**DAGA CENTRAL SCHOOL**

**2018-**

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## School Background

The school was established as Primary School in 1962. Today, it is one of the highest learning centers in Dagana Dzongkhag and strives to be a model school for other schools in the Dzongkhag.

The school was upgraded to Lower Secondary School in 1982 and to a Middle Secondary School in 2000. Eight years later, it was upgraded to Higher Secondary School in 2009.

In 2017, Daga HSS was upgraded to Central school by merging it with Daga LSS. The school offers boarding facilities from classes VII to XII.

The school is located close to Daga Trashi Yangtse Dzong, under Daga Thromde. It has two Campuses, Campus I and II. Campus I have classes ranging from IX-XII and PP –VIII in Campus II.

Former Daga HSS is renamed as Campus I and Daga LSS as Campus II. Campus II is one kilometer away from the Campus I. The School has a total area of 24 acres. Both campuses comprises of 12 acres each.

## Preamble

The School will have to be guided and supported by well documented policies. Therefore, this policy document has taken its shape after detailed deliberation and discussion among the staff. All the staff and the students of the school will have to abide by the policies in this document. This document will not remain as final but will be amended and updated yearly or as and when necessary.

This document contains the rationales of the policies along with the process and procedures to be followed while implementing it. This document also contains the roles and responsibilities of different actors. It is hoped that, this document should be a guide for policy implementers in the school. The outcome is beneficial for the students who are the future leaders of our country.

## Our Vision, Mission, Motto, Values, Strategies, and Goal

Organizational vision, mission, motto, values, Strategies and Goal are important for any organization to guide us to right direction and reach correct destination. With clearly stated vision and mission that is shared with all the stakeholders, an organization will have good ride and timely arrival to the correct destination. Therefore, following are our vision, mission, motto, values, Strategies and Goal:

**Vision**

“An educated and enlightened society of GNH built and sustained on the unique Bhutanese values of tha dam-tsig and ley gju-drey.”

**Mission**

“A reputable child friendly school committed to achieve excellence in wholesome education in line with GNH values to cope with the challenges of the 21st century.”

**Motto**

“Strive to Excel.

**Values**

1. Sincere
2. Mindful
3. Astute
4. Resilience
5. Time bound
6. Integrity and honesty
7. Hard work and commitment
8. Respect for others
9. Humility
10. Ethical practice
11. Unique culture and traditions
12. Dignity of labor
13. Volunteerism

## Strategies

1. Create and provide opportunities to excel in studies.
2. Provide fair opportunities to all the students alike.
3. Adopt activities that foster wholesome education.
4. Plan and help build all necessary infrastructures.
5. Make all necessary resources available in the campus.
6. Provide continuous counseling and help to the children.
7. Provide professional development opportunities to the staff.
8. Promote transparent, accountable and efficient management system in the school.
9. Create an ambience where Bhutanese culture is promoted and respected in line with GNH principles.
10. Consult, Collaborate and Commit (3Cs)
11. Promote a vibrant democratic process in the school.

**Goals**

1. To excel in academic performance.
2. To promote and encourage students’ participation in co-curricular activities.
3. To become a model school in the Dzongkhag.
4. To help the teachers grow professionally.
5. To offer the best teaching and learning ambience to the students and teachers in the school.
6. The students will have graduated with quality content knowledge and lifelong learning skills and attitude.
7. The students will have gained basic principles of *DriglamNamzha*, values of GNH and Life skills.
8. Students will have decided their future through career counseling services.

##  SCHOOL MANAGEMENT SYSTEM

## School Management Board

The School Management Board (SMB) is an advisory body to ensure smooth functioning of the school. The board shall be dynamic and functional and must not interfere in the daily administration of the school affairs. The SMB shall be the highest decision making body and to whom school shall be accountable. All important discussions and decisions with regards to the school will be made in the board which will be conducted two times a year.

The board will be chaired by Dasho Dzongdag/any other competent officers from the Dzongkhag or the Geog Administration. The principal is the member secretary.

In the SMB, there can be members consisting of:

1. Thromde Representative
2. CDEO/Dy. CDEO
3. two parent representatives
4. two from local Government
5. two students leaders representing students
6. vice principals and
7. a senior teacher

The term of the SMB members can be three years. They can be re-nominated or re-elected for another term only. The Board should serve as a legislative (decision making) body in the school. The school is answerable to the board. The board should be vibrant and act as a bridge between the school and the community and also a platform to enhance greater community participation in the school development.

### Functions of SMB

1. Provide vision and direction to the school
2. Safeguard the school level policies and enhance efficiency in management
3. Ensure reviews and assessment of the school’s performance work
4. Facilitate support to the school to plan and carry out development work
5. Mobilize human and material resources support from the community
6. Support in organizing major school events
7. Provide guidance and support to the school management team

### Code of Ethics

The SMB members shall not interfere in the day-to-day internal affairs of the school administration. It shall meet on a bi-annual basis to provide directions, monitor and review the progress of the school. However, SMB can also meet as and when need arises.

## School Management Team

The School Management Team (SMT) shall execute the decision taken by SMB. The School shall have dynamic and functional SMT with well-drawn Terms of Reference (ToR), stating clearly the roles and responsibilities of each member.

The SMT will be further supported by working committees/in-charges to execute the specific task. Each committee/in-charge shall have well-drawn Terms of Reference (ToR), stating clearly the roles and responsibilities of each committee.

The management team consists of the Principal, Vice Principal(s) and teachers holding key responsibilities. The size and composition of the team depend on the size of the school. The Principal shall be Chairperson and the team ensures smooth functioning of the school. It makes collective decision on the implementation of the school policy.

### Functions:

1. Approve note sheets as per the budget plan.
2. Set goals to implement the policies and plans
3. Implement school programs and activities
4. Estimate budget and submit to the SMB for information
5. Form other committees and assign tasks with well-defined job descriptions
6. Plan and carry out school level monitoring and support services through School Self-Assessment (SSA)
7. Assess the performance of staff and provide feedback (both strength and weakness)
8. Manage situational crisis or emergencies in the school
9. Monitor, evaluate programs and provide support services
10. Appraise school authority, SMB and the staff on government's policy directives.

All decisions made by the SMT will be intimated to the staff and the students accordingly.

## Human Resource Committee (HRC)

Human Resource Committee will be chaired by Principal. The size of Human Resource Committee depends on the size of school staff. HRC will meet when the need arises.

###  Functions

1. Nominate staff for CBIP/DBIP/NBIP and any ad hoc invitations
2. Approve/solve the HR related activities or issues in the school
3. Nominate students for training and study tours.
4. Nominate staff for invigilation duty

## Student Council

The school will form Student Council/Student Governing Board/Board of Captains/Office Bearers following democratic procedures which will assist in effective school management. This council/board/body will carry out supporting functions to manage the school by taking up roles such as event management and in certain decision making in addition to its role as a bridge between the general student body and the school management.

The Council will be chaired by School Captain /any other competent Captains. However, all the class captains, house captains and in charges will be the members of student council body.

### Functions of Student Council Body

* Provide feedback and innovative ideas to the school administration to uplift the academic performance of the school.
* Discuss and create awareness on policies of the school to all the student members.
* Propose different programs and activities to the concerned teachers or coordinators.
* Discuss the issues in the school and submit the minutes of meeting to the SMT for further approval.
* Support the school administration to plan and carry out the activities and development work
* Ensure that the students do not indulge in abusing substances in the campus.
* Assist in organizing major as well as minor school events
* Plan and execute the volunteer works in the school whenever necessary.

### Code of Ethics

The student council members shall not interfere in the internal affairs of the school administration. It shall meet formally on a bi-annual basis to provide feedback, ideas and activities to enhance their academic learning. The minutes of meetings should be submitted to the SMT for further approval. However, Student council body can meet when necessary but with due approval from the school administration.

## School Management

For effective and efficient management of the school, all activity areas in the school will be clubbed into three groups (Academic, Co-curricular Activities and Staff and Student Support Services) and be executed by the three heads with the help of respective committees and in-charges. Principal will be the overall Manager and three heads can be appointed from the competent/senior staff if Vice Principals are not sufficient. However, the administrative matters will be dealt separately by the school administration and in consultation with the SMT whenever necessary.

The academic and non-academic affairs will have the following activity areas covered under their roles and responsibilities.

## Role of Administrative and Managerial Posts

**Principal**

The principal will be the overall supervisor and monitor of the school administration and the management.

Following are the job division between the Principal and the vice principal.

1. Official correspondence
2. Managing fund and resources
3. Teachers and staff attendance in the school
4. GNH project and clubs
5. Chair of any school committee
6. Staff meeting
7. Classroom observation of teachers
8. Staff IWP
9. Issuing students admission card in the absence of VP
10. Monitoring HoDs lessons

#### Vice Principal

1. Teachers’ attendance in the Classroom
2. Lesson observation
3. Look after Examination matters
4. Teacher on Duty attendance
5. Logbook maintenance and management
6. Looking after the school Furniture distribution and management
7. Officiating chair of any school committee
8. Look after the morning SUPW
9. Students’ attendance and leave
10. Issuing student admission card
11. Chair of School Development Fund
12. Chair for cultural activities (DriglamNamzha/Choeshe/prayer and songs and dances)
13. Co-ordinate celebrations (celebration committee)
14. Officiate Principal in his absence without having to be notified.
15. Be party in the evaluation of staff IWP
16. Look after the work of the supporting staff

### Academic Affairs

* 1. Academic initiative:

Co-ordinate all activity under the academic affairs

* 1. Classroom teaching and substitutions
	2. Remedial classes
	3. Question paper moderation
	4. Term Examinations
	5. Format for daily lesson plans, remedial classes and PD programs.
	6. Quarterly Test
	7. Result Analysis
	8. Monitoring and Support Services
	9. Professional development
	10. Students Assessment (CA and Examination)
	11. Promotion and retention of students
	12. School library
	13. School laboratories
	14. Timetable and school timing
	15. Student Attendance policy
	16. Teacher on Duty
	17. Substitution for teacher on Leave.
	18. SIP and SSA

#### Roles of the Academic Head

1. Plan and implement academic activities
2. Conduct meeting of the different sub committees as and when required.
3. Monitor PD program.
4. Monitor the roles and responsibilities of examination committee.
5. Submit report to the administration on the academic activities
6. Inform school administration about the teacher requirements in different subjects
7. Prepare substitution duty when a teacher is on leave.
8. Co-ordinate promotion meeting
9. Make sure proper monitoring is taken place and report to the principal of any lapses.
10. Monitor and maintain records of students’ attendance.
11. Carry out result analysis for all the term examinations.
12. Take care of the students leave.
13. Support examination controller to coordinate question paper moderation and conducting test and term examination.
14. Coordinate SIP and SSA meetings.
15. Remedial classes
16. SLMSS
17. Develop and provide format for daily lesson plans, remedial classes and PD programs whenever required.

### CCA Head

1. Green school for Green Bhutan policy
2. Staff Secretary
3. Office bearers
4. Awards
5. SUPW works
6. Staff recognitions
7. Disaster management
8. School Sports
9. Cultural activities
10. Literary activities
11. Celebrations
12. Club activities
13. DriglamNamzha
14. Prayer
15. GNH programs
16. School Agriculture Program
17. Waste management
18. Scouting programs
19. House activities
20. Class competition

#### Roles of CCA Head

* Plan and Coordinate all co-curricular activities
* Monitor the roles and responsibilities of House masters and club coordinators.
* Plan and coordinate school sports day and annual school marathon.
* Coordinate *DriglamNamzha* classes
* Coordinate all the celebrations in the school
* Plan and coordinate Awards
* Plan, coordinate and monitor Morning SUPW for all the classes.
* Prepare school teams to participate in intra and inter dzongkhag tournaments and sports meet.
* Plan, coordinate and monitor the school greenery work and SAP activities.
* Manage waste in the school
* Support scout master for conducting scout activities.
* Prepare prayer schedules and special occasion celebrations.
* Supervise games and sports/club/scouting/literary and other co-curricular activities as per school calendar and the external activities as per the Dzongkhag/Regional/National directives in consultation with members of the Co-curricular Affairs Committee.
* Design and monitor activities related to co-curricular affairs in consultation with the members.
* Serve as a member of the school management, discipline, admission and other important committees.
* Delegate job responsibilities to other members during various competitions.
* Mobilize adequate resources in consultation with the concerned Coordinators and school authorities well ahead of the implementation of the co-curricular activities.

### SSSS Head

1. Discipline and measures
2. Counseling
3. Students mess
4. Hostel life
5. School Rimdro
6. School picnic
7. Dress code, hair style and sanitation.
8. Farewell for students and staff
9. Student Health program/Reproductive health
10. Life skills, Value orientation and U-Turn programs
11. Welfare programs for both staff and students
12. Chosheyprogram and penal code briefings and orientation

#### Roles of SSSS Head

1. Coordinate the school mess.
2. Monitor and maintain child friendly hostel for boarders
3. Plan and Coordinate value education, U-turn programs and Choeshe programs in the school.
4. Support CCA head to coordinate celebrations in the school.
5. Plan, coordinate and conduct parent-teacher meetings.
6. Provide support to both Wardens and Matron for the proper maintenance of students’ health and discipline.
7. Organize Annual School Rimdro
8. Conduct staff and students orientation program.
9. Identify and Fostering of needy students
10. Coordinate school picnic and students farewell night.
11. Serve as a member of the school management, discipline, admission and other important committees.

## Administrative Matters

1. Admission
2. Staff leave
3. HR Matters (Staff Promotion, Transfer, staff requisition)
4. Tender of center school benefits.
5. IWP
6. Nomination for workshops and Invigilation (HRC)
7. School Diary and prayer book
8. Major discipline issues
9. Monthly coordination meetings.

To deliver the above responsibilities and for the convenience of the management, the following committee will be formed.

## Committees and In Charges under Academic Affairs

* 1. Examination committee
	2. Timetable committee
	3. Award Committee
	4. Professional development: coordinator
	5. SLMSS: Management/Department
	6. Head of Departments
	7. Subject Teacher
	8. Class Teacher

## Committees under Administration

1. Discipline committee
2. Admission committee
3. SMT
4. HRC
5. SMB
6. Tender Committee

Tender opening members

Tender evaluation members

Tender award members

All the above committee will deliver their roles and responsibilities that they are bound to and remain accountable.

