



EMERALD INTERNATIONAL SCHOOL

Parent Handbook

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1 The School

The name Emerald is derived from the gemstone which promotes clarity and sharpening on focus. It is believed that the gemstone-wearing emerald can help individuals think more clearly, make sound decisions, and enhance overall cognitive functions. Emerald International School aims to infuse these qualities which are essential for one's progress into our students and into everything it stands for.

2 Motto & Vision

Nurturing Talent for the Nation'.

3 Admissions Policy

Students will be chosen by the Admissions Committee composed of

- i. Principal
- ii. Admissions Officer
- iii. Section Coordinator
- iv. HOD Additional Learning Support (as required)
- v. School Counsellor

Supporting Documents to complete the Admissions Process

- a. Photocopy of the Birth Certificate.
- b. Original Transfer Certificate from the school last attended.
- c. Study certificate from the school last attended with PEN number.
- d. Photocopy of the academic achievement records from the school last attended confirming successful completion of the preceding class.
- e. Completed medical record from an authorized medical practitioner.
- f. Four passport-sized Photographs.
- g. Any other information parents consider necessary for the school to know.
- h. Student Aadhaar card copy.
- i. Parent Photo and ID Proof to be submitted.

4. Withdrawal/Transfer Application (TC)

Parents have to inform the school office in advance in case of withdrawal of their child before last before February 15th of each academic year. This will help the school office to prepare to get the necessary transcripts and certificates ready on time.

Any TC requests received post the deadline prescribed as above will not be entertained and be rejected instantly as the student would be progressed to the next academic year.

5. School Year

The School begins on the first week of June and ends on the final week of March of the proceeding year.

6. School Hours

The school working hours are from 8:15 am to 3:15 pm on all working days of the week but Saturdays when working hours are from 8:15 am to 12:10 pm and the fourth Saturday shall be from 8:15 am to 11:30 am. The third Saturday of each month will be a holiday for the school.

Note: Pre-Primary - The school working hours are from 8:15 am to 12:30 pm on all weeks. All the Saturdays are holiday for pre-primary students only.

7. Cycle Schedule

EIS follows a 6-day cycle. Each student is expected to follow the given timetable unless specified otherwise by the school.

8. Contacting the school

Parents can call the school office between 9:00 am to 4:00 pm (Monday to Friday)and Saturday between 9:00 am to 12:30 pm for any information, or appointments or to contact any particula teaching staff.

9. Dress Code of students:

Uniform: All students are required to come in uniform on all working days as below:

Monday: White uniform.

Tuesday, Thursday, and Friday: Regular Uniform.

Wednesday and Saturday: House color Uniform.

10.Code of Conduct for students:

i.Punctuality and Discipline is our primary motive.

a. Attending morning assembly is mandatory.
b. Habitual late coming will be considered as a breach of discipline and strict corrective measures would be undertaken by the School Authorities.

c. Social misconduct will not be tolerated.

d. Every student should uphold the dignity of the school.

e. Cleanliness and personal hygiene are expected from all students.

ii. The following are mandatory rules of attire for students:

a. trimmed nails.

b. polished and properly maintained shoes.

c. pressed and tidy uniforms.

d. short haircut and no facial hair (for boys).

e. well-groomed hair with neat ribbons (for girls).

f. School ID cards are mandatory.

iii. Students should not carry any valuables or hazardous materials to school.

iv. The Students are responsible for the safe custody of their books and belongings.

v. Re-tests or examinations will not be given to the students who remain absent for the Format and Summative Assessments.

vi. Damaging or destroying the school property including school vehicles will lead to dismissal of the student after appropriate compensation of the damage/loss has been made good.

vii. Disobedience and disregard for the School Rules and Regulations in any way will be a sufficie cause for immediate rustication without notice.

viii. In case of any emergency that requires the child to leave the school premises in between schohours, the parents alone are authorized to pick up the child from the school. No otherindivid stating any kind of relationship would be entertained.

ix.Parent/Guardian ID Card is a must to pick up the child.

Note: Mobile phones are strictly prohibited on the school premises. If any student is found usin it, the School Authority will cease it. Ceased phones will not be returned.

