



STUDENT HANDBOOK

**Latest
Passport size
photo of the
child**

NAME OF THE STUDENT: _____

CLASS: _____ SEC.: _____ ROLL NO.: _____ ADMN. NO.: _____

CONTACT DETAILS (IN CASE OF EMERGENCY):

CONTACT PERSON NAME: _____

RELATION: _____ MOBILE NO.: _____

ADDRESS: _____

EMAIL ID: _____

We understand that most of the students moving away from home feel out of place; hence we strive to make the transition as smooth as possible by offering comfortable and safe stay in the campus. The School offers separate hostels for boys and girls supervised 24X7 by wardens and vigilant security personnel. Life-on-campus not only helps students to study but to socialize with their peers. Friendships generated in the students' life lasts longer.

OVERVIEW

This student handbook is a summary of our expectations for Bal Bhavan Students. It is to be signed by each student at the beginning of each Academic Year.

We all have a responsibility to make Bal Bhavan a happy and positive place. Most rules at Bal Bhavan are a matter of common sense. However, the most basic rule at Bal Bhavan is:

Treat others as you would like to be treated yourself.

This *student handbook* contains some specifically chosen school rules. In choosing to highlight these rules, the School is drawing attention to things which, if observed, provide a framework for a safe, healthy, supportive and self-disciplined family. This Bal Bhavan family strives to develop inquiring, knowledgeable, caring young people who will make positive contributions to this family.

EXPECTATIONS

- Be considerate, polite and helpful in all dealings with others.
- Respect others regardless of social position, race, religion, gender or age.
- Respect the possessions of others.
- Avoid drawing attention to yourself by acting in a loud or rude way.
- Lesson attendance is compulsory, and you are expected to attend all classes.
- Maintain a good working atmosphere in the classroom through your own example.
- Dress sensibly and modestly. Clothes should be worn in a way that shows sensitivity to the environment in which they are being worn.

STUDENT'S SIGN. _____

PARENTS'S SIGN. _____



- Strive for high standards of conduct at all times.
- Make sure that visitors are made to feel welcome – smile, say “hello”, open doors for them.
- Care for the campus as well as the surrounding environment.
- Help create a positive image of the school in the wide community.
- Be considerate about the school property and should in no way harm the decorum of the school.

BAL BHAVANITES SHOULD BE AWARE THAT

- Any student who uses or possesses illegal drugs or substances, or seeks to procure them, transport them or brings them to school will face serious disciplinary consequences and may be required to leave the school.
- Drug testing: fully random, as well as random samples within a targeted group, are used as part of our anti-drugs programme.
- Smoking (on or off campus) is banned in the interest of health.
- Drinking alcohol is banned for all students.
- Cannabis, in any form, is banned for all students.
- The possession of unauthorized sums of money(Any sort of Cash) is unacceptable and will result in confiscation and disciplinary follow-up.
- Insensitive, offensive behaviour, including aggression, bullying, hazing and sexual misconduct is unacceptable and may lead to suspension or expulsion from the school. This includes the inappropriate use of social media.

HOSTEL RULES

- Follow the daily routine of the hostel and school as per hostel rules and time table of the school respectively.
- Attendance/ night roll call will be taken by the respective wardens at the time of Lights Off.
- The academic record of the hostellers will be sent to their parent in their online ERP portal on the school website.
- Parents/ Guardian need to give an application to their respective wardens regarding any change in their parental/ native address, if any.
- When sick will report to the warden immediately and are not supposed to take medicine on their own or on advice of their co-hostellers.
- Strictly follow rules of their respective rooms as given in the schedule.
- All hostellers should respect each other’s belongings.
- All the hostellers are responsible for their belongings; any negligence on their part will be their sole responsibility.
- Any loss of their valuable articles will be their personal loss as they are not allowed to keep any valuable articles in their possession during their stay in hostel.
- Maintain the plants and trees which are in the school premises.
- Strictly follow the dress code provided to them in the dress code schedule.
- Strictly follow the time schedule provided to them in the hostel rules.
- All the hostellers should carry articles which are given in the hostel rules and requirement of hostel uniform. (while taking the admission in the hostel)
- All the hostellers are bound by the school rules given in the school almanac.

