



Communication Matrix

An effective communication system for all stakeholders at Billabong High is essential to ensure that the needs of our parents are met and quality is improved. It is imperative that an escalation process is followed so that concerns are handled by the right people at the right time. This will facilitate the development of effective solutions. Email all your queries as per the school communication matrix given below:

Level 1 Class Teacher

Contact number and email ID is shared through school portal.

Level 2 Grade Level Coordinators

Preschool preschoolcoordinator@billabonghighbhopal.com

Gr 1 and 2 primarycoordinator1and2@billabonghighbhopal.com

Gr 3 and 4 primary@bhopal.billabonghigh.org

Gr 5 - 8 mscoordinator_icse@billabonghighbhopal.com

Gr 9 - 12 hscoordinator@billabonghighbhopal.com

Level 3 Principal (Nursery - Grade 12)

principal@bhopal.billabonghigh.org

CONTACT DETAILS

School Telephone Numbers : +91 755-2696799, 2696818, 6457555, 6457666

Principal's e-mail : principal@bhopal.billabonghigh.org

Website: : www.billabonghighbhopal.com; www.kkel.com



Our Curriculum:

Following an interdisciplinary approach, the dynamic and learner-centric curriculum of BHIS is underpinned by valid scientific educational theories that arise out of brain research and neuroscience. The practical application of these theories is reflected in the knowledge as well as skill based teaching and learning processes in every subject across all grades and is detailed in the methodology documents that teachers refer to. The school follows KKEL Curriculum from Grades I to VIII (adopted from the syllabus for Anglo Indian Schools) and ICSE/ISC in grades IX to XII. We also offer IGCSE curriculum in grades IX and X.

PRE SCHOOL YEARS 1,2,3,4 (Play School, Nursery, Jr. KG, Sr. KG)

Programme Highlights:

- Modern Teaching Systems and Aids
- Unique assessment tools provided in the class rooms
- Language Lab
- Full-fledged Library
- Activity Zones
- Personality and Physical Development programmes
- Sick Bay
- Student-friendly classrooms & Interactive classroom sessions
- Emphasis on appropriate application of scientific theories in classrooms
- Emphasis on skill based training
- Intensive practical training
- An Advisory Board consisting of eminent national and international academicians & personalities from the field of education review the course content from time to time.
- Guest lectures on diverse topics relevant to the subject of learning
- Opportunity to experience teaching set-ups for children with special needs

Curriculum:

- Children are born explorers. Even as infants, they come to us with all the necessary equipment to be great discoverers: inquisitive eyes, nose, mouth, tongue, lips, ears, fingers and toes.
- This is how they learn about themselves and their world. Hence, the focus is on experiential learning rather than rote memorisation.
- This is achieved by designing an integrated theme based curriculum which is sequentially developed to increase in complexity.
- To ensure that each child is impacted, the curriculum caters to diverse learning styles referring to the scientific educational theory of 'Multiple Intelligence and Bloom's Taxonomy
- The preschool curriculum is based on recent brain research developments.
- In a brain-based instruction, the teacher perceives her role as one who orchestrates experience.
- It is teaching for active processing rather than direct instruction.
- The ultimate destination is growth in all facets of a child's personality- Intellect, Attitude and Ability to ensure a happy and productive childhood.

Television and Computers:

Kangaroo Kids curriculum is based on the belief that children learn through active exploration and interaction with their world and others in it. Use of television and computers is limited to educational programmes and as a tool to reinforce the various concepts that are introduced in class.

To make a topic interesting, children may watch short videos or power point presentations that would supplement/complement what they have been learning.



Settling Period

Beginning at Kangaroo Kids:

We are eager that all our children successfully adjust at school. Our transition plan is designed to minimize any separation anxiety parents or children may experience. We understand that separation affects different children in different ways; hence every measure is set in place to ensure that all children feel safe and secure in order to settle in our environment as quickly as possible.

Preschool Year 1 (Playschool): Since children are very young, we follow a two week settling programme for them and from the third week onwards children come to school for the entire session.

Preschool year 2 (Nursery) :

- Since children are older and most of them have experienced preschool year 1 they adapt to class room situation easily.
- However, we understand that they come to school after a long summer break and should be given a settling period too.
- We follow a two week settling programme for them and from the third week onwards children come to school for the entire session.

Preschool year 3 and 4 (Jr. KG and Sr. KG)

- Children come to school for the entire session from day one itself.

Support Programme:

At times when a child is unable to perform in accordance with the class level, the school would train the parents to take up support programme at home.

Homework

Homework at preschool is an essential part of the child's development and encourages responsibility, independence, time management, study habits and concentration.

It also helps in:

- Reinforcing work taught in class
- Linking learning at home
- Preparing children for future lessons
- Building partnership between teachers and parents
- Providing an opportunity for parents to know their child's progress

Setting Good Homework Habits

1. Set a Time
It's important to talk to children and set a time for them to do their homework. Choosing a time for doing homework depends on the child's age and routine. Homework should be done when children are active and fresh.
2. A Homework Area
Creating a homework area sets discipline in children while doing their homework. The area should have lots of light and be quiet with furniture that ensures correct posture. Putting up their favourite art work will make it a happy place for them.
3. Supplies
Collect all supplies such as pencils, crayons, eraser, etc. in the homework area to ensure that children are able to complete their homework without distractions and breaks.
4. Show Interest
The most valuable form of 'homework' or learning is in which parents and children work in synergy. It is important for parents to show interest and ask children questions about what they are learning in class and encourage them to show you their work.
5. Midterm Homework
Children studying in all levels are given activity kits for the midterm break.



Parent - Teacher Conference

- ◆ Communication with parents is an important component of our work with children.
- ◆ Thus parental input and involvement in activities of the school gives the child a strong, positive message of acceptance and support.
- ◆ Parent Teacher Conference scheduled twice a term provide opportunities for parents to meet the teacher and view the child's class work and projects, track his/her progress, strengths and weaknesses.
- ◆ However, it is not compulsory for children to attend the Conference.
- ◆ If parents cannot make it to the Parent Teacher Conference for any personal reason, they can come on the 4th Saturday of the same month between 8 am and 9 am with prior appointment.

Field Trips

- ◆ It's been scientifically proven that children learn best through direct experiences: seeing, feeling and doing.
- ◆ We at Kangaroo Kids, according to the syllabus, age and maturity level of the students, carefully plan field trips for them.
- ◆ Field trips extend learning beyond the classroom and through these experiences children acquire social, intellectual and physical skills.
- ◆ Parents will be informed about the field trips in advance and children will be safe under our supervision.
- ◆ Permission for the same has been taken from parents in the 'SCHOOL POLICIES AND UNDERTAKING TO BE SIGNED BY PARENTS/GUARDIAN' at the beginning of every academic year.

Library Facility

- ◆ The importance of reading can never be overemphasized.
- ◆ Besides developing one mentally, reading good books transports one into a world of rapture, imagination and fantasy.
- ◆ We believe that a well-equipped library is the gateway to a well-developed mind.
- ◆ In an endeavour to develop the reading skills of our children, we provide children with one library book every weekend. The objective of this is to create a love for reading amongst children.
- ◆ Special care is taken to choose books that are age-appropriate as well as interesting.
- ◆ Parents are required to pay for or replace damaged/lost books.

