Ministry of Education launched One Teacher One Child initiative in the academic year 2015. Under this initiative, each teacher shall take up the guardianship of one or more students and provide support in academic improvement and behavioural change.

9.2.1. Objectives:

1. Improve learning outcomes
2. Bring positive behavioural change
3. Enhance psycho-social support
4. Strengthen teacher-student bonding
5. Inculcate a sense of belongingness to school
6. Guide students to be productive and responsible citizens

9.2.2. Guidelines: Following procedures are followed for adoption of student

A) Identification of students

1. Students shall be selected by teachers for care and support.
2. The selection is based on the following considerations:

- i. Poor socio-economic background
- ii. Divorced parents, single parents, parents with special needs and orphans
- iii. Disciplinary and behavioural issues such as poor attendance, bullying, alcohol/drugs issues, etc.
- iv. Health related issues
- v. Low self-esteem
- vi. Students with special needs.
- vii. Poor parental guidance.
- viii. Dependents.

B) Tracking improvement

1. The guardian teacher shall maintain a form/record which helps him/her to check the progress of the adopted student.
2. The guardian teacher shall report the progress of the adoptee to the respective committee/management half-yearly.
3. The form designed for foster care shall provide all the details of the responsibilities for the guardian teacher. The form shall be included for reference:

9.3. Student Welfare Policy

Rationale: The committee's primary function is to provide financial aid to students who come from single parental homes or with both parents deceased, to alleviate their financial conditions that may hamper their academic performances.

9.3.1. Guidelines:

1. The committee seeks to offer financial and moral support to the students of Motithang Higher Secondary School.
2. The committee with the help of the class teachers will identify financially needy students and their anonymity will be maintained.
3. These financially needy students will be provided school fees, stationeries and other requirements by the committee.
4. Fund raising activities and drives will be organized to contribute towards the monetary fund of the committee.
5. The committee will also look for individual sponsors who might be interested in making donations.
6. The coordinators will maintain proper records of the finances and will be made available to the management as and when required to do so.
7. Record of the student recipients' academic performance and their behaviour in terms of discipline will be maintained by the concerned class teachers and monitored by the coordinators.
8. Dissemination of information regarding the student welfare fund will be made to the parents and the students via class teachers during the parent teacher meetings.

9.3.2. Members of the Committee

1. Principal
2. Vice-Principals
3. Coordinators
4. All class teachers
5. Counselor

9.4. Student support policy

Rationale:

As envisioned in the education policy and nation at large, the MHSS shall strive to mould the learners holistically to make better citizens. Teacher being the immediate person after parents, MHSS shall treat all the learners as one's own children.

9.4.1. Guidelines

- a) Teacher shall not only emphasize on daily routine learning, but also take other responsibilities beyond classroom teaching.
- b) All individual teachers shall identify the problems related to teaching and learning process that is connected to the individual child and duly submit to the concerned class teachers. Class teachers shall further submit these problems to the SSD.
- c) The SSD head and its members shall have the larger sitting to identify the physical and mental problems of the individual child as per the report submitted by the class teacher. The SSD shall provide timely support as per the findings.
- d) The SSD shall collect monthly progress report from the concerned stakeholders for necessity help and recommendations.

9.5. Student Semso Policy

Rationale

Motithang Higher Secondary School is one of the biggest schools in Thimphu with students from diverse background. Misfortune could hit anyone at any time and therefore, it would be necessary to have a Student Semso Policy to mitigate the financial problem during times of misfortunes. Therefore, it has become necessary for Motithang Higher Secondary School to adopt a Semso Policy which would go a long way in showing our solidarity and giving a helping hand to any student in the hours of emergencies. This policy may possibly foster greater solidarity and fraternity amongst our students. At the same time, this would teach our children about social responsibilities and values.

9.5.1. Collection

- a) New students shall contribute a sum of Nu. 100/-
- b) The collection shall be done by the class teachers and then submitted to SSD.

9.5.2. Membership

- a) All the students formally enrolled as students of MHSS shall be the immediate members.
- b) Members' parents (father and mother) shall be the member.

9.5.3. Beneficiary

- a) All the students shall be entitled to semso and shall not be treated unfair based on the racial/ethnic group.
- b) The committee shall have the authority of managing the semso fund as per the need and inevitable circumstances.
- c) In the event of demise of a member **Nu.15, 000** shall be given to the parent.
- d) In the event of demise of a parent (mother/father) **Nu. 5,000**
- e) In the event of demise of both parents **Nu. 10,000**
- f) In the case of siblings (children of deceasedparents) in the same school, they shall all be entitled to same amount of Semso.

9.5.4. Protocol

- a) The class teacher concerned and a SRC representative of the class shall spearhead to process and hand over the semso to the bereaved student.
- b) The Semso recipient should produce authentic documents (death certificates/census document/ID card/Gup's verification etc.)
- c) In the event of demise of a student, the parent/guardian may claim the Semso. In the event of demise of parents, the student should approach the Semso committee with his/her local guardian.

9.5.5. Accounts and records

- a) Joint account shall be opened for semso money, (Principal and one member from Semso committee)
- b) The committee shall make atleast two presentations on semso account in an academic year during PTA meeting.
- c) Balance amount of the academic year shall be added to the coming year. However, in the event of deficit of the amount, it shall be managed from the following year.
- d) Semso collection shall be subjected to internal and external audit.

9.5.6. Semso Committee

- a) VP, SSD (chair)
- b) Principal (member)
- c) Staff Secretary (Member)
- d) Class Teachers (Member)
- e) SRC Captains (member)

9.6. Farewell policy for outgoing students

Rationale:

9.6.1. Objectives:

9.6.2. Guidelines

- a) The outgoing students, class 12 shall be treated with a decent farewell, and shall be organized by the class teachers and captains of class eleven.
- b) School shall confer a souvenir to all the students, and the day shall be officially declared as the farewell day.

- c) The collection shall be done only from the class eleven students.
- d) Farewell shall be coordinated by the class teachers of class eleven.

9.7. Student Leave Policy

- a) All students, besides their regular attendance in the class rooms, they are also required and expected to attend all the programmes and functions organized by the school.
- b) It is mandatory for all students to meet the minimum attendance requirement of 90% in every subject, failing which he/she shall be disqualified from sitting in the Term / Annual/Board Examinations. Failure to meet the attendance requirement shall be considered an offence as per the attendance rules and regulations appended below:
 - i. It is mandatory for all students to attend the Morning Assembly.
 - ii. In case of a child's absence from school, the concerned parents should invariably notify the respective class teacher (both in writing and in person). Acquiring leave casually or through telephone shall not be entertained.
 - iii. Concerned parent/ guardian in person must avail the leave on behalf of their child through filling the leave application which is available in the school.
 - iv. Class teacher can grant leave up to 3 (three) days. For extension of leaves (more than three days), should be invariably processed through the school. Leave regarding hospital visits should be routed through the School Health- in-charge, escorted by parents/ guardians.
 - v. Hospital visit should also be informed to the class teacher and the subject teacher through leave chit provided by the Health-in-charge and record maintained in the class log book.
 - vi. In the event of the absence of the class teacher/health-in-charge, parent/guardian should approach the SSD in person.
 - vii. Student who availed short term leave must report to the SSD/AD along with his/her parent/guardian with documents (application/hospital prescription) for verification and endorsements.
 - viii. All kinds of unauthorized absence from class/school activities is considered an offence and sanctions will be given as per the school discipline procedure.
 - ix. A student is entitled to short duration leave during the school hours to attend to urgent or genuine work. The above said leave can be availed through SSD upon filling in the out pass form, provided he/she is escorted by the parent/guardian.
 - x. Student will NOT be allowed to go out of the schoolcampus without their escort (parent/guardian), during the school hours.