STUDENT’S SIGN. _____

PARENTS’S SIGN. _____



RESTRICTIONS

- Hosteller will be allowed to stay in the hostel area only as per Hostel schedule and should strictly follow the same.
- No hosteller is allowed to keep cash in the possession and no valuable things should be possessed by them while staying in hostel.
- No hosteller is allowed to keep any article in his room like- mp4, USB-pen drive, guitar, camera or any such thing which may disturb the other hostellers.
- No hosteller is allowed to keep any electrical gadgets like electric kettle, laptop, cell phones, heater, iron etc. in his/her possession.
- No hosteller is allowed to invite day scholar classmates to the hostel premises for their personal interaction or any other reason.
- No hosteller will be provided any leave or break during the scheduled period of the school mentioned in the hostel rules under the leave rules.
- No hosteller is allowed to keep any kind of POLYBAGS.
- No visitor will be allowed to meet the hosteller other than during the visiting hours provided in the visiting schedule.
- No hosteller will be allowed to attend the school or the hostel during his/her illness, if he/she has been treated outside the school premises until the medical fitness certificate and the treatment schedule has been submitted by him/her to the warden duly countersigned by the school medical officer.
- No hosteller will organize any kind of meeting in the hostel premises to unite the students for any kind of violative thoughts.
- No hosteller will indulge himself/herself alone or along with other hostellers in any kind of violative activity during the hostel hours or in the school.
- No hosteller will do any kind of act which will disturb the school atmosphere and the school society as a whole.
- No hosteller should possess any kind of sharp articles like knives, kirpan, sword, needle, scissor, Nail Cutter, etc.
- No hosteller is allowed to have unnatural hair colour and to make any kind of hair style.
- No hosteller is allowed to keep objectionable magazine, novel in their possession except provided/ allowed by the respective warden.
- No hosteller should disregard his/her seniors and should never be aggressive to his/ her juniors.
- No hosteller should use abusive language while talking to their classmates and co-hostellers.
- No hosteller is allowed to celebrate birthday or any other special occasion in the school premises without the permission of their respective warden.
- No hosteller will leave the school premises without prior permission from their warden in writing in the prescribed format.

HOSTEL ROOM SCHEDULE

- All hostellers need to ensure that all lights, fan, AC have been switched off before leaving the room.

STUDENT'S SIGN. _____

PARENTS'S SIGN. _____



- Hostellers are provided with a bed, cupboard, study table, mattress, pillow, blanket/ bedding and a chair. Each hosteller must maintain utmost cleanliness to make sure that the floor under his/her bed and cupboard is clean. Waste paper and refuse must be thrown in the trashbin provided on each floor.
- Hostellers will make their own beds neatly every morning, nothing should be left on the bed or under the bed.
- Cupboard must be arranged neatly. Surprise check can be made by hostel wardens anytime. Any extra items other than those specified in the hostel kit will be confiscated. Shoes should be arranged neatly in the last shelf of the cupboard.
- Hostellers should spend the minimum time required in bathrooms and washrooms to give others a chance to use them. They must ensure that the bathrooms and washrooms after use are clean. They must also make sure that they close all the faucets(taps).
- The switch off time for room entry is 10:15 pm. No entry is permissible to anyone after 10:10 pm in the hostel room.

DRESS CODE SCHEDULE

TIME	WORKING DAYS	HOLIDAYS
School Hours	School uniform	Decent casual wear
After School Hours	Decent casual wear	Decent casual wear
Sports Hours	Sports Wear	Sports Wear

UNDERTAKING

I promise to follow the rules as contained in the school's *Parent/Student Handbook*. My signature confirms that I have read these documents and that I agree to follow these standards. I understand that any behavior inconsistent with the school's expectations may result in disciplinary action – including losing my place at the school.

I promise to treat others as I would like to be treated myself.

Name: _____ Sign. _____ Date: _____

Counter Sign By (Parent/Guradian):

Name: _____ Sign. _____ Date: _____

STUDENT'S SIGN. _____

PARENTS'S SIGN. _____



PRINCIPLES OF PASTORAL CARE

The Health and Safety of all students is our highest priority at Bal Bhavan School. All students regardless of age, gender, race, ethnicity, religion or sexuality are valued and respected. As a school, we work to ensure that each student has the support in order to reach their potential in the areas of student life, academics, and co-curricular activities which we call PASSAGE.

Bal Bhavan International School has a Child Protection Policy in accordance with the laws of India and the United Nations Rights of the Child.

PASTORAL CARE

Our pastoral staff consists of 04 dorm parents, 01 Residence Supervisor, 01 full-time Health Centre nurse and 2 personal counsellors. These departments are overseen by the Principal with assistance from The Dorm Coordinator.

The Principal and Dorm Coordinator leads fortnightly meetings to address individual student concerns and disciplinary issues which arise with the appropriate pastoral and academic staff. At the school level pastoral care is overseen by the Head of School in coordination with the Academic Coordinator.