Vocational Training Programme:

- ◆ Vocational training programme at early levels, in the school years, is as important as academics itself; especially if we look at the beliefs and vision of KKEL to promote and support individual interest and inclinations.
- ◆ Half an hour every day is set aside for various sports and cultural activities under this programme.
- ◆ Benefits of Vocational training programme at an Early Age:
 - Acquisition of basic motor skills
 - Increase in physical activity levels
 - Learning of social skills necessary to work as a team
 - Learning the skills and attitudes of good sportsmanship
 - Develop and pursue hobbies which are essential to leading a rich life
 - Helps develop powers of concentration and focus in life
 - Observing and modeling excellence
 - Having FUN: People rarely succeed unless they have fun in what they do.



Our Curriculum for Grades I to XII

BHIS strongly believes that each child is born with an independent blue print and as a forward looking institution, we nurture to bring out the innate greatness in him/her. We believe that every subject is just a vehicle to teach far beyond the content. We don't believe in mere transfer of information. We believe in transfer of learning and developing Knowledge, Skills and Attitudes. The latest educational research and pedagogical theories are used by our team of Curriculum designers to create a strong and self-sufficient curriculum that aims at unleashing the hidden potential in every child. Multiple intelligences are catered to in our activities and our children are taught to move through the different levels of thinking.

Programme Highlights

- ◆ Modern Teaching Systems and Aids
- ◆ Unique assessment tools provided in the class rooms
- ◆ Computer Lab with Internet facilities
- ◆ Well-equipped Physics, Chemistry and Biology labs
- ◆ Math, Economics and Social Science labs
- ◆ Full-fledged Library and Language lab with latest gadgets
- ◆ Sick Bay
- ◆ Cafeteria
- ◆ Basketball court, Badminton court, Volleyball court, Soccer Park, Swimming pool, Skating rink and Boxing ring.
- ◆ Student-friendly classrooms & Interactive classroom sessions
- ◆ Emphasis on appropriate application of scientific theories in classrooms
- ◆ Emphasis on skill based training
- ◆ Intensive practical training
- ◆ An Advisory Board consisting of eminent national and international academicians & personalities from the field of education to guide pedagogical enrichment.
- ◆ Workshops and Seminars on contemporary global trends on an on-going basis.
- ◆ Guest lectures on diverse topics relevant to the subject of learning.
- ◆ A structured career path to ensure career growth and development.

Primary School

- ◆ The dynamic Primary Curriculum of K.K. Education International School is designed on the premise of 'providing engaging, learner centric, age appropriate, enriched curriculum which aims at developing the intellectual, social, cultural, emotional and physical aspects of a child's personality.
- ◆ With a multidimensional approach, K.K. Education International School curriculum follows the scientific learning theories of Multiple Intelligences, Bloom's Taxonomy, Brain Research and Interdisciplinary learning whose elements are precisely reflected in the knowledge based as well as skill based activities in every subject across all grades throughout the year.
- ◆ The Instructional Plans, Activity books (Class Work and Home Extension), Assessments and Readers are designed using the K.K. Education International School methodology - innovative, engaging and of high interest, real life connect; with a focus on values, attitudes, skills and dispositions.
- ◆ The design and development of curriculum along with the classroom delivery make up the learning process. Our curricula aims at developing scientific inquiry and thinking; connecting learning at home and school; thus making a real – life connect and developing independent learners
- ◆ Also, the curriculum is perfectly aligned to the ICSE/IGCSE/CBSE board prescribed aims and scope to ensure excellence of the student at the board level examinations. The result is a practice of 'learning with pleasure' culminating in everlasting holistic learning.



Middle School

- ◆ The K.K.E.L Middle School curriculum is aligned to the directives of the prescribed Board with reference to the aims and objectives, the base content, the structure of curriculum and the prescribed system of evaluation. This thought creates the foundation for every stride that K.K.E.L takes while designing the learning experiences for its students. Thus, a methodical approach towards each component crafts an efficient, effective curriculum which very unpretentiously weaves the lofty yet practical goals of education into every explicit and implicit program, such that children see learning areas and subjects as vehicles for understanding the world in which they live - a world which then becomes challenging and worth exploring.

- ◆ The curriculum ensures that learning is thought provoking and empowering since it is based on the latest theories, brain research and best practices in education.

- ◆ The Enriched Curriculum is rich in creativity since it is based on modern educational research and theories. Some of these that we consciously use to give the curriculum its unique flavour and scientific temper are:
 - Neil Fleming's VARK theory (Visual Auditory Read/Write Kinesthetic styles of learning)
 - Howard Gardner's theory of Multiple Intelligences.
 - Learning Domains of Bloom's Taxonomy
 - Bloom's Taxonomy of Learning Objectives
 - Theories of Brain Research

High School

The best of old age wisdom and new age technology come together to sculpt visionaries, leaders, maestros and champions of tomorrow. This is the essence with which we deliver the High School Curriculum strictly following the guidelines mandated by the respective boards, CISCE for Grades 10 and 12 and IGCSE for Grade 10.

The official website of the respective boards gives an insight to the suggested methodology.

Council for the Indian School Certificate Examinations (CISCE) leading to ICSE (Grade 10) and ISCE (Grade 12) certification.

www.cisce.org

International General Certificate of Secondary Education (IGCSE) leading to Cambridge O level (Grade 10) certification.

www.cie.org.uk



Home Assignments

- ◆ Home assignments form an essential component of the curriculum, the purpose of which goes beyond mere practice and eventual mastery of the subject, to develop students into independent, confident, responsible and self-governing individuals.
- ◆ It encourages children to be self-motivated, assertive individuals equipped with creative problem solving skills.

- ◆ Finally one of the key objectives is to enable them to organise their time effectively.
- ◆ Home assignments reinforce concepts taught in class and provide an opportunity to make learning a personal experience.
- ◆ Home assignments are in the form of:
 - Engaging worksheets
 - Research projects
 - Literary activities

- ◆ Your role as parents in enabling your child to achieve the maximum benefit out of this exercise:
 - Chalk out a homework schedule and help your child to space out the assignments.
 - Emphasize on neatness, good handwriting and basic presentation skills.
 - Reassure your child of your support and guidance whenever required; however also be cautious of the fact that excess parental involvement mars the purpose of the task.

Parent – Teacher Conference

- ◆ Communication with parents is an important component of our work with children.
- ◆ Thus parental input and involvement in activities of the school gives the child a strong, positive message of acceptance and support.
- ◆ Parent Teacher Conference scheduled twice a term provide opportunities for parents to meet the teachers and view the child's class work and projects, track his/her progress, strengths and challenges.
- ◆ It is compulsory for children from Gr. 5 onwards to attend the conference.
- ◆ If parents cannot make it to the Parent Teacher Conference for any personal reason, they can come on the last working Saturday of the same month between 8 am and 9 am.

Library Facility

- ◆ Library resources include reference/research books, novels, graded books for reading, newspapers and magazines.
- ◆ Certain reference materials will not be available for borrowing. Children working on a project will be required to use these books during library hours.
- ◆ Library books will be issued by the librarian when the children go to the library, during the 'Library period', for one week only.
- ◆ A book may be renewed for the second week provided it has not been requisitioned by some other child.
- ◆ In case a child has finished reading his/her books early, he/she may return them to the library and borrow another book during the break or after school hours.
- ◆ The library is organized and books catalogued under the Dewey Decimal Classification System.
- ◆ Library is kept open outside school hours from 2.00 pm to 4.00 pm in summer and 2.30 pm to 4.30 pm in winter.



- ◆ A late fee of 15/- per week will be charged on each book, after two weeks of borrowing them are over.
- ◆ Parents will be required to replace/pay for damaged books or lost books once a period of 4 weeks has elapsed.
- ◆ For Grades 1-4, a note will be sent home and parents will be required to send the amount to the class teacher, in a sealed envelope, stating the name and class of the child.
- ◆ For Grades 5-12, the librarian will do the follow up.
- ◆ A state of the art Library hall has been commissioned. Most modern furniture has been procured for storing books and for comfortable sitting and reading; the design of the furniture is similar to that of the Queen's Library.