## GNH VALUE INFUSED EDUCATION SYSTEM

Gross National Happiness is the ultimate aim and the desired destination of our country. It is not just the development philosophy but the philosophy of life itself. As children’s’ lives are groomed in the school, the school system is expected to offer and live with the positive and good values of GNH. Therefore, the values are considered and taken into account while the policies are documented. The street level implementers (teachers and other staff) should stress and practice the values. The teachers in their teaching must identify the values that their lesson is going to offer and reflect it in their daily lesson plan so as to keep both the teacher and the students aware of the values being taught and learnt.

## ACADEMIC

Academic knowledge will be offered and monitored through the following activities. All the activities are aimed towards enhancing the learning of children in the school.

To be effective in implementation of the academic policies, the academic activities will be co-ordinated by Academic Head. He/she will be responsible and accountable for the effective implementation of all academic activities in the school. The head and the committee members of the committee under the academic area may consult the school administration for necessary support and advice wherever and whenever necessary.

### Classroom Teaching and Learning

As classroom teaching is the most important activity of the school and the most important role of a teacher, the Principals and the academic heads must ensure that a very minimum disturbance is posed to the daily classroom teaching and learning. All teachers must make sure that they are punctual in coming and leaving the class. Teaching demands a great deal of prior planning and preparation. Effective planning always precedes a successful teacher. It is the very foundation for a teacher to succeed in his/her profession. All classroom teaching must be conducted through well planned lessons. Lesson planning and teaching will be one of the main bases for rating a teachers’ performance. A format developed by the academic head in consultation with the teachers will be used by all the teachers.

Classroom teaching and learning:

* All the teachers must prepare daily lesson plan as per the approved format prepared by the academic head.
* Seven periods of 50 minutes system is instituted in the school.
* To create the club hour on Wednesdays, the length of the periods will be reduced to 45 minutes.
* The classes on Saturday will start at 8:20 am as the school does not have morning assembly. This is done to allow more time for School Agriculture work and School Greening work on Saturdays.
* Zero period is created by suspending the morning assembly to encourage reading on every Tuesday (20 Minutes).
* Zero period is created by suspending the morning assembly and length of the periods reduced to 45 minutes during Quarterly Test.
* Log book to record the attendance of both teacher and students must be maintained by all the classes.

### Subject Teacher

Subject teachers must be appointed based on their knowledge and expertise. The experienced and competent teachers will teach classes VI, X and XII to uplift the student performance in the external examination. Teacher teaching the lower level must be given opportunity to teach next level. For example, if he/she is teaching IX/XI grade, he or she must teach X/XII grade the following year.

#### Responsibilities of Subject teacher:

1. Refer and get acquainted with the latest updates of the subject content and syllabus.
2. Prepare yearly and daily lesson plan for the lessons and be able to produce whenever required by a compatible officer/monitor.
3. Be mindful of the qualitative and quantitative coverage of the syllabus
4. Provide individual help and remedial for the needy ones and design extended learning activities for high achievers.
5. Maintain records of the internal assessment and CA.
6. Keeping the class teacher and the administration/academic head informed of any problem with the subject and the students in the class and subject he/she teaches.
7. Carry out the correction of students work on time and provide necessary grades and comments for the works for future improvement and do the necessary follow-up.
8. Make sure all their subject questions papers are received from the examination committee, bound and submitted back to the committee.
9. Carry out result analysis for future correction and help.
10. Maintain attendance of students and calculate the attendance percentage in the end.
11. Maintain discipline and safety of the class.
12. Reinforce and encourage students learning.
13. Use different skills and strategies in the class room teaching.

### Class Teacher

Academic Head will appoint the class teachers in the beginning of the year. No teachers have the right to select the class; however, the academic head will directly appoint any subject teacher teaching in the particular class. The Class teacher must be teaching the whole class. Those subject teachers for Eco, IT, Environmental, Agriculture (in Classes IX and X), Rizhung, Media literacy, Biology and Mathematics (In classes XI and XII) cannot be appointed as class teacher.

#### Responsibilities of Class Teacher

1. Take attendance in the morning assembly
2. Submit the attendance record to the school administration on monthly basis
3. Prepare result sheet and progress report and consolidated mark sheet of the class for midterm, trial and annual examinations.
4. Maintain record of internal examination marks given by the subject teachers.
5. Maintain the classroom facilities and furniture provided.
6. Plan, coordinate and monitor greenery work.
7. Maintain classroom settings and displays.
8. Look after the discipline of the class (dress code, hair, etc.)
9. Look after students’ welfare.
10. Keep the record of students’ performance for the whole year.
11. Guide the students to enhance their academic performance
12. Mold their attitude and behavior.
13. Contact the parents whenever necessary.
14. Coordinate the inter class competition.
15. Supervise Reading Class
16. Supervise Class SUPW in the morning

### Substitution Classes

Teachers taking leave is unavoidable and when they are on leave the class should not remain idle. The absent teacher must be substituted and the arrangement must be done by the academic head. In case of planned leave, the subject teacher must plan the lesson or activities and submit it to the academic head. The academic head will hand over the lesson to substituted teachers.

#### Substitution

* The principal will inform the academic head on the absence of teachers.
* The head will arrange the substitution classes.
* The substitute will not just go into the class but teach the lessons planned by the teacher or monitor the activity given by the subject teacher on leave or teach his own subject.
* All teachers must willingly take up the responsibility.
* The head must report to the administration for record in case a teacher refuses to take up the job.
* Substitution classes can be engaged in reading books borrowed from the library.

### Remedial Lessons:

All children are not equipped with same physical and intellectual capacity. A class will have a mixture of fast and slow learners. All don’t learn in the same way, too. As the school aims towards the excellence of all the students alike, and considers the values of GNH, all subjects teachers are expected and encouraged to provide remedial lessons for those slow learners so that they catch up with the other learners. Remedial initiatives taken by the teachers will be taken into account during the IWP evaluation of the teachers at the end of the each year. The concerned teacher must keep proper record of the remedial help offered. Time table for the remedial classes will be prepared by the Time Table Committee.

In case a teacher claims that there is no requirement of remedial class for his subject, the concerned teacher is required to submit in writing to the school administration through the academic head.

#### Remedial classes

* The concerned subject teacher will identify the students who needs remedial and submit the list to the academic head.
* Time table committee will make time schedules for all remedial classes after getting the details of the students list from the subject teachers to make it more official and avoid clashes in timing.
* In the beginning of the year, teachers must find out the list of students who achieved less than 45% in the last exam and take remedial class.
* Then, after the quarterly test, the teacher must base their performance on the test and change the list and do the same after the midterm examination.
* The concerned teacher must keep proper record of the remedial help offered in the format provided by academic head.

## School Level Monitoring and Support Services (SLMSS)

Head of Departments will be appointed for all the departments. HODs are responsible for providing monitoring and support services to the teachers in their department. Monitors not only play a vital role in promoting good practices in the school but also in evaluating teachers performance and achievements in the academic year which has direct weighting on teachers promotion/up-gradation/training opportunities. The monitors and the principals will sit together with the teacher in the beginning of the year and discuss the target set and in the end of year for IWP evaluation. In this light, monitors need to be both objective and sensitive while carrying out their responsibilities.

A competent, senior and an experienced teacher will be appointed as HoD by the Principal in consultation with other heads. Principal must issue the office order and remind the importance of his/her responsibilities.

### School Monitoring Service System

The principal and vice principal will monitor the school monitors (HODs) and the monitors in turn will monitor the teachers under their care. However, Principal and Vice Principal can directly monitor other teachers.

The school has the following departments to enable better monitoring and support system.

1. HOD of Physics/IT
2. HoD of Math
3. HOD of Biology & Chemistry
4. HOD of Dzongkha
5. HOD of English
6. HOD of History & Geography
7. HOD of Business

#### Roles of monitor:

1. Provide support wherever necessary.
2. All the monitors are required to have their own schedules/plans for monitoring their members’ plans weekly and the students work twice in each term.
3. Maintain records of the monitoring exercises carried out in their files.
4. Prepare and submit a report at the end of each month to the academic head and the principal(s).
5. Help the administration in the year end IWP rating.
6. Carry out weekly monitoring of the lesson plans prepared by the concerned subject teachers under him/her.
7. The principal/vice principal will monitor the academic role of the monitors.
8. HODs are responsible to enhance the academic performance of the students.
9. Identify the necessary PD topics and roll out the PD within the department.

### Professional Development

No single teacher has come as perfect person/teacher when he/she came out of the university/teaching colleges. All grow professionally as they gain experience and put to practice their knowledge and skills learnt in the college. Teachers’ professional growth is very important and should become a part of the school culture. It serves to keep teachers busy learning and become more and more effective in their profession and they are able to do justice to their job. In this ever changing world, the teachers by the nature of the roles and responsibilities have to keep themselves updated. Therefore, professional development activities are to be taken by the teachers more as avenues for continuing life-long education; an opportunity to grow in their profession rather than as a burden. The committee must therefore, find the need areas of the school and changes in the curriculum and system in the beginning of the year and prepare an action plan for the activity and include it in the school calendar.

#### Role of Departmental Professional Development and School Lead Teacher/PD Coordinator

1. All the members of the department shall meet once a week during the 7th period to discuss the issues and come up with skills and strategies of teaching. The rationale of the meeting among the members along with a brief report duly signed by all the members and head will be submitted to academic head.
2. Find the need area and organize SBIP
3. Properly plan the SBIP and PD in the beginning of the year with well specified date and time.
4. Keep a list of the teachers attending Dzongkhag and national level professional development program
5. Carry out the program, maintain record and write report whenever necessary.
6. To coordinate and conduct common PD programs, a PD Coordinator will be appointed by the academic head. PD coordinator must identify the important topic and competent facilitators and should be further approved by the principal.
7. PD coordinator/school lead must maintain the hours of PD programs attended by staff.
8. School lead should carry out the result analysis of both board and home examinations in all classes and plan PD programs accordingly to uplift the academic performance.

### Examination Policy (Summative Assessment)

Examination forms an integral part of assessment and is the principal yardstick to measure the level of achievement of the pupils at the end of the chapter, unit, term and year. It is a form of summative assessment which has maximum weighting to determine whether a pupil is eligible to be promoted to the next grade based on his/her performance in the tests/examinations. Therefore, the examination has to be fair and valid, so all examination has to be preceded by test blueprints and model answers.

Quarterly tests are aimed at not only reinforcing the learners to learn continuously (thereby checking on the continuity of learning) but also to check and ensure the learners understanding of the contents/topics taught/learnt in the class (thereby checking on the knowledge acquired by the learners in that particular period /unit or chapter). This is evaluated as part of CA to see the progress and learning of the students. The school believes that having quarterly test besides term and annual test is very important and essential for the improvement and measurement of students’ achievement and performance. Further the conduct of all examination must be fair and just for all the different classes and students. It must not provide any special priorities and prerogatives to any individuals or groups. In case if malpractices are found to be practiced either by students of by the staff, the school will view it very seriously.

#### Rules and Regulations

The school strictly follows the examinations rules and regulations set by the Bhutan Board of Examinations. All examination will be conducted in a fair and just manner. No malpractices will be allowed. In case of any ill practices being caught in the hall, the particular paper will be cancelled and the student will miss that particular paper. Furthermore, the student will be forwarded to academic committee for disciplinary actions. In case the teachers are seen allowing or helping will be also viewed seriously and the case must be reported to school administration for necessary action.

### Students Assessment

Achievements have to be assessed and the two types of assessments are summative (examination) and the formative (continuous) assessment. The two are assessed in the following manner:

The format for whole year weightings for examination and the continuous assessment are as given below. The combination of both (terms I and II marks) will determine the overall performance of the student.

The CA marks will depend on subjects and levels prescribed in the syllabus. Therefore, the detailed CA marks will be maintained by subject teacher as evidence. However, the summarized CA marks must be given to the class teachers for preparing the student performance sheet. For ex.:

|  |  |  |  |
| --- | --- | --- | --- |
| TERM | C.A. % | W.E. % | TOTAL |
| Term I | 10 | 30 | 40 |
| Term II | 10 | 50 | 60 |
| Total | 20 | 80 | 100 |

### Examination

Examination will be under the direct supervision of Academic Head who heads the examination committee. Exam controller and Two (one teacher & a supporting staff). Assistant Exam Controller will be appointed by Academic Head in consultation with Principal and other Heads. The Controllers will coordinate all the examination related activity as per the instruction of Academic head. All the HODs will be the Examination committee members.

#### Roles of Examination Committee and Exam Controllers

1. Co-ordinate examination
2. Conduct a briefing session for all the teachers and students before the examination.
3. To maintain attendance record of the examinees at the time of examinations.
4. Declare the results of the examinations.
5. Draw up Examination Timetable three weeks before the start of examinations.
6. Prepare the invigilation rosters in advance to be fair and just.
7. Coordinate the question paper moderation.
8. To run off copies of the question papers and pack them
9. To ensure that the question papers are proof read by the question setters before making multiple copies.
10. To draw up seating plan, arrange examination rooms and affix Index Nos. /Roll Nos. on the desks/tables.
11. To draw up a checklist of requirements for the examinations well in advance prior to the commencement of examinations
12. To ensure security and confidentiality of the examination documents
13. To ensure all the arrangements required for the smooth conduct of the examinations
14. To employ supporting staff for printing and binding question papers, guided by the concerned subject teacher.
15. Coordinate and chair the pre examination meetings to discuss and pass the important information.
16. All pages of answers sheet to be stamped with school seal.