OUT OF BOARDING

- All Weekend Out of Boarding Requests must be e-mailed to info@bbisingannaur.com by Wednesday midnight of the previous week.
- Students must be back in dorms by either Sunday before 6.00 pm or last between 7.00 am to 8.00 am on Monday from weekend getaways.
- If parents are inviting another student, their parental permission must also be received by Wednesday along with the signed out of boarding form.
- No requests made after this time will be accepted.

When sending an Out of Boarding request, please be sure to include the following information as requested in the form:

- The name of the person who will be signing the child out and his /her relationship to the child:
 - If they are not the parents, they must bring proper photo identification with them.
 - The person who will be signing out the student must be an adult with a minimum age of 21 years.

STUDENT'S SIGN. _____

PARENTS'S SIGN. _____



- The grade the student is studying in.
- The specific dates and times when the students will depart and return.
- Relevant contact numbers of the person responsible for the student in his/her absence from dorms.
- Specific articles the child is taking home and bringing back in hostel.

Please note that when students return from out of boarding, they will still be held accountable for our random drug testing guidelines and parents must ensure that they do not stuff their wards with processed food articles or anything which cannot be consumed in 1-2 days as Fridge facility isn't available in the dorms.

VISITORS

- No visitors or alumni are allowed in the student residences while the students are in boarding but may tour the residences during the school day with an escort and permission from School Authorities.
- **Weekend Schedule:** A weekend starts from Saturday after school until Sunday quiet time. Weekends are very busy as students go to various destinations, catch up with sleep, and enjoy their favourite meal. In keeping with the United Nations Convention on the rights of the Child, we recognise the need for students to enjoy opportunities for “rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the art”.

Students often organize their own activities when the calendar is free of scheduled events. These activities are either at dorms or at school level and vary from Class, dances, sports and games. Dorm level activities are usually organized by a committee of students.

MONEY MATTERS

- Students are encouraged not to bring any amount of money. If a student needs money for any special needs, the request is made to accounts office and the same can be arranged from the Imprest Account of the child.
- Students should turn in all extra money to the dorm parents and should NEVER keep money in their rooms.
- The school takes no responsibility for money that has been kept in residence rooms and not deposited.
- The School also holds the right to confiscate the cash which is with the child in Hostel without approval.

STUDENT'S SIGN. _____

PARENTS'S SIGN. _____



BARBER

Barber facility is arranged in the Dorm once a month.

LAUNDRY

Thrice a week the dhobis (laundrymen) collect laundry and return cleaned clothes. Parents are requested **to ensure name of the child to be written with permanent marker or stiched on all the articles of their ward.**

LAUNDRY/DHOBI BAG

Please ensure that your child has two good-quality laundry/dhobi bags (with Name marked on it) for dirty clothes. However, if you did not bring one, there will be an opportunity to order one through the school.

ROOM ALLOCATION/CLEANING/VANDALISM

- Students will be assigned rooms in order to mix cultures and friend circles. Students are required to keep their rooms in a clean and tidy state. Rooms are checked by dorm parents daily with consequences given to students failing to meet expectations.
- Students are expected to clean their rooms properly before leaving at the end of each term. Failure to do so will result in a fine charged to their parent account.
- Students are responsible for maintaining their room. Vandalism of any kind will result in loss of privileges and a charge to the student's parent account.
- Fines for vandalism or room maintenance of any kind will result in a minimum of Rs. 500 charge or the cost of the damaged equipment, whichever is higher.
- No requests related to change in the allotted room will be entertained.

COMMUNICATIONS (BEST CALL TIMES)

Monday to Saturday : As per schedule(will be provided when joining dorm)

DOS AND DON'TS

○ **Expensive Items**

Students are discouraged from bringing expensive and unnecessary personal items to school. The school discourages overt displays of wealth. **The responsibility for such items lies solely with the student.**

In every school the problem of "borrowing" and theft is inevitable. Since many things are lost rather than stolen, it's important not to over-react too soon! Finding out if something is, in fact, lost or missing is a very important first step. Most of the items lost at Bal Bhavan are items which the student has left in an unsecure/unlocked location

STUDENT'S SIGN. _____

PARENTS'S SIGN. _____



for a period of time. We urge students not to bring valuables to school, to make sure treasured items are well marked and to lock things away and not leave them lying around. Loading children down with expensive gadgets, clothing and accessories makes it hard for young people to discover the value in life's simple pleasures. When items are missing from an unlocked area the school does not conduct an entire dorm/floor search unless there is reasonable suspicion.