9.8. Emotional Bank Account (EBA).

Rationale:

EBA is one of the corrective measures used by the school to deal with the students' behavior and to create a safe learning environment. This system is mainly an inspiration drawn from Educating for GNH and in our sacred effort of making School a GNH learning center. The school has instituted the Emotional Bank Account to promote values such as kindness, trust, respect, integrity and wide range of other values that honor humanity at large. Our system of EBA works like a Bank account. You deposit, you save and you withdraw. The goal of depositing your money

is to watch it growing. Everyone has lots of accounts- parents, children, friends and relatives. All of us try to hold on to our own capacity for kindness and see our sense of humanity reflected in another. All students in Motithang shall maintain the EmotionalBank Account to save them from emotional bankruptcy and to personally strive to become a better human being to achieve happiness in life.

9.8.1. Objectives:

- a) Put their trust in friends, family, teachers and the school system.
- b) Develop healthy inter-personal relationship with family, friends and teachers.
- c) Make conscious efforts to do good for oneself and others.
- d) Make commitment and fulfill those commitments with body, mind and speech.
- e) Build greater tolerance for their mistakes and be able to communicate to others.
- f) Appraise and appreciate core human values such as empathy, integrity, love and respect for humankind.

9.8.2 DEPOSITS

The school inspires and motivate student to earn deposits in their EBA by working. They work more and earn more and deposit more in their account. In general, deposits shall cover all aspects/ clauses of the student commitments reflected in the school discipline policy. Deposit is mainly given as a reward when the students extend any minor or major help to friends, student leaders, faculty or the school when assistance is sought or any kind of voluntary work the students contribute to the school. The deposits points are given depending on the type of work they do (heavy, medium and light) and duration. Such deposits in students' EBA have to be verified and counter signed by the authority concerned. Then, the deposit will be recorded in the students' EBA by the class teacher as and when they earn. The students are prohibited to work during the instructional hours for the deposits. Deposits can also be earned by participating in the activities such as games and sports, cultural, literary activities within the school, Inter-school in Thromdhey level, Regional, National and Ex-country Level (refer the EBA Points allotment Areas). The Class Teacher shall maintain the record of each student and submit the record half yearly to SSD for the necessary follow up. Each student is expected to have minimum deposit of 50 Points each term. Further, the class teacher shall remind the students in case of not having the required deposits in their EBA.

9.8.3. WITHDRAWAL:

The school expects that students would withdraw as little as possible to enrich their Emotional Bank Account. Student's life is all about learning and making mistakes in the process but not to repeat the same mistake. The important thing is being mindful of the mistakes and making persistent efforts to improve and realize the true potentials of goodness that is bestowed upon themselves. Withdrawal means taking away the points from their account they have already deposited or the school has credited them in their EBA. Each time a child misbehaves points are deducted from the EBA depending on the severity of the case. Apart from the consequences of the withdrawal specified in the school policy guidelines, withdrawals shall be entered in the withdrawal form only when a student is unwilling to seek sincere apology and change for the better or to become a fruitful individual. (Refer School discipline guidelines to give withdrawal to

the Students)

9.8.4. EBA Credit System

- a) Games & sport/Literary/cultural in Thromdey Level
 - a. 1st position – 20 points.
 - b. 2nd position – 15 point
 - c. 3rd position – 10 points
 - d. Participation – 5 points
- b) Games & sport/Literary/cultural in regional/National Level:
 - a. 1st position – 30 points.
 - b. 2nd position – 20 points.
 - c. 3rd position – 10 points
 - d. Participation – 5Points
- c) Games & sport/Literary/cultural in Ex-country
 - a. **1st position – 50 points**
 - b. **2nd position – 45 points**
 - c. 3rd position – 40 points.
 - d. Completion – 20 points.
 - e. Participation- 10 Points.
- d) Games & sport/Literary/cultural in Home Level:
 - a. Winner: 20 points
 - b. Runners Up: 15 points
 - c. Second Runners Up: 10 points
 - d. Participation: 5 points
- e) Sports
 - a. **1st position**– 15 points
 - b. 2nd position – 10 point
 - c. 3rd position – 5 points
 - d. Participation – 3 points
- f) Marathon
 - a. 1st position – 20 points.
 - b. 2nd position – 15 points
 - c. 3rd position – 10 points
 - d. Completion – 10 points
 - e. Participation – 5 points
- g) Voluntary work
 - a. Heavy work –15 points
 - b. Medium – 10 points
 - c. Light work –5 points
- h) Cultural participation
 - a. 1st position 15
 - b. 2nd position 10
 - c. 3rd position 5
 - d. Participation 3

- i) Literary Activity
 - a. 1st position – 15 points
 - b. 2nd position – 10 points
 - c. 3rd position – 5
 - d. Participation – 3

9.8.5. Initiation of EBA Procedure

- i. The teacher or staff whoever give the work to the students shall fill in the deposit slip and award the points, tick the indicators mentioned in the slip and then counter sign and shall be handed over to the student support department. In turn the SSD shall handover the same form to the class teacher of the concerned student. Then, the class teacher shall enter the deposit points by ticking the appropriate indicators in the EBA rating form against the name of the student for record.
- ii. In case of the withdrawal, the authority (who ever sees the misdemeanor) shall fill in the withdrawal slips and tick the appropriate indicators in the slips and withdraw the points from deposit they have made in their EBA.
- iii. The same authority shall counter sign and handover the form to SSD in turn which the SSD shall submit the same to the Class teacher concerned. The class teacher shall also minus the points and enter in the EBA form ticking the appropriate indicators.
- iv. For the first and second offences, the class teacher shall fill in the Infringement notice forms, deduct five points each and normally consider giving advice and guidance to improve the conduct and behavior as a corrective measure. However, if the concerned student is found not improving, the class teacher shall fill in the 3rd infringement notice and minus 10 points from the deposit and notify the Ethical Committee in the student support department for the further advice and improvement.
- v. Looking into the seriousness of the case, SSD shall notify and call the parent(s) for the discussion. SSD, after making thorough inquiry and investigation shall sanction the verdict and withdrawal points as per the school discipline policy.
- vi. Severe withdrawals shall be entered in the record of the withdrawal form and parents/guardians of the child shall be notified of the action taken.
- vii. The class teacher shall refer the deposit and withdrawal slips of each child in the class to enter in the balance sheet for EBA rating in the character certificates.
- viii. The class teacher shall submit the balance sheet to the Adm. Assistant for character certificate rating and necessary record at the end of the academic year.
- ix. A student whose Deposits outweigh the withdrawals in EBA shall be eligible to participate in all the activities within and outside the country and recommendation for the pursuit of scholarships/further studies or career.
- x. Student whose withdrawal outweighs the deposit, he/ she shall be deprived of facilities and opportunities both in country and Ex- country.

9.9. Health Policy

9.9.1 Aim: Help achieve school's educational goals by addressing school health in a planned, integrated, and holistic way.

