

# **JEEWAN PUBLIC SCHOOL**

**Run & Managed by: Umresh Mahesh Educational & Welfare Trust**

**To be Affiliated to CBSE, New Delhi**

**SERVICE** : This mean that we serve others willingly, graciously and selflessly.

**BEFORE** : We should not except anything in return for our service because there is greater pleasure in giving than in receiving.

**SELF** : By Serving others we serve God.

# FUNDAMENTAL RIGHTS OF AN INDIAN CITIZEN

- Right to Equality
- Right to Freedom of Religion
- Right to Freedom
- Cultural and Educational Right
- Right Against Exploitation
- Right to Constitutional Remedies

## THE TEN FUNDAMENTAL DUTIES OF EVERY CITIZEN OF INDIA

- To abide by the Constitution and respect the National Flag and the National Anthem.
- To Cherish and follow the noble ideals which inspired our national struggle for freedom.
- To uphold and protect the Sovereignty, Unity and Integrity of India.

To defend the country and render national service when called upon to do so.

- To promote harmony and sprit of common brotherhood amongst all people of India transcending religious, Linguistic and regional or sectional diversities and to renounce practices derogatory to the dignity of women.
- To value and preserve the rich heritage of our composite culture.
- To protect and improve the natural environment including forests, lakes, rivers and wild life and to have compassion for all living creatures.
- To developed the scientific temper, humanism and the spirit of inquiry and reform.
- To safeguard public property and to abjure violence.
- To strive towards excellence in all spheres of individual and collective activity., so that the nation constantly rises to higher levels of Endeavour and Achievement.

## GENERAL PLEDGE OF INDIA

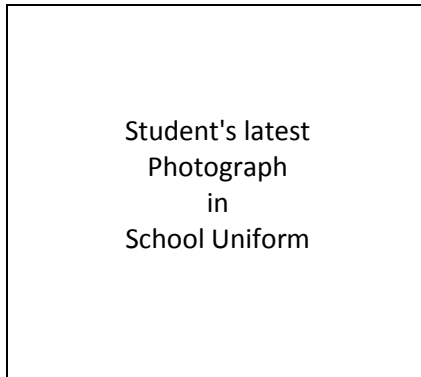
India is my country and all Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage. I shall always try to be worthy of her.

I shall always respect my parents, teachers and elders and be courteous to all.

I promise to be loyal to my country and countrymen, for in their prosperity and well being alone lies my happiness.

# STUDENT'S PARTICULARS



Name of the Student .....

Class ..... Section ..... Date of Birth ..... Admission No. ....

Blood Group ..... Bus Stop ..... Bus No. ....

Residential Address .....

.....

Mother's Name .....

Qualification..... Designation .....

Office Address .....

Office Phone No. .... Mobile No. ....

E-mail ID .....

Father's Name .....

Qualification..... Designation .....

Office Address .....

Office Phone No. .... Mobile No. ....

E-mail ID .....

Phone No. P & T ..... Preferred SMS No. ....

Portal ID.....

Details of Brother/Sister studying in this school:

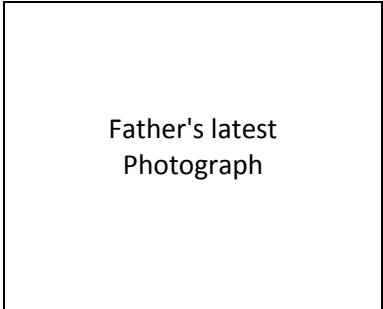
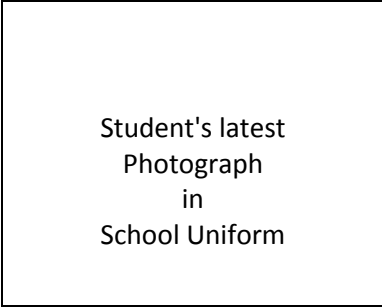
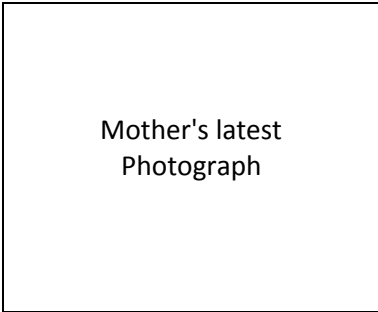
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Name ..... Class/Sec. .... Adm. No. ....

Name ..... Class/Sec. .... Adm. No. ....

## DECLARATION BY PARENTS



We solemnly affirm and declare that the information provided herein is true to the best of my knowledge and belief.

We have carefully read and understood all the rules adverted in the School Almanac and undertake to abide by the same.

We also understand that the SMSs sent from school ID are purposeful and informative, and wish to receive the same.

Father's Sign..... Mother's Sign .....

We also undertake that either one of us will sign all his/her leave applications, report cards etc. Our specimen signatures are as under:

Father's Specimen Signature .....

Mother's Specimen Signature .....

I authorize this person to pick up my ward from the school/bus stop.

(Authorized person should carry the ID card issued by the school)

Photograph

Signature of Parents

**Note:** School has SMS facility for parents and staff. Urgent information like sudden holiday, monthly/daily attendance, pre board marks etc. are sent through SMS to parents. Wrong contact number may put you and us in trouble, in case of emergency.

## SCHOOL TIMINGS

School Timing

8:30 am to 2:50 pm

Office Timings

8:00 am to 3:00 pm

**Kindly Note:** School Office remains closed on last Saturday.

Visiting Hours for Parents

Apart from scheduled PTMs parents can meet the principal and wing In-charges according to the schedule below by taking prior appointments.

Principal

8:30 am to 3:00 pm

Wing Incharge

8:30 am to 3:00 pm

**FROM DIRECTOR'S PEN**

**GOOD PARENTING:**

**A GOOD RESPONSIBILITY OF PARENTS**

***"Recipe for success: Study while others are sleeping; work while others are loafing; prepare while others are playing; and dream while others are wishing."* - William A Ward**

The word 'school' comes from the Greek word 'skhole' which originally meant 'leisure'. It gradually evolved and today this physical entity has been accepted as the primary learning platform in every corner of the world. The educational scenario has undergone a profound change and catchword today is 'holistic learning'. JIS, Motihari aims at igniting, empowering and educating students and bring about an overall improvement in quality of life and the contemporary society. The goal lies in transformation of the energetic and enthusiastic youngsters in to enlightened and empowered youth ready to face the challenges of the world when they emerge out of the nurturing hands and care of their mentors.

The vision and mission of JIS, Motihari, is to kindle young minds and enable each child to develop a sense of individuality, learn the art of decision making, instill leadership qualities, hone life skills and incorporate some basic qualities that relate to the development of one's inner self like modesty, humility and sobriety.