#### Examination Result declaration and Result Analysis

* Results will be declared on the date/day agreed as reflected in the school calendar by the respective class teachers for all the classes for mid-term examinations.
* The same will be announced formally in the assembly by the exam co-coordinator and the first three position holders from each class will be felicitated.
* Parents may be invited if the school feels so. All result must be confidential.
* The overall results of the classes PP, I, II, III, IV, V, VI, VII, VIII, IX and XI will be declared on 18th December by the respective class teachers.
* The details of the results and the statement of marks shall be made available in the school after the declaration of the overall results.
* The students present on the day of result declaration may collect their statement of marks on 18th December.
* The consolidated result will be uploaded on the school website, [www.dagacs.edu.bt](http://www.dagacs.edu.bt) for those who could not come on that day. The result of the students will be withheld if they have dues in the school.
* Students and parents can come to the teacher and confirm their marks for the annual examination.
* All inquiries regarding the results should be made through the Head of the school.
* Result analysis will be done after the declaration of the results by the individual subject teachers and compiled by Academic Head especially after the mid-term examination in order to check on the students’ performance and to work out the suitable remedial measures (for all the grades).
* For Annual examinations (Both Internal and External) result analysis will be presented in the beginning of the year by the Academic Head.

#### Rechecking and Retaining of Answer Scripts

While rechecking of answer scripts will apply BCSEA’s conditions and formalities for Annual Examinations (Home), Midterm Exam’s answer scripts will be returned before results are declared. Retention of answer scripts for Final Examinations (Internal Examination) will be 60 days after the declaration of the overall results (for classes PP, I, II, III, IV, V, VI, VII, VIII, IX and XI only)

**Note:** It is mandatory for all the students of classes X and XII (candidates appearing for the Board Examinations) to fulfil all the requirements set by the school i.e. to successfully pass the internal examinations conducted by the school including the trail run.

To decide whether or not a candidate appearing for Board Examination is eligible to sit for the said examinations will be left as per the REC/BCSEA Policy

Nature of assessment will depend on the curriculum framework vis-à-vis assessment criteria set by the REC/Examination Board for all the grades.

### Formative Assessment (Continuous Assessment)

Formative/Continuous Assessment is an integral part of assessment. It helps to enhance the teaching-learning outcome of both the teachers and the taught. It allows the teacher to constantly check and help on the performance and progress of the learners. At the same time it helps teachers to shift or change the way he/she teaches to suit the learners’ ability and the desires of the learners. It is indeed an on-going process to assess the progress of the students through regular evaluation by observing student behaviour and checking for the development of social and academic skills. Continuous Assessment (CA) is that of the student’s Chapter wise assessment including Class Work (CW), Home Work (HW), Quarterly Test (QT) and Project Work or Practical Work (PW).

To motivate all students to aim higher achievement, well performing students will be awarded academic awards at the end of each year.

 **Formative/Continuous Assessment**

Students will be continuously assessed in the form of Chapter wise assessment (Class Work (CW), Home Work (HW), and Quarterly Tests (QT)) and Project Work or Practical Work (PW). The weighting of CA must be strictly based on the guidelines provided by REC or BCSEA for different subjects and levels.

 **Class Work (CW):**

Some examples of CW may be group discussions, reading, writing, drawing, problem solving, student participation and practice (conduct, interest/attitude towards learning/activities) etc. Following is the Assessment criteria.

**Class Work (CW) Assessment Criteria (only if REC criteria are** not mentioned)

Presentation

Participation

Improvement

Language

Completion

Homework (HW) Assessment Criteria (only if REC criteria are not mentioned)

Completion

Presentation

Consistency

Originality

Deadline/Time

Frequency of CW & HW evaluation:

On a daily basis, a teacher shall assess a minimum of five notebooks and in a week, 25 notebooks complete with feedbacks and grades. The grades awarded should be reflected in the notebook along with the record with the subject teacher.

Quarterly test

* Quarterly test for all the levels are mandatory. It should be formally conducted twice before term I and twice after term II. The results should be declared. The other test such as block test and chapter wise test can be informally conducted by the subject teacher.
* Marks should be recorded by the concerned subject teachers for calculating continuous assessment.

 **Project Work (PW)**

Project Work is an extended learning activity undertaken by a student related to a topic in the syllabus involving the student in processes such as information gathering, interpreting and presenting the information in a logical sequence and written form under the continual guidance and support of the teacher. Here, the process gains much more attention and recognition than the product, which of course is taken into account. It can be few pages project or making models. It should not be very lengthy. Following assessment criteria will be used if the criteria are not specified by REC:

1. Content (Relevancy, Language, Completion)
2. Process (Planning, Execution, Authenticity, Deadline)
3. Presentation (Neatness, Layout, Legibility, Word Limit)

All the subject teachers must assign at least One Project Work for all the students of classes IV to XII. Project Work can be **hand-written** and strictly written on A4 size papers. Computerized Project Work does not carry any bonus marks.

Practical Work

Practical Work is carried out for Science subjects, Geography and IT as prescribed in the syllabus for classes IX-XII. They have to maintain the practical record and authenticate by respective HOD and academic head. Other Classes are encouraged to carry out the lab works to motivate the students in learning science and other subjects.

* All forms of assessment mentioned above must be recorded and maintained in the class CA form by the subject teachers.
* The records will be counter signed by Monitors and Academic Head at the end of each month (for PW, at the end of scheduled time) who will also look at the work corrected before signing the records.
* The grades/marks obtained will be acknowledged to the learners at the end of each assignment and finally submitted to the concerned class teacher.

## Admission

Admission will be done in the beginning of every year and through the year on case by case basis. It is done by the core Admission Committee which will be responsible and accountable for all admission of the students. Sub admission committee will be formed to admit the child in particular class only if the child’s admission is approved by the core admission committee. The Core admission committee consists of the following members:

1. Principal
2. Vice Principal
3. Academic Head
4. Staff & Student Support Service Head
5. Co-Curricular Activity Head.
6. Warden / Matron

### Roles of Admission Committee (Both core and sub- admission committee)

1. Workout the number of seats available in the school before the admission starts.
2. Workout the number of seats available in the hostels.
3. Fix the date of admission and carry out the admission in compliance with the education policy.
4. Verify students’ documents.
5. Maintain the admission register.
6. Maintain a database of the students enrolled along with their personal details.
7. Make sure all required documents are produced before the admission is done.

### Forms and Nature of Admission

1. **Admission on government placement:** This admission is for the students placed by the ministry and the Dzongkhag in classes IX and XI. It is done in the beginning of the year.
2. **Admission on parents transfer:** This is admission for students whose parents are transferred to the Dzongkhag. This can depend on the time of their parents transfer.
3. **Admission for resettlement parents:** Students whose parents are in the Dzongkhag through the resettlement program of the government.
4. **Admission for students with disciplinary issue:** For students with disciplinary problem and transferred from another schools.
5. **Admission of Medical Grounds:** Students who are not medically fit in the hot places and desires to study in the school. Other medical cases may not be entertained as the health unit here is only BHU grade 1.
6. **Admission as boarders:** For student hailing from beyond one hour walking distance or 5 KM from the school.
7. **Admission as private candidate:** For unsuccessful students of classes X and XII of our school.

All the above admission will be based on seats availability in the school and must be approved by the core admission committee. The student must produce the following documents during admission time.

#### Documents required for admission

1. Mark sheet
2. Transfer certificate
3. Character certificate
4. CID or special resident permit for students above 15 yrs.
5. Parents’ CID card copy.
6. Certificate of achievements, if any. ( photo copy may be submitted)
7. Medical certificates (admission for health ground)
8. Transfer order of parents (transfer case)
9. Resettlement order (for admission of resettlement program)
10. Contact address or telephone number of the nearest guardian/parents [mandatory].
11. Two recent passport size photographs and
12. Ambassador flat file.

**Note:** *Admission preferences will be given to the children from the catchment areas.*

Class PP admission

1. Every year, it will be carried out on 12th December for the next academic year.
2. It should be strictly based on education admission policy.

Documents Required

1. Parents CID card photocopy
2. Census record of a child and family duly signed by respective Gup/census officer.
3. Birth certificate of a child as a supporting document
4. Transfer order of parents (transfer case)
5. Resettlement order (for admission of resettlement program)
6. Recommendation letter from Gup in case of single family and destitute.

## Promotion Policy

A candidate will be promoted to next higher class if s/he successfully passes the concerned examination. Statement of marks will be issued to all the candidates who appeared for the examinations irrespective of their results (for Home Examinations). The marks and the result will be confidential and only the individual student will be able to know his/her marks. Towards the end of the year, there will be promotion meeting to discuss the promotion of the students.

The general promotion policy for different classes is as follows:

**Class PP to VI**

Pass mark in all subjects is 40%

Must pass in English, Dzongkha and maths

Must have at least 90% attendance (overall and subjects)

**Class VII and VIII**

Pass mark in all subjects is 40%

Must pass in English, Dzongkha and maths.

Must not fail in more than one subject among History, Geography and Science

Must have at least 90% attendance (overall and subjects)

 **Class IX and X**

Pass mark in all subjects is 35%

Must pass in English and Dzongkha

Must not fail in more than one subject among maths, Science (together), HCG and Economics/computer

Must obtain at least grade ‘D’ in SUPW

Must have at least 90% attendance (overall and subjects)

 **Class XI and XII**

Pass marks in all subjects is 40%

Must pass in English and Dzongkha

Must pass in two electives

Must obtain at least grade ‘D’ in SUPW

Must have at least 90% attendance (overall and subjects)

## Award Committee

The award committee is aimed at selecting the meritorious students from each class and awards them at the end of the year. For this purpose, the committee will meet at the end of the year and select the students with the help of class teachers. This committee will also be decision making body for all academic and other awards. Therefore, to make it fair and square, the committee must keep proper record.

The entire class teacher will be the member of Award Committee and the committee will be chaired by CCA Head.

### Functions of Award Committee

* The award committee to maintain all records of all the students.
* Budget projection to be done in the beginning of the year.
* Call staff meeting for the endorsement of the nomination.
* Organize award night
* Design certificates
* Arrange prizes to be given during both mid -term and annual examination result declaration.
* Certificates will be awarded only during annual examinations.
* Certificates of merit and appreciation for office bearers and other activities shall be given during the Award Night.
* Classes X and XII merit certificates shall also be awarded during the Award Night.

## Timetable and School Timing

School timing and Class time table will be developed by the time table committee. The draft timetable must be brought to the general meeting for consultation and endorsement. Only upon the consent of the whole staff, the timetable is final and implemented. In an academic year, there will be two timings: summer and winter timing.

### Timetable Committee

* Prepare and circulate class time table for teachers and classes.
* Prepare school calendar in consultation with School administration, academic head, student support head & co-curricular head.
* Prepare school diary and make the copy ready for printing in the beginning of the year.
* Prepare TOD rosters.
* Prepare class timetable and school timing.
* Prepare remedial class time table.

## Library

Reading is most important part in the process of learning. It is only through reading that keeps students or anyone abreast of the various styles of writing and new vocabulary. Reading also significantly helps in developing language skills, and acquires information on various topics. Therefore, inculcating reading habit in our children is very vital part of the role of the teachers. For this reason the school library shall remain open from 8:30am to 5.00pm throughout the year (exception of Sundays and Govt. holidays) to provide an easy access to the students and the teachers to the library facilities in the school.

### Responsibilities of Library Assistant

1. To maintain an objective and open attitude of understanding, courtesy and concern for the needs of the students and teachers.
2. To serve all students and teachers equally in proportion to their needs.
3. To make the resources and services of the library known and easily accessible to all users.
4. To share knowledge, experience and expertise with all users.
5. To ensure that library is maintained in a clean and tidy condition and the area complies with Health and Safety requirements.
6. To update the library stocks once a year.
7. To assist users, to retrieve information from a variety of sources.
8. Library must be kept open till 5 PM on weekdays.
9. Keep the record of the number of genuine readers and highest book readers.

**Students’ responsibility while borrowing books from the library**

* 1. Make sure that name, class and return date are recorded by the librarian.
	2. Safekeeping of the book which is being borrowed.
	3. While returning book, make sure that the librarian cancels your loan.
	4. In case of lost or damage of book, report this to the librarian.

**Membership**

* All the staff and students of the school will be the members of the library.
* All the students are issued one membership card each worth Nu. 5.
* Membership cards are non-transferable and books borrowed against membership cards will be the responsibility of the card owner.
* Duplicate membership cards may be issued on loss at a cost of Nu.10 per card.

**Code of conduct in the Library**

* Smoking, eating, chewing, drinking and unnecessary conversation are prohibited in the library.
* Writing on or otherwise defacing or damaging library materials is prohibited.
* A person who is not a library member shall not proceed into the library beyond the issue counter without permission.
* A person leaving the library must present all library materials for inspection, when they leave the library.
* The borrowers should check that the books loaned are in condition. Any mutilation noticed at the time of issue must be informed to the librarian.
* Any book found mutilated at the time of return will be incurred a fine which will be equal to the cost of the books.
* The members are not allowed to bring his/her belongings like books, files, bags etc. in the library.

**Loan Rules**

1. A borrower remains responsible for any library materials on loan as long as the loan record remains.
2. Borrowers are responsible for loss and damage of library materials in their names. They are required to report to the librarian any loss or damage of the library materials on loan to them.
3. If the book is not returned on due date, the librarian may send the reminder. If the borrowers fail to return library materials on date specified in reminder letter, a fine of Nu.5/- per day per book shall be charged.
4. The users who lose, damage library materials will be required to pay the cost of replacing the same. If any fine incurred remains unpaid, the right of use of the library is suspended till the time the amount is paid.

**Reference Materials**

Reference materials are to be used only in the library. Unauthorized removal of materials from library is regarded as serious offence.

**Renewals**

Library materials which have been already borrowed may be renewed once if they are not been reserved by another user.

**Issue System**

When the book is borrowed, a membership card is to be given at the library counter. The card will be returned to the members only when the book is returned.

**Loan periods are:**

Reference: Non circulating (For use in the library only) [teachers are allowed for a maximum of 3 days]

Current issues of periodicals do not circulate.

Non-current periodicals may be checked out for one day.

Video Tapes 3 days

CDs 3 days

Audio-tapes 3 days

Books 1 week

**Overdue fines, damaged and lost Materials**

Fines for overdue materials are Nu.5 per day. A first notice is sent after the material is due. If the material is not returned within a designated period, a second notice will be sent indicating the amount owed. If an item has not been returned after 60 days from the day it was due, the user will be charged the replacement cost of the book plus processing fees. If the borrower fails to pay these fines, he/she will be forbidden to take the books and result withheld besides having to pay the full cost of the book.