9.9.2 Objectives:

1. Enhance overall health and well being of the students
2. Inculcate the values/significance of physical and mental personal hygiene.
3. Implement first aid program in the school
4. Ensure access to improved sanitation facilities.

9.9.3. General Policy

- The school administration will foster the formation of school health committee.
- The committee will comprise of a coordinator, members of not less than three teachers/ other officials, and two health captains.
- The school administration will ensure that the health coordinator has availed /avails health in-charges' training which is conducted by MoE every year.
- The teacher/official who has availed health in-charge workshop will serve as the school health coordinator for a minimum of one year/serve until another teacher or official gets trained.
- The health committee shall plan the health programs in advance syncing with the school calendar and getting approval from the school administration before implementation.
- The school administration shall closely monitor the implementation of planned activities and furnish necessary feedback for improvement.
- The proposal for procurement of health equipments will route through health committee to the administration while the administration reserve the right to approve.
- Proper stock register should be maintained by the health coordinator/member.
- The administration in consultation with the health committee will appoint two school health captains (boy and a girl)
- The responsibilities of the health captains will be elucidated by the health committee.
- Minor injuries/ sickness will be assessed by the health committee members or concerned class/subject teachers and direct them to the health room for the first aid care.
- Students who seek first aid service shall be allowed only during breaks/intervals unless it is an emergency

9.9.4. Toilet Usage policy

- Toilets will be distributed amongst classes. *(Two units of toilet in each level. The units near the entrances have 4 squat toilets and 2 pot type toilets while the units farther from entrance have 8 squat toilet and 2 pot toilets....total..36 squat type..12 pot type)*
- Have two classes share a toilet if it's not enough one for each class.
- The class has to lock their toilet and be responsible of the cleanliness of their own toilet.
- The spare key/s to be handed over to the health committee so that the committee can access whenever required for the assessment.
- The class teachers will initiate collection of toilet papers for their own class and manage proper usage.
- The toilet cleanliness will be assessed by the committee members every month on a random basis without declaring the dateline and the scores will be added up for the star class declaration.

- The rubric for assessment will be developed by the committee and announced before the academic session.
- The class is responsible of procuring bucket/s , jug/s, and scrub if deemed necessary on their own expense.
- There shall be a trash bin in every unit of girls’ toilet to dump used sanitary pads.
- The cleaning and emptying the bins will be done by the sweepers. Bins shall be emptied every evening by the sweepers and
- Girls will be responsible of taking care for the used sanitary pads.
- The class teachers will strictly monitor proper usage of the toilet facilities and ensure that their children use only toilet papers /water.
- Health committee will ensure that there is adequate soap in the sink and naphthalene balls in the wall mounted urine pot
- If the toilets clog, the concerned class shall be responsible of clearing it.

9.9.5. Responsibilities of the school health coordinator/committee

1. Draft/revisit the school health policy.
2. Observe global health days as per the calendar.
3. Prepare school health program action plan.
4. Receive medicines/drugs from the hospital and maintain records.
5. Administer medicines on time (iron tablets every Thursday for girls and vit A supplement and de-worming tablet twice a year for all the students.
6. Maintain proper health room with necessary furniture and equipments.
7. Execute formal handing taking of the equipments at the year end.
8. Maintain proper records of the health related equipments (perishable and non perishable)
9. Administer first aid care for the minor injuries and sickness.
10. Issue sanitary pads and maintain proper records.
11. Ensure clean, safe, and adequate drinking water in the school.(discuss about water filtering system)
12. Monitor sweepers.
13. Send yearly health report to the CSHD, MoE.
14. Budget the activities that involve financial support before hand and get it approved by the administrators.

9.9.6. Responsibilities of health captains

1. Report and escort sick students to the health room. (class captain)
2. Distribute medicines to the students.
3. Monitor toilet cleanliness.
4. Maintain health board.
5. Assist health in-charge in offering first aid services during the events of sporting, disaster and during other programs.

9.9.7. Toilet assessment rubric

	4	3	2	1
Toilet pot/squat, and flush	Toilet squat/pot, and flushes are spotless and free of stain.			
Walls /door/windows	Free from graffiti, cobwebs, dust and windows are cleaned properly.			
Floor (in and around)				
Toiletries, bucket, scrub	Availability of all.			
Urine pot	Spotless and free of stain			
Wash sink	Spotless and free of stain			

9.10. School Guidance and Counselling

9.10.1. Introduction

Following the Royal Kasha dated 10th January 1996 expressing the need for proper youth guidance and counselling to impart wholesome education to our young generation, the Youth Guidance and Counseling section was established under the Ministry of Education. Since then, the Department of Youth and Sports with various divisions look into the welfare of the children and young people in and out of the school. In particular, the Career Education and Counseling Division (CECD) have been working towards institutionalizing the School guidance and counseling system and various initiatives have been implemented.

A comprehensive school counseling program is a holistic educational plan that is designed to provide all students with more effective resources and services to achieve success within their academic, personal, social and career domains. Counseling positively contributes to the academic achievement, individual and social wellbeing of all students through strengths based and competency-oriented approaches.

School guidance counseling enhances the physical, emotional, intellectual and spiritual goals of education. It is a vital part of the school community and should be integrated into school activities through the initiatives of all staff and students. The program is an approach to meaningfully complement the Gross National Happiness (GNH) inspired education system in the school.

9.10.2. Aim

The Guidance Counseling Services promote the holistic development (academic, social, emotional and personal) of students by providing on-going prevention and intervention services.

9.10.3. Advisory Committee/School Counseling Team

An advisory committee is a representative group of persons formed to advise and assist the school counseling program. The school Counseling and Guidance Advisory Committee is headed by the head of the school as a chairperson. An advisory team will be formed which will include the academic head, head of the Students Support Department, head of CCD, teacher counselor(s) and School Guidance Counselor(s). The advisory team develops needs assessments and action plans for implementing the school guidance program. The team will also review the program evaluations and make appropriate recommendations. The team meets at least thrice a year.

9.10.4. Guidelines

- a) School guidance counselors and teacher counselors are advocates for the wellbeing of the students; they will participate in framing the school policy and school discipline policy. However they will not be the enforcers of the discipline policy but remain as consultants in the process.
- b) The school guidance counselor will not undertake any task that requires administration, control and monitoring of staff and students and / school guidance counselors and teacher counselors avoid dual roles which might invite conflicts and create confusion for students.
- c) The principal will be the direct administrative supervisor to the counselor. However the clinical supervision will be supported by CECD, DYS.
- d) Every level of class should have one period of guidance class in a week. This will be made possible by the teacher counselor sharing guidance class with school guidance counselor.
- e) To have the programme ownership and sustainability, the school should include the proposal from school guidance counselor in the school budget and calendar.
- f) In the absence of school guidance counselor, teacher counselors will take charge of the program.
- g) The school should provide safe and private comfortable room for counseling and other resources for counseling services, such as materials for self-expression for students, secure lockable cupboard to keep records of counseling session, telephone and computer with internet facilities.
- h) The school guidance counselor will play active role in helping SPEA coordinator and members in coordinating and conducting the program accordingly.
- i) The school guidance counselor shall abide by the Code of Ethics which strictly spells out the

9.10.5. Professional Conduct and Responsibility of School Guidance Counselor

(Refer Guidance and Counseling Framework for counselors in Bhutan). If found to be in breach of the codes of Ethics, immediate measures must be taken by principal in consultation with Thromdey office.