We are thus governed by the ideology of one of the greatest educational philosophers Swami Vivekanand who said – " Education is the manifestation of the perfection already in man."

JIS, Motihari believes in 'change for good.' Information and communication technology (ICT) has revolutionized the learning process and as the need of the hour goes e-learning is considered as the fifth skill along with listening, speaking, reading and writing. This technology is used as an effective tool in the teaching – learning process. Students of today can be equated as Digital natives and teachers as Digital migrants and together they can create a digital world conducive for dissemination of knowledge.

JIS, Motihari will continue to implement progressive initiatives to accomplish the goals & vision and forge ahead towards education par excellence.

**Mr. Swarnim Srivastava**

**Director**

## **SCHOOL PRAYERS**

### **OUR SCHOOL PRAYER**

Working hard day after day

In sun and showers on this way

Try your best you'll pass the test

For confidence is your power

Dream, Believe, Achieve

Dream, Believe, Achieve together

Dream, Believe, Achieve

Jeewanites will succeed

Learning new things throughout the year

Knowledge and practice makes it clear

Love, share and care that's what we do

For confidence is your power

Dream, Believe, Achieve

Dream, Believe, Achieve together

Dream, Believe, Achieve

Jeewanites will succeed

Dream big you know you can do

Believe yourself and there you go

Achieve your goals for you know

For confidence is your power.

Dream, Believe, Achieve

Dream, Believe, Achieve together

Dream, Believe, Achieve

Jeewanites will succeed

WALKING WITH THE LORD (PRAYER)

Walking with the Lord,

We are walking in the morning

Lift up your hearts,

For you are walking the with God

Singing to the Lord.

We are singing in the sunshine.

Lift up your hearts

For you are singing to God

Hand in hand with every one,

We are walking, walking,

Black and white and brown together, walking, walking,

Singing new songs now, Living new lives, building new

Bridges, Walking distant miles,

Well we are walking with the Lord.....

Rain and storm will not prevent us,

Walking, walking

Faith and hope and love will send us

Walking, walking

Crossing all barriers, climbing all stiles, breaking, through

Fences, walking distant miles, Well, we are walking with the

Lord.....

## **GUIDLINES TO PARENTS/GUARDIAN**



Parents and the school need to develop active partnership in nurturing the basic values of punctuality, regularity and discipline in the students. It is important to teach students to respect school discipline and be proud of it.

### ***Punctuality***

1. Parents must ensure that their wards join the school on the notified date at the beginning of the term or after each vacation.
2. Student should be punctual and reporting to school must be in accordance with the school's winter and summer timings.
3. Please see that your ward revises lessons and does the homework regularly. Parents should take an active and helpful interest in the activities of the school. Kindly supervise that your ward submits the assignments and projects well in time.
4. Parents are expected to support and cooperate with the school authorities in inculcating punctuality, regularity and discipline among the students. Please see that your ward revises lessons and does homework regularly. Parents should take an active and helpful interest in activities of the school.
5. All students are expected to join the school on the notified date at the beginning of the term or after each vacation.

### ***Communication***

1. Parents/guardians are requested to refer to the school almanac of their ward daily and note the homework and other instructions given. Remarks made in the almanac should be seen and countersigned by the next day as a proof that remarks have been read. Failure to do so may defeat the purpose of remarks.
2. Please address all communication to the Principal through the class teacher. Clearly mention your child's admission number, class and section in your communication.
3. Please be sure to inform the school if there is any change in your address, designation or telephone number.
4. Check the school portal to keep yourself updated about school activities and other information.
5. You can meet the Principal and teachers during the visiting hours mentioned on page no 8. Please do not try to contact the Principal or teachers over the phone. Meeting the Principal with prior appointment is appreciated.

### ***Responsibility***

1. Ensure that your child does not bring any valuable articles. In case of loss of valuables the school will try its best to trace the item but will not be responsible for the loss.
2. Please mark all the belongings of your ward with his/her name, admission number, class and section.

### ***Safety***

1. Parents are requested to personally see off and receive their wards at the bus stop (especially Classes Nursery to Class II).
2. Parents are requested not to collect their wards during school hours. In case of emergency the parent should come in person or an authorized person whose photograph is pasted in the almanac should come along with the application and parents must convey same through a telephonic message to the concerned incharge.
3. Be cautious while hiring an auto rickshaw or any private vehicle. The driver should have proper identification proof i.e. name, vehicle number, license number, residential address etc.

### ***Consideration***

1. Children will not be allowed to go home during school hours. Parents are requested not to make any social engagements or medical appointments during working hours.
2. Parents are requested not to enter the classroom to see their ward.
3. Avoid criticizing the school or teacher in the presence of your child. If you have any legitimate complaint, kindly see the Principal.
4. You are requested to ensure that the birthday celebration of your ward is confined to his/her classmates only and that too on a modest scale.

### ***Eco Friendly Approach***

1. Our school is a poly bag free zone. All parents are requested not to send or bring any article to school in poly bag.

### ***Kindly Note***

Do not send any other item except éclairs for distribution on your child's birthday. No gift/sweets are to be sent for the staff members. Children up to Class III may come in their casual dress on their birthday.

Lansing Community School is an institution of educational excellence. Members of the LCS community strive to create an environment that contributes to academic success and personal growth. All members of LCS's community are responsible for creating and respecting conditions both in the classroom and on campus that encourages teaching and learning in a positive atmosphere.

A positive and successful learning environment provides opportunities for students to practice good citizenship in the larger society and to practice respectful dissent. These are the practices and qualities

that the Student General Rules and Guidelines and the Student Code of Conduct encourages.

The Student General Rules and Guidelines and the Student Code of Conduct serves as a reference and working guide when attempting to resolve student disciplinary issues. Nothing in these documents should be construed as a contract, entitlement or promise. These documents are intended to represent minimum guidelines only; students should be aware of the fact that the absence of a specific policy, statement, procedure or provision should not be construed to be a waiver of such item by LCS.

If students have questions regarding the Student General Rules and Guidelines or the Student Code of Conduct, they should direct all inquiries to the Dean of Student Affairs (or his or her designee). When an interpretation issue regarding a provision of the Student General Rules and Guidelines occurs, the Dean of Student Affairs shall make the final determination as to its meaning. Furthermore, LCS reserves the right to make changes to its policies, rules and guidelines at any time without notice.

### **Access to School Buildings**

Access to School buildings after normal hours of operation is restricted except when the Student has a legitimate purpose and written authorization by a school faculty, staff or administrator. All written authorizations must include information on the specific room or lab that the student is allowed to be in, the date, and the approximate times the student will continue to be on campus. Students found in buildings after hours without proper authorization may be subject to the Student Code of Conduct, as well as prosecuted for criminal trespass.