11. Anti-Ragging Policy

I. Definition of Ragging: Ragging, including physical, verbal, or psychological harassment, is strictly prohibited on school premises, including classrooms, corridors, and online platform

ii. **Zero-Tolerance:** The school maintains a zero-tolerance policy towards ragging in any form. This includes bullying, teasing, intimidation, or any behavior that causes discomfort, fear, or embarrassment to fellow students.

iii. **Consequences:** Offenders will face immediate disciplinary action, which may include suspension, expulsion, or legal consequences depending on the severity of the incident.

iv . **Reporting Procedures:**

It is your responsibility to report any instance of ragging or harassment to school authorities immediately. Confidentiality will be maintained, and strict action will be taken against the perpetrators.

v. **Awareness and Orientation:**

Participate in orientation programs and awareness sessions to understand the consequences of ragging and learn how to contribute to a respectful school environment.

vi. **Respect and Support:** Treat all students with respect, kindness, and empathy. Support peers who may be victims of ragging by reporting incidents and offering assistance.

vii. **Parental Involvement:** Parents are encouraged to support the school's anti-ragging efforts and educate their children about respectful behavior and the consequences of misconduct.

viii. **Legal Implications:** Be aware that ragging is not only against school rules but a punishable criminal offense under the Law of Republic of India. Legal action may be pursued against individuals involved in serious incidents.

ix. **Commitment to Safety:** By adhering to these guidelines, you contribute to creating a safe and inclusive school environment where every student can learn and grow without fear of harassment or intimidation.

This point-wise warning message effectively communicates the school's stance against ragging and provides clear guidelines for students to follow. It emphasizes the consequences of ragging, the importance of reporting incidents, and the role of everyone in upholding a respectful school community.

12. Curriculum

The school follows the curriculum of the Central Board of Secondary Education (CBSE). "Learning by doing" is an effort by EIS to make learning more meaningful, interesting, and joyful.

The curriculum will also integrate CAS (creativity, activity, and service), and as a language French, Hindi and Kannada are integrated into its curricular programs.

The School also provides Additional Learning Support to students who need it. This is granted after parental consent and an assessment report from the school teaching faculty.

The Kindergarten and Primary School follows Experiential Learning Methods. This curriculum is inquiry-based, student-centered, and trans-disciplinary and will transform your child into a lifelong learner.

The Middle School and High School program offers a wide range of subjects and encourage high academic standards through a practical approach to teaching and learning. Assessment is not limited to conventional paper/pencil exercises but consists of a variety of tasks to assess learning tests.

Extra Marks

Extra Marks - The learning app assists students in learning holistically through extensive content that is mapped according to the school curriculum. Extra Marks help in bringing quality education to your doorstep eliminating the need for external coaching.

13. Parent Portal

My Class Board Parent Portal provides a communication app for parents using which they can stay up-to-date with school announcements, class assignments, events, fee payment details, and absent notifications.

14. Club Activities

Our clubs are designed to stimulate, excite, and give students a structured but enjoyable way to develop social skills and learn new ideas outside the classroom are as follows:

- i. Eco Club.
- ii. Arts Club.
- iii. Math Club.
- iv. Literature Club.
- v. Sports Club.

15. Physical Education and Mental Health

i. Physical Education

Gap x

Physical Education and Mental Health is concerned with the total health of the learner and the community. Student well-being is our priority. Hence, our school will be hosting a medical camp exclusively for students. This camp aims to provide comprehensive health check-ups and necessary medical assistance. Additionally, various sports facilities are offered to the students in school, both team and individual, which help in developing courage, determination, self-confidence, and team spirit amongst students. Games offered include -Athletics, Badminton, Basketball, Football, Volleyball, Tennis, Yoga, Karate and Cricket.

ii. Mental Health

Gap x

Besides physical health, the mental and emotional health of the learners are highly important. Students/parents requiring the assistance of a school counselor are encouraged reach out to the teachers for guidance and support.