The school guidance counselor will spearhead the Peer Helper Program in the school and reward the peer helpers for their participation in the Peer Help Program.

9.10.6. Referral:

School guidance counselors and teacher counselors make referrals when necessary or appropriate to outside resources. Appropriate referrals will usually necessitate informing both parents/guardians and students of appropriate resources. The counselors take referrals considering the following **clause**:

- i. One must follow due referral procedures while referring the client(s) to the counselor.
- ii. One must receive the consent of the client(s) and respect his /her choice in further referring.
- iii. One must keep client's parent /guardian timely informed during referral processes.
- iv. One must avail external support only after implementing exhaustive internal referral cycle.
- v. The SGC, in consultation with relevant parties may also refer a student to an external, appropriate professional. Principal and Parents must be informed and permission sought for a referral by SGC to an external agency.
- vi. School guidance counselors and teacher counselors have obligations to safeguard student information that has been obtained in the counseling relationship, practice, teaching or research. Confidential information regarding the client is discussed only for professional purpose. Confidentiality is important in the counseling process to:
 1. Enable the student to develop a trustworthy relationship with the counselor
 2. Allow the students to open up and share feelings without fear of blame
 3. Allow the students to speak freely about the issues concerning them
 4. Encourage others to come forward for counseling

However the welfare of the student will, at all times, take precedence over confidentiality. This may happen when:

- a) The student or other person (adult or child) is at the risk of significant harm.
- b) The student is in conflict with law
- c) Legal requirement to report child abuse and neglect.
- d) As may be required by law.

9.11 School Based Educational and Awareness Program

Rationale

Parents are the first and the most important teachers, guides, role models for their children. Children must learn from their parents what is acceptable and what is not. Different persons have different ways of parenting. Parents are responsible for guiding and educating their child to make decisions about their social life. A good parental guidance is found to avert unwanted behavioral patterns such as the use of tobacco, alcohol, drugs, gender relations, sexual conduct, and other risk situations.

9.11.1 Objectives

- a. To raise parents' awareness on the issues facing today's adolescents and youth
- b. Develop parents' capacity to address issues concerning their adolescent children
- c. To improve parenting skills through shared learning by developing a network among parents through the formation of Parent Support Group (PSG)

9.11.2 The Role of Parent Support Group (PSG)

- a. Provide parents an access to information, learning skills, and network among parents for sharing information, experiences, and advise and provide support to each other during parental crises.
- b. Work towards sustaining and taking ownership of the School Parenting Program.
- c. Parent Support Group will meet periodically to design program component and resources in implementation the parenting program.

9.11.3 Committee Members:

- a) Chairman: Principal
- b) Deputy Chairman: Vice-Principal (SSD)
- c) SPEAP Committee Members:
 - i. Class teacher.
 - ii. Parent representative
- a) Identify pertinent issues and challenges faced by the students and teachers in the school before the first parent-teacher meeting of the academic year.
- b) Deliver the identified issues and challenges in Parent-Teacher meeting to capture enthusiastic and committed parents (for forming Parent Support Group (PSG)) to help address the issues and challenges to the parents in SPEA program
- c) The issues and challenges identified must be thoroughly discussed in the Parent Support Group meeting with all the class teachers and must be channeled out to be delivered in SPEAP program.
- d) Parent Support Group (PSG) and volunteer parents with class teachers will conduct the SPEAP program in their respective classes on the day reflected in school diary.
- e) Assistant class teachers and non-class teachers will help the class teachers to coordinate and conduct SPEA program.
- f) Parent Support Group (PSG) will facilitate parent orientation sessions for parents of different levels twice in a year-before and after mid-term on the current issues pertinent in the school.
- g) Parent Support Group (PSG) can invite relevant resource persons from agencies to deliver some program components.
- h) The class teachers and PSG members will decide the venue of the program.
- i) The school will seek nominations for PSG members from every class or grade. The nominations will be based on willingness to participate and be committed to be involved in delivering and taking the program forward. The school will orient the PSG members on the program objectives, program components and strategies.

9.12 Store

9.12.1 Objectives

- a) To maintain inventory of the stocks of text books and other stationeries
- b) To facilitate the needs of the school staff and students.
- c) To arrange storage of materials in order

9.12.2. Stock Entry

- a) Stock will be maintained in stock entry for all the stocks of the school.
- b) Store in-charge will issue the things to the concerned persons upon submission of requisition duly signed by the supervisor/head and it will be recorded.
- c) The store in-charge will be liable for auditing.

9.12.3 Budget

- a) As per the increasing number of students every year a sum of Nu.900,000/- to Nu. 10,00,000/- may be kept for buying text book yearly.
- b) In case of change in syllabus the set budget amount may exceed.
- a) A budget of Nu.300,000/- to Nu. 400,000/- may be kept for the stationeries annually.

9.12.4 Requisition

- a) Requisition will be submitted to Thromdey Office once in the beginning of the year.
- b) Payment for the books will be done by the school.
- c) Stationeries are ordered as per the requirement in the school.

9.12.4. Book Issue

- a) Text book will be issued to the class teachers in the beginning of the year.
- b) Class teacher should keep the record of the issued books and give a copy to the store in-charge.
- c) Books will be collected from the students by the class teacher at the end of the year and submit to the store with the list maintained in the beginning of the year.

9.12.5. Duration or Life of the text book

- a) All text books must last for minimum of three years.
- b) Teacher's guide and reference books must last for at least five years.

9.12.6. Loss of text and reference books

- a) In case of loss of text/reference books, the borrower will have to bear the cost of the book.
- b) Receipt will be issued to the borrowers who lost and paid the fine.
- c) The money received will be recorded in the store account and deposited to the government revenue.

9.12.7 Disposal of the damaged books

- a) Disposal of the damaged books will be done as per the volume of the books in the store.
- b) Disposal shall be done through committee members.
- c) The money collected from the disposed books is deposited to the government revenue.

9.12.8 Responsibilities of the Store in-charge

- a) To maintain cleanliness in the store.
- b) To arrange stationeries in orderly manner.
- c) To maintain stock register and issue registers to teachers and students.
- d) To assist teachers and students at any time.

- e) To assist school management during school functions.
- f) To work out for proper requisition list and procurement items.
- g) To keep and forward the record of challan and bills.
- h) Physical verification of the stock.
- i) Classification of the books in orderly manner.

CHAPTER 10
SCHOOL DISCIPLINE POLICY

10.1. Purpose

- a) The School shall handle all student disciplinary matters in the most reasonable manner.
- b) The school shall provide clear procedure to deal with problems and disciplinary issues within short duration.
- c) The school shall provide fair and equal treatment to all who are involved in disciplinary issues.

10.2. Misconduct

All students in the school are subjected to discipline policy of the School if they are found to be guilty of any misconduct in the School. The 'definition' of misconduct under these regulations are: 2.1.Violation of school rules and regulations

- a) Disruption of school functions and activities
- b) Violation against those who work or study in the school
- c) Vandalizing school properties and defaming the school

10.3. Initiation of Disciplinary Procedure

The school shall advise and provide guidance to improve the behavior of the student before the start of the disciplinary procedure on him. However if the student is referred to the Ethical Committee for further improvement, the following procedure will be observed:

- a) The Vice-Principal, head of the SSD shall notify the ethical secretary on receiving the complaint of the student. The secretary shall convene the Ethical Committee (for corrective measures).
- b) The Ethical Committee shall convene within five days after the initial investigation.
- c) The student related to academic issues shall be dealt according to the academic rules and regulations.
- d) The decision of the Ethical Committee shall be notified to the student, class teacher, parents, and all the departments of the school within five days.
- e) The head of the SSD shall be responsible for the overall management of student discipline. The vice-principal and SSD head shall act as a chairperson of the Ethical committee in absence of the chairperson. In the absence of the Ethical Secretary, the Vice-Principal, who heads the SSD may nominate another member of the ethical committee as the Ethical Secretary
- f) The SSD head shall call ethical committee members for hearing. Any hearing shall be done after school hours.
- g) Two third of the member should be present to pass the verdict.