Accesses to some areas of School buildings are restricted even when a building is open for normal operation. These areas may include, but are not limited to mechanical rooms, communication closets, storage areas, construction areas, or classrooms or labs that are closed. Any student found in a restricted area without authorization may be subject to the Student Code of Conduct, as well as prosecuted for criminal trespass.

### **Attendance**

Students are expected to attend all sessions of each course in which they are enrolled. Failure to do so may result in academic penalty or administrative withdrawal from the class. Absence for any reason, including illness or late registration, in no way relieves the student of the responsibility for completing all work in the course to the satisfaction of the instructor in charge. When a student receives a faculty-initiated notice of nonattendance, it is the student's responsibility to contact the instructor.

When a student cannot attend class due to illness or other extenuating reasons, it is the responsibility of the student to contact the class instructor immediately regarding the absence and discuss any required assignments.

### **Cell Phones**

The use of cell phones during school time interferes with the instructional process and is therefore prohibited. Camera cell phones and video cell phones are prohibited in locker rooms and restrooms.

### **Children on Campus**

Children under the age of 16 must be accompanied by a parent or guardian at all times while on campus. Exceptions are made only for enrolled students whose parent or guardian has signed a written release of responsibility. The learning environment of classrooms and labs must remain free of distractions for students. Children must remain out of these areas. Children enrolled in LCS classes requiring access to labs and classrooms where there is equipment and/or supplies that might prove dangerous will need to provide a signed release form from their parent or guardian.

### **Classroom Visitation Policy**

Please see the Classroom and Laboratory Visitor Policy.

### **Computer Resources - Acceptable Use**

The LCS Acceptable Use Policy describes the general guidelines for the use of the school's computer resources. Use of school-owned computer resources is a privilege extended by the school to students as a tool to promote the mission of the school. All students must agree to be bound by the terms and conditions of the LCS Acceptable Use Policy at the time they are assigned a Username. Copies of the LCS Acceptable Use Policy are available at the Library Circulation Desk and may also be accessed on the World Wide Web (WWW).

Students who are using the computers in the library or the computer lab, or any other computer located at any campus, must abide by the rules set forth in each area. Failure to observe the rules may result in loss of privileges and/or a Student Code of Conduct violation.

### **Contracts**

Students shall not enter into any contract in the name of the school except with prior written authorization from school officials vested with the authority to sign a contract on behalf of the school.

### **Disclosure of Health Concerns**

Lansing Community School takes appropriate and reasonable precautions to protect the health and safety of students in the classroom. Some courses may require students to complete federal, state and

school regulatory training and testing as mandated by law. Students must be in compliance with regulations and laws at both LCS and any off-campus site(s) where they are assigned.

Additionally, some courses may require students to work with chemicals and/or equipment which may be hazardous to some students, such as those with certain medical conditions. Students must inform instructors of any special health-related conditions which may be negatively affected by instructional materials or equipment used in the classroom. Students with special health concerns are strongly encouraged to raise any questions about such matters prior to their enrolling in a class. If a student has any questions regarding disclosing health concerns, they should direct all questions to their instructor.

### **Discrimination and Harassment**

Discrimination, harassment and offensive conduct against any person, student, or staff member on the basis of race, color, religion, sex, national origin, creed, ancestry, familial status, age or disability, marital status, height, weight, sexual orientation, disability or veteran's status or other protected status through any mode of communication including, but not limited to, in person, in writing, through telephone, electronic mail or instant messaging is prohibited.

### **Dress**

Students are expected to dress in an appropriate manner. Students should dress keeping in mind the activity in which they are engaged in while on school property and when attending school-sponsored events. Some examples of appropriate dress may include, but are not limited to: footwear, safety glasses, safety hats, shields and aprons (when required for the health and safety of the individual student or other members of the school community).

### **Drugs and Alcohol**

In the spirit of providing a safe, healthy and drug-free environment, the school will:

- a. Continue to offer educational programs that support a drug-free campus and workplace as a normative social value;
- b. Continue to offer opportunities for substance abuse counseling accessible by students (and school employees);
- c. Continue to make referrals to appropriate counseling professionals and/or agencies within the community to help students (and employees) who may benefit from such counseling;
- d. Incorporate in classes throughout the curriculum, where appropriate, references and class-related assignments related to the medical, legal, social, and wellness issues inherent in a drug-free campus (and workplace);
- e. Distribute copies of this regulation to all new students (and employees).

## **Examinations**

Students are required to take examinations at the appointed time and place in order to receive credit for a course. Generally, examinations are given during the regularly scheduled class period during the last week of the semester. Students should direct questions regarding the date and time of their final examinations to their individual instructors.

Examinations taken in the Assessment Center will be subject to the center's rules as well as the Student Code and General Rules.

## **Field Trips and School Sponsored Events/Activities**

Organizations and individual students participating in School-sponsored activities, including field trips and athletic events, must abide by all school rules. Student organization field trips must be planned, organized, and approved according to the Student Life Policies and Procedures for Student Organizations, and, where applicable, the transportation services unit of the Police and Public Safety Department. Organizations and students who violate these policies may be subject to sanctions listed under the Student Code of Conduct.

## **Financial Responsibility**

Students shall remain current on their financial obligations to the school. Students owing money to the school in respect to such matters as fees, loans, library fines, driving or parking penalties, etc., at the end of an academic semester, will have the publication of their grade report and/or official transcripts delayed, and the student will not be permitted to register for a succeeding semester until such accounts are paid in full or addressed through a payment plan agreed upon by the school.

## **Games and Recreational Activities**

Outdoor Games and other physical recreational activities may only be played in the recreational or athletic facilities which have been designated for such games. Applications for permission to play such games other than in an area designated for that purpose must be obtained from the Director of Student Life and Leadership when the activity is not connected to a class or as part of a school sponsored activity.

## **Guest Speakers**

In situations involving guest speakers, the school requires orderly conduct, noninterference with school functions or activities, and identification of the sponsoring groups or individuals. Under no circumstances are members of the school community to be forced to be involuntary audiences.

## **Identification Cards**

All Lansing Community school students are eligible for a school identification card, the "ID Card", provided they meet the requirements for issuance. Failure to provide proper information or identification as required may result in the student not being able to receive an LCS ID Card.

Identification cards remain the exclusive property of LCS and must be presented when requested by a school official. Failure to do so may result in a possible Student Code of Conduct violation. Students are required to show their identification card whenever they check out books at the School Library or when using any other school service or facility. Being issued an ID card is a privilege and not a right. Misuse of the ID card to obtain privileges to which the student or to which others are not entitled under existing regulations is a College offense that may also result in a possible Student Code violation.

### **Language**

Students must remember that LCS is an institution of higher education. Respect for the classroom environment as well as for other students in general is an essential part of the learning experience. Profanity and racial slurs in the classroom will not be tolerated. Any violation of this provision may result in a possible Student Code of Conduct violation.