○ **Language**

Students should always be respectful, appropriate, and careful not to give offence in their choice of words or tone. Any kind of verbal or physical intimidation is unacceptable. Obscene language, language misusing God's name or disrespectful of any religion is unacceptable.

○ **Intimate Relationships**

Bal Bhavan encourages the formation of good, sound relationships-for these lie at the heart of any good school. All members of the community, in their relationships with one another, are expected to maintain a high standard of conduct at all times.

It is also important to remember that an exclusive relationship during your school days can be a powerful limiting factor on your education. Bal Bhavan's views on matters of intimacy are underpinned by clear personal, moral and religious considerations. The following gestures are not acceptable :

Couples being alone together in a closed room or any private space

- Displays of physical intimacy in public
- Public displays of intimacy are inappropriate. Acts of sexual intimacy or cases where students are found in compromising situations will always be dealt severely.

Punishments for such misbehaviour can include suspension or expulsion from the school.

If the school feels a relationship is becoming a distraction to either party involved or is viewed as "unhealthy", the school reserves the right to put restrictions on the relationship just as parents would. If restrictions are placed on a relationship, both sets of parents will be informed, in advance, by the Dorm Coordinator & Principal. Failure to follow these restrictions will result in disciplinary action.

DRESS CODE

The school expects all students to uphold the school's reputation and demonstrate its values by maintaining a respectable, neat, appropriate, clean, and modest manner of appearance, both off and on campus. The dress code acknowledges that within school and the wider community there are a diversity of views on what represents modest dress. This policy aims to demonstrate sensitivity to that diversity through a unisex policy while encouraging self-expression.

- Students are expected to bath regularly and maintain good hygiene. Hair should be clean and neat at all times.

STUDENT'S SIGN. _____

PARENTS'S SIGN. _____



- Graphics and/or wording on clothing must not include references to alcohol, drugs or offensive content and must demonstrate respect for the community at large.
- Sleepwear is inappropriate at school level and outdoors except for pre- approved stay at dorm days, when it must adhere to the dress code. Pajamas are permitted in dorms.
- Shirts must be worn in public settings. The length must at least touch the navel when the wearer is standing straight with arms at sides. Exception: Ethnic wear in which the chest and midriff is partially covered by fabric.
- Undergarments are not appropriate to be visible in public.
- No baseball caps or hoods may be worn indoors at school level.
- Sleeveless tops are permitted provided shoulder straps are 2 fingers wide.
- Low-cut and plunging necklines are not permitted.
- The length of bottom hemlines must reach the ends of fingertips when the wearer is standing tall with arms straight at their sides. Fashionably ripped clothing may not have rips above the fingertip length. Clothing shorter than this requires opaque leggings underneath or changing into track pants, which may be at the expense of the student/parent.
- The school does not encourage drastic changes to physical appearance, including but not limited to hair, piercings, and tattoos. These require parental consent. Piercings besides ear and nose are not permitted.
- **Athletics and PE:** Tops must be worn in public spaces, courts and fields. Athletic wear observes the same rules of fingertip length when off campus and in public spaces on campus. On campus, students may wear athletic shorts of a shorter length for exercise, PE and practice in athletic spaces but must cover up or change into clothes that meet dress code immediately upon leaving the court, field or fitness room.
- **Off Campus:** As a safety precaution and to uphold the reputation of Bal Bhavan in a conservative surrounding family, the following additional guidelines are to be observed off campus:
 - i. Legs should be covered to the knee
 - ii. No flip flops or slides in public, as these are considered bathroom shoes culturally.
 - iii. Shoulders are recommended to be covered

Harassment can happen regardless of appearance. It is never appropriate to blame a victim.

Healthcare

- **Medication:** All medications come through the Health Centre and are dispensed by dorm staff as per the prescription schedule given by the Medical Officer. **Parents**

STUDENT'S SIGN. _____

PARENTS'S SIGN. _____



bringing medications of any kind for their child must hand them into the Health Centre staff with relevant instructions. The Medical Officer will send the medication to the dorm staff with a prescription schedule.

- **Sickness:** Please encourage your child to tell us of any medical attention they may need. Each dorm has a medicine cabinet to give out general medication for colds, coughs, cuts, bruises etc.

Incase, the child needs to be referred to any nearby hospital for further treatment, the cost of the same will be borne by the parent or can be deducted from the Imprest Account of the child.