- h) The Ethical Committee shall refer the concerned student for the following corrective measures :
 - i. Teacher – Child Conference
 - ii. Child – Counselor Conference
 - iii. Child-parent-counselor conference
 - iv. Principal – child conference
 - v. Teacher – parent conference
 - vi. Principal – parent - child conference

10.4. The Ethical Board

The members of the Ethical Committee are:

- a) Chairperson of SMB – Advisor (offence of higher degree)
- b) Principal
- c) Head of SSD, ACD and CCD
- d) Ethical Secretary
- e) Staff Secretary
- f) Concerned Class Teacher
- g) SRC President /School Captain (as per the need of the case)
- h) 2 SMB members (offence of higher degree)

10.5. Disciplinary Pending Hearing

- a) A student, who has committed an act of offence or a student who is in pending proceedings, will be immediately handed over to the parents for a duration of five days during which time the disciplinary hearing will be conducted. The hearing must be reported to the principal and general staff.
- b) The student will not be allowed to enter the school premises and to take part in school activities. However, the student will be permitted to sit for the exam and test escorted by the parent, if the offence is not related to academic.
- c) If the misdemeanor is not of criminal nature then the suspended student will be given the opportunity to serve in-campus suspension as per the programs (devise constructive options) planned by the school counselor with class teachers concerned and SSD.
- d) The option of in-campus suspension shall be offered to those parents who opt for it and for those working parents who may not be able to attend their child during the day, on the condition that the parent and child adhere to the sanctions spelt by the class teacher and SSD during the in campus suspension.
- e) In campus, suspended students shall be deprived of attending normal school activities and classes.

10.6. Level of Offences and Measures

The following are the general list of offences and recommended disciplinary actions that should be carried out.

The offences are classified into 3 levels as follows:

- (i) **Disorderly Conduct: Level 1**
 - (ii) **Disruptive Conduct: Level 2**
 - (iii) **Aggressive Conduct: Level 3**
- a) Measures for improvement are given against each offence according to the frequency of offence committed.
 - b) After committing the offence for 3 times in the same level, the offender shall be liable for the sanction of the next level.
 - c) An offender after committing a 1st degree and a 2nd degree offence shall be deemed to 2nd degree offence for 1st time.
 - d) Two 1st degree and one 2nd degree offences shall be labeled as 2nd degree offence for 2nd time.
 - e) One 1st degree and two 2nd degree offences shall be labeled as 3rd degree offence for 1st time
 - f) One 1st degree and one 3rd degree offences shall be labeled as 3rd degree offence for 1st time.
 - g) Two 1st degree and one 3rd degree offences shall be labeled as 3rd degree offence for 2nd time.
 - h) One 2nd degree and one 3rd degree offences shall be labeled as 3rd degree offence for 2nd time.
 - i) Two 2nd degree and one 3rd degree offences shall be labeled as 3rd degree offence for 2nd time.
 - j) Infringement notice-form must be filled in by any teaching and nonteaching staff for all kinds of offences committed by the offender and submitted it to the class teachers.
 - k) Concerned class teacher shall settle the cases of all 1st degree levels with proper records and remediation.
 - l) The 2nd degree & 3rd degree level cases shall forward to the Ethical Committee for further resolution.

10.7. Disorderly Conduct - Level I

Disorderly conduct is defined as any unbecoming activity of the student in disruption of classroom procedures, instructional activities, and operation of the school. This misconduct does not include the endangering of the health and safety of others.

Sl. No.	Offence	Measure for Improvement
1	Inappropriate hairstyle (long hair (boys), applying gel, coloring the hair, spiky hairstyle, long side-lock, using colorful hairclips, using many hairclips)	1 st offence: Advice with infringement notice. 2 nd offence: Call parents; immediate hair cut/removal and withdrawal 5 points with infringement notice counter signed by the parents.

2	Howling (inside the campus)	1 st offence: Advise with infringement notice. 2 nd offence: Statement, withdrawal 5 points with infringement notice counter signed by the parents
3	Mobile phones in the school.	Shall be fined nu. 500 irrespective of frequency.
4	Coming late to the Assembly/class/ library/ lab/Morning SUPW/ SAP/ evening prayer/ games and sports Activities/ club/ cultural Programs/ literary activities etc.	1 st offence: Advise with infringement notice. 2 nd offence: Call parents; withdrawal 5 points with infringement notice counter signed by the parents
5	Frequent visit to toilet during class hours	1 st offence: Advice with infringement notice. 2 nd offence: Forward the case to Academic Department for explanation, withdrawal 5 points with infringement notice counter signed by the parents.
6	Eating/carrying junk food in the school campus	1 st offence: Advice with infringement notice. 2 nd offence: Withdrawals 5 points and inform parents/guardian with infringement notice counter signed by the parents.
7	Using nail paint, perfume and colored lip gloss	1 st offence: Advice with infringement notice. 2 nd offence: Withdrawal 5 points; and informs parents/guardian with infringement notice.
8	Wearing of cosmetics/ ornaments/chains/bands	1 st offence: Advice, Handover the ornaments to the patents/guardian with infringement notice. 2 nd offence: Withdrawal 5, hand over the ornaments to the parents/ guardians.
9	Dress code (untidy, informal, inappropriate, half – Kira)	1 st offence: Advice with infringement notice. 2 nd offence: Withdrawal 5 points, inform parents/ guardian with infringement notice counter signed by the parents. (<i>Note: Wearing of track suits will be monitored by PE teacher</i>)
10	Minor disturbances in the class	1 st offence: Advice with infringement notice. 2 nd offence: Withdrawal 5 points, inform parents/ guardian with infringement.
11	Visiting canteen during class hours	1 st offence: Advice with infringement notice. 2 nd offence: Withdrawal 5 points, inform parents with infringement notice.
12	Hurtful name calling/ teasing/ bullying	1 st offence: Advice with infringement notice. 2 nd offence: Withdrawal 5; and inform parents with infringement notice.