### **LCS Email Account**

Students are responsible for checking their LCS assigned email accounts on a regular basis. Official notifications and information may be sent to a student's email account. Students who use other email accounts should make sure they are monitoring their LCS email accounts as well.

### **Organizations**

No student or student organization may use campus facilities; solicit funds, business, or support on the school campus unless such a student or student organization has been authorized by the Director of Student Life and Leadership. Approval of school clubs and organizations must be in accordance with guidelines documented in the Student Life and Leadership Office.

### **Pets**

For the protection, health and safety of the members of the school community and to preserve order on the campus, students are not permitted to bring pets on to campus or into the buildings of Lansing Community School. This provision excludes properly documented service animals or animals designated for laboratory experimentation purposes.

### **Records**

It is the responsibility of the student to give honest and complete replies to all questions included in application forms and other documents required by the school. Alteration, duplication, or falsification of a school document, form, or authorized signature is considered by the school to be an extremely serious offense and is subject to disciplinary action.

### **Smoking**

Lansing Community school is a "Smoke-Free and Tobacco Free Zone". Except in designated areas, smoking or the use of tobacco products are prohibited on Lansing Community School property, including in any building, facility, or structure and on real estate that is owned or leased. Students who violate this provision may be subject to the sanctions listed in the Student Code of Conduct.

### **Student Code of Conduct**

In addition to being familiar with the Student General Rules and Guidelines, all students are responsible for knowledge of and adherence to, the Student Code of Conduct.

### **Student Appeals and Complaints**

#### **Student Due Process**

Lansing Community School holds firm to the philosophy that matriculation in school does not deny any rights of citizenship to a student. At the same time, matriculation in school does not relieve a student of the essential responsibilities of citizenship. Thus, the school is constantly aware of the joint responsibilities, shared by the student body and the school, to uphold the principles of "due process" in all disciplinary action.

It is the school's intention to foster and promote an environment of cooperation among faculty, staff, and students. However, conflicts that require third-party intervention sometimes exist. While there are formal processes for resolving conflicts, it is the goal of the school to achieve resolution as rapidly and as close to the origin of conflict as possible through mediation. To this end, the Dean of Student Affairs (or his/her designee) and/or the Director of Equal Opportunity are available to assist with mediating situations at their lowest level or to direct the parties involved to the person(s) or department(s) that can best mediate the occurrence. This mediation is predicated on the voluntary agreement of both parties. Matters that are considered too extreme may require immediate referral to the formal process.

Due Process is the guarantee of student civil rights under the Constitution of the United States and the laws and regulations of Michigan and Lansing Community School. Due Process is that process which prevents rights from being taken away from an individual without "notice" and an "opportunity to



respond" to the allegations. Any questions regarding Due Process should be directed to the Dean of Student Affairs (or his or her designee).

## **Student Appeals Processes**

An "appeal" is defined as a request to review a previous decision and/or the process used in reaching the decision. The line of appeal to be followed will depend upon the type of case involved. In all cases, students are required to state their appeal in writing at the time they begin the appeal process. The following describes the different types of cases and the appropriate lines of appeal to be used in each case. For disciplinary issues, or issues dealing with misconduct, the process described in the Student Code of Conduct, Article IV (D) will be used. Appeals that have gone through the entire line of appeal are considered final and binding on all parties involved.

### **1. Final Grade Appeals**

A student may appeal the final grade that she or he received in a course if she/he feels that the final grade was awarded incorrectly or unfairly.

A grade appeal must be based on one or both of the following criteria: mistake (for example, the instructor miscalculated the student's total points for the course) or bad faith (for example, the syllabus notes that a lack of class participation will not affect final grade calculations, but the instructor lowers the student's final grade expressly because the student had failed to participate in class).

The student is responsible for demonstrating an instructor's alleged mistake or bad faith.

Students will have until the end of the 6th week following the end of the course to appeal a grade. At each level of appeal, the student will have up to ten (10) calendar days (excepting campus closures) to appeal a decision after notification of that decision at a prior level. Appeals received after the tenth calendar day may be dismissed for "failure to submit an appeal on a timely basis." The student must use the following line of appeal:

1. The instructor who awarded the grade
2. The head of the department or program involved (or designee)
3. The Dean of the division involved (or designee)
4. The Provost (or designee)

After review of the appeal, if the Provost (or designee) determines that there is insufficient justification to warrant further review, the appeal will be rejected. The Provost's (or designee's) decision is considered final and will be communicated in writing to the instructor, the department/program, the Dean, and the student within 30 days of the date on which the appeal was submitted. If a student appeals beyond the instructor who awarded the grade, the student must submit the appeal in writing by completing the form found by clicking this button.

**2. Student Appeal of Administrative Withdrawal from Classes (may include, but is not limited to: nonattendance, lack of course prerequisites, student behavior that interferes with the instructional process, etc.)**

Whenever the Registrar's Office receives a recommendation for an administrative withdrawal, the Registrar's Office will notify the student that he or she is being administratively withdrawn in writing through LCS provided email.

When a student has been withdrawn from a class based on the Administrative Withdrawal Policy, students will have six (6) working days, excluding Sunday, to submit an appeal in writing. At each level of appeal, the student will have up to six (6) working days to appeal a decision after notification of that decision at a prior level. Any appeals received after the sixth working day may be dismissed for "failure to submit appeal for administrative withdrawal on a timely basis".

Students must use the following lines of appeal for administrative withdrawal decisions:

- a. The head of the department involved (or his or her designee)
- b. The Dean of the division involved (or his or her designee)
- c. The Judicial Board

The standard of review for an administrative withdrawal appeal is "whether more likely than not, given all of the facts presented, the administrative withdrawal was proper." The decision of the Judicial Board is final and binding on all parties involved.

The appeal must be submit in writing and include:

- a. Student's full name
- b. Student's number
- c. Student's complete current address
- d. Student's current phone number
- e. Semester and year enrolled
- f. Course number and name
- g. Name of instructor

- h. Reason for appeal
- i. Supporting documents

### **3. Student Appeal of Educational Records**

Students have the right to request correction or amendment of information on educational records that are inaccurate, misleading, or which violate privacy rights or other rights as stated in the Family Education Rights and Privacy Act of 1974, as amended.

Students will have six (6) working days to submit their appeal in writing. At each level of appeal, the student will have up to six (6) working days to appeal a decision after notification of that decision at a prior level. Any appeals received after the sixth working day will be dismissed for "failure to submit appeal of educational records on a timely basis."

The student must use the following line of appeal for educational records issues:

The head of the department responsible for the record (or his or her designee)

The Dean of the division involved (or his or her designee)

The Judicial Board of the school

Dean of Student Affairs (or his or her designee)

If the request for correction or amendment of information is dismissed or denied after the appeal process has been completed, the student may place a brief statement in the record commenting on the decision of the school.