Users who have been sent an overdue notice may be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

If a user has lost a material, they will be assessed the full amount of its cost, plus Nu.50 as processing fee for replacing it. All fines collected are deposited in the library’s book account.

## LABORATORIES

**Science**

Deeper understanding of science is only possible through practical lessons and practical classes for all the sciences are very important. The science Head/monitor will oversee all that relates to the science laboratories. Having known the importance of the laboratories, the school, the teachers and the lab assistants must work with the following aims and objectives:

* Understanding of scientific concepts, principles and processes related to the subjects.
* Skills in scientific methods of investigation such as handling apparatus, observing, recording analyzing synthesizing and drawing conclusion.
* Ability to relate scientific knowledge to other areas of knowledge.
* Ability to recognize and discover the contribution of science in modern age.
* Appreciation of scientific knowledge and develop positive attitude towards science in students personal development.
* Ability to apply the scientific knowledge and skills to problem solving in life situations and discuss the related issues.
* Understanding about the impact of development on the natural environment.
* Awareness of the career opportunities presented by science education.

## Roles and Responsibilities of Sci. Lab Assistants

1. Identify the science equipment, chemicals and have the knowledge about storage of chemicals, equipment, and location and design the store.
2. As per syllabus, work out the list for requirement of chemicals and equipment.
3. Issue different equipment to students as per syllabus.
4. Communicate effectively with teachers and the students by having good knowledge on practical techniques in the science Lab.
5. Assist students in locating and providing the necessary equipment and chemicals during practical work.
6. Assist the teacher to set up the laboratory for all science practical work.
7. Visit nearby field or forest to collect plants, insects or their parts (flower, stem, roots) for practical work.
8. Maintain a stock register of the equipment and chemicals.
9. Maintain a separate register for broken or damaged items and calculate 50% of the cost of equipment before the annual exam.
10. Work out a list for procurement of damaged equipment and exhausted or expired chemicals. The expired chemicals and empty containers shall be disposed after seeking approval from the Dzongkhag.
11. Arrange proper water supply, gas and electricity for conducting experiments.
12. Identify the causes of hazards in the laboratory and provide safety measures accordingly.
13. Keep first aid box ready.
14. Insist the students to open and close the windows to avoid laboratory accidents.
15. Exhaust fans should be installed in all the labs.
16. Ensure tidy habits and good environment in the laboratory.
17. Improve simple equipment by using locally available materials.
18. All laboratory assistants should be present in the laboratory during practical periods to avoid the loss of instruments.
19. Clean the laboratory equipment, glassware and specimens right after the practical.
20. Prepare laboratory solutions and distribute to students.
21. Inform the subject teacher, when on leave.

## Computer

Computer lab will be taken care of by the Lab assistant. The lab is very important in this IT age. Therefore, the concerned in-charge and teacher must find out strategies whereby not only the IT student get to know it but all the students in the school must avail opportunity to get some hands on practices and get the feel of IT. The roles and responsibility of the IT teacher and the Lab Assistant is given below.

### Responsibilities of the Computer Lab Assistant

1. Taking care of the lab and maintaining stock register of the computers and its accessories.
2. Keeping the computer ready before the class, keeping the lab always clean.
3. Informing the authority and the IT teacher of the maintenance work to be done.
4. Receiving and verifying the receipt of computer and its accessories.
5. Keep the computer lab open till 5 pm every day for the student to work and practice.
6. Lab assistant must update the software and antivirus in all the computers.
7. All the computers must be properly shut down at the end of the day.
8. Computer lab must be locked properly when not in use.

## STUDENT ATTENDENCE POLICY

The entire process of education requires continuity of instruction, classroom participation, learning experiences and study in order to reach the maximum educational benefits for each student. Daily school attendance is one of several factors necessary for student’s achievement. Make up work is never sufficient to correct for the loss of class time. It is our belief that a student cannot receive full benefit from the programs unless he/she is in full attendance. Although the school realizes occasional absences from school are unavoidable, these instances should be kept to an absolute minimum.

Therefore the school encourages and the education department demands a minimum of 90% attendance to qualify the students to sit in the entire internal and external examination. A child can avail leave only in case of medical checkup and emergencies.

All attendance will be maintained by the individual subject teacher (log book) for the classroom teaching while the TODs will maintain all the study attendance. At the end of the day, log book must be submitted to the Vice Principal. If a student does not achieve the minimum requirement, that particular child will be disallowed to write his/her annual examinations which means the students will be detained in the same class and will have to repeat the following year.

## ATTENDENCE POLICY

Attendance in the school will be monitored in the following ways. If a student does not achieve the minimum requirement, that particular child will be disallowed to write his/her annual examinations. Both excused and unexcused leave will be considered absent from the class. Admission chit of the students shall be checked by the subject teacher if the student is joining the current period but missed the previous period or pervious day classes.

**Excused Absences**

An excused absence of a child from the school is absence with proper permission being given. Leave will be given on the following ground:

1. **Personal illness**: Any appointment with the health professional that is made during the regular school hours but must be supported by medical prescriptions/certificate and advised by the doctor for the necessary rest.
2. **Family emergencies**
3. **Court ordered appearance**.
4. Representing the school at an event or being selected to attend an event.
5. School approved activities.

# Note: The students will maintain leave records in the diary that is with them.

**Unexcused Absence**

If the leave is not approved and any absence in which a student fails to comply with the school’s leave procedures, the absence will be considered as an unexcused absence. Upon the return of the child, the child will have to bear all the penalties laid down for the offence.

## Implementation

All boarder students should report for morning, evening and night study on time and attendance will be taken by the warden/matron/TOD with the help of room captain (house or school captain) and maintained by the academic head.

All students should attend the morning assembly without fail, unless they are exempted under special grounds and all class teachers will take attendance in the morning assembly.

All attendance record must be maintained by the class teacher, warden and matron in soft and hard copies. The class teacher, warden and matron must report to school administration on the alarming cases of long absences of children. The school administration must then follow the school disciplining policy.

Besides class hours (seven periods) all students should attend morning study, assembly, evening study, night study, SUPW, prayers and all other activities like literary, cultural & sports. The attendance shall be taken by the class teachers in all these activities. If a student is absent, necessary punitive action will be taken by the concerned in charges. In case of repeated offences, the child should be forwarded to discipline committee.

Each subject teacher will maintain their own class attendance and if any child fails to achieve 90% attendance in their subject, the delinquent will not be allowed to write that subject’s exam in the end of the year.

## Types of Leave and the Authority to Grant Leave

**Sick leave**: Must be validated by the warden and matron in case of boarders and they shall be kept in the hostel sick room.

For day scholars, parents shall come to the school to seek leave from the administration.

**Overnight leave:** Warden and Matron in the presence of parents/guardian.

**Leave for more than one day (Long Duration)**: Principal or vice principal.

**Leave for one/two periods:** Warden/matron in case of boarders and Vice principal in case of day scholars.

**Visiting Hospital:** By health In Charge for day scholars and by Warden/matron for boarders. Hospital visitation for all students shall be during lunch break.

***NOTE:***

* *Parents/guardians must produce their Citizenship ID card while coming to avail leave for their child.*
* *Long sick leave shall be granted only after the administration gets information of the student after which the administration shall call their guardian/parents to come and seek leave.*
* *If the parents come directly to seek leave without the administration’s informed about the sick student, the school shall not grant leave.*
* *If a boarder student is admitted to the BHU, and if any unauthorised visitors are detected in the ward, the warden/matron shall make necessary calls to the concerned authority.*
* *If more than one boarder students are found as sick attendant, the health personnel in charge shall call the warden/matron to verify their presence.*
* *Nutritious food to the sick shall be provided by the school mess.*

## Procedure for Long Term Leave

Long term leave for students will be on health and domestic ground. In case a student has to go for further medical treatment, it should be recommended by a doctor, or if the student has to leave school for a longer duration, the concerned parent or a reliable guardian has to be reported to the school. The school will then hand over the students with proper handing taking letter duly signed in the handing/taking form. The student shall be readmitted only after the authentic medical documents are produced.

## Teacher on Duty (TOD)

The system of TOD in the school is to help the school management run the daily school activities. In such a big school, a teacher might get one day to be the TOD, therefore, all teachers are to comply with their roles as TOD. TODs will maintain the record of the day’s report to the administration or concerned person whenever necessary and pass the students’ attendance sheets to the next TOD.

### Roles of TOD

1. TODs to be in formal dress when on duty
2. Monitor the day’s program
3. Holding morning assembly.
4. Making announcements in the assembly.
5. Concerned TOD who is on leave/official duty/workshop must arrange a substitute.
6. Supervise and monitor meals and prayers and submit a written report to the school administration.
7. The TOD should make sure that the first period of the day should not be affected due to prolonged announcements.

## Physical Greenery and School Cleanliness Policy

The school is a temple of learning and needs to be kept clean around the clock. Classrooms and academic blocks, surroundings, the road, hostels, dining hall, kitchen, laboratories, library play fields and all areas within the boundary of school, needs to be thoroughly cleaned throughout the year.

**Classroom:**

The class captains and class teachers will be responsible for the cleanliness of the classroom and the surroundings. They will be fully accountable for that and they are responsible for preparing the cleaning roster for the class.

* The classrooms should be cleaned twice daily: once in the morning and then in the afternoon. The dustbins to be emptied accordingly.
* The classrooms should be washed once in a month
* The class teacher should coordinate to whitewash their class.
* The class teachers will constantly monitor the cleanliness of their respective classes and the surrounding.

**Hostels:**

The warden, matrons and the captains will be responsible for the cleanliness of the hostel and the surroundings.

* Every morning, all the hostel dwellers will carry out the room and surrounding cleaning.
* A major cleaning will be carried out under the supervision of the matrons and wardens on Sunday morning.
* Each room will be provided with brooms and dust bin to help keep the hostels clean.
* The matrons and warden to come up with the rules and regulations for the hostels to help maintain cleanliness in and around the hostel.

**Toilets:**

Cleanliness of toilets is very important.

* The school will provide brooms and detergents for cleaning the toilets. Toilets must be kept cleaned round the clock.
* The hostel toilets will be cleaned as per the roster developed by the matron and the wardens.
* The day toilets will be cleaned twice every day as per the roster developed by the Health In Charge.
* To maintain cleanliness of the toilets, the school will keep the toilets fully supplied with water.
* Toilet User Education will be given by the Health In Charge.
* The Health In Charge will also make sure that the day toilets are locked and the keys handed over to the administration during holidays. The same should be done with the hostel toilets by the warden and matron.

**Multi-Purpose Hall and the administrative block:**

* The school sweeper will sweep these areas every day after breakfast and lunch while the students will clean it after the dinner.
* The MPH will be washed by students following the roster prepared by warden/matron.
* The school will provide detergents and brooms.
* The administrative block will be cleaned every morning and evening after the class by the sweepers.

Surrounding areas:

* The school area will be divided as per the number of sections. All sections will be given an area to be cleaned in the plan prepared by the CCA Head.
* Cleaning will be carried out every day before the morning assembly supervised by the class teacher.
* CCA head will monitor the cleanliness and in case no cleaning is done, the concerned class will redo it after the evening prayer.

**Laboratory**

* The concerned lab assistants will ensure that the labs and its surroundings are kept clean with the help of the science/computer students/sweepers.
* Whitewashing will be coordinated by the Lab Asst.

**Library**

* The Librarians will ensure that the library block and its surroundings are kept clean by getting help from the students and the sweepers.

## Awareness on Law

Students misbehave and many a times go against the law because they are mostly not aware of the rule of law and the consequences of their action. Orientation on this topic is very necessary so that they become aware of what a criminal act is and what is not. Therefore, SSSS head will organize an orientation on the law of the kingdom twice a year. Dasho Drangpon or the Police Officer will be invited to orient the students on law of our country.

## Meditation and Choeshe Program

Spiritual programs like meditation and choeshe is very important for the students at this time and age. So, to provide spiritual training and broaden the spiritual minds of our children, meditation will be encouraged and practiced during morning assembly, 1st , 4th & 6th period and before the start of every activity throughout the year in the school. Further, eminent religious figure will be invited for choshe program which will be organized by the SSSS head.

## Prayer

The Prayer Book shall be prepared by the Prayer In Charge and submit it to the school administration for printing.

Prayer will be conducted on daily basis. The roster will be prepared by the Prayer In Charge. No other activities shall be conducted during prayers hours.

All staff will attend evening prayers as per the roster prepared by the Prayer In charge.
All staff and students should be present for long prayers conducted during Royal Birthdays, Coronations and *Zhabdrung Kuchoe* in the school.

If long prayers were coordinated by the school during auspicious days, such as *Drub Tsheyzhi, LhababDuchhen*, etc, the staff, upon their wish may attend it or not.

## Discipline

To bring greenery to all spheres of the school, the most important thing is to abide by the rules and the regulations of the school. Daga Central School expects the best of positive conduct from both the staff faculty and the students. Disciplinary issues in the school will be dealt as per the school discipline policy. The SSSS head must come up with the ‘Expectation List’ from the students and put it up on the notice boards around the school. Similarly, all ‘don’t list’ must be put up on the boards around the school. All students and staff of Daga CS are to follow the code of conduct, which is very much part of the *Driglam Namzha*.

## Counseling Services in the School

Counseling is one important means of positive disciplining of the students. And it is the first step that we deal the children with all sorts of problems as we fully believe in positive disciplining of our students. Students will be provided guidance and counseling in the following areas:

1. Stress or anxiety
2. Depression
3. Academic motivation
4. Career choice confusion
5. Eating disorders
6. Substance abuse
7. Family relationship conflicts
8. Financial stress
9. Grief/loss issues
10. Intimacy, commitment, or relationship issues
11. Identity concerns (e.g., ethnic/racial identity; sexual orientation, spiritual identity)
12. Thoughts and feelings about suicide or self-harm
13. Anger or thoughts of violence
14. Violations of school rules and regulations

The school counselors have to maintain proper guidance and counseling service record for future reference and to be produced when asked by the higher authority.