16. Communications

Issues	Person to Contact
• School Programmes and activities • Concerns about your child • School improvement • Any other school-related issues	Principal Ms. Anitha B.U Email id: info@eisbegur.com
Curricular/Co-Curricular Programmes	Ph. 7406022797, 8123967191
• Admissions	Mr. Ravi Kumar Ph-8123957191
• Transport Manager	Mr. Sunil Kumar Ph-8123957193
• Reception	Ms. Amrutha Ph-7406022797

17. Visiting the School

Parents are welcome to visit the school. We encourage parents to make a prior appointment by contacting the school office to meet the concerned faculty to ensure their availability

Principal	Monday to Friday- 3:00 pm to 4:00 pm Saturday- 12:00 pm to 1:00 pm
Teachers	Monday to Friday-3:15 pm to 3:30 pm Saturdays-12:10 pm to 12:30 pm
Office	Monday to Friday-8:30 am to 4:00 pm Saturday- 8:30 am to 12:00 pm

Gate Pass

Parents are provided with a gate pass to facilitate their scheduled appointments.

18. Parents Attire

Parents are expected to visit the school in appropriate attire. Please refrain from wearing shorts or nightwear when visiting the school premises.

19. Permissions

Parents can collect their child early before 3:00 pm/drop them off later than 8:15 am in special cases after prior permission from the Principal. Parents must keep the school office informed via phone/email. The request for special permission will be entertained only for emergencies with proof.

20. Consent Forms

The school may send consent forms from time to time for different purposes. It is mandatory for the parents to respond to them in the specified time frame.

21. Change of Address and Other Contact Information

Parents should immediately notify if any change in case of address of Telephone/mobile numbers to school admin office with a copy of letter or mail addressing to the Principal. In case of any emergency, the school must have updated information.

22. Assessments

Monthly	End of every Month	20 Marks
Periodic	1 & 2	25 Marks
Summative Assessment	Mid Term 80 Marks and Internal Assessment-20 Marks, Total-100 Marks)	100 Marks
Periodic	3 & 4	20 Marks
Summative Assessment	Annual 80 Marks and Internal Assessment-20 Marks, Total -100 Marks)	100 Marks

5. Point Scale of CBSE Internal Assessment

Types of Assessment		Points	Rubrics
Multiple Assessments (Best out of 2)	Paper-pen test-25Marks	5	Best out of 2 (25 marks reduced to 5)
Periodic Assessment	Paper-pen test-25Marks	5	Best out of 2 (25 marks reduced to 5)
Subject Enrichment	Project work (1 project from each subject)	5	2+2+1=5
Portfolio	Classwork, Lab record, and discipline in the school	5	2+2+1=5
Total		20	20

23. Homework

EIS believes that homework is a meaningful activity that extends and reinforces the classroom learning experience when the student returns home. In primary school, homework is not a necessarily paper and pencil activity. It is assessed through verbal, presentational, and hands-on activities.

In Middle school, teachers will maintain a homework plan for the cycle so that students will not have more than two major pieces of homework per day. In High school, students are responsible for meeting the homework submission deadlines. Students must make a habit of writing up notes for every subject that they have had for the day.

Note: Parents are responsible for helping/assisting the students in completing th homework timetableand monitoring their child's academic activities.

24. Reporting Cycle/PTA Meeting

Meeting with the parent is a calendared event. It is strongly recommended that parents attend the meetings as planned. It is a time when the teacher provides comprehensive feedback on the student on both curriculum and co-curriculum activities.

25. Transportation: Inovase one four Size

- i. Application Enrolment: Parents are requested to submit the transport application on or before the 25th of May. This will help us in identifying bus stops and routes.
- ii. Pick up and drop: Parents are requested to inform the school authorities regarding the authorized person who will be there to drop off and pick up the child every day.
- iii. In case the authorized person is unavailable, parents have to notify the school in advance.
- iv. The students will be picked up and dropped off at the designated stops, decided by the school.
- v. Parents are requested to make the necessary arrangements in case the student has to cross the road.
- vi. School buses will not alter routes based on parents requests during an academic session. The school however reserves the right to alter/modify a route due to unexpected or compelling circumstances.
- vii. Waiting for pick up and drop: Parents are expected to be on time to drop off and pick up their children. The bus will not wait for parents and children, which will cause a delay for the other students.
- viii. Assistants: Every bus will have an assistant who will be responsible for discipline and assisting students to embark and disembark during pick up and drop.
- ix. Student's Absences: Parents are requested to inform their child's absence to the school office/Transport Manager/Bus Driver one day prior.
- x GPRS Tracking System: Parents can track their child's whereabouts while they are on the school bus through the GPRS Tracking System App.