### **Student Complaints**

Before initiating the formal appeal process at the divisional level, students are encouraged to first meet with the initial decision-maker involved (the instructor, for example) to attempt to resolve issues in an informal manner.

Students will have up to ten (10) calendar days to file a complaint in writing to the department office from the date of the alleged incident. At each level of appeal, a student will have up to ten (10) calendar days to appeal a decision after notification of that decision at a prior level.

When a student wishes to lodge a formal complaint regarding a person except in cases of sexual harassment/discrimination the student must use the following line of appeal:

Head of the department involved (or his or her designee)

The Dean of the division involved (or his or her designee)

The Judicial Board of the school The Provost (or his or her designee)

## **Student Code of Conduct Preamble**

Lansing Community School exists so that the people it serves have learning and enrichment opportunities to improve their quality of life and their standard of living. LCS supports a positive educational environment that will benefit student success. In order to ensure this vision, the school has established guidelines for the redress of grievances by individuals accused in such proceedings. In addition, the school has established this Student Code of Conduct and the Student General Rules and Guidelines to ensure the protection of student rights and the health and safety of the school community, as well as to support the efficient operation of school programs.

In cases of noncompliance with the Student Code of Conduct or the Student General Rules and Guidelines, the school will impose discipline that is consistent with the impact of the offense on the school community. The school reserves the right to pursue criminal and/or civil action where warranted. The Student General Rules and Guidelines and Student Code of Conduct shall apply from the time of admission to the school and continue as long as the student remains enrolled at the school. They shall also be applicable to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

If an individual has violated the Student Code of Conduct or the Student General Rules and Guidelines on school property while not enrolled as a student at the college, but then later seeks to enroll, he or she must first contact the Dean of Student Affairs (or his or her designee). The same Due Process procedures listed in Article IV below will be followed to determine an admission decision.

### **ARTICLE I: DEFINITIONS**

A. The term "School" means Lansing Community School.

B. The term "Student Code" refers to the School's Student Code of Conduct.

C. The term "General Rules" refers to the Student General Rules and Guidelines.

D. The term "student" includes all persons currently admitted or enrolled (or upon the issuance of a student number) at the school, full-time or part-time. This code applies to all current students of LCS regardless of their geographical location.

E. The term "faculty member" means any person hired by the school to conduct classroom or teaching activities or who is otherwise considered by the school to be a member of its faculty union.

F. The term "school official" includes any person employed by the school, performing assigned administrative or professional responsibilities.

G. The term "member of the school community" includes any person who is a student, faculty member, College official or staff member employed by the school, or any authorized non-employed personnel

(such as externs). A person's status in a particular situation shall be determined by the Dean of Student Affairs (or his or her designee).

H. The term "School premises" includes all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the School (including adjacent streets and sidewalks).

I. The term "harassment" means conduct that is so severe, pervasive, and objectively offensive that it unreasonably interferes with a person's school employment, academic performance or participation in school programs or activities and creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive. The conduct does not have to be threatening and may include deliberate and persistent communication that disturbs the recipient.

J. The term "Judicial Board" means a group of persons authorized by the Dean of Student Affairs (or his or her designee) to consider whether a student has violated the Student Code or to review the sanction(s) imposed by the Dean of Student Affairs (or his or her designee) if requested by the accused.

K. The term "policy" means the written regulations of the school as found in, but not limited to, the Course Schedule, the school web site and/or other written regulations and procedures available within a department or division.

L. The term "cheating" includes, but is not limited to attempted or actual: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the school faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion for the purposes of academic credit; (5) allowing or participating in cheating by other students; or (6) other acts of dishonesty within the College but outside of the classroom.

M. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

N. The term "academic negligence" means unknowingly or unintentionally claiming credit for the work or effort of another person, or unknowingly or unintentionally gaining (or causing another to gain) an unfair academic advantage.

O. The term "complainant" means any person who submits a report alleging that a student violated this Student Code or the General Rules. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under

this Student Code as are provided to the complainant, even if another member of the school community submitted the charge itself. Complainants will receive updates regarding the status of the complaint.

P. The term "accused student" means any student accused of violating this Student Code or General Rules, or any other rule or policy of the school.

Q. "Incapacitation" means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol (or other drug) is involved, one does not have to be intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the drug or alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments.

R. "Effective Consent" means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective consent cannot be gained by force, by ignoring or acting in spite of the objectives of another, or by taking advantage of the incapacitation of another, where the accused student knows or reasonably should have known of such incapacitation. Effective consent is also absent when the activity in question exceeds the scope of effective consent previously given.

S. "Force" means physical force, violence, threat, intimidation or coercion.

T. "Non-Consensual Sexual Contact" means sexual contact that occurs without effective consent.

U. "Non-Consensual Sexual Intercourse" means sexual intercourse that occurs without effective consent.

V. "Sexual Contact" means the deliberate touching of a person's intimate parts (including genitalia, groin, breasts or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate parts.

W. "Sexual Exploitation" means taking sexual advantage of another person without effective consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing - or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person; allowing third parties to observe private sexual acts; engaging in voyeurism; and/or knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including, but not limited to, HIV.

X. "Sexual Harassment" means unwelcome conduct, based on sex or on gender stereotypes, which is so severe or pervasive that it unreasonably interferes with a person's College employment, academic performance or participation in College programs or activities and creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive. Sexual

harassment may include, for example, unwelcome sexual advances, requests for sexual favors, and acts of sexual violence.

Y. "Sexual Intercourse" means penetration (anal, oral or vaginal) by a penis, tongue, finger, or an inanimate object.

## ARTICLE II: STUDENT CODE AUTHORITY

A. The Dean of Student Affairs (or his or her designee) shall determine whether or not the Judicial Board shall be authorized to hear each matter.

B. The Dean of Student Affairs (or his or her designee) shall develop policies for the administration of the Code of Conduct process and procedural rules for the conduct of Judicial Board hearings that are not inconsistent with provisions of the Student Code and the General Rules.

C. Decisions made by the Judicial Board and/or the Dean of Student Affairs (or his or her designee) shall be final, pending the normal appeal process.

## ARTICLE III: PROSCRIBED CONDUCT

### **A. Jurisdiction of the school Student Code of Conduct**

The School Student Code shall apply to conduct that occurs on school premises, at school sponsored activities, and to off-campus conduct that adversely affects the school community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Student Affairs (or his or her designee) shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

The Student Code applies at all locations of the school, including, but not limited to, the East, West, Livingston and St. John's Learning Centers. This code also applies to all current students of LCS regardless of their geographical location.