### Rationale:

* Students are increasingly more exposed to negative impacts of media.
* Pressure in the school to perform better owing to increasing competition for limited opportunities.
* Multicultural students from different social status with different social norms.
* Parents’ time to devote to their children is diminishing.
* Divorce and single parenting exists in the country.

Guidance and counseling will be given to all needy students and in the cases detailed in the working document as unattended cases will lead to undesirable changes that can have negative impact on their performance and personal lives. And counseling will aim to help students in such situations:

1. Help them manage their current problems and live more effectively.
2. Make best use of available resources.
3. Helping the students in making meaningful and well –informed choices.
4. Clarify students’ perceptions.

So the school will refer all disciplinary matter to the counselors as the first stage of correction. The counselor must maintain proper record and register for the services provided.

## User Education Policy

The property of the school belongs to the school and correspondingly to the student and the teachers who use them. It is our responsibility to take proper care of the property under our care. The end user will be given the accountability and responsibilities to take care of the school property with signing on the handing taking list in the beginning of the year as they take over the property. The in-charges will take over the property back at the end of the year and levy the cost of damaged or missing property on the concerned users as per the undertaking. Proper user education will be given to all the staff and the student in the policy orientation in the beginning of the year. User education will be given on the following:

1. Use of light
2. Care of books
3. Care of furniture
4. Use of water
5. Care of classroom/hostels/toilets, etc

**Implementation of User Education policy**

The property of the school belongs to the school and correspondingly to the student and the teachers who use them. It is our responsibility to take proper care of the property under our care. So necessary user education must be given by the concerned in-charges and teachers.

**Furniture in the classroom and hostels:**

* The in-charge will hand over all the furniture to the wardens/class teacher and the captains/students.
* Both parties must keep proper record of the condition of the furniture.
* The warden/class teacher and the captains/students (user) will hand over the furniture back to the in-charge at the end of the year.
* In case of any short comings and damages, the students concerned/or the users will have to pay for the furniture. This includes tables, chairs, green board, windows, doors, bunk beds, etc.

**Electrical appliances, window frames and glasses:**

* The in-charge will make sure everything is fixed and is in good condition in the beginning of the year.
* The class teacher/warden/matron/captains will take over the hostels and classroom from the school management in the beginning of the year.
* They shall remain fully responsible for keeping the electrical appliance, window frames intact and undamaged.
* In case of broken window frames, glass, electrical sockets and appliances, the class will have to replace it.
* All light must be switched off when the room is not in use.

**Textbooks:**

Text books are expected to last for a minimum of three years. Therefore, good care must be taken. Getting a new book and returning it looking very shabby and in a condition that can’t be used the next two year, the concerned students will be made to pay full cost of the book and the school submits the same to the revenue department. The books will be stamped to indicate the age of the book in use.

* Every student and teacher is responsible for taking care of text books.
* The requisition of text books will be prepared by the school store in-charge with the help of all the teachers.
* Students who received new text books must return the books in good condition and if the pages are torn or misplaced, fines will be charged accordingly.
* If any of the books are lost, the concerned students should pay the actual cost of the books plus handling charges 15%, 10% and 5% respectively for 1st, 2nd and 3rd year.
* If the students fail to pay the cost of lost book/s, the in-charge will inform the class teacher to withhold the result. In case of students who are leaving the school, in-charge will inform the Office Assistant to withhold the TC and mark sheet/certificates.
* Text books for students will be collected after each exam as to avoid losses and further to keep the proper record by the in charge.
* Items from store will be issued through requisition form.
* Item required in the office will be issued to Administrative Assistant and games items will be issued to games in charge.

**Water**

Water is the most important component that our body need. And the water that we drink and use must as far as possible be clean water. Therefore, the water tank both at the source and the end will be cleaned every month.

As elsewhere, water in Daga CS does not have the abundance of water. Therefore, the school will regulate the flow of water to all the users. The SSSS should come up with water user policy and instructions.

## Advice to Teachers and Students (users of the school property)

1. All the teachers and student must take proper care of all the equipment, furniture and tools supplied to them
2. If anything is needed, then it will be issued through requisition form from the in charge.
3. Do not keep water tap open when not in use.
4. The street lights and campus lights will be put off when not in use.

## Care of properties

1. We should lift the tables, chairs, and benches instead of dragging it.
2. Not to spit doma in the class room and stick chewed and chewing gum under desk and chairs.
3. We must switch off the lights when not in use.
4. Do not open the doors and windows forcefully as it will damage the latches and window glasses.
5. We must not scribble on the desk and chairs.
6. Do not fiddle with the electrical settings in the class room, lab, library, MPH, etc.
7. Everybody should avoid playing inside the classroom so as to prevent the furniture from being damaged.

## Substance Abuse

We firmly believe that Daga Central School has a responsibility to promote a safe environment within which students can study and develop. The school also has a responsibility to discharge towards our children a duty of care. Both of these can be achieved, if all the staff members (Principal, Vice Principal, Teachers and supporting staff) support children and assist them in the recognition of unsafe environments and unsafe behavior.

The growing use of all types of drugs and alcohol in our society is a threat to the safety of a child’s healthy development. Without this healthy development, children are unlikely to grow, develop and realize their full potential.

As such the policy seeks to ensure that:

* Students in our school receive an education that enables them to grow up confidently, knowledgably, competently and safely.
* Children get consistent messages about living a healthy lifestyle and the inappropriateness of drug and alcohol misuse.
* Drugs, tobacco and alcohol related incidents are addressed by the school in a consistent manner.
* The policy is based on three key issues;
* Drugs, tobacco and alcohol prevention is a multi-agency/family role.
* Education in the area of self-awareness, self-confidence, understanding health and health promotion are the most effective ways of developing long term healthy and socially acceptable attitude towards drugs, tobacco and alcohol.
* Children need to understand the risks associated with the use of tobacco, drugs and alcohol.

In line to the aims mentioned above, the school will undertake the following actions to address the drugs, tobacco and alcohol incidents throughout the academic year.

* Awareness programs on drugs, tobacco and alcohol.
* Awareness on the law.
* Counseling.
* Disciplinary actions firm and fair (Strictly based on School Discipline Policy).

## Mess Management

The school mess will be run by a committee led by the SSSS Head. The committee will be changed after every term. The committee includes **SSSS Head, two teachers, one supporting staff, one cook and two students’ representatives.** The committee hold the full responsibility in managing the mess in the most transparent, efficient and effective manner.

### Responsibilities of the committee:

1. Receive the goods and commodities
2. Prepare menu in consultation with the students
3. Verify the physical and book inventory at the end of every month.
4. Sign on the bills/receipts after proper verification before submission to the higher authority
5. Meet and make decision whenever it is necessary
6. Check the quality of the food
7. Give information of the quota that they get
8. Monitor the duty and cleanliness (uniform) of the cooks
9. Ensure the cooks are not consuming alcohol, tobacco and doma during duty time.
10. To maintain hygiene in the store, kitchen, dining area.
11. Put requisition as per the quotation
12. Maintain the stock and issue register of Mess
13. Maintain storeroom cleanliness
14. Submit Attendance, Quarterly Progress Report and Food Receipt Report
15. Check the stock and issue register and get verified from the committee members and head of the school
16. Monitor all meals

Mess Committee must implement the following dining rules very strictly:

### Dining Rules

1. Students should report to the dining hall in time for all the meals. The hall will be closed 15 minutes after the bell.
2. Students are not allowed to share plates and mugs.
3. Students are not allowed to eat outside the hall except on weekends and when the hall is engaged.
4. Table manners like eating neatly, quietly, cleaning the table after eating, eating only after the grace and throwing the waste in the waste bin, are must for all the students.
5. No students are allowed to enter the kitchen and store except the mess captains.
6. Students cannot take food to hostels and if found will be penalized accordingly by the mess committee/matron/warden.

## Councilors, Captains and the Office bearers

Councilors, captains and other office bearers are very important for the smooth functioning and management of the school. Therefore, electing and appointing right person in the right post is very important. The school will use the democratic approach of electing the councilors and captains. The school management can terminate the councillorship and captainship if the person is not capable of carrying out his/her responsibilities; if he/she does not exhibit himself/herself as a role model for the other fellow students. Following will be the councilors and the captains:

* School councilors (1 boy and 1 girl)
* House councilors (6 boys and 6 girls for six houses)
* Health captains (1 boy and 1 girl)
* Games Captains (1 boy and 1 girl)
* Class captains (1 boy and 1 girl)
* Literary captains (1 boy and a girl)
* Cultural captains (1 boy and 1 girl)
* Prayer captains (1 boy and 1 girl)
* Audio-visual Captains (1 boy and 1 girl)
* Bell captain ( 1 boy)
* Sanitation Captains (1 boy and 1 girl)
* Mess Captains (1 boy and 1 girl)

## Student Leaders

### Captains and the Office Bearers

Captains and other office bearers are very important for the smooth functioning and management of the school. Therefore, appointing right person in the right post is very important.

* Nomination will be made by the staff faculty and the administration. The democracy club will coordinate and carry out captains’ election as per the democratic processes.
* Following are the captains and in-charges that the school will have to elect and appoint in the beginning of each year.
* Two school captains (1 male and 1 female)
* House captains (6 males and 6 females)
* Health captains (1 for boys and 1 for girls).
* Games captains (one male and one female).
* Class captains (one male and one female) for all the sections.
* Cultural captains (one male and one female)
* Prayer captains (one male and one female).
* Sanitation captains (one male and one female).
* Mess captains (one male and one female).
* Audio-visual captains (one male and one female)
* One bell captain

All roles and responsibilities will be given to the concerned captains in detail and the captains are expected to take up their roles seriously and dedicatedly. All captains will be provided with badge and incentives like writing pens and also will be provided with certificates at the end of one successful year as captains. The captains whom the school management finds to be under performing will be sacked and new captain will be appointed by the school SMT.

School Councilors:School Councilors are on the top of all the office bearers and are the connecting links between the students (Stakeholders) and the school administration. The school Councilors has the following roles and responsibilities.

## Captains’ Responsibilities in the hostels

1. The Councilors will ring the rising bell, social work bell, meals bell, studies bell and attendance bell.
2. The Councilors will monitor the morning SUPW and give the reports to the wardens/matrons.
3. The school Councilors will make sure that all the cleaning areas have been cleaned.
4. The school Councilors are also responsible for the decorum in the dining hall during the meal times and prayers. This includes chaos in the hall, table manners, and students taking food to the rooms and the cleanliness of the hall after meals.
5. The school Councilor will make sure the lights are put off on time.
6. The Councilors will also lead the boarders for activities like, studies, prayers, cultural programmes and games.
7. The Councilors will report to the wardens/matrons, if any outsiders, parents or guardians are seen in the hostel areas.
8. Will substitute the wardens/matrons during times when they are out of station.
9. Will report to the authority of any theft, fights, bunking, drinking and abusing cases.
10. Will guide the students during the outing hours.
11. Will take attendance after the outings and report the absentees to the wardens/matrons.

## Captains Responsibilities In the school

1. Coordinate all gatherings like assembly, social works and competition of any kind.
2. Keep an eye on the students during games time and report to the authority of any unsocial behaviors.
3. Substitute and help the warden/matron during study hours.
4. Lead all students towards hostel after studies, for lunch and after school.

## House Councilors:

The house Councilors are on the top of all the members in their respective house. They have a house advisor above them to guide them in times of need. The house Councilors’ responsibilities are as follows;

1. Monitoring House SAP gardens/SUPWs in their respective areas during the morning and weekend socials works.
2. Keeping record of the students in their house and maintaining the hostel daily attendance.
3. Putting off the lights in their respective rooms on time.
4. Conducting programs that fall during their COD.
5. Submitting list of participants for various competitions on time to the respective coordinators.
6. Maintaining decorum in the dining hall when CODs for the day.
7. Coordinating inter-house competition, keeping records of the participants and members being absent from any activities.
8. Helping school Councilors in the hostels, mess, studies, programmes and other gatherings

## Hostel Life

Hostel life for students is very special and it is a lifetime experience for the students. The hostel life will be taken care by the wardens and matrons for boys and girls respectively. It will be a well regulated life and the students have to follow and the rules and regulation of the school laid down for the hostel. It is mandatory to keep the hostel clean and tidy for the benefit of the hostel dwellers alone.

### Hostel Rules

1. Every individual must maintain their beds properly (with proper bedsheet, folded blankets throughout the day).
2. No one is allowed to hang the clothes in the room or hang from the beds.
3. Room cleaner must clean the room twice a day. (morning and evening)
4. No one is allowed to bring food to the hostel other than sick students.
5. Everyone must arrange their things like shoes, buckets, books, box, plates, cups and slippers in a proper place neatly.
6. Bouncing the ball is not allowed in the Rooms and Balconies.
7. Every room must be washed on Sunday morning.
8. Students are not allowed to cover their beds with curtains.
9. No student is allowed to entertain guest in the hostel without proper permission.
10. All the students must be present during SUPW or social work without fail.
11. There should not be any movement after 10:00 pm sharp (every necessary work must be done before 10:00 pm), if found, they will be dealt seriously.
12. All the above mentioned rules must be monitored by the respective house captains and school captains.
13. Light should be put off at 10:00 PM sharp and should be monitored by School captains and COD.
14. Night attendance to be done by COD along with school captains and report to warden and matron.

### Outing for students

* Boys and girls will go outing only once a month on alternate day after lunch.
* Students on outing will be in school dress/school track suit.
* The outing time will be from 2pm till 4pm.
* Students will be issued an out pass during weekdays if need be felt in going out of school campus on genuine ground.
* A fixed line telephone will be provided in both the hostels for emergencies.

## Wardens and matrons

In a boarding school, the importance of matrons and wardens far exceed that of others. They are like the second parents to boarder students as, for nine months they stay under the care and supervision of wardens and matrons.