13	Sleeping in the class	1 st offence: Advice with infringement notice. 2 nd offence: Withdrawal 5 points, conference with parents, provide imposition with infringement notice counter signed by the parents.
14	Littering	1 st offence: Advice with infringement notice. 2 nd offence: Withdrawal 5 points, redemption work with infringement notice counter signed by the parents.
15	Carrying of electronic gadgets without prior permission from school authorities	1 st offence: Fine Nu.500 call parents and hand over the confiscated item(s) to the concerned parents with infringement notice counter signed by the parents. 2 nd offence: Fine Nu. 1000.00 (one thousand); call parents and hand over the confiscated item(s) to the concerned parents. Withdrawal 5 points with infringement notice counter signed by the parents. If the parents do not come to collect the confiscated items on given time, they will become the properties of the school. Fine collected will be used for classroom development.
16	Use of vulgar language	1 st offence: Advice with infringement notice. 2 nd offence: Withdrawal 5 points, Written statement with infringement notice counter signed by the parents.
17	Absent in any school activities without information (SUPW, Club, SAP, Class, Assembly etc.)	1 st offence: Advice with infringement notice. 2 nd offence: Withdrawal 5 points, inform parents, written statement with infringement notice counter signed by the parents.
18	Coming late in any school activities without information (SUPW, Club, SAP, Class, Assembly etc.)	1 st offence: Advice with infringement notice. 2 nd offence: Withdrawal 5 points, inform parents, Written statement with infringement notice counter signed by the parents.
19	Dishonest behavior (lying, not obeying) within students	1 st offence: Advice with infringement notice. 2 nd offence: Withdrawal 5 points, with infringement notice counter signed by the parents.
20	Failure to bring packed lunch	1 st offence: Advice with infringement notice. 2 nd offence: Withdrawal 5 points, inform parents with infringement notice counter signed by the parents.
21	Spitting on the walls/in the class/ Corridors etc.	1 st offence: Advice with infringement notice, immediate cleaning.
22	Failing to bring required learning materials	1 st offence: Advice with infringement notice. Inform parents 2 nd offence: Withdrawal 5 points, call parents with infringement notice counter signed by the parents.

23	Movement out of school campus without permission (during school hours)	1 st offence: Advice with infringement notice, call parents. 2 nd offence withdrawal 5 points, call parents with infringement notice counter signed by the parents.
24	Body art (tattoo) existing/ new	1 st offence: Undertaking letter from the student, counter signed by the parent (existing), advice with infringement notice. 2 nd offence: Shall be deprived of availing recommendations and opportunities, conference with parents, written statement with infringement notice counter signed by the parents.
25	Entertaining outsiders/ bringing outsiders to school	1 st offence: Advice with infringement notice written statement, and prudent investigation. 2 nd offence: Withdrawal 5 points, conference with parents, infringement notice counter signed by the parents.
26	Misuse of teaching learning materials.	1 st offence: Advice with infringement notice replace/ repair the item. 2 nd offence: withdrawal 5 points, replace/ repair the item, infringement notice counter signed by the parents.
27	Chewing gum, <i>doma</i> , <i>supari</i> , <i>wiz</i> etc.	1 st offence: Advice with infringement notice confiscate the substances, written statement. 2 nd offence: Withdrawal 5 points, confiscate the substances, written statement, inform parents, infringement notice counter signed by the parents.
28	Intimidating Captains, PYP, SRC, Coordinators (Minor)	1 st offence: Advice with infringement notice. 2 nd offence: Withdrawal 5 points, confiscate the substances, written statement, inform parents, infringement notice counter signed by the parents.
29	Failing to abide by the school leave procedure.	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points. 2 nd offence: Withdrawal 5 points, redemption work with infringement notice counter signed by the parents.
30	Graffiti	1 st offence: Advice with infringement notice, immediate removal. 2 nd offence: Withdrawal 5 points, immediate removal, redemption work with infringement notice counter signed by the parents.
31	Not doing work on time(any activities both academic and co-curricular)	1 st offence: Advice with infringement notice, inform parents. 2 nd offence: Withdrawal 5 points, call parents, written

		statement with infringement notice counter signed by the parents.
31	Disruptive behavior in the class	1 st offence: Advice with infringement notice. 2 nd offence: Withdrawal 5 points, conference with parents.
32	Possessing pornographic materials	1 st offence: advice with infringement notice, confiscate the item. 2 nd offence: withdrawal 5points, confiscate the item with infringement notice counter signed by the parents.
33	Eating in the class	1 st offence: Advice with infringement notice. 2 nd offence: Withdrawal 5 points, redemption work with infringement notice counter signed by the parents.
34	Bunking from the class.	1 st offence: Advice with infringement notice. Inform parents. Written statement, Imposition. 2 nd offence: Withdrawal 5 points, call parents, written statement, imposition with infringement notice counter signed by the parents.
35	Late reporting after any leave taking/ holidays.	1 st offence: Advice with infringement notice inform parents, written statement. 2 nd offence: Withdrawal 5 points, call parents, written statement with infringement notice counter signed by the parents.
36	Stealing (class stationeries)	1 st offence: Advice with infringement notice, inform parents, written statement, replacement of the stolen item. 2 nd offence: Withdrawal 5 points, call parents, written statement, replacement of the stolen item with infringement notice counter signed by the parents.
37	Failing to bring School identity card	1 st offence: Admit card from the academic.5 points withdrawal 2 nd offence: Written statement, call parents, undertaking letter from parents and students, withdrawal of 10 points, redemption work for 1hour.

After committing the first degree offence for 3 times, the child will be labeled as 2nd degree offender and concerned class teachers will consult with the school counselor.

Disruptive Conduct – Level II

Disruptive conduct is when a student goes against a person(s) and vandalizes public property. Any behavior of a student that endangers their and other's health and safety will be considered as disruptive conduct. The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times. The teacher concerned will submit in writing while referring the student to the Ethical Committee with detailed account on the improvement measures administered by the teachers. The ethical committee will directly deal with the misdemeanor under this level. Students will be provided an opportunity to improve their behavior. The school will try to help the students through the following measures:

Sl. No.	Offence	Measure for Improvement
1	Repeated offender from the 1 st degree offence	1 st offence: Written statement, undertaking letter from both parents and students; withdrawal of 10 points; issue written warning. 2 nd offence: Written statement, undertaking letter from both parents and students, withdrawal of 10 points; redemption work for 1 hour, issue written warning, refer to counselor.
2	Verbal and emotional harassment	1 st offence: Written statement, undertaking letter from both parents and students; withdrawal of 10 points. Redemption work for 30 minutes, issue written warning. 2 nd offence: Written statement, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 1 hour, issue written warning, refer to counselor.
3	Theft	1 st offence: Written statement, replacement, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 1hour, issue written warning letter (copy to parents and class teacher), refer to counselor. 2 nd offence: Written statement, replacement, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 1hour 30 minutes, issue written warning letter (copy to parents and class teacher), refer to counselor.
4	Disrespect to authorities/ demeaning (Staring angrily, using slang words, gesture, verbal abuse, passing comments)	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 1 hour, issue written warning letter (copy to parents and class teacher), and refer to counselor. 2 nd offence: Written statement, call parents, undertaking letter from parents and students, withdrawal of 10 points, redemption work for 2 hours, issue written warning letter (copy to parents and class teacher), deprivation of privileges, refer to counselor.