### **B. Conduct - Rules and Regulations**

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:

- a. Cheating (as defined in Article I (L)), plagiarism (as defined in Article I(M)), academic negligence (as defined in Article I (N)) and any other forms of academic dishonesty.
- b. Misrepresentation of facts or furnishing false information to any school official, faculty member, staff or office.
- c. Forgery, alteration, or misuse of any school document, record, or instrument of identification.
- d. Perceived, attempted or actual Financial Aid fraud or corresponding behaviors that would allow a student to receive a monetary benefit for which they are not eligible.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other school activities, including its public service functions on or off campus, or of other authorized non-school activities when the conduct occurs on school premises.

3. Physical abuse or assaults, threats of physical harm or threatening behavior that would cause fear in a reasonable person, intimidation, harassment, coercion, bullying, and/or other conduct which threatens or endangers the health or safety of any person (including, but not limited to, messages sent via text messages, emails, on social media networks, or any electronic format including phone, etc).

This provision also includes, but is not limited to: unlawful discrimination or related harassment on the basis of race, color, age, religion, national origin, creed, ancestry, familial status, disability, marital status, height, weight, or veteran's status.

Retaliation against any person making a complaint of discrimination or related harassment or against any person cooperating in the investigation of (including testifying as a witness) any allegation of discrimination or related harassment. For these purposes, "retaliation" includes, but is not limited to, intimidation, threats, harassment, and other adverse action threatened or taken against any such complainant or third party.

4. Sexual misconduct, which includes the following:

- a. Sexual Exploitation
- b. Sexual Harassment
- c. Non-Consensual Sexual Contact
- d. Non-Consensual Sexual Intercourse



- e. Retaliation against any person making a complaint of sexual misconduct or against any person cooperating in the investigation of (including testifying as a witness) of any allegation of Sexual Misconduct. For these purposes, "retaliation" includes, but is not limited to, intimidation, threats, harassment, and other adverse action threatened or taken against any such complainant or third party.
- *For charges based on Article III (B) (4) (a-e), the school will follow the current Student Sexual Misconduct "Complaint Process", which can be found*

5. Attempted or actual theft of and/or damage to property of the school or property of a member of the school community or other personal or public property, on or off campus.

6. Hazing which is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are still violations of this rule.

7. Failure to comply with the directions of school officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

8. Unauthorized possession, duplication or the use of keys to any school premises or unauthorized entry to or use of school premises.

9. Violation of any school policy, rule, or regulation published in hard copy, included in a course syllabus or available electronically on the school website.

10. Accusation of any commission of any federal, state or local law.

11. Use, possession, manufacturing, distribution, or being under the influence of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by federal law. Possession of drug paraphernalia is also prohibited on campus.

12. Use, possession, manufacturing, distribution, or being under the influence of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

13. Possession of firearms (even as permitted by law), teasers, stun guns, explosives, weapons, or dangerous chemicals on school premises, and/or use of any such item in a manner that harms, threatens or causes fear to others. The definition of a weapon includes but is not limited to a pistol or other firearm or dagger, dirk, razor, stiletto, or knife (regardless of length or size), or any other dangerous or deadly weapon or instrument.

School premises covered by this policy includes, without limitation, all school owned or leased buildings and surrounding areas such as sidewalks, driveways and parking lots under the school's ownership or control. School vehicles are covered by this policy at all times regardless of whether they are on school premises.

14. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the school and/or infringes on the rights of other members of the school community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

15. Obstruction of the free flow of pedestrian or vehicular traffic on school premises or at school sponsored or supervised functions.

16. Conduct that is disorderly; breach of peace; or aiding, abetting, or procuring another person to breach the peace on school premises or at functions sponsored by, or participated in by, the school or members of the academic community. Disorderly Conduct includes but is not limited to: the use of any device to capture audio, video or digital record or photograph of any person while on school premises or school events where there is a reasonable expectation of privacy (i.e. restrooms, locker rooms, etc.).

17. Theft or other abuse of computer facilities and resources, including but not limited to:

- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Use of another individual's identification and/or password.
- d. Use of computing facilities and resources to interfere with the work of another student, faculty member or school Official.
- e. Use of computing facilities and resources to send obscene or abusive messages.
- f. Use of computing facilities and resources to interfere with normal operation of the school computing system.
- g. Use of computing facilities and resources in violation of copyright laws.
- h. Any violation of the LCS Acceptable Use Policy.

18. Abuse of the Student Code process, including but not limited to:

- a. Falsification, distortion, or misrepresentation of information before the Judicial Board.
- b. Disruption or interference with the orderly conduct of a Judicial Board proceeding.

- c. Attempting to discourage an individual's proper participation in, or use of, the Student Code process.
  - d. Attempting to influence the impartiality of a member of a Judicial Board member prior to, and/or during the course of, the Judicial Board hearing.
  - e. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board prior to, during, and/or after a Judicial Board hearing.
  - f. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
  - g. Influencing or attempting to influence another person to commit an abuse of the Student Code process.
19. Students are required to engage in responsible social conduct that reflects credit upon the school community and to model good citizenship in any community.

### **C. Violation of Law and School Discipline**

1. School disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Student Affairs (or his or her designee). Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the College's Code were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state, or local authorities with a violation of law, the school will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the school may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the school community. The School will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the school community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## **ARTICLE IV: STUDENT CONDUCT PROCESS (DUE PROCESS)**

### **A. Charges and Judicial Board Hearings**

1. Any member of the School community may file a report against a student for alleged violations of the Student Code or General Rules. An allegation of a Student Code or General Rules violation must be directed to the Dean of Student Affairs (or his or her designee). Any report of a violation of the Student Code or General Rules should be submitted as soon as possible after the event takes place, preferably within a week.

2. The Dean of Student Affairs (or his or her designee) will conduct an impartial and reliable preliminary investigation of all allegations to determine if the allegations have merit and/or if they can be disposed of administratively. Such disposition shall be final and there shall be no subsequent proceedings.

3. If it is determined that the allegation has merit, the accused student will receive written notification that an alleged violation has occurred. In the notification, the student will be directed to make an appointment with the Dean of Student Affairs (or his/her designee) to review the facts concerning the alleged violation in order to determine if formal charges should be prepared.

4. During this meeting, the accused student meets one on one with the Dean of Student Affairs (or his or her designee). Representatives or parents will only be allowed in this meeting at the discretion of the Dean of Student Affairs (or his or her designee) when appropriate. In addition, a FERPA release must be signed.

5. If the accused student is unable to, or does not wish to meet with the Dean of Student Affairs (or his or her designee) in person, the student may submit a statement in writing (via their LCS email account or in person) responding to the allegations, within the notification period.