**The following roles and responsibilities are expected of them:**

1. Looking after the general problems of boarding students
2. Maintenance of discipline in the hostels;
3. Maintaining students leave and attendance;
4. Look into the problems of sick students and provide them first aid, leave to go to the nearest BHU or hospital;
5. Maintain cleanliness and sanitation in the hostel;
6. Give counseling and guidance;
7. Supervise SUPW within the hostels and gardens;
8. Monitor morning, evening and night studies.
9. Night check-up;
10. Looking after hostel property
11. Maintain student records within the hostel;
12. Act as the member of discipline committee when the problem is that of a pastoral care;
13. Authorizing overnight leave
14. Authorize outing of the students

## SCHOOL DEVELOPMENT FUND (SDF)

**Collection:**

School development fund is solely a fund collected from the students based on the classes they are studying. It is not a fee but a welfare contribution to the school made by the students to the welfare fund of the school.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **B/D** | **Classes** | **SDF** | **Token fee** | **Boarding fee** | **Rimdro** | **Total** |
| **D** | **PP-VI** | **30** | **5** | **-** | **150** | **185** |
| **B** | **VII- VIII** | **100** | **5** | **50** | **150** | **305** |
| **D** | **100** | **5** | **-** | **150** | **255** |
| **B** | **IX- XII** | **200** | **5** | **50** | **150** | **405** |
| **D** | **200** | **5** | **-** | **150** | **355** |

### Use of SDF

The SDF will be used for various school development programs upon the proper approval by SMT. All the in-charges and the coordinators must write a proposal and submit it to the committee. The committee will work out the need and allot fund accordingly. The in-charges will procure and submit the bills to the committee with all formalities completed. The committee/ in-charge make expenditure statement on monthly basis and up on the notice board for the students and the staff.

### Responsibilities of SDF Committee

* School SMT will function as SDF committee
* Office assistant will be the SDF treasurer.
* All the in-charges and the co-ordinators need to carry out a budget projection exercise in the beginning of the year and submit a note sheet to the committee.
* The committee will work out the need and allot fund accordingly. The in-charges will procure and submit the bills to the committee with all formalities completed.
* Principal /vice principal and the SSSS head will audit the expenditure. The fund should be maintained with the BOB account, Dagana, for transparency.
* The SDF Treasurer must present an expenditure statement and show the balance to the whole school on monthly basis.

The following are the areas where SDF can be utilized.

* Students health and welfare
* Club activities
* Green School projects
* Prizes
* Students Meetings
* Observation of important days
* School picnic
* Refreshment for students
* Any other student activities

## Roles of the SDF Coordinator

1. Maintain and update daily accounts
2. Make statement of SDF expenditure quarterly and display on the students and staff notice board.
3. Make statement of any income generated and expenditure, and display on the board for the transparency.
4. Collect the SDF and other fees from the class teachers and issue receipts.
5. Maintain the record of all money matters of the school
6. Prepare and submit bills to Dzongkhag for reimbursement
7. Prepare voucher and make the payments accordingly.
8. The SDF committee will compose of one or two staff as per the size of the staff in the school
9. The committee meeting will be held mainly to discuss in regards of utilization of SDF
10. Yearly expenditure and balance report will be submitted to SMB and parents during the meeting.
11. Likewise, any other fund raised or donation obtained by the school will be looked after by SDF committee.
12. In case the school poses large amount, the SDF members should do the shopping and submit the bills to the Principal for payments.

## Staff Secretary

A system of having staff secretaries is very necessary and serves a lot of purposes in making meetings and socializations efficient and effective. Therefore, a staff secretary and an assistant secretary will be appointed in the beginning of the year through democratic process. The appointed staff secretaries will serve for one academic year. They will guided by their roles and responsibilities.

### Roles of Staff Secretary

* Organize staff gatherings.
* Organize staff meetings and pass notice register.
* Look after the welfare of the staff.
* Maintain the minutes of all meetings conducted.
* Maintain a personal diary of the unfolding events in school.
* Inform authorities about any problems in the staff.
* Collection of cash for gathering and other social events.
* Carry information from the administration to staff and staff to administration.

## Student Health Program

Health and hygiene is very important for proper teaching and learning to take place. Therefore, health of every individual is important. To properly address the health issue of the children, the school will have health in-charge and captains appointed and all the records maintained both in hard and data base of the school. The school will invite health personnel two times a year to conduct major health check up.

### Roles and Responsibilities of Health Captain and In-charge

* The Health in-charges and health captains should look after all health issues of the students.
* The sick students who are not able to dine on the regular meal that is provided, the captains and the in-charge in consultation with the mess in-charge will arrange specially prepared food for them. However, this food will not be for all the sick who can dine on the regular meals. This is to discourage unnecessary expenditure and undue provision to those who are not genuinely sick.
* All students will be provided boiled water from the school kitchen.
* The in-charges should keep the health records of all the students.
* Invite health personnel for annual health check up and to update the students’ health record.
* Students’ health record to be maintained in data base.

## Disaster Management

Disasters are of two kinds: One manmade and the other natural disaster. Natural disaster does not come with warnings. Therefore, the school must be prepared for the natural disaster while we put in efforts to prevent manmade disaster. Daga CS can be prone to natural and manmade disasters like:

* Earthquake
* fire
* Epidemics
* Flood and landslide

The school will have a disaster management committee. It must, on yearly basis, carry out mock disaster management drill and keep all necessary and available resources ready for use. The committee must plan and play a lead role for the mock drill and as well in the times of disaster.

What will the disaster management committee do?

* The disaster management committee needs to find out what category of disaster the school ie vulnerable to.
* Prepare a management plan.
* Conduct mock drill at the beginning of each year and keep the staff and the students aware of the plan.
* Make regular reminders.

## Store Management:

Management of school store efficiently and effectively is very important. The school store assistant must bear the whole responsibility of managing the store. All the school items must be received by the store and then accordingly issued to the concerned person or in-charges. All other in-charges must maintain their own stock register and maintain a proper record as they are auditable. The store assistant must come up with complete procedure of issue and receipt in consultation with the SSSS. He/she must have a detailed action plan prepared in the beginning of the year.

## School Canteen:

The aim of having a canteen in the school campus is to help students easily get things within the campus and avoid unnecessary visit to towns/shops.

The school will lease out the canteen license to the private to run the school canteen on yearly basis. The school canteen will not only deal with tea and edible items but also some basic stationery.

## School Building and Furniture:

All school building that stand in the campus will be taken proper care by the school as they are the property of the school. Timely renovation will be proposed. All building will be marked and given a number so that it is helpful for the maintenance and allotment for various purposes. Further furniture also will be marked. The vocational Instructor will be the in-charge and be accountable for the buildings and furniture of the school.

##  Allotment of Staff Quarter:

The school does not have enough quarters for all the staff in the school. Therefore, the vacated staff quarter will be allotted to a senior teaching staff (Senior in the school). In case of same seniority in the school, it will be allotted by lucky dip. However, if that senior teacher do not take the quarter when it was his/her turn, he/she won’t be given the chance a second time.

## Farewell for staff and students

### Students

The farewell for class 10 and 12 will be organized by the SSSS Head in consultation with Principal after their Board Exam.

### Staff

All staff irrespective of the level of the roles and responsibilities will be bidden farewell with dinner and token of gift depending on the numbers of years they have worked in the school.

Staff secretary will co-ordinate this.

1. 1-3 years- Dinner and gift worth Nu.2000
2. 4-6 years- Dinner and gift worth Nu.3000
3. 7-9 years - Dinner and gift worth Nu.4000.
4. 10 years +**-** Dinner and gift worth Nu.5000.

**Note:**

* + - * *ESP and GSP are exempted from contribution if the dinner is within the campus but their service is required.*
			* *ESP and GSP will pay 50% of the collection if it is held in a hotel.*
			* *Other supporting staff will make equal contribution*
			* *Except for staff on maternity and long term study leave, contributions are compulsory.*
			* *When an ESP and GSP are transferred, dinner and a gift worth 50% of the conditions set above will be given during his/her farewell.*
			* *If a staff after his/her studies returns to the same school, he/she during his/her farewell will be entitled to a farewell amount numbering to the years after his return because he/she shall be given a farewell when they leave for their studies.(only applicable for farewell)*

## Occasions to Convey Condolences and Share Happiness

In an organization like a school, there are occasions and times when we have to gather and visit our friends to wish good luck and offer condolences. Having a uniform rate of collection for these occasions is must and to be fair and do justice to all the stakeholders.

* Death of a staff: Nu. 1000
* Death of spouse/child: Nu. 1000

In case of miscarriage/stillbirth: Nu. 250

* Death of staff’s direct parents: Nu. 500
* Death of staff’s siblings/dependents: Nu. 300

*Only if the funeral rites expenses are borne by the staff.*

* Death of staff’s spouse direct parents: Nu. 300
* Birth of child: Nu. 200 from each staff as a congratulatory gesture at the time.
* Purchase of vehicle: Nu. 200 (If invited)
* Marriage: Nu. 200 (If invited)
* Sick (self): Hospitalized or bedridden for more than 3 days- Nu. 100. If referred out of the country, Nu. 250
* Other Invitations (Within): Nu. 200 (If invited)
* Other invitations (Outside): worth max. of Nu. 150 per head.

**Note**:

* *All the staff including GSP, ESP and staff on maternity leave have to pay the semso as mentioned above. Semso must be contributed within 7 to 14 days.*
* *For baby shower, ESP and GSP are exempted from contribution but their service is required.*
* *For all other invitations, contribution is compulsory if the invitation is in the name of the school.*
* *Whether it is joint celebration or single, all the staff will contribute NU.200 each.*

## Co-curricular Activities

Co-curricular activity is an indispensible activity in school as it forms complementary part of the wholesome education. The old adage, “all work and no play makes Jack a dull boy” is held high in the education system and if a child has to develop into a wholesome human being, the school must give equal importance to co-curricular activities which will be co-ordinated by the co-curricular committee. The committee holds the sole responsibility for the successful implementation of all CCAs in the school.

### Green School for Green Bhutan:

With the infusion of GNH values in the education system from 2010 onwards, Daga Central School will strive towards becoming a complete Green School and contribute towards green Bhutan. Green school does not only mean green color and having the school physically green, but also green in the following areas:

1. Physically green
2. Intellectually green
3. Socially and Psychologically green
4. Academically green
5. Culturally green
6. Morally and ethically green
7. Spiritually green
8. **Physical greenery:** the school will uplift the notion of keeping the school litter free and safe from environmental disaster by encouraging plantations of trees, bamboos and flowers through class wise greening project. Further, the Waste Management Committee will make sure that the school remains clean by coming up with clean school activities and placing dustbins in the prominent places. All trash must be emptied in the master trash bin located beyond the school ground.
9. **Intellectual greenery:** the school encourages all students and teachers to learn more and do more for the benefit of the society and the nation. All teachers and students must have green heart and live with desire to learn more every day. The school should provide an ambience for this to happen. Most important thing is that the teachers act as a role model for the students and be the driver in leading students to be intellectually green.
10. **Social and psychological greenery:** A school is a place where teachers and students live in the school society. The school should ultimately aim towards living in a peaceful society. All the associates of the school must get to feel that they belong to the school and they are being taken care of. The school rules and regulations will promote fairness and equal opportunity to all the students and teachers. For this to happen, all must follow the rules and regulations of the school and take up their roles and responsibilities sincerely and with commitment. All school rules also must be fair and square for all section of the school community.
11. **Academic Greenery:** Academic knowledge is the most important tool that we need to equip our students with. Children must know and be able to analyze what they are learning and why they are learning. Both the children and teacher must understand this single entity of what is being taught and learnt and the benefits.
12. **Cultural greenery:** In line with the principles of GNH, cultural preservation is very important for a nation like ours. It is our very unique national identity and many countries around the globe have lost it and they can only regret and witness the living culture like others. We can’t afford to lose it. If happiness is to be ensued, it is only living in our culture and not with someone else’s culture.
13. **Moral and ethical greenery:** A school must be a place where both teachers and students respect the rule of law and the rules and regulations of the school. We must promote greeting culture between the students; between teachers and between students and teachers. Teachers are the role model and we must do justice to our professional aspirations. Daga CS is the one of the highest learning centers in the Dzongkhag and the students must be role model for the students of other schools in the Dzongkhag too.
14. **Spiritual Greenery:** Physical and economic wellbeing alone is not enough to bring true happiness to anyone. Spiritual peace is must for eternal happiness. Therefore, the school will promote meditation and other spiritual activity like choeshe and prayers in the school to foster and live happily.

(*The above philosophy is extracted from the speech of the honorable Minister of Education at Daga CS, 2010).*

## Games and Sports

Games and Sports form an integral part of school activities. Games and Sports keep students' mind and body from being idle thereby keeping them away from bad habits. This is not only to keep them engaged but also to help them maintain their health and develop both life skill and livelihood skills in our children. This is an opportunity to help individuals to nourish and realize their potentials. The school will focus and promote mass participation and make sure that every student is taking part in most of the games and sport activities. Therefore, the school will carry out as many games and sporting activities as feasible and maintain records both in the students’ diary and in the data base.

The Co-curricular Activities committee will come up with a plan and schedule. The committee will provide facilities and design strategies for mass participation. The school would make it a point that no child lags behind and leave his/her potential unexposed and unrealized because of lack of opportunity.

The co-curricular committee will plan the activities in such a way that the students are able the practice, play and be present throughout term one. Therefore, the games instructor must plan in such a way that all the games and sports start by 1st week of March and continued till the end of May or the 1st week of June. This is to ensure that students get opportunity to practice before they are set for competition. The cultural and literary in-charges will do the same.

The CCA committee will organize a Sports Day annually where all students from six different houses participate in athletic events in three groups in both gender. All games will be planned in such a way that all tournaments and competitions are started almost at the same time and the competition runs over months (March to end of May). All teachers are expected to attend the match to encourage the students so that they value what they are doing.

All the Games in charges, cultural in charge and SAP in charge will be Co-curricular Committee.

## Roles and Responsibilities of the Games & Sports Coordinator

* Co-ordinate all games and sports activities in consultation with the Co-curricular Affairs Head and other members of the Games & Sports Committee.
* Maintain the stock register for all games and sports equipment.
* Develop action plan, fixtures, etc. in consultation with other coordinators.
* Maintain records of all competitions.
* Work out the total amount of fund required for all activities in consultation with the Co-curricular Affairs head and other members of the Games & Sports Committee.