Field Trips

- ◆ It's been scientifically proved that children learn best through direct experiences; seeing, feeling and doing.
- ◆ We at BHIS, according to the syllabus, age and maturity level of the students, carefully plan field trips for them.
- ◆ Field trips extend learning beyond the classroom and through these experiences children acquire social, intellectual and physical skills.
- ◆ Parents will be informed about the field trips in advance and children will be safe under our supervision.

Community Programme

Billabong High realizes that the larger context of education is to prepare futuristic citizens for a meaningful and productive life in a globalized society. It is imperative to strengthen the education system in a pluralistic society which addresses itself to a heterogeneous group. Life Skills, Attitudes and Values, Sports and Games as well as other co-curricular activities determine the learner's holistic assessment.

In view of growing inclination among school children towards doing social good, it was felt necessary that they get the right direction and are organized well to bring in effective change among their schoolmates, families and general public. In order to bring long lasting and growing change, school children can play a very important role in educating three generations, viz their parents, their own generation and their younger generation.

The school initiated and conceived this programme four years ago aiming at sowing the seeds of social responsibility among children through education, practical exposure and awareness building.

Vocational Training Programme

- ◆ Research proves that physical activity and sports can be an ideal laboratory for developing mental skills, behavioural skills and physical conditioning.
- ◆ Since Billabong High International School is deeply committed to all-round education of the scholars the vocational training programme is introduced at early levels.
- ◆ The programme provides opportunities for recreation, relaxation and a release from the academic day in a safe and comfortable environment.
- ◆ Individual talents and the potential abilities of children are discovered, nurtured and sustained.

Students learn to collaborate, to be effective team players, to better their performances and to aspire for victory within the parameters of accepted rules.

A variety of activities are being offered. Necessary time slot is set apart for these activities on a weekly basis.

All students of grades I to XII are allocated activities from the following list.



LIST OF ACTIVITIES

Grades 1 & 2	Grades 3 & 4	Grades 5-8	Grades 9-12
Skating	Skating	Skating	Dance
Aerobics and Yoga	Aerobics and Yoga	Gymnastics ,Yoga and Aerobics	Gymnastics ,Yoga and Aerobics
Gymnastics, Mallakhamb	Gymnastics, Mallakhamb	Mallakhamb	Music-Vocal
Music - Vocal	Music - Vocal	Dance A. Western B. Classical	Football
Music – Instrumental A. Congo B. Keyboard	Music – Instrumental A. Congo B. Jazz Drums C. Key Board	Music-Instrumental A. Keyboard B. Congo C. Tabla D. Jazz Drums E. Guitar	Music-Instrumental A. Keyboard B. Congo C. Tabla D. Jazz Drums E. Guitar
Dance	Football	Basketball	Boxing
Craft and Origami	Basketball	Swimming	Eloquence
Swimming	Boxing	Boxing	Cricket
Cricket	Karate	Theatre	School Band
Karate	Swimming	Football	Computronics
Football	Fireless Cooking	Fireless Cooking	Fireless Cooking
Basketball	Fine Arts	Eloquence	Basketball
Eloquence	Cricket	Computronics	Skating
Public Speaking	Eloquence	School Band	Swimming
Theatre	Dance	Craft and Origami	Fine Arts
Computronics	Craft and Origami	Cricket	Karate
	Public Speaking	Music-Vocal	Theatre
	Theatre	Karate	Public Speaking
	Computronics	Fine Arts	
		Public Speaking	

Note : The students of Grades 1 to 4 are allotted one activity for the entire year. Speech and drama and karate are compulsory activities.

You are requested to notify the coordinator through a written note if your child cannot participate in the allotted activity on a particular day.

The coordinator and class teachers have been given specific instructions to excuse only those children who have written requests from their parents.

Beside the above, Piano Classes are conducted as a paid activity after school. Other activities can also be introduced as paid activities on demand.

Allotment of activities will be done at the sole discretion of school in consultation with the Coordinators, Coaches and Class Teachers. No request for change in activity, once allotted, will be entertained on any account.



School Committees:

To ensure the smooth functioning at all times, school has introduced various committees which democratically take decisions in the larger interest of children and these decisions are final and binding on all stake holders.

- ◆ **Discipline Committee :**
Taruna Sharma
Monica Agarwal
Himanshu Tripathi
Mrinal Gadre
Rahul Dhakad
- ◆ **Nutrizone Committee:**
Abhay Tiwari
Rehana Aamir
Rashmi Avasthy
Manbir Kaur
Pradnya A. Dixit
- ◆ **Cultural Committee:**
Amit Nayak
Shagun Lakhanpal
Sapna Dilraj
Sarita Choubey
Richa Agarwal
- ◆ **Student Achievement Committee:**
Virendra K.Sharma
Teskeen Masoomi
Juhi Sharma
Shanu Sangar
Archana Kekre
- ◆ **Decoration Committee:**
Yamini Meghlan
Raveena Tanwani
Parul Singh
Soniya Shimpi
- ◆ **School Magazine Committee:**
Amit Banerjee
Damini Sharma
Bushra Rizwan
Neeti Mathur
School Editor
Editorial Team
- ◆ **Literary Committee:**
Swati Panvalkar
Deepali Begwani
Abha Pandey
Parul Sethi
- ◆ **Sports Committee:**
Virendra K. Sharma
Mona Shrivastava
Rahat Ullah Khan
Anil Bhatkar
Bharat S. Bhandelwal
- ◆ **Core Committee:**
Rajul Rathore
Namrata Jain
Neeta Sabharwal
Hema Nair
Shagun Lakhanpal
Taruna Sharma
Rashmi Avasthy
Swati Panvalkar



Annual Events

- ◆ Times change and so do the requirements of societies and needs of individuals in their thirst for excellence and who understands this better than Billabong High International School!
- ◆ The paradigm shift in skills required for success in 21st century warrants a change in how we, as educators, facilitate learning.
- ◆ Annual Events at BHIS are one of the many of such instruments of learning.
- ◆ They are constructs of this revolutionary thought rather than a mindless act involving song, dance, drama and track and field events.
- ◆ It is the culmination of a child's personal processing of all learning that takes place in the entire year.

This annual performance also presupposes empathy and understanding (of people and events in their lives) which lies at the core of great performances in life not only as a person but also as a professional. The theories of Howard Gardner and Dr De Bono come alive in these spectacular 'performances of understanding'. Apart from imparting important lessons in cooperative learning, warding off stage fright and appreciating solo and group efforts, our inspirational concerts impact students' minds in a big way.

Children are encouraged to participate in the Annual Events but it is not necessary that every child will get a chance to participate in them.

In addition to the annual events, several culminating activities are conducted over the year in which children get a chance to participate. This ensures participation of all children in one academic session.

The cost of costumes and props will be borne by the parents.

BHIS Student Profile

The BHIS Student Profile is the sum total of the skills and attitudes required for success in the 21st century in the knowledge-services based economies as opposed to the industrial economy of the bygone era. It is KHEL's endeavour to measure its own effort in creating the human being for to-day's and tomorrow's world.

The BHIS Student Profile helps to keep the focus intact on the outcomes, as all participating partners move forward in the task of development and implementation of curriculum, explicit and implicit.



OUR INITIATIVES:

NATIONAL GEOGRAPHIC EXPLORER(NGX)

National Geographic Society has been inspiring people to care about the planet since 1888. National Geographic Explorer is a holistic and integrated programme for English, Science and Environmental Education but extends to disciplines like History and Mathematics too!