Other arrangements may be made to facilitate the meeting such as video or teleconference when a face to face meeting may be difficult for the student and at the sole discretion of the Dean of Student Affairs (or his or her designee). In situations where a meeting other than a face to face meeting will be held, the student must provide a copy of their identification to the divisional office before the meeting occurs. However, a face to face meeting is the preferred option.

6. After reviewing the facts with the accused student, or after reviewing the accused student's statement, a decision will be made whether to formally charge the accused student with a violation of the Student Code of Conduct. Based on the facts and circumstances presented, the charges may be amended or changed, and the student will be made aware of those changes immediately.

7. In the event that the student fails to contact the Dean of Student Affairs (or his/her designee) within six (6) working days of the date listed on the written notification (excluding Sunday), a hold may be placed on the student's record which may result in the student's enrollment being delayed. The Dean of

Student Affairs (or his/her designee) will then review the facts available without the student and make a decision whether to prepare formal charges.

8. If a decision is made to prepare formal charges, the accused student shall be notified by the Dean of Student Affairs (or his/her designee) that he or she is being accused of violating the Code and that he or she may elect to do one of the following:

- a. The accused student may admit the alleged violation and request, in writing, that the Dean of Student Affairs (or his or her designee) take whatever action seems necessary; or
- b. The accused student may admit the alleged violation and request a hearing before the Judicial Board regarding the sanction; or
- c. The accused student may deny the alleged violation, in which case the Dean of Student Affairs (or his or her designee) shall refer him or her to the Judicial Board.

9. In the event that the accused student does not make an election of one of the three options available within ten (10) working days from the date of the letter, the Dean of Student Affairs (or his or her designee) will take whatever actions seem necessary, including the imposition of appropriate sanctions.

10. If the accused student elects to admit the alleged violation and request a hearing before the Judicial Board to determine the sanction or if the student denies the allegation, a Judicial Board hearing will be scheduled as soon as practicable.

11. If the complainant requests an alternate form of resolution, and the accused student agrees, then the parties will engage in informal mediation. If the informal resolution results in mutual satisfaction of both parties, then the case will be considered adjudicated. If the case is not adjudicated, then it may be forwarded to the Judicial Board for a hearing.

Alternate resolution is not available for cases involving discrimination and/or sexual misconduct/sexual harassment [Article III (B) (3) and III (B) (4) (a-e)] unless the complainant or victim requests it.

12. Prior to a Judicial Board hearing, the accused student shall be entitled to the following:

- a. A written statement of a decision rendered and/or charges so that the accused student may prepare his or her defense;
- b. Written notification of how the alleged violation came to the School's attention.
- c. The student shall be entitled to an expeditious hearing of his or her case.

13. Members of the Judicial Board shall be appointed by the Dean of Student Affairs (or his or her designee) and shall be comprised of the following:

- a. The Dean of Student Affairs (or his or her designee) will serve as the Chairperson or will appoint a Chairperson to preside over Judicial Board Hearings. However, when the Judicial Board is hearing an appeal based on a disciplinary decision of the Dean of Student Affairs (or his or her

designee), the Dean of Student Affairs (or his or her designee) will relinquish the Chair and another Chairperson will be appointed. The Chair conducts the hearing but does not participate in the deliberation.

- b. One school administrator; and
- c. Two current students from the student body; and
- d. Two faculty members

14. Judicial Board hearings shall be conducted by the Judicial Board according to the following guidelines except as provided by article IV (A) (7) below:

- a. The Judicial Board hearing will be scheduled at the convenience of the sitting Board members; however, all efforts will be made to schedule the hearing within 3 weeks.
- b. The parties will provide the Board Chair with a list of witnesses they propose to call, and copies of documents and a description of any other information they propose to present at the hearing, on or before a date set by the Chair. The Chair will then provide each party with a copy of the list of Board members, witnesses, and identification of copies of documents or other information submitted by each party not later than 3 days before the scheduled hearing date.

In the absence of good cause, as determined by the Chair in his or her sole discretion, the parties may not introduce witnesses, documents, or other information at the hearing that were not provided to the Chair by this deadline. The parties are also responsible for the attendance of their witnesses at the hearing.

- c. All Judicial Board hearings shall be conducted in private. In cases involving sexual misconduct/sexual harassment [Article III (B) (4) (a-d)], LCC will keep the complaint and investigation confidential to the extent possible or as required by law.
- d. The complainant and the accused student have the right to be assisted by one advisor or parent they choose, and at their own expense (if applicable). The advisor may not be an attorney, unless the case involves a concurrent criminal matter and with the Chair's approval. The complainant and/or the accused student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Judicial Board hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Judicial Board hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
- e. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Hearing Phase (excluding deliberations). The complainant or the accused student who does not wish to attend the hearing phase in person may submit a written statement for the Board to consider during deliberations. Admission of any other person to the Judicial Board hearing shall be at the sole discretion of the Chair (or his or her designee).

- f. In Judicial Board hearings involving more than one accused student, the Chair (or his or her designee), in his or her sole discretion, may permit the Judicial Board hearings concerning each student to be conducted either separately or jointly.
- g. Witnesses will provide information to and answer questions from the Judicial Board. The tone of the hearing should be educational and not adversarial. Questions of whether potential information will be received shall be resolved in the sole discretion of the Chairperson of the Judicial Board.
- h. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Judicial Board at the sole discretion of the Chairperson.
- i. All procedural questions are subject to the final decision of the Chairperson of the Judicial Board.
- j. Requests for a continuance shall be at the discretion of the Chairperson of the Judicial Board.
- k. After the portion of the Judicial Board hearing concludes in which all pertinent information has been received, the Judicial Board shall determine (by majority vote) whether the accused student has violated each section of the Student Code which the student is charged with violating. However, the Board may also suggest a different charge to the Chairperson if they believe the facts support charge(s) different than the charge(s) the student was originally charged with. The Judicial Board will also recommend an appropriate sanction to the Chairperson.
- l. The Judicial Board's determination shall be made on the basis of whether "more likely than not" the accused student violated the Student Code or General Rules.
- m. Formal rules of process, procedure, and/or technical rules of evidence, such as those that are applied in criminal or civil court, are not used and do not apply in Student Code of Conduct proceedings/hearings.
- n. If a disruption occurs during the hearing, the Chairperson, in his or her sole discretion may have the disruptive party removed from the hearing.

15. There shall be a single verbatim record, such as a digital recording, of all Judicial Board hearings before a Judicial Board. Deliberations shall not be recorded. The record shall be the property of the school. This recording will be maintained only until the appeal process has concluded (if applicable) or until the time of appeal has lapsed. For the purposes of FERPA, the recording is considered an educational record and cannot be released unless a release is signed by all students with identifiable information contained in the recording. The recording may be requested under FOIA if the hearing only involved one student without any witnesses, and the student is the individual requesting the recording.