5	Substance abuse (tobacco products)	1 st offence: written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 2 hours, issue written warning letter (copy to parents and class teacher), and refer to counselor. Child must declare the source of the substance. 2 nd offence: written statement, call parents, undertaking letter from parents and students, withdrawal of 10 points, redemption work for 3 hours, deprivation of privileges, refer to counselor, issue written warning letter (copy to parents and class teacher).
6	Drinking and supplying any form of alcohol	1 st offence: written statement, call parents, undertaking letter from both the parents and students; withdrawal of 10 points, redemption work for 2 hours, issue written warning letter (copy to parents and class teacher), refer to counselor . 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 3 hours, issue written warning letter (copy to parents and class teacher), deprivation of privileges, refer to counselor.
7	Damaging school properties	1 st offence: Written statement, bear the cost/replacement, undertaking letter from both the parents and students, withdrawal of 10 points, redemption work for 1 hour, issue written warning letter (copy to parents and class teacher). 2 nd offence: Written statement, bear the cost/replacement, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 2 hours, issue written warning letter (copy to parents and class teacher), deprivation of privileges.
8	Involvement in Unhealthy relationships	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, issue warning letter (copy to parents and class teacher), and refer to counselor. 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, issue last written warning, and refer to counselor, deprivation of privileges.
9	Activating/instigating a fight.	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, refer to counselor 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, issue written warning letter (copy to parents and class teacher), and refer to counselor, redemption work for 1 hour.
10	Quarrelling among students	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points. 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 1 hour, issue written warning letter (copy to parents and class teacher), and refer to counselor.

11	Matchmaking amongst friends	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points. 2 nd offence: Written statement, call parent, undertaking letter from both parents and students, withdrawal of 10 points, redemption works for 1hour, issue written warning (copy to parents and class teacher).
12	Bullying (cyber)	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 30 points, earn deposit of 40 points, redemption work for 1 hour, issue warning letter (copy to parents and class teacher). 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 50 points, earn deposit of 60 points, redemption work for 2 hours, issue written warning letter (copy to parents and class teacher), refer to counselor, deprivation of privileges.
13	Fighting (without injuries)	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 2 hours, issue warning letter (copy to parents and class teacher), deprivation of privileges. 2 nd offence: Written statement, call parents, undertaking letter from parents and students, withdrawal of 10 points, in-campus suspension minimum of 3 days, issue last written warning letter (copy to parents and class teacher), and refer to counselor, deprivation of privileges.
14	Gambling	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 1 hour, issue warning letter (copy to parents and class teacher) from the ethical committee. 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 2 hours, issue last warning letter (copy to parents and class teacher), deprivation of privileges.
15	Possessing weapon or explosive devices etc.	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 2 hours, issue warning letter (copy each to parents and class teacher) from the ethical committee, confiscate the item(s). 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, in-campus suspension minimum of 3 days, issue last written warning letter (copy each to parents and class teacher), refer to counselor, deprivation of privileges.
16	Forgery– (Signature of school staff,	1 st offence: Written statement, call parents, undertaking letter from both parents and students,

	parents/ guardians and friends)	Withdrawal of 10 points, redemption work for 2 hours, issue warning letter from the ethical committee. 2 nd offence: Written statement, call parents, undertaking letter from parents and student, withdrawal of 10 points, redemption work for 3 hours, issue last written warning, deprivation of privileges.
17	Intimidating Captains, PYP, SRC, coordinators (Major)	1 st offence: Written statement, call parents, undertaking letter from parents and students, withdrawal of 10 points, redemption work for 1 hour, issue warning letter (copy to parents and class teacher). 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 2 hours, issue written warning letter (copy to parents and class teacher), refer to counselor, deprivation of privileges.

After committing the second degree offence for 3 times, the child will be labelled as 3rd degree offender.

10.9 Criminal Conduct – Level III

Criminal conduct is defined as those activities that a student engages in and that which result in physical and verbal violence. Any threat to themselves or others around them and to public property will be considered as criminal activity.

Sl. No.	Offence	Measure for Improvement
1	Repeated offender from the 2 nd degree offence	1 st offence: Written statement, call parents, undertaking letter from both the parents and students, withdrawal of 30 points, issue last written warning, suspension. 2 nd offence: Recommend student to seek appropriate help, suspension for an academic year, if a child imposes threat to the school, he/she shall be handed over to the police through parents.
2	Abusing drugs.(marijuana, dendrite, tablets, illegal substances)	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 30 points, redemption work for 5 hours, issue written warning, suspension minimum of 5 days, refer to school counselor. Student should be checked and submit the report. 2 nd offence: Written statement, call parents, undertaking letter from parents and students, withdrawal of 30 points, redemption work for 5 hours, issue last written warning, in campus suspension for minimum of 10 days, and refer to school counselor and recommend treatment. 3 rd offence: Child should change the school for improvement and change of atmosphere.
3	Peddling of illegal substances	Case to be referred to relevant agency as per the severity of the case.

4	Defamation of School & staff	1 st offence: Written statement, call parent, undertaking letter/apology letter from both the parents and students. Withdrawal of 30 points, redemption work for 5 hours, Issue written warning, suspension for minimum of 10 days, refer to school counselor. If a child imposes threat to the school, he/she shall be handed over to police through parents. 2 nd offence: Hand over the child to the parents with transfer certificate. If a child imposes threat to the school, he/she shall be handed over to police through parents.
5	Using weapon & fighting. Use of knife, any metal object, wood piece, sickle.(severe physical injury)	Offender(s) shall be handed over to police through the parents with transfer certificate.
6	Instigation against authorities & rules	1 st offence: Written statement, call parents, undertaking letter/apology letter from both parents and students, withdrawal of 30 points, issue last written warning. Suspension for minimum of 10 days, refer to school counselor, if a child imposes threat to the school, he/she shall be handed over to police through the parents. 2 nd offence: Hand over the child to the parents with transfer certificate. If a child imposes threat to the school, he/she shall be handed over to police through the parents.
7	Involvement in consensual physical relations.	Hand over the child to parents with transfer certificate.
8	Any sexual harassment resulting in physical abuse or injury.	Forward the case to the police through parents.
9	Formation of gang/ anti-social group. Instigate the school community, or individual against its culture, system & national laws.	1 st offence: written statement, call parent, undertaking/ apology letter from parents and students, withdrawal of 30 points, redemption work for 5 hours, issue last written warning, suspension for minimum of 10 days, refer to school counselor. If a child imposes threat to the school, he/she shall be handed over to police through the parents. 2 nd offence: hand over the child to the police through parents with transfer certificate.

10	Damaging school infrastructure. (Major-school bus, computers, sound systems, buildings, street lamps, etc.)	1 st offence: Written statement, call parents and replace/repair the damaged item(s), undertaking letter, withdrawal of 30 points, redemption work for 5 hours, issue last written warning, suspension for minimum of 10 days, refer to school counselor. If a child imposes threat to the school, he/she shall be handed over to police through parents 2 nd offence: Hand over the child to the parents with transfer certificate. If a child imposes threat to the school, he/she shall be handed over to police through parents. Replace/repair the damaged item(s).
11	Physical harassment/assault	1 st offence: Written statement, call parents, undertaking letter from parents. Withdrawal of 30 points, issue last written warning. Suspension for minimum of 10 days, refer to school counselor. If a child imposes threat to the school, he/she shall be handed over to police through parents. 2 nd offence: The offender(s) shall be handed over to police through parents with transfer certificate.
12	Physical assault of the faculty member	Hand over the child to the police through parents with transfer certificate.
13	Theft and robbery. (severe)	Hand over the child to the police through parents with transfer certificate.
14	Threat to commit suicide verbally or in writing.	1 st offence: Written statement, call parents, undertaking letter from both the parents and students, issue last warning letter, refer to counselor (in-campus suspension) 2 nd offence: Issue transfer certificate and handover the child to parents.
15	Attempt of suicide within or outside the school premises.	Hand over the child to the police through parents with transfer certificate.
16	Police custody/ Court case	During the trial proceeding child may be allowed to attend the school escorted by the parents throughout the day. The verdict of the school will be announced after the verdict report from the court or police and referred to school counselor.