NGX encourages students to explore the world through adventure stories, glossaries with student friendly definitions, series of activities and large classroom posters. Children will be provided with six editions of 'Engage Learning' over the year.

MINDSPARK

Students tend to find certain Mathematics concepts confusing and the difficulty levels are not the same for every child. Repeated failure to solve sums leads the child to losing interest in the subject. At the heart of Mindspark is the theory that students learn best when they control the pace of learning. Every child has his/her own pace of learning.

Mindspark is a computer based self-learning programme that helps the child improve his/ her skills in Mathematics. Through an intelligent programme logic, it allows each student to follow a learning path that is based on his/her need at a pace he/ she is comfortable with. The interactive interface ensures that the student is not learning passively by listening to someone, or viewing ready-made solutions, but learning by answering questions of progressively increasing complexity levels.

A key advantage of Mindspark is the fact that it successfully harnesses the power of new technologies to bolster learning. An intelligent computer system uses a complex adaptive logic to decide what problem to serve up to a student next, based on his/her response to the current problem and problems answered earlier. The students not only learn at their own pace but are allowed to clear their doubts with the help of explanations where needed. The system is able to identify when a student needs help to understand a concept, and proceeds to give him/ her explanations that will help him/ her move ahead.

LEARNING CENTRES

Every School Classroom from Grade 5-12 functions as a dedicated Learning Centre, fully equipped to cater to learning needs of a particular subject. These learning centres enable students to work individually, in pairs or groups to engage in teacher-driven, independent and self-directed learning activities with complete access to varied learning material in an interesting and productive manner. Each subject syllabus will be executed through a series of time bound modules which will allow the students to think critically, communicate, create and collaborate and solve problems – all skills essential for the 21st century.

CLUBS

It is our constant endeavour to provide our students with new vistas of growth and continued enriching experiences in the time they spend in school. In order to further strengthen this effort the School is instituting activity clubs namely, Language Arts Club, Readers' Club, Eco Club, Art Club, Heritage Club, Robotics Club, Computronics Club, Farming and Cooking Club and Health and Wellness Club in the new academic session 2017-18. The students of Middle and High School will be enrolled in any one club based on their skills and interests identified by grade-level faculty members. Club meetings will be held twice a week with students engaging in club related activities relevant to the objectives of each club. Activities will be conducted inside or outside the school while care will be taken to schedule out of school activities during weekends. Each club will be headed by a parent-child duo along with other nominated student members to run the clubs smoothly. The clubs might have to run multiple units simultaneously to limit the group size and derive optimum benefits from club activities.



BATTOL PROGRAMME:

The Biological Aptitude test (BAT) and Test of Life (TOL) together known as the BATTOL provides an insight to school, teachers and parents on the inherited potential of the child necessary for the holistic development and career related needs.

In the age of information and technology, BATTOL has become a vital tool for counseling and guidance. It will be conducted by Rich Brain Emotional Network Pvt. Ltd which is an IBM Partner company, certified and recognized as an Innovative startup by Government of India having its patented technology owned in 138 countries across the globe.

BATTOL provides an ongoing support system which prepares a child for the 21st century world.

INTERNATIONAL AWARD FOR YOUNG PEOPLE (IAYP)

Formerly known as the Duke of Edinburgh's Award and leaving its presence in as many as 40 countries all over the world, the DEAS was extremely popular with the country's youth in the latter part of the twentieth century but was renamed as The International Award for Young People (India) in the beginning of the second Millennium to suit Indian conditions.

It works towards the empowerment of youth through personal development programmes such as adventure training, expeditions and explorations, where children above 14 years are encouraged to acquire basic survival skills and develop qualities like fortitude, self-esteem, perseverance and team-spirit which will eventually go a long way in producing responsible citizens of the future. They are also trained in one or two specific skills like music, dance, theatre, photography, electrical and electronic gadgetry, software Engineering, robotics only to name a few, and competing with themselves, they are encouraged to reach a certain level of proficiency in the chosen field. Physical efficiency and endurance, service to the community and the society at large are other parameters. There are three levels of achievement prescribed, leading to the Bronze, Silver and Gold Awards.

The school is licensed to operate the IAYP scheme and students of classes IX to XII show keen interest in it.

GLOBAL SOCIAL LEADERSHIP PROGRAMME (GSL)

Future Foundations is an independent training organisation which believes in the power of people. It has delivered pioneering training programmes with over 10,000 individuals between the ages of 10 to 24 in the last ten years.

Global Social Leaders is a transformational leadership experience developed by Future Foundations and the Wellington Leadership Institute that brings together young people from across the world who are driven to make social change on a global scale. It gives a chance to meet business leaders and speakers who are at the forefront of social change and work with leadership coaches/facilitators to enable young people to achieve their potential in this area.

The guests are drawn from the Future Foundations, Wellington College and the Wellington Leadership Institute's wide and established network.

AFS INTERCULTURAL PROGRAMMES

AFS promotes international understanding and world peace.



It is one of the world's largest community-based volunteer organizations dedicated to building a more just and peaceful world through international student exchange. More than 13,000 students, young adults and teachers participate in AFS programs annually.

AFS was created in 1914 and has been doing intercultural programs since 1947, currently present in more than 54 countries with over 11,000 exchanges per year. Headquarter is in New York.

Billabong Bhopal hosts high school children from across the globe through host families under this exchange programme.

This paves the way for our children to visit and study in overseas countries under the AFS Intercultural Programmes.

DIGITAL CITIZENSHIP AND INTERNET MATURITY (DCIM)

21st century is no longer a world of nation- states restricted by geographical borders. It is a world of overlapping concentric circles of resources, networks and soft power where information and communication play a pivotal role. Needless to say that it is, therefore impossible for us to think of a day or even a minute without the Internet. Its significance in the education of any child cannot be over-emphasized. However, just like everything else, the Internet too comes with its challenges.

As kids, it is of primary importance to understand the need to use the net for its advantages steering clear from the pitfalls and dangers that come along with it.

In alignment with this, we have introduced 'Digital Citizenship and Internet Maturity' (DCIM) in our curriculum which aims at the astute use of Internet by children to widen the resources available.

Billabong High International School, Bhopal will be the first school in the country to certify DCIM in collaboration with iMature.in and EdTechReview.

ADVANCED PLACEMENT PROGRAMME

BHIS, Bhopal administers this examination annually in the month of May. It is an academic passport that comprises university level courses and exams, which can be taken by secondary school students to prepare for university level study in more than 30 subjects.

Almost 18000 schools in more than 100 countries offer the AP courses and exams, where students can take college-level courses while they are still in school. AP Examinations are administered annually and represent the culmination of college-level work in a given discipline in a secondary school setting.

Children preparing for this programme are better prepared for college because they develop critical thinking skills through these courses as they promote inquiry and problem-solving and are available to be taught in an interdisciplinary mode. Apart from earning foreign university credits, students who have AP courses and exams on their academic transcripts tend to be more attractive candidates during the admission process.

In addition to most universities in the United States of America, the AP scores and exams are also accepted by 100% of the universities in Canada and Germany. AP scores and exams are also accepted by most leading institutions in over 80 countries, including the UK and Australia.



AMERICAN COLLEGE TEST (ACT)

International students applying to universities in the US can take the ACT (American College Test) which started in India in 2005. The ACT measures academic skills taught in school which can lead to better performance in the test, which is accepted by almost all US schools including the Ivy Leagues.