## Activities under Games and Sports.

1. **FOOTBALL**
* Football competition would be conducted three times a year for both boys and girls. The mode of competition will be league cum knock-out.

 1. Pick up tournament

 2. Inter House Competition

 3. Inter Class Competition

 4. Rolling Trophy which will be open to all.

* The school football team for various tournaments will be selected during the pick-up tournament which would be the first tournament of the year.
1. **VOLLEYBALL**
* The volleyball tournament would be organized twice a year for both boys and girls. The mode of competition will be league cum knock-out.

 1. Inter House Competition

 2. Inter Class Competition

3. Pick up tournaments

* The school volleyball team for various tournaments will be selected during the intra school competitions.
1. **BASKETBALL**
* Basketball tournament will also be conducted two times a year for both boys and girls. The mode of competition will be league cum knock-out.

 1. Inter House Competition

 2. Inter Class Competition

* The school basketball team for various other competitions will be formed during the intra school tournaments.
1. **BADMINTON**
* Badminton tournament would be organized twice a year for both boys and girls. The mode of competition will be league cum knock-out.

 1. Inter House Competition

 2. Open Tournament for students only.

* The school players for the year will be selected during the intra school competitions.
1. **TABLETENNIS**
* Table tennis competition would be conducted two times a year for both boys and girls. The mode of competition will be league cum knock-out.

 1. Inter House Competition

 2. Open Tournament for students only.

* The school players for the year will be selected during the intra school tournament.
1. **CHESS**
* Table tennis competition would be organized once a year for both boys and girls. The mode of competition will be knock-out.

 1. Open Tournament for students only.

* The school players for the year will be selected during the open tournament.
1. **CAROM**
* Carom competition would be conducted once a year for both boys and girls. The mode of competition will be knock-out.

 1. Open Tournament for students only.

1. **TRADITIONAL ARCHERY**
* Traditional archery tournament would be conducted once a year for boys.
1. An open selection for class XI and XII students will be held and form a school team for the regional and national level tournament.

**ANNUAL SPORTS DAY**

* The annual sports day would be organized during the first term of the year.
1. An open intra house selection for the students would be carried out by the respective house masters/mistresses assisted by the games and sports coordinator, during the primary round. The selected students from various houses would compete once again amongst the various houses to select the participants for the sports day. The best athletes in different disciplines would be selected for the Intra Dzongkhag Sports Meet, Regional and National level Games and Sports Meet.

**ANNUAL SCHOOL MARATHON**

Games and sports committee must fix the date for annual School Marathon. The distances for both boys and girls must be discuss and plan accordingly. For safety reasons the Dzongkhag health officer and Royal Bhutan Police should be informed and seek their assistance.

## Cultural Activities

The Bhutanese culture projects out as the unique identity of our small country. It is one of the main pillars of our development philosophy – Gross National Happiness. Our culture which is very unique and special must be valued and appreciated by our school children if it is to continue and live long into the future. Therefore, the school will run in consistent with the age old cultural heritage of our country. To take care of the cultural activities of the school, a cultural club will be formed and this club will run and function on Wednesdays during the club hours while a cultural group will be formed to represent the school for all cultural presentations and competitions.

Cultural songs and dances will be promoted on the basis of house/class competition and will be organized towards the second half of the year. All genres of song and dances like *Zhungdra, Boedra and Rigsar*, mask dance and the local songs and dances will be promoted.

## Roles and Responsibilities of the Cultural Coordinator

* Co-ordinate all house cultural programs.
* Maintain stock register of all cultural items.
* Maintain records of all competitions.
* Draw schedule of the various competitions in consultation with other coordinators.
* Work out a budget proposal for the activities.
* Organize the Welcome and Fresher’s Night.
* Organize the Annual School Variety Concert after the conduct of all cultural competitions.
* Select the school dancers (20 boys and 20 girls)

The cultural activities in the school would form an important component of the school activities.

1. **Cultural competition:** The cultural competition would be held during the 1st half of the year. The competitions would be either inter house or inter class competition. Besides, an open contest for students would be organized by the Cultural Club.
2. **Cultural Talk:** The Cultural Club will also ensure that students are briefed on the values of the Bhutanese culture.
3. **Bhutanese Songs:** The Cultural Club would also ensure that all the classes learn and practice folk songs and dances (at least one Boedra, one Zhungdra and one Rigsar every year).
4. **Mask Dance:** Different mask dances must be practice in the school. During celebration there should be at least one mask dance.
5. **Daga dance star or pop star:**

The cultural in-charges to see the possibilities of the organizing such programs

## Literary Activities

Literary activities will be organized to supplement the academic activities as it goes beyond the normal teaching when it comes to opportunity to apply what is being learnt. These activities would help expose students and build confidence and skill in our children. The activities will be debate, quiz, extempore speeches, reading competitions, reading week, morning speeches, wall magazine and writing competitions throughout the year. These activities will be co-ordinated by the literary committee and must be supported by action plan prepared at the beginning of the year. All activity must be organized professionally.

### Roles and Responsibilities of the Literary Coordinator

* Co-ordinate all literary activities.
* Maintain records of all competitions.
* Draw schedule of the various competitions in consultation with other coordinators.
* Develop the literary corner.
* Maintain accounts of the expenditure incurred during the competitions.
* Co-ordinate and work out the roster for the morning speech and weekly news.
* Organize the Reading Week.

The literary activities would be carried out throughout the year. All literary activities would be carried out in the MPH except for a few. The literary activities would be conducted on Tuesdays after the normal class hours. All activities must be organized professionally. Following would be some of the literary activities:

1. Extempore speech (Dzongkha & English)
2. Debate (Dzongkha & English)
3. Quiz (Dzongkha & English)
4. Story telling (Dzongkha & English)
5. Lozey (Dzongkha)
6. Reading Week
7. Spelling competition
8. Etc.

These activities would be conducted as inter house or inter class competitions, whichever is feasible. All such competitions would have two participants (1 boy & 1 girl). Besides, the participants should ensure that one is from the senior category and the other from the junior category. To provide opportunity to maximum number of students, no student will be allowed to participate in more than two such competitions. The literary club should ensure that the judges for house competitions are non-house masters and non-class teachers in case of class competitions.

All the House Masters will be the Literary Committee

## Club Activities

Club hours are an opportunity for the students to learn beyond the four walls of the class room. During the club hours, students are expected to learn lots of life skills and vocational skills.

The students will choose their own club for the year; however, it will depend on the number of members the club can take. Teacher in-charge for the club will have an action plan for the execution and running of the club. Clubs will be held on Wednesdays with the creation of additional period after the sixth period by reducing five minutes each from all the six periods. The club hours will be from 3PM to 4:30 PM. All clubs will have to exhibit their work for the year during the school fete day to be coordinated by CCA towards the end of the year.

### Roles and Responsibilities of the Club Coordinator

* Develop aims and objectives of the club.
* Draw action plan of the club activities.
* Co-ordinate the club activities.
* Maintain the accounts of the club (whichever is appropriate).
* Prepare a budget proposal in the beginning of the year.

## School Agriculture Program

Daga CS is one of the SAP schools in the country. The school has piggery and gardening under this program. This activity in the school will not only provide a platform for the students to learn farming but also prepare them for farming business for future. It keeps our students abreast with farming activity and give opportunity to those who do not come from farming background.

For the effectiveness purpose, SAP will form the part of school Greening Program and will be carried out by one of the classes. All necessary support must be sort from the RNR extension agents so that students get professional guide and instruction.

## Roles and Responsibilities of SAP Coordinator

* Monitor the agriculture work on timely basis.
* Prepare framework of year-round activity.
* Submit proposals to school authority.
* Seek assistance from Dzongkhag Agriculture sector.
* Formation of SAP club and elucidating the plans.
* Teach students systematic method of farming such as process of growing crops, intercropping, preparation and application of fertilizers and transplantation.
* Coordinate any other activities and programmes related to SAP.
* Maintenance of tools.

The school agriculture program would be carried out throughout the year.

1. **Farming:** The gardening work will be done by the entire house. Certain number of students from all the classes will work in the house garden. They will fully focus into the gardening while they will be exempted from the flower gardening as it will comprise as the class Greenery project for that particular class.
2. **Piggery:** The school pigs will be washed every weekend by the various classes on a rotational basis. The maintenance of the pig sty would be taken care of by the members of the SAP Club.
3. **Equipment:** The agriculture equipment of the school would be handed over to the respective houses by the SAP Coordinator at the beginning of the year and the same should be returned to the SAP Coordinator towards the end of the year by the house masters/mistresses.
4. **Maintenance of Records:** The agriculture products deposited in the school mess and other financial records should be maintained by the house captain/master/mistresses and the same should be made available to the SAP Coordinator

## Green School Project

The Green School Project would be an important component of the school activities. Every class would take up a project to maintain greenery in the school. The whole school area will be divided into the number of sections so that all classes and all the school area are covered. The project would be a year-round activity. The project would be carried out generally on Saturdays. The activity in the area can be flower gardens, site development, taking care of tree in the area, plantation of ornamental trees etc. It will be marked and the best maintained project will be awarded at the end of the year.

## Driglam Namzha

Driglam Namzha is not just the disciplinary aspect but it also accounts manner and behavior of every individual in line with our culture and traditions. Like any other nation, Bhutan has her own code of conduct for different occasions and time. The school will organize Driglam Namzha classes for the students every fortnight. The cultural club will co-ordinate and expertise and help can be sought from the national teachers. The school will invite Dzongkhag Cultural Officer for *Driglam Namzha* orientation for the staff on a yearly basis. The school expects that by the time the students graduate from the school, the students will be equipped with basic understanding and practices of *Driglam Namzha*.

## Celebrations

Important occasions and anniversaries of national and international significance would be celebrated in the school. As the school organizes all the celebrations in the country, the CCA head and the concern in-charges will be solely responsible in coordinating such events. The celebrations that the school normally celebrates are:

* + - 1. Birth anniversary of his Majesty the kings
			2. Coronation days
			3. Religious holidays
			4. Relevant International days
			5. National Day
			6. School Foundation Day

Religious holidays must be celebrated with prayers in the morning to instill value in our students. This must be co-ordinated by cultural In-charge. All celebrations must be carried out in a good and complete manner so as to offer education and knowledge to the children and promote values.

## Administrative Matters

**School Self-Assessment and improvement Plans**

All teachers will be involved in rating the school two times a year. Once individual rating is done the school will find the average rating of the school which will be authenticated by the visiting monitoring officer. Having done that the school in the staff meeting will set targets for the school improvement and planned accordingly. Then the school will assess and again rate in the second half of the year and find put the performance of the school.

## Tender Opening Members

Tender opening committee will be chaired by principal and must have a minimum of seven members. The committee will open the tender on the specified date and time. The committee will verify the documents and give a report to tender Evaluation committee for the evaluation.

**Tender Committee**

Principal will chair the tender committee. The members will be selected from the staff to carry out the tendering process. Tender committee will serve for one year and the committee will be changed every year. The different tender members will be formed beside tender committee.

**Tender Evaluation members**

Tender evaluation committee will be chaired by Principal and must have a minimum of seven members. The committee will evaluate the tender and must write a report to justify their evaluation. The committee will finally hand over their reports to the tender awarding committee.

**Tender Awarding Members**

Tender awarding committee will be chaired by principal and must have a minimum of seven members. The committee will thoroughly go through the report made by the tender evaluation committee. Based on the report made by the tender evaluation committee the tender awarding committee will write the award letter to the bidders.

## Types of Staff Leave

Following are the different categories of leave that a civil servant can avail. But we must be clear that it is not the automatic right of an individual. All leave must be availed only upon the proper approval of the authority concerned.

**Teaching Staff Vacation Leave**

All teachers are entitled for vacation leave with effect from 19th December to 31st January.

**Casual Leave**

1. All civil servants will have the privilege of availing a maximum of 10 days casual leave in a year.
2. Casual Leave shall be granted to a civil servant for a short period on account of illness or urgent personal affairs and a civil servant on Casual Leave shall be considered on duty for all purposes.
3. It will be lapsed if not availed in the financial/calendar year.
4. Allowed to be availed by prefixing, sandwiching and suffixing Government holidays including weekly off-days viz. Saturdays and Sundays. Saturday shall also be prefixed, suffixed and sandwiched in the case of those civil servants for whom Saturdays are working days;
5. Treated as leave and debited to the Casual Leave account when availed by a civil servant working on Saturday.
6. Granted even for half-a-day.
7. Granted by the immediate supervisor of the applicant.
8. Allowed to be availed by a civil servant while on tour with the approval of the competent authority, but Daily Allowance shall not be admissible for the days of casual Leave.
9. Allowed to be availed by a fresh appointee joining service in the course of a calendar year, proportionately calculated on a monthly basis; and

10. Casual Leave account shall be maintained in respect of every civil servant.

11. Casual leave should not be claimed as a matter of right.

**Bereavement Leave**

In the event of death of an immediate family member, Bereavement Leave of 21 working days shall be provided to a civil servant on each occasion.

**Maternity Leave**

1. Maternity Leave with full gross remuneration for a total period of six months from the date it commences shall be admissible to a civil servant. The Maternity Leave shall, at the latest, commence from the date of delivery.
2. Maternity Leave with full gross pay shall be admissible during miscarriage for a maximum period of one month on production of a medical certificate.
3. Maternity Leave may be combined with any other form of leave. Government holidays shall be prefixed or suffixed, but holidays intervening the maternity leave shall be counted as leave.
4. Maternity Leave shall be granted by the respective controlling officer on production of medical certificate, each time.

**Paternity Leave**

1. A civil servant shall be granted Paternity Leave of 10 working days.
2. The Paternity Leave may be combined with other forms of leave and shall be prefixed or suffixed to public holidays.