Code of Conduct in the School Bus

Gap X

- a. Respect other students and their possessions.
- b. Follow the transport staff's directions without argument.
- c. Do not interfere with bus property, equipment by marking or damaging them in any way. Damaging or destroying the school property including school vehicles will lead to dismissal of the student after appropriate compensation of the damage/loss has been made good.
- d. Wait for the bus in an orderly manner.
- e. Always arrive in good time to catch the bus and do not run.
- f. Wait on the pavement, do not go near the school bus until it stops completely.
- g. Do not play in the bus waiting area.
- h. Stand quietly without calling out or shouting.
- i. Do not push other students in the line.
- j. Maintain proper bus decorum.

26. Absences

Parents are requested to inform the school office about their Child's absence. If the student is unwell the school should be notified to the school office / the class teacher by phone or email on the day of absence, followed by a letter and the diary entry when the child returns to school. This enables us to ensure your child's absence is accounted for and is safe at all times. 85% of the attendance is mandatory for all the students.

Note: If the student is absent for three consecutive days without prior intimation permission, the student shall be suspended till further notice.

27. Infectious Diseases

In case a child is down with a contagious infection such as a cold, fever, cough, etc.. parents are strongly requested to keep them at home to avoid spreading the infection to the other children. Parents need to inform the school office and the class teacher regarding the absence, followed by a letter when the child returns to school.

28. Birthday Celebrations

i. In-Class celebrations: Parents may notify the classroom teacher well in advance if they wish to celebrate their child's birthday in class.

a. Please avoid expenses, jewelry, accessories, and descent attire.

b. Parents and Students are encouraged to gift a book for a library

ii. Gifts to teachers: Parents are discouraged from offering gifts to teachers on any occasion

29. School Fees

i. Parents/Guardians must ensure to pay the fees on time.

ii. The School fees -Tuition & Transportation fees and other fees to be paid on or before designated slots to avoid the late fee charges (Rs 25/- per day) are to be paid only in digital payment modes of Bank Transfer. No collection of Tuition Transport Fees in Cash applicable.

iii. Apart from Tuition and Transportation there are other compulsory fees such as ID Card, Field Trip, Annual Day, Olympiad, etc., and CBSE 9th standard Registration charges which are not included in the tuition fees but are applicable for the entire school.

iv. Parents must pay all fees in full during the respective slots and no part payment shall be accepted by the school.

v. **Transportation fee** is requested to submit the request beforehand. If the student is availing the transportation facilities during the 2nd Transport fees slot, the parents are required to pay the entire fees in full.

vi. **Fee Payment Instalment slots are as below:**

Tuition Fee Instalment 1	April 5-15th
Tuition Fee Instalment 2	August 5th-14th
Tuition Fee Instalment 3	November 5th-15th
Transport Fee Instalment 1	May 15th-25th
Transport Fee Instalment 2	November 15th-25th

Parent Declaration Form

I, _____ (Parent Name) residing at _____ [Address], declare that I am the parent/guardian of _____ [Student's Full Name], who it enrolled in _____ [Grade/Class] at _____ [School Name].

I have thoroughly read and understood the contents of the _____ [School Name] Handbook for the academic year _____ [Year], which includes policies, rules, and regulations governing students' conduct, attendance, academic performance, and other relevant matters.

By signing this declaration, I acknowledge that:

1. I have received a copy of the current school handbook.
2. I have read and understood the policies, rules, and regulations outlined therein.
3. I agree to comply with the terms and conditions set forth in the handbook.
4. I understand that failure to comply with these policies may result in disciplinary action as outlined in the handbook.

I hereby accept and agree to abide by the terms and conditions stated in the
EMERALD INTERNATIONAL SCHOOL BEGUR PARENT HAND BOOK

Date: _____

Parent/Guardian Signature: _____

_____ [Parent's Full Name]

Relationship to Student: [Parent/Guardian]

Notes