The test provides a clear assessment of student readiness based on unique 'college readiness benchmarks' on the four subject areas—English, Mathematics, Reading and Science. The Essay writing section is optional. Therefore, there are two versions of the same test: The ACT (No writing) and the ACT Plus Writing.

Students who achieve scores at or above the benchmark scores demonstrate that they are ready for first year credit bearing classes, at all four-year institutions of higher education in the US including the Ivy League schools. The ACT sends composite scores to the universities a student wants to apply.

SAT AND SAT SUBJECT TESTS

BHIS, Bhopal is the only centre in Bhopal to administer this test. SAT is a standardized test widely used for college admissions in the United States of America.

The SAT and SAT Subject Tests are designed to assess the academic readiness of a child for college. These exams provide a path to opportunities, financial support, and scholarships, in a way that's fair to all children.

The SAT and SAT Subject Tests keep pace with what colleges are looking for today, measuring the skills required for success in the 21st century. Many colleges use the SAT Subject Tests for admission, for course placement, and to advise students about course selection.

TOEFL iBT

BHIS, Bhopal is an authorized centre to administer the TOEFL iBT test. The TOEFL iBT test, administered via the Internet, measures a test taker's ability to combine listening, reading, speaking and writing skills, making it the most comprehensive English-language proficiency test.

TOEFL iBT is the global leader and the most accepted English-language test in the world with more than 30 million test takers. TOEFL iBT is recognized by more than 9,000 colleges, universities and agencies in more than 130 countries, including Australia, Canada, the U.K. and the United States.

EFFECTIVE PARENTING WORKSHOPS

Effective Parenting Workshops have been introduced for parents to help them understand and connect with their children in the most effective way. These workshops will be conducted intermittently over the year. Date and time for the workshops will be made available on school portal through notifications.

ACHIEVEMENT CERTIFICATES

Motivation is the driving force behind all the actions of an individual. It is important because it affects our lives every day. Education is motivated by the desire for knowledge. To develop the desire of knowledge in students, motivation is vital as our behaviour, actions, thoughts, and beliefs are influenced



by our inner drive to succeed. One of the most important forms of motivation is to recognize and appreciate student's performance. To MOTIVATE, RECOGNIZE AND APPRECIATE STUDENT'S performance, Achievement Certificates are awarded to students in various categories. These certificates help to boost morale and motivate students to excel not only in academics but also in personality building, and developing positive attitude and values. Certification-

- ◆ Encourages spiritual, moral and intellectual growth of students.
- ◆ Recognizes and values uniqueness and potential in each student.
- ◆ Provides students with an opportunity to become self-motivated and independent learners.

These certificates are awarded for excellence in:

I) DEBATES

Debating is a skill that is highly essential in today's world. To ensure that one's voice is heard and one's opinion is clear, debating is a skill that one needs to master. This certificate is given to the students based on teachers' observations through the year in formal and informal debates.

II) CREATIVE WRITING

Creative writing is a skill that will be in demand in the years to come. To encourage kids to participate in more creative writing activities, one certificate per class may be given to encourage these skills. The teachers use their observations based on the continuous assessments as well as the informal writing done through the year.

III) FOR SPELLING

With the increasing dependence on computers for spellings, kids tend to neglect this skill and make spelling errors at times without even realizing it. Hence it becomes essential to consciously encourage students to learn, remember and use correct spellings not only in academic subjects but also in everyday life. The teachers use their observations based on the continuous assessments as well as informal writing through the year. A student, who makes conscious attempt to learn spelling, avoids making spelling errors and at the same time shows consistent improvement in Spelling Test is awarded.

IV) POETRY WRITING

Poetry writing is a fine art and needs to be encouraged. Teachers identify this talent in students and base their observations on various formal and informal writings done through the year.

V) GENERAL AWARENESS

Based on observations during the opinion polls and school assemblies, this certificate is given to a student who is really updated about information regarding contemporary affairs.

VI) MODEL MAKING

Based on the various projects initiated through the year, this certificate is awarded to the student who comes up with the most interesting and creative model. A confident presentation during the model display would be a necessary prerequisite for the teachers to select and award the most promising student for this category.

VII) PUBLIC SPEAKING

With the increasing necessity to stand in front of people and speak to them, this is a life skill for the markets tomorrow. The most deserving student for this category of award will be the one who speaks confidently, fluently and to the point in front of the class or in the assembly. Teachers base their observations on how students perform on various public platforms.

VIII) RESEARCH PROJECT

This certificate is awarded to a deserving candidate who has performed well in any research based group activity or in integrated projects or in the subject specific projects. An ideal candidate would



be the one who shows research aptitude, does independent work, needs minimum guidance and gives the best output with the available resources.

IX) EVENTS

Participation of each child in every event is encouraged and there will be one certificate awarded per class to the winner. The list of events is given in the event planner on school website.

Rules & Regulations:

Transportation

- ◆ It is recommended that children studying in Preschool Year 1 (Playschool) should be picked and dropped to school by their parents.

Private Transport

- ◆ KK/BHIS does not wish to cause inconvenience to its neighbours.
- ◆ We request students using private transportation to cooperate with the management to avoid traffic snarls and congestion outside the school
- ◆ Cars are not to be brought into the school compound. Please ensure that the main gates of the school and the neighbouring buildings are not blocked.
- ◆ Any driver violating the above rules will be banned from doing school service. Parents are requested to ensure that their drivers understand the gravity of the situation.
- ◆ It is also recommended that parents form car pools to avoid traffic congestion and to conserve fuel.
- ◆ Students are not allowed to enter the school compound driving powered two wheelers or other automobiles. It is tantamount to violation of school discipline.

Bus Facility

- ◆ School bus will pick up students from centralised points along the main road.
- ◆ The precise location of the pick-up points will depend on the residential locations of the majority users.
- ◆ Approved bus contractors provide transportation service for students.
- ◆ Parents accept liability for all payment of bus charges for the entire academic year once they have signed for the service.
- ◆ For further information, parents need to directly contact the transport incharge.
- ◆ It is extremely important that any change in a child's normal transportation arrangement be intimated through a letter or mail to the coordinator at least a day in advance.
- ◆ Parents are requested to provide necessary information about the bus route in writing, in case the child needs to board or alight from any other stop.
- ◆ Please be informed the bus routes once finalized in the beginning of the session cannot be changed subsequently in the middle of the session since diverting buses to new locations outside the routes pose administrative problems.
- ◆ We have instituted the Online Transport Information System (OTIS) in the school buses. All school buses are equipped with GPS enabled vehicle tracking devices. You can contact Mr. Anand Dubey of Q4GIS on 9977014999 to get your login details over phone from your Registered Mobile at the school. *(Your registered mobile no. is the one available with the school. Q4GIS will not entertain calls from other nos. This is a security requirement).*



Dress code & appearance

Preschool

Playschool and Nursery

- ◆ Nursery children are expected to wear uniform on all days and for all excursions, except on Fridays. This is done to encourage some structure along with freedom.
- ◆ Jr. KG and Sr. KG children are expected to wear uniform on all school days.
- ◆ Children are often involved in play and messy activities; thus, we suggest children wear comfortable and inexpensive clothes to school.
- ◆ Clothing should be easy for the child to manage as we encourage independence.
- ◆ Velcro Sandals are encouraged so that children can put them on and take them off on their own. (Please label children's sandals)

Primary – High School

- ◆ Students must be in complete school uniform on all school working days:
 - Summer - Blue or yellow T-shirt
 - Beige capris for girls and beige cargos for boys (grades 1 - 6)
 - Beige trousers for girls and boys (grade 7 -10)
 - Winter - Blue track suit, grey jacket
 - Blue blazer with BHIS logo, tie, white shirt and beige full pants for the Student Council members

Grades XI and XII

- Beige trousers and yellow or blue T-Shirt

Footwear:

- Black sports shoes (Grade I to XII)
- Socks : Billabong High socks (Grade I - X), white socks only for Grades XI and XII

Nursery to Grade XII

- ◆ Earrings (For Girls): only studs will be allowed.
- ◆ Chains and locket: Religious lockets only with black thread are allowed but should not be visible.