 **Medical Leave**

1. A civil servant, who has been certified as incapable of performing duties due to illness or injury shall be granted Medical Leave on production of a medical certificate issued by a medical authority in Bhutan as detailed below for the periods:
	1. Up to one (1) month - A Medical Officer.
	2. Up to six (6) months - A Medical Board of Doctors appointed by the Ministry of Health.
	3. Exceeding six (6) - Head of the Department of Health. Services on the recommendation of a Medical Board appointed by the Ministry of Health.
2. A civil servant on medical leave shall be paid full gross pay to a maximum of six months. In the event the Medical Leave exceeds six (6) months, the allowances if any, shall cease to be paid for the subsequent period.
3. A civil servant, who has been granted Medical Leave for more than three (3) months, on re-joining the duties, shall be required to produce a medical certificate of fitness to perform the duties.
4. A civil servant shall be granted the Medical Leave for a maximum period of one (1) month to escort a direct dependent of the civil servant concerned. He shall be entitled to TA/DA as per the medical referral treatment rules and regulations.
5. Medical Leave shall be sanctioned only by the head of the Agency of a minimum rank of Head of the Department/Dzongkhag which may be further delegated to authority under them, if found necessary.

**Study Leave**

1. Study Leave shall be granted to a civil servant to enable him to pursue a formal course of study/training relevant and useful to the present or future duties.
2. Study Leave shall be granted only to pursue relevant courses conducted by a recognized University/Institute. All such courses/training pursued by a civil servant therefore, shall require the approval of the Agency concerned.
3. When the course is directly relevant to the candidate’s current job and a candidate meets the eligibility and selection criteria, Study Leave with pay and benefits shall be granted to pursue long-term training courses.
4. When the course is not directly relevant to the candidate’s current job, but relevant to the country in general, Study Leave without pay and benefits shall be granted to pursue the training.
5. Study Leave shall be granted to a civil servant for the actual duration of the approved training and journey periods to join the training and to return to the duty station on completion of the training, when deputed by the Government.
6. A civil servant applying for Study Leave shall produce evidence to the effect that he has secured admission to the training. On his return from the leave, documentary evidence shall be submitted to show that he has completed the course.
7. A civil servant shall be entitled to a total of 36 months Study Leave in the entire service period for any long-term studies. In the event the nature of study requires more than 36 months, the RCSC may approve the additional duration of study leave on a case-by-case basis based on organizational need.
8. Training period up to 18 months for any single training shall be counted as part of active service for the purpose of promotion.
9. A civil servant granted Study Leave with pay and benefits for any single long-term training shall be entitled to the full basic pay for a period of twelve months. When the duration exceeds twelve months, he shall be entitled to fifty percent of the basic pay for the remaining period.

10. The Head of the Agency shall be the competent authority for granting Study Leave upon approval of the nomination of the candidate by the competent authority.

11.The period of Study Leave shall be considered as part of active service for the purpose of retirement benefits.

1. **Extraordinary Leave**
2. Extraordinary Leave (EoL) shall be granted to a civil servant up to a maximum period of twenty-four (24) months in total during the entire service period.
3. A civil servant shall be eligible for Extraordinary Leave for three months or more, only after rendering a minimum active service of five (5) years.
4. Extraordinary Leave shall be granted to a civil servant only after fulfilling all conditions of service laid down under the training rules, if he has undergone training.
5. Government holidays may be prefixed and/or suffixed to Extraordinary Leave, but Government holidays intervening the period of leave shall be considered as leave.
6. Total period of Extraordinary Leave availed during the entire service shall be excluded while calculating the number of completed years of service rendered by a civil servant as on the last day of his service for the purpose of gratuity claims.
7. Remuneration or other benefits of the post held shall not be granted to a civil servant for the days of Extraordinary Leave.
8. Promotion processed prior to availing Extraordinary Leave, if granted, shall be effected only on rejoining the service.
9. A civil servant occupying Government accommodation shall vacate it when the civil servant is granted Extraordinary Leave for a period exceeding one year at a time. The civil servant shall be allowed to retain the Government accommodation on full payment of the house rent in advance, when the Extraordinary Leave period is one year or less.
10. The Agency in charge of housing shall be informed of the Extraordinary Leave sanctioned to a civil servant by the AFD concerned immediately upon the approval.

10.Civil servant applying for Extraordinary Leave shall furnish specific reasons in the application along with a completed letter of undertaking, stating the reasons mentioned in the applications are true.

11. A civil servant may be granted the Extraordinary Leave for the following purposes:

1. Pursuing studies, when the study leave is not permissible.

2. Family problems, when the attention of the official concerned is genuinely required.

3. The position of a civil servant shall not be protected while availing

**14. Extraordinary Leave beyond six months.**

**Authority to Grant Extraordinary Leave**

The authority to grant Extraordinary Leave to a civil servant shall be:

1. Up to six months - Head of the Agency/Department/Dzongkhag.

2. Period exceeding six months - Secretary of the Ministry/Head of the Agency.

**Paid Leave**

A civil servant shall be paid basic pay and allowances, if any, for the period of Casual Leave, Paternity Leave, Vacation Leave, Maternity Leave and Medical Leave. However, payment of an allowance shall be limited to the first six months in case the medical leave period extends beyond this period. The advance shall be promptly adjusted against the leave salary due to the civil servant for the period of leave.

**General Rule**

1. A civil servant shall be considered as on duty at any time in a day and can be called on duty by the appropriate authority at any time of a day according to exigencies of service.
2. Except in the case of sudden illness or unforeseen circumstances, no civil servant shall remain absent from neither duty nor leave station without taking prior permission from the immediate superior.
3. The controlling officers, at the beginning of the fiscal year, shall plan the leave for his subordinates in consultation with the civil servants. The approval of the competent authority shall be obtained well in advance.
4. Submission of application for leave by a civil servant does not imply that the leave is approved till a written order is passed to that effect by the competent authority.
5. Leave shall not be approved beyond the date of retirement.
6. In case of termination of services due to failure of a civil servant to resume duty on expiry of leave sanctioned, leave salary in respect of the period covered by the sanction shall be payable. Dues recoverable from a civil servant shall be adjusted out of the leave salary or any claim to be paid to him.
7. Joining time on transfer may be suffixed to any form of leave.
8. Leave account records, except that of casual leave, of all civil servants shall be maintained in the formats given in the service record.

## IWP of the Staff:

IWP will be done as per the requirement of RCSC. All teaching staff will set targets and evaluated once a year. Non-teaching staff will set targets half yearly and rated accordingly.

* The individual teacher and the staff to provide necessary evidences and documents/record for the rating that he/she has given for himself/herself.
* The monitors and the principals to jointly rate the performances. Planning and other duties performed and all behavioral and discipline adherence of the staff will be considered to award rating to the staff. The school authority will have to provide evidences.
* Transparency to be maintained by allowing the individual to see his/her rating.
* First target setting in February and review of target in July.
* Collection and submission to be taken care of by office assistant.
* OA to notify the teachers and staff accordingly.
* Forms to be submitted to the Human Resource office by the OA through the DEO’s office and proper records to be maintained.
* Two copies to be submitted and rated. One to be maintained by the concerned employee.

## Promotion

Regular promotion for all staff will have to be processed after every four years as per PCS rules and procedures. To avail promotion, a teacher/staff must have a minimum of very good rating for the last three consecutive years. However, meritorious promotion will be granted to an employee if his or her performances stand out to be extraordinary.

## Training and Workshops

All training and workshop nominations will be discussed in the HRC and the nomination will be made as per the criteria given by the employer or the inviting agencies. The HRC will, however, use its discretion to study and nominate right person for the right course/training so that the school and the system is benefited.

**General Criteria for Workshop and in country training**

* + - 1. One must complete minimum of three years in the School.
			2. Seniority in the service.
			3. Responsibilities shouldered in the school (count the number of responsibilities)

**Note:**

* *The nomination criteria will be followed as per the sequence mentioned above.*
* *If the Office Order is in the name of an individual and concerns his/her field of expertise, there shall be no HRC sitting.*
* *In case of same seniority and responsibilities, it will be decided through lucky dip.*
* *Any staff having adverse record in that year will be directly disqualified.*
* *Not eligible for those who availed the same opportunity within the same year.*
* *BCSEA/the inviting agency’s criteria will be strictly followed for other BCSEA activities.*

## Criteria for Invigilation Duty

1. One must complete minimum of Four years in the school**.**
2. Cooling period of Four years completed.
3. Responsibilities shouldered in the school (count the number of responsibilities)

**Note*:***

* *The nomination criteria will be followed as per the sequence mentioned above.*
* *Once the opportunity is given by the HRC to an individual and if that person offers the chance to any one, he/she will compete only after completing his/her cooling period. However, if it was a case of prolonged illness or immediate family members’ demise, he/she shall be eligible to compete in the coming year.*
* *However, no individual can abuse their position and send their own selection. The empty slot shall be forwarded to the HRC again.*
* *The teachers who hold seniority in the completion of years served in the school against the teachers who just completed the cooling period, the former shall be given consideration.*
* *In case of the same number of years in 1 & 2, they shall compete equally.*
* *In case of same seniority and responsibilities, it will be decided through lucky dip.*
* *The number of invigilators will be worked out based on the number of teacher ratio in the two campuses.*

## Punctuality of staff:

Discipline begins with punctuality. And without punctuality, discipline is questionable. Therefore, the school management demands high level of attendance and punctuality from the staff and students. To ensure punctuality of the teachers and staff, the school administration will maintain daily and activity wise attendance and punctuality form for all staff individually.

Punctuality and performance monitoring form is necessary for an organization like school. It would help the school run smoothly and allow fair rating of the performance for teachers and other staff. These forms and records will be maintained throughout the month and updated at the end of each month. This should also help the school administration and the teachers to monitor, counsel, advice and correct non-performing teacher and staff.

**Attendance:**

 All teachers must sign in the attendance register two times a day: One in the morning before the assembly and the other in the evening when they leave the school. All teachers must be available in the school during the school hours. All concerned must get proper approval to leave school lest they need to go out during the school hours. The office assistant will send the detail attendance report to the DEO by 20th of every month.

## Probation Period

All teachers and staff appointed for the first time shall initially be placed on probation for a period of one year before his appointment to regular service is confirmed. The candidate shall be liable for termination during the probation period without notice or his service shall not be regularized if his performance needs improvement. Upon completion of the probation period, the Agency concerned shall issue an Office Order stating that the probation period has been successfully completed and his service has been regularized.

A civil servant shall not be eligible for training while on probation period. The probation period shall not be considered as part of active service for the purpose of promotion and long term study leave. A civil servant, during probation, shall be eligible only for casual leave, medical leave, paternity leave and maternity leave and shall not earn any other form of leave. A civil servant shall not be eligible for LTC during probation.

## Responsibilities of Supporting and Non- Supporting Staff

**Office Assistant**

1. Drafting, typing and dispatching correspondence as per the directives of the supervisor.
2. Assist the Officers in administrative duties e.g. photocopying, binding, compilation of materials.
3. Maintain office records and files.
4. Liaise with various people in relation to official work.
5. Attending to official visitors
6. Looking after the work of sweepers of the school
7. Updating and reporting the teachers attendance register
8. Issue of TC , mark sheets and maintain issue register
9. Maintain admission register
10. Taking care of equipment in the office

**Physical Instructor**

1. Coaching students
2. Planning and preparing games and sport timetable
3. Implementing the school games and sports plan
4. Preparing and procuring school games and sports items
5. Taking care of sport and games items.
6. Take HP classes

 **Sweepers**

1. Cleaning the Administrative block and library
2. Cleaning the dining hall and its surrounding after breakfast and lunch
3. Locking and opening office in the evening and morning.
4. Preparing and serving tea during meetings and guests
5. Taking letter to the Dzongkhag office and Bank
6. Taking care of the officer equipment in the principal, vice principal and staff rooms.
7. Taking care of plates and cups
8. Taking notices and bringing back with work done.
9. Sweep the administrative block
10. Will maintain cleanliness of the school library
11. Wash the staff toilets
12. Refill the water in the filters

**School Technician.**

1. Taking care of light and water system.
2. Putting off the street light in the morning and on in the evening.
3. Taking care of the water tanks and monitor the water supply in the school campus
4. Maintenance of school properties.
5. Monitoring and keeping vigilances of the school property the students are handling and reporting to the authority immediately.
6. In-charge of the vocational activities in the school
7. Be the furniture in-charge.
8. Maintain inventory of the school furniture.
9. Maintain issue and stock register of the furniture
10. Distribution and handing taking of the furniture to the teachers and the students.
11. Repairing and maintenance of furniture for the school.
12. Keeping all necessary tools for the school readily available when required.
13. Looking after the electrical appliance of the school.

**TRC Office Assistant**

* Record and maintain the furniture and other office equipment
* Work out the TRC budget required and submit to Dzongkhag office.
* Assist the staff in printing and binding
* Help school lead to arrange the PD programs.

**Caretaker**

1. Opening and locking school gates
2. Monitoring the movement of visitors in the school
3. Monitoring the movement of school property out of the school
4. Helping in the maintenance work of the school
5. Monitoring the school fencing and keeping the school updated with the intactness of the fencing and then maintaining
6. Keeping the cattle out of school campus.
7. Monitoring and keeping vigilances of the school property the students are handling and reporting the authority immediately.
8. Night patrolling

**Driver**

* Maintain cleanliness in the school bus
* Taking care of the school bus
* Should be available during holidays also
* Must come to school every day to carry out other work assigned by school administration.

**Cooks**

* Cook the meals on time
* Maintain cleanliness in and around the kitchen.
* Clean the utensils and storeroom on daily basis
* Chop firewood on daily basis
* Serve hot meals to the students
* Taking care of kitchen items
* Carry out maintenance work in the school

## Conclusion

This document covers the whole policies of the school. It begins with the background and the school vision, mission and goals. It then states the academic policies followed by student and staff support services and co-curricular activities policies. Last part of the documents is about the policies on administrative matters.

However, it is not a complete document as it will have to constantly be amended on yearly basis as the policies of the education ministry changes and the school working conditions changes. Therefore, all the staff members are welcome to contribute toward making this document a complete and comprehensive one.

Further all those associates and the implementers of the school policies and programs are to comply with the policies and guidelines in this document and the working document.

**THANK YOU**