Note: It is mandatory for every student to maintain a minimum EBA balance of 50 points for each term. Parents of those students, who have more withdrawal than deposit, will be duly informed and will be asked to have a conference with the school authority. Further, admission to MHSS in the next academic session may be denied to those students who have more withdrawal than deposit, if further improvement measures are not initiated by the concerned student. Any parent who wants to lodge grievances related to school discipline should approach the Principal or the Vice- principal. Should any parent of guardian abuse or confront any member of the school staff, this matter will be viewed seriously and will result in the expulsion of the student and other legal actions may follow.

10.10 Student Conduct Outside School Premises

The school will accept complaints on students' inappropriate behavior from outside agencies that may have a direct and detrimental effect on the credibility of the school. The school will meet with the concerned student and inform them of their misdemeanor. The student will be given an opportunity to present their side of the story. The parents or the legal guardians of the student will be called for a conference with the administration and will be notified of any action taken by the administration.

10.11. Right to Appeal

Students have the right to appeal on the decision of higher degree measures such as suspension for more than 10 days or expulsion taken under the 'disciplinary procedure' if found biased or unfair or discriminating.

The appeal can be made to the school Principal within 3 working days in written with a detailed account.

10.12. Disciplinary Appeal Board

The principal shall, upon receipt of the appeal, convene the meeting of the 'appeal board' within three working days from the date of receipt of the appeal. The appeal board members consist of the following:

- a) The Principal
- b) The Vice principals
- c) The SMB Chairperson
- d) One SMB Member
- e) Concerned Class Teacher

In the event of reverse decision by the appeal board favoring the appellant, reasons and basis of the decision shall be documented in the minutes of the Appeal Board Meeting, and corrective measures shall be initiated.

10.13. Conclusion

The school shall maintain a monthly record of the offenses and measures taken (in confidence) with notes on improvement in the student's behavior. Based on this record, the school shall submit quarterly report on the number of offences and measures to the SMB.

CHAPTER 11

SCHOOL STAFF LEAVE POLICY

Rationale:

A civil servant shall not claim leave as a matter of right except for Maternity Leave, Paternity Leave, Bereavement Leave and emergency situation which could not have been anticipated. Except in the case of sudden illness or unforeseen circumstances, no civil servant shall remain absent from duty or leave the station without prior permission from the immediate superior. Submission of application for leave by a civil servant does not imply that the leave is approved until a written order is passed to that effect by the competent authority (BCSRR, 2018). Therefore, Leave is not an automatic right but it is at the prerogative of the head. Any granting of leave is at the discretion of the head in line with the policies and directives of the education department.

11.1. Casual Leave

Maximum 10 days leave is admissible in an academic session for genuine cases of illness and grave domestic problems. Other leaves shall be based on the latest RCSC rules. A civil servant, even on leave, shall be considered on duty at any time in a day and can be called on duty by the appropriate authority at any time of a day according to exigencies of service

11.2. Medical leave: This leave shall be granted in case of prolonged period of serious illness. The leave should be based on recommendation certificate from licensed practicing medical personnel.

11.3. Paternity Leave

A leave of one day is granted to the gent's staff in the school at the time of his getting a new born baby.

11.4. Maternity leave

It is granted to the lady teachers in the school who have not taken such leave for more than 3 times before. They will get maximum of three months with full pay, except the teaching allowance.

11.5. Extra Ordinary leave (without pay)

The school does not encourage extra ordinary leave as such, the HT may grant it if deemed genuine, unavoidable. Other instruction with regard to leave:-

- Members of the staff cannot leave school permits during workings hours without prior permission
- Leave letter to be given one day prior to departure in case of staff members wishing to use the leave for any kind of outstation work
- Staff members shall never absent themselves without proper information

CHAPTER 12

DAMTSE WELFARE POLICY

Rationale

Damtse welfare policy is to guide the members to exercise their claims and render support during the event of bereavement and sicknesses. The members of “**Damtse Welfare Policy**” shall be devoted in supporting any bereaved members with both contributions: monetary and physical help.

12.1. Title, Commencement and Extend

This policy shall;

- a) be called **Damtse Welfare Policy** of Motithang Higher Secondary School.
- b) come into place with effect from 25th Day of 3rd Month of Water Female Snake Year of the Bhutanese calendar, corresponding to the 5th day of April 2013.
- c) be applied only to the regular/contract employees of Motithang Higher Secondary School who has legally endorsed as a member.

12.2. Member Coverage

The MHSS **Damtse Welfare Policy** shall be applied to:

- a) The regular staff of MotithangHSS.
- b) Contract Teachers
- c) The member’s spouse, children, direct parents, and spouse’s parents.

12.3. Administrative Procedures.

- a) The staff secretary shall take a lead role in mobilizing the contributions upon being notified by the principal.
- b) The staff secretaries and the management shall look into the Damtse welfare Policy in conferring the contributions to the bereaved members.

12.4. Contribution: The contribution shall vary depending on the nature of the incidence. Following incidences with a specified contribution are recognized.

12.4.1. Death

- a) The **Damtse Welfare Policy** members shall contribute a sum of ngultrum five hundred only (Nu. 500/-) to the bereaved member(s) as spelt in Article 2.3.
- b) In case of the demise of the member(s), the DWP members shall contribute a sum of ngultrum One Thousand only (Nu. 1000/-).
- c) In the demise of the member(s) on EOL/Study leave for less than six months, the DWP members shall contribute the amount as spelt in the Article 4.1.2. However, the demise of the member coverage under Article 2.3 during EOL/Study leave shall not be taken into account.

- d) In case of couples, only one of them shall contribute and receive the contribution.
- e) In the demise of the child of the member(s) whose spouse is the member of DWP, the contributions shall be considered double the amount spelt in the Article 4.1.1.
- f) The siblings shall receive and contribute the semso individually.

12.4.2. Sickness of Regular/Contract Staff

- a) The DWP members shall contribute a sum of ngultrum One Hundred only (Nu. 100/-) for the illness being treated within the country. The illness shall cover the members hospitalized for five days, minor surgery and were on medical leave for two weeks.
- b) The DWP members shall contribute a sum of ngultrum Three Hundred only (Nu. 300/-) for a severe illness being referred to out-side country. The committee's decision shall be final and binding.

12.6. Farewell

- a) The DWP members shall contribute a sum of Nu. 500/- for the outgoing member(s) who served the school more than Ten (10) Years; Nu.300/- for the member who has served Five to Ten (5-10) years; Nu.200/- for the member who has served Two to Five (2-5) years; and Nu.100/- for the member(s) who have served a year and more and Nu. 50/- for the member who has served less than one year.
- b) If the farewell is organized in the beginning of the academic year, the newly arrived staff is/are not liable to contribute for the farewell of the teacher who already left the school but have not received farewell. However, they have to pay for the gathering.
- c) The staff secretary shall take a lead role in mobilizing the contributions and farewell arrangement upon being notified by the principal.
- d) Member(s) who has availed **EOL, long-term study leave** shall be considered inactive and period will not be taken into account.
- e) Roughly 70% of the amount collected shall be spent on the gift and 30% of the amount shall be spent on Tea or dinner.
- f) Support staff shall pay half the amount only.
- g) A member availing EoL and Studies exceeding duration of six months shall be given the farewell.
- h) For superannuation of the staff members, collection shall be made from teachers