Hair:

- Shoulder length and long hair should be neatly tied, braided and pushed back with black hair band for girls.
- We strongly suggest that parents dissuade their children from colouring their hair for the following reasons:
 - a) Colouring involves harmful chemicals.
 - b) These chemicals have a negative effect on our environment.
 - c) It promotes discrimination amongst the peer group.

Henna: Application of Henna is permissible if there is marriage or occasion at home and only on the hands and feet. Tattoos are not allowed.

Nails: Nails should be short, clean and without nail paint at all times.
Sunglasses are not allowed inside school building.



House Uniform (For grades I to XII)

- The house uniform must be worn on Wednesday only and on days specified by the school.

House specific uniforms:

Equality House (Red)
Freedom House (Blue)

Peace House (Green)
Unity House (Yellow)

Activity uniform (For grades I to XII)

- Children will carry their activity specific uniform, footwear and equipment in their cloth/jute bags.

Payment of fees

School fees and other charges are payable on a Quarterly basis. The dates for payment of fees for all the quarters are as under:

Second quarter:

September to November:

1st to 10th August, 2017

Third quarter:

December to February:

1st to 10th November, 2017

Fourth quarter:

March to May:

1st to 10th February, 2018

First quarter (next academic year)

June to August:

1st to 10th April, 2018

Fee Rules

- ◆ The cheque has to be drawn in favour of '**Macro Education Society**' payable at Bhopal.
- ◆ Please write the Name, Grade and Division of the student on the reverse of the Cheque.
- ◆ If not paid in full before due date, the fees will have to be paid with late fine of ₹500/-. If the fees are not paid within the month in which it falls due, the student's name will be struck off the school roll and the child will not be allowed to attend the class. Re-admission will be granted on payment of all pending dues plus readmission fee of ₹1000/-.
- ◆ A surcharge of ₹500/- will be charged if a cheque is dishonoured.
- ◆ For detailed fee rules please refer to back cover of fee booklet.
- ◆ **FEEES ONCE PAID IS NEITHER REFUNDABLE NOR TRANSFERABLE UNDER ANY CIRCUMSTANCES.**

KINDLY NOTE

- ◆ A seat cannot be GUARANTEED if a child wishes to seek admission in another Kangaroo Kids/Billabong High International School.
- ◆ However a child will be given preference over other wait-listed children if there is a seat available. The child cannot claim a seat in any particular batch timing. The child would have to take admission in whatever batch admission is available.
- ◆ The child transferred to another school would need to adhere to the rules and the prevailing fee structure of that school.



Nutrizona (Grade 1 upwards)

- ◆ Freshly prepared packed lunch is available in school cafeteria.
- ◆ Only Parents are authorised to deliver eatables to their children through administrator.
- ◆ We encourage healthy eating habits and would like to dissuade parents from providing chocolates, wafers, fried food and soft drinks.

Birthday Celebrations

- ◆ Students may wear casual/party clothes to school on their birthdays.
- ◆ Birthday celebrations in class are restricted to distribution of Eclairs only, even to the teachers.
- ◆ Parents will not be allowed to attend birthday celebrations in class.

HEALTH, SAFETY AND DISCIPLINE

Health and safety of all children is a matter of deep concern and prime importance to parents and all of us at Kangaroo Kids and BHIS.

Cleaning and Sanitation

We firmly believe that regular cleaning decreases the spread of illness and germs. General housekeeping chores are a part of the daily routine of supporting staff. All equipment is cleaned periodically and pest control is conducted at regular intervals to sanitise the environment.

Illness and Isolation

- ◆ Presence of children suffering from infectious ailments may result in an outbreak of an epidemic in the entire school.
- ◆ At the first signs of rash, fever or any other serious ailment, the child should be medically examined and sent to school only on the advice of a doctor.
- ◆ During recovery from an infectious ailment, the child should be quarantined at home as advised by the doctor.
- ◆ A medical fitness certificate should be submitted to the school office for resumption of studies.
- ◆ The child will be examined by a staff member before being allowed to join the class.
- ◆ In the interest of everyone concerned, the school reserves the right to deny permission to a student suffering or convalescing from any such disease to attend class.
- ◆ In the event of a child feeling ill during school hours, parents will be notified.
- ◆ In case of an emergency the school may contact the school's 'Doctor on call' for advice / first aid.

Head Lice

Head lice are a common problem with all children and cause itching and irritation to them (which leads to distraction in class). Also, head lice are easily transmitted from one person to another. We request parents to check children's hair at regular intervals and take precautionary steps.

Sick Bay

- ◆ The sick bay has a full time qualified nurse/physician-on-call to attend to children if required.
- ◆ If any medication is administered to your child, a notification will be made.
- ◆ If the child is allergic to any food or drug, parents are expected to keep the school updated with regard to the child's medical records.

Medicine Administration

- ◆ If a child requires any medicines to be administered during school hours, please inform the school administrator in writing.
- ◆ No verbal requests will be considered.



Holidays

- ◆ All bank holidays are school holidays unless declared otherwise.
- ◆ Certain special events may be conducted on holidays. In such an event, the day succeeding the programme may be declared a holiday.
- ◆ All holidays will be declared at the discretion of the school.

Emergency Alerts

For reasons purely beyond our control, emergency alerts being sent from the school through SMS are not reaching parents at times. All such emergency announcements are uploaded on the school website as a matter of course and sent as 'Notifications' on the school portal.

In case of unforeseen weather conditions, any last minute announcements from the government, administration, or any such unpredictable contingency or whenever in doubt, parents may kindly visit the school website and check on the 'Alerts' link on Home page.

Emergency Closing

- ◆ In case of any civil disturbance, or an emergency, do not send your child to school.
- ◆ Should an emergency situation occur during school hours, the students will remain on campus.
- ◆ Students will be handed over only to a parent / guardian / person carrying valid bearer cards.
- ◆ Please contact the school authorities for a Communication matrix in times of Emergency.

Building Security

Security of children is one of the top most priorities for us. We appoint security guards from well known registered agencies. A well trained security guard is posted at the school gate at all times. The guard is also trained by the school authorities in order to familiarise him/her with the Kangaroo Kids rules and regulations.

Fire Drill

- ◆ A fire drill will be conducted on a regular basis to ensure speedy evacuation of all children in case of an emergency.
- ◆ A chart showing the route to be followed in emergency will be displayed on all floors.

The Student Council

The Student Council is a team of students nominated to represent the student body in decision-making regarding student affairs. The activities of the Student Council provide students with the opportunity to practice leadership and responsible citizenship.

The Student Council is a forum for student expression and faculty-student interaction. It gives students the opportunity to get involved and feel like they can make a difference. The Student Council has responsible roles in the following areas:

- ◆ Representing the school at inter-school competitions etc.
- ◆ Presenting the views of the student body to school management.
- ◆ Supporting management in the day to day running of the school.
- ◆ The shortlisted students contest elections for the following posts-

Head Boy
Sports Captain

Head Girl
Sports Vice-Captain

**Equality House (Red)**

1. Captain
2. Vice Captain

Peace House (Green)

1. Captain
2. Vice Captain

Freedom House (Blue)

1. Captain
2. Vice Captain

Unity House (Yellow)

1. Captain
2. Vice Captain

Ministers

Ministry of Environment (Nominated)

Editorial Board (Nominated)

Ministry of Students' Affairs (Elected)

Ministry of Cultural Affairs (Elected)

POLICIES**Promotion Policy:**

Preschool and Primary: All children are promoted to the next grade at the end of the Session.