EMOTIONAL GUIDE

It is helpful for your child to have contact with family for emotional stability. However, it is not helpful for family members to call too often. Please do not give specific times when you will be calling, as your child can become very anxious if your call gets delayed or if you are unable to call. Similarly, please don't give the time of day you are coming to pick your child up during Out of Boarding times or quarter break or end of semester, if you cannot adhere to it.

SPORTS EQUIPMENT

The school provides sports equipment for approved school activities. Students may bring their own sports equipment at their own risk for their individual games.

ANTI-BULLYING POLICY

Objectives

Everyone deserves to be treated with dignity and respect. All individuals regardless of their age, culture, challenges, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse. No one should be subject to abuse or bullying from adults employed by the school or from students. The School views the welfare of each individual as paramount. Bal Bhavan School is committed to providing a safe, nurturing community, within which everyone can live, study, learn, work and mature. Therefore, bullying of any kind is unacceptable at our school.

All staff who work directly with students will complete an Anti-Bullying course through Educare called "Preventing Bullying for International Schools". The purpose of this course is to prepare staff to understand, recognize and prevent bullying behaviour.

Students are encouraged to be upstanders.

Excerpts below are taken from *Common Sense*, "Taking Perspectives on Cyberbullying".

- Upstander: refuse to be a bystander
- An "upstander" is someone who recognizes when something is wrong and acts to make it right. When an upstander sees or hears about someone being bullied, they speak up.

STUDENT'S SIGN. _____

PARENTS'S SIGN. _____



Being an upstander is being a hero: we are standing up for what is right and doing our best to help support and protect someone who is being hurt. In many ways, this is another word for being socially responsible.

- Upstanders should not retaliate, be violent or hateful, or use online cruelty towards the offender as such actions escalate the situation and make it worse. If the initial intervention doesn't work, upstanders should inform a trusted adult.

THINGS TO BRING:

Shirt	2	Hangers	12
T-shirt	2	Umbrella	1
Jeans/ Trouser	2	Slippers	1 pair
Shorts	2	Handkerchiefs	6
Jacket	1	Sports shoes	1 pair
Night suits	2	Swimming trunk/suit	1
Black elastic bands (for girl)	6	White cotton socks (not ankle length)	3 pairs
Black hair clips (for girls)	6	Hair oil	1 bottle
Track suit	1	Shampoo	1 bottle
Innerwear	6	Toilet soap with case	1
Bath towels	1	Talcum powder	1
Hand towels	2	Face cream large/Sunscreen	1
Insulated Water bottle	1	Comb	1
Bath soap with case	1	Toothpaste	1
Shoe polish & brush	1 each	Toothbrush	1
Sanitizer	2	Tongue cleaner	1
Laundry bag	2	Cap	1
Small First Aid Kit	1		

Note : *Students are requested to bring the articles required in Winters only after intimation as bringing too much stuff will leave them with no space in their wardrobes.

STUDENT'S SIGN. _____

PARENTS'S SIGN. _____



PRECAUTIONS TO BE TAKEN IN HOSTEL IN COVID-19

Bal Bhavan International School is considered as one of the best co-educational boarding school in India. We believe in empowering a family for boarding students, so Your ward can feel school as their own home. The boarding facilities include academics as well as sports and entertainment along with counselling and personal support classes. We provide a nurturing environment to our students to live their life with dignity and independence.

RULES, REGULATIONS & GUIDELINES FOR HOSTEL

1. You are requested to submit Negative COVID-19 report (test done within 48 hours before joining) fitness Medical certificate indicating that you are fit to join the school through email on info@bbisgannaur.com and submit original before joining school and hostel.
2. Use sign, ground marking, tape and barriers and other means to maintain a distance of 2 metre.
3. Maintain a distance of minimum 2 metre between everyone present at the school.
4. You are not allowed to gather & socialise in the groups.
5. Wash your hands minimum for 20 seconds each time with soap.
6. Keep a bottle of hand sanitizer handy.
7. Keep a water bottle with you throughout the day.
8. Use Cotton mask regularly, keep minimum 2 mask every time.
9. Keep a pack of 10 disposable mask in case of use in emergency.
10. Arrange your study cupboard yourself and sanitise the area before using.
11. Clean your cupboard with sanitiser or disinfectant once in a week.
12. Keep a spray bottle of sanitiser or disinfectant to clean your area before and after using.
13. Arrange your bed on your own immediately after wakeup call.
14. Keep your shoe, sandal, slipper etc at the designated place.
15. Drink minimum 10 glasses of water in a day.

STUDENT'S SIGN. _____

PARENTS'S SIGN. _____