Billabong High follows a child-friendly and valid Promotion Policy, aligning itself to the specific Board requirements. The BHIS Promotion Policy states:

- ◆ Passing aggregate required from Grades 1 to 8 for promotion to the next grade level for each subject is 40%.
- ◆ In case of failing to reach the required aggregate, the case would be considered for grace marks /re-examination only up to a certain pre-decided percentage according to the Board specifications. Decision taken will be at the school's discretion and will be final.
- ◆ The statement 'condoned and promoted' will be included in the Report card for students passing with grace marks
- ◆ In grades 9 and 11 promotion to the next grade level is solely based on the academic performance at the Term exams and school reserves the right to fix a minimum pass percentage in each subject. **Decision of the Promotion Committee consisting of the Principal, Grade level Coordinator and the Subject Deans will be final and binding.**
- ◆ In case of children with Learning Disabilities, promotion norms are specific and are documented separately as per the BHIS Promotion Policy. However, these will be applicable only when the school has been made aware of the case in advance supported with medical certificates.

Attendance

- ◆ Daily class attendance is a condition for fulfilling requirements of the academic programme, completing coursework and general academic progress at the school.
- ◆ 75% attendance (working days) during the academic year is a pre-requisite for promotion to the next grade level. The school reserves the right to withhold/refuse promotion in case this minimum requirement is not fulfilled.
- ◆ All children are expected to attend the first day and the last day of school at the beginning and ending of every academic session.
- ◆ Attendance at official school events such as Annual Function, Independence Day, RepublicDay etc. is compulsory.



Half Day

- ◆ No leave will be granted to a student for part of the day, once he/she has attended the school, except in a very emergent situation for which a valid written request from the parent is necessary.

Absenteeism

- ◆ Students may be absent from school only for essential and important reasons, such as illness or an emergency in the family. The school seeks co-operation from parents in exercising utmost discretion in excusing children from school.
- ◆ Absence is to be informed through e-mail / Portal. However, absence longer than 3 days will also require a medical certificate.
- ◆ In the event of a planned absence, parents are requested to seek prior permission of the Principal/Co-coordinator before proceeding on leave.
- ◆ No leave adjoining vacations will be allowed without the prior written permission of the Principal. Students must return after the vacation on the re-opening day.

Arrivals and dispersals

- ◆ Students are expected to reach school at least 10 minutes before the school timings.
- ◆ Parents should take the responsibility of instilling in their children the importance of being punctual from a very young age.
- ◆ The school gate will be closed at 7:20 am in summer and 7:50 am in winter. All children arriving thereafter will be sent back home. No request for allowing them in will be entertained. (applicable for Grades II to XII)
- ◆ Children will be allowed to go only with the person who holds a valid bearer card. (applicable to children up till Grade 4 and private commuters)
- ◆ Children from Grade 5 onwards are picked from and dropped at the designated bus stop mentioned at the time of admission by the Parent/Guardian without mandating a bearer card.
- ◆ The Grade level coordinator should be informed through e-mail, if you plan to collect your child personally. Verbal messages will not be entertained.
- ◆ Arrivals and dispersals are done under the supervision of the school staff.
- ◆ Bearer Cards (applicable only up till Grade -4 and private commuters)
- ◆ Ensure that the person responsible for collecting the child, including the parent, always carries the Bearer Card.
- ◆ Loss of the Bearer card should be communicated to the school authorities immediately.
- ◆ A duplicate Bearer card will be issued by the school authority on a written request by the parent.

Open Door Policy

- ◆ We, at Billabong High International School believe that transparency is of paramount importance in the teaching-learning process.
- ◆ Bearing this firm belief in our minds, we maintain an 'Open Door Policy', which means that parents of our school are welcome to visit the school and view a class in progress.
- ◆ This policy is designed to create an atmosphere in which parents of our school do not feel intimidated to approach the staff of the school, as well as to build a rapport between them ensuring trust and openness.
- ◆ Along with this freedom, comes responsibility.
- ◆ Parents must realise that certain codes of conduct apply to all those connected with the school; the staff, the students as well as the parents must observe behaviour that would be termed as 'civil' at all times.



- ◆ Thus parents require to follow the procedure given below:

Procedure

- You can visit a classroom once in a term.
- You will be required to take prior permission from the Principal/Coordinator.
- Fill in a formal request stating clearly the reason and objective of the visit.
- You can visit a section other than your own child's section. This is done to avoid distraction in the class.
- You will be at all times escorted by a staff member.

Withdrawal of students

- ◆ For Mid-Term withdrawals, parents need to submit a written application for a School Leaving Certificate at least one quarter (3 months) prior to the required date of leaving, failing which the fees for one quarter will be levied.
- ◆ Submit a written application for a School Leaving Certificate.
- ◆ Fill in the Exit Interview form to be submitted to the management.
- ◆ The School Leaving Certificate will be issued within 7 working days only after:
 - All dues are cleared
 - Library books, if any, are returned
 - Exit Interview form is duly filled and submitted
- ◆ Any application for the School Leaving Certificate after last date of the session will entail the payment of the first quarter fee as per the next Academic Year.
- ◆ School Leaving Certificate may not be issued for the following reasons:
 - Non payment of fees and/or other dues
 - Rustication by the Director of Education, State Directorate of Education under Rule 34. School Leaving Certificate will not be issued until the expiry of the period of debarment from admission to a recognised school.

Guidelines for obtaining a Duplicate of the School Leaving Certificate

- ◆ In case a duplicate certificate is required, Parents/ Guardians will need to submit a written application stating the reason for the request, mentioning the status of the original certificate.
- ◆ Parents/Guardians are required to make an affidavit before a stipendiary Magistrate and attach the same with the application.
- ◆ A certified copy will be issued by the school Principal.

Bonafide Certificate

- ◆ A certificate will be issued within 7 working days, after the submission of a written application to the management stating the reason for the request.

Code of conduct for students

Code of conduct, are the general norms of good behavior prescribed under these rules.

- ◆ All students are required to behave courteously at all times and conform to the norms of good conduct.
- ◆ All students are expected to contribute to a positive learning atmosphere in the class by cooperating with the teacher, getting work done on time, contributing to discussions, asking questions and avoiding distractions.
- ◆ Students are expected to participate in all school activities unless excused by the appropriate head on a written request from the parent / guardian.
- ◆ Students must show sensitivity and respect without discrimination. Any form of disrespect, humiliation, physical or sexual harassment, threat or violence toward another person is contrary to the spirit of the school.



- ◆ Students must treat school property (the building, equipment, school transport, furniture, fittings, books etc.) with respect and report any damage to their class teacher/coordinator. Cost of intentional damage to school property will have to be borne by the parents of the concerned student.
- ◆ Students who travel by transport approved by the school are expected to be well behaved and courteous at all the times while using this facility. Those students found misbehaving would be banned from using this facility. The ban duration will depend on the extent of the misdemeanor and the decision of the school authorities will be final in the matter.
- ◆ Use of abusive and unacceptable language, leaving the school premises without due permission etc. are unseemly conduct.
- ◆ This is a polythene free school. The school authorities expect the co-operation of students/parents/visitors to make it free of polythene menace.
- ◆ Students to respect culture & tradition of all fellow students.
- ◆ Students must not carry mobile phones to school, even on official & cultural functions.
- ◆ Maintain cleanliness & hygiene at the school premises.
- ◆ Upkeep moral & ethical values.
- ◆ Save and conserve electricity and water.
- ◆ Follow the dress code (uniform) religiously.

We are an International School in India and are sensitive to the Indian cultural ethos. Therefore, any public display of intimacy is not allowed. This includes all forms of physical closeness.

DISCIPLINE POLICY

The responsibility of the Billabong High team is to develop in students the attitudes and aptitudes for life success as documented in the Billabong Student Profile.

The discipline policy at Billabong High is based on neuro and behavioural science. The policy focus is on behaviour modification and change from undesirable behaviour to desirable behaviour and not on 'punishment'. Learning and change happens best in a positive and motivating environment. Children who grow up with understood boundaries and expectations become responsible and caring adults who contribute to society in a meaningful way.

Our belief:

Every child has the following rights and responsibilities:

- ◆ The right to learn and the intent to learn to the best of one's capability.
- ◆ The right to be and feel safe and to behave in ways that does not cause physical or emotional harm to others.
- ◆ The right to be respected and to act in respectful ways towards others.

Self-discipline is the best discipline and the commitment to this comes from within. The rules we provide are a framework to achieving this internal drive. Effective execution of the discipline policy at BHIS will be a collaborative effort of the school staff, parents, and students. Discipline, at BHIS means the development of attitudes which are intrinsically driven. The rules ensure that the school is able to provide a safe environment for each child to grow physically, emotionally, socially and cognitively.

Discipline is not synonymous to corrective measures. Any corrective measure does not make a logical connection between the act of indiscipline and the consequence. We encourage consequences that help modify the behaviour from within. These could be in the form of:

Praise and reward:

Giving praise, recognition and encouragement for good work or behaviour, in class or in school reports.

- ◆ **Defining and encouraging desirable behaviour:**



Equipping students with the necessary life skills, values, attitudes and morals through workshops.

- ◆ **Asking students to reflect on inappropriate behaviour during 'time out' from scheduled SPA or other scheduled activities:**

This reflection may be in the form of research and a presentation on the harm that can be caused to oneself or another because of unseemly conduct which may include behaviour such as bullying, disrespect to the teacher, non-submission of work, etc.

- ◆ **Removal of a child from a classroom due to disruption that causes learning to be hampered for other children in the class:**

We may remove a disruptive child from the regular class and apply corrective measures. Children who miss classes on such account will be expected to complete the class activities on their own. Rules and policies are minimal and open to change based on feedback from anyone belonging to the Billabong High community.

- ◆ **Matters of grave breach of discipline which may lead to extreme sanctions will be referred to the Disciplinary Committee.**
- ◆ **In every case the Principal of the school is the final authority and his final decision will always be based on the child's best long term interests.**

For Billabong High International School to nurture each of its students to attain their inner potential, the students, staff, parents and the community need to be aware of the school's expectations for behaviour of all its stake holders.

Expectation of student behaviour:

- ◆ Come prepared to class on time with all necessary materials.
- ◆ Give respect and expect respect. Be courteous and respectful to peers, all teaching and non teaching staff both within and outside the school premises. This includes all forms of communication: real or virtual (social networking sites, email, and video uploads etc).
- ◆ Taking an active role in learning and contributing to a positive learning atmosphere in the class.
- ◆ Participate in all school activities except in cases of ill-health.
- ◆ Respect property belonging to self, peers and staff and ALL school property.
- ◆ Participate in a democratic process to define individual classroom rules with your teacher and peers.
- ◆ Avoid bringing personal items, such as games, toys, laser pens, I-pads, mobiles and surplus cash.
- ◆ Behave in a manner that does not compromise the safety of self or others on the school bus.
- ◆ Understand that for the safety of self, one cannot leave school during school hours unless authorised to do so or accompanied by an adult.

Expectation of parent behaviour:

- ◆ High student academic outcomes are a result of responsible behaviour. When there is alignment and synergy between behaviour we expect from students in school and behaviour expected by parents in and out of the home, we experience enhanced student behaviour, academic success and habits of mind. We expect your support and understanding.
- ◆ Children imitate and mimic behaviour, language and actions. Please assist your child to develop behaviour, language and actions that will be conducive to his/her academic success and will help develop the habits of mind that will be conducive to his/her life success.



- ◆ Enhance our effort to provide a safe, orderly environment that aids learning for not just your child but for all students by understanding the logic of the rules set by the school and demonstrating your support.
- ◆ If your child needs behaviour modification mediation please meet the grade level coordinator with prior appointment, for any clarifications if you are in doubt rather than accepting the child's version of the incident. Be open to talking about the behaviour and assisting us to develop strategies to modify to more acceptable behaviour demonstration.
- ◆ Expect and demonstrate respectful behaviour from and with all teaching, administrative and non teaching staff.
- ◆ Attend scheduled parent teacher conferences and other school events.
- ◆ Speak positively about your child in the presence of others in and out of school. If you need to voice a concern set up a meeting time in the absence of your child.
- ◆ If remedial support is advised by the school, please follow up.

Expectation of school staff behaviour:

The staff is expected to

- ◆ Perform their duties efficiently and effectively and with honesty, integrity and fairness at all times
- ◆ Demonstrate the highest standards of professional behaviour, exercise judgment and act in a courteous and sensitive manner when interacting with students, parents or caregivers, staff and the public
- ◆ Treat students equitably, including those with disabilities or other special needs.
- ◆ Meet the individual learning needs of students and assist each student to maximise his or her potential
- ◆ Ensure that decisions are made fairly and conveyed promptly both within the school and to those students and members of the public who have a right to know
- ◆ Behave in ways that protect and enhance the esteem and standing of the school

Electronic gadgets

Use of electronic gadgets by students at school is disfavoured. Kindly ensure that your children do not bring i-pods, i-pads, mobiles, cameras, and such other electronic gadgets to school without the express permission of the school.

Possession of such items is considered to be a distraction and disturbance in the school. Periodic Checks will be carried out to ensure that school remains a Gadget Free Zone. These checks will be carried out in the presence of members of the Discipline Committee and the class teacher and would invite punitive measures including the confiscation of the item by school authorities.

Confiscated gadgets will not be returned under any circumstances.

The school conducts night camps for children in which electronic gadgets are permitted.

However the school will not be responsible in any way for the safe keeping of the gadgets brought and used by children.

Tests/Examinations/Assessments

Tests/Examinations/Assessments are part of the process of teaching/learning/testing assimilation in the school. These are not like Board Examinations. Often we get requests from students or their parents for allowing the student to return home early after tests which does not go with the spirit of the school. Kindly co-operate with the school in this matter. Time spent by students at school is always time well spent.

Overnight inward bound school activities

The school holds inward bound activities for certain days periodically when students have to stay back at school overnight under the care of their teachers. Students are not only fed but also given certain facilities on such occasions. Needless to say, such activity charges are payable by the parents.

**Phone calls**

The school receives a large number of telephone calls incessantly every day, many of them on trivial matters for which information is already available. As a result, vital matters that require expeditious action remain drowned in the large volume of calls and go unattended or partly attended to. Please use electronic mail for queries or routine matters. Help us to serve you better.

Undertakings

All parents are required to sign 'Swimming' and "Field Trip" undertakings. Copy available in school office. This is mandatory to enable the child to utilise/undertake the above facilities.

Suggestions/grievances

Suggestions and grievances can be e-mailed to the Principal directly with proper identity at

principal@bhopal.billabonghigh.org

No constructive action will be taken on anonymous mails.

Rules, regulations and policies are subject to change at the discretion of the school management.