16. If an accused student or complainant, with notice, elects not to appear or provide a written statement (in lieu of appearance) before a Judicial Board hearing, the student shall be considered to have waived the right to appeal, and the decision at the prior level stands. If the Judicial Board is the

initial decision maker, the information in support of the charges shall be presented and considered by the Judicial Board even if the accused student or the complainant is not present.

17. The Chairperson may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Student Affairs (or his or her designee) to be appropriate.

18. Once the Judicial Board has made a decision as to whether more likely than not the accused student violated the Student Code of Conduct, the Judicial Board will make recommendations to the Chairperson regarding an appropriate sanction.

If an accused student has requested that the Judicial Board decide his or her sanction

(Under Article IV (A) (5) (b)), then the Judicial Board shall make the final determination regarding sanction.

19. After receiving the recommendations of the Board, the Chairperson will decide the most appropriate sanction proportionate to the violation.

20. Due Process procedures apply to complaints of unlawful discrimination or related harassment on the basis of race, color, age, religion, national origin, creed, ancestry, familial status, disability, marital status, height, weight, sexual orientation, veteran's status, or sexual discrimination including sexual misconduct and sexual harassment raised by employees, students, or third parties against any currently enrolled LCS students in accordance with Title IX of the Higher Education Amendments of 1972.

21. All complainants will receive information regarding the notification of alleged violations to the accused students, as well as the outcome and final decision of the case. Sexual discrimination (offenses listed under Article III (B) (4) (a-e)) victims will receive a copy of the actual notification and sanction letter sent to the accused students.

## B. Sanctions

1. In cases of noncompliance with the Student General Rules or a violation of the Student Code of Conduct, the school will impose discipline that is consistent with the impact of the offense on the school community. Progressive discipline principles will be followed in that the student's prior discipline history at the school will be taken into account. Disciplinary action taken against a student may include, but is not limited to, one or more of the following:



- a. Written Warning-A notice in writing to the student that the student is violating or has violated institutional regulations and a copy of the warning letter is placed in the student's disciplinary file.
- b. Probation-A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- c. Loss of Privileges - Denial of specified privileges for a designated period of time.
- d. Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- e. Discretionary Sanctions - Work assignments, essays, service to the school, community service, or other related discretionary assignments.
- f. College no contact orders - between the accused student and the complainant (when appropriate).
- g. School Suspension - Separation of the student from the school for a definite period of time (usually a year or less) after which the student is eligible to return. Conditions for readmission may be specified. Suspensions may be effective immediately or deferred.
- h. School Dismissal - separation of the student from the school for a year or more. The student may be eligible for return. Conditions for readmission may be specified. Dismissals will be effective immediately.
- i. School Expulsion - separation of the student from the school permanently. Expulsions will be effective immediately.
- j. Revocation of Admission and/or Degree - Admission to or a degree awarded from the school may be revoked for fraud, misrepresentation, or other violation of school standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

2. Withholding Degree or Certificate - The school may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

3. More than one of the sanctions listed above may be imposed for any single violation.

4. The following sanctions may be imposed upon groups or organizations:

- a. Those sanctions listed above in article IV (B) (1) (a-k).
- b. Loss of selected rights and privileges for a specified period of time.
- c. Deactivation. (Loss of all privileges may be issued, including school recognition, for a specified period of time.)

5. Once the Judicial Board has determined that a student and/or group or organization has violated the Student Code or General Rules, the sanction(s) shall be recommended by the Judicial Board to the

Chair. The Chairperson shall make a final determination of the sanction to be imposed, taking into consideration the Judicial Board's recommendations.

6. Following the Judicial Board hearing, the Judicial Board and the Chairperson shall advise the accused student, group and/or organization in writing of the decision and of the sanction(s) imposed, if any.

### C. Interim Suspension

In certain circumstances, the Dean of Student Affairs (or his or her designee), may impose a school suspension prior to a Judicial Board hearing.

1. Interim suspension may be imposed only in the following circumstances:

- a. to ensure the safety and well-being of members of the school community or preservation of school property; or
- b. to ensure the student's own physical or emotional safety and well-being; or
- c. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the school.

2. Interim suspension will take effect immediately upon the direction of the Dean of Student Affairs (or his or her designee) and last for no more than ten (10) working days (Sunday is not included). The 10-day period may be extended for good cause by the Dean of Student Affairs (or his or her designee) or by agreement with the student.

3. During the interim suspension, a student shall be denied access to the campus (including classes) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Dean of Student Affairs (or his or her designee) may determine to be appropriate.

4. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and including the completion of the Judicial Board hearing, if required.

### D. Appeals

1. A decision reached by the Dean of Student Affairs (or his or her designee) may be appealed by either the accused student(s) or the complainant to the Judicial Board within ten (10) working days, excluding Sunday, of the decision. Such appeals shall be in writing and shall be delivered to the Office of Student Compliance in GB 133.

2. A decision reached by the Judicial Board may be appealed either by the accused student(s) or the complainant to the Provost (or his or her designee) within ten (10) working days of the decision. Such appeals shall be in writing and shall be delivered to the Dean of the Student Affairs Division (or his or her designee) in GB 133.

3. The Provost (or his or her designee) shall have the sole authority to determine whether or not an appeal warrants further review. An appeal that has been accepted for review shall be limited to review of the verbatim record of the Judicial Board hearing and supporting documents for one (or more) of the following reasons only:

- a. A material deviation from written procedures that jeopardized the fairness of the process.
- b. New information, that was unavailable at the time of the hearing, would have resulted in a different outcome.
- c. A demonstrable bias by a member(s) of the Hearing Board.
- d. A sanction that is (substantially) disproportionate to the severity of the violation.

4. If an appeal is based on Article IV (D) (3) (a) & (b) (as listed above) and is approved by the Provost (or his or her designee), the matter shall be returned to a new Judicial Board and Chairperson for a rehearing, which will take into consideration the suggestions made by the Provost (or his or her designee) in addition to the facts that were originally presented.

If an appeal is based on Article IV (D) (3) (c) and is approved by the Provost (or his or her designee), the matter will be returned to a different Judicial Board for a new hearing.

If an appeal is based on Article IV (D) (3) (d) and is approved by the Provost (or his or her designee), the matter will be returned to a new Judicial Board to determine sanction only.

The decision of the new Judicial Board, after it has rendered its decision in any of these cases, shall be final and binding upon all involved.

5. If an appeal is not approved by the Provost (or his or her designee), the matter shall be considered final and binding upon all involved.

#### ARTICLE V: INTERPRETATION AND REVISION

A. Any question of interpretation or application of the Student Code or General Rules shall be referred to the Dean of Student Affairs (or his or her designee) for final determination.

B. The Student Code and General Rules and Guidelines shall be reviewed every year under the direction of the Dean of Student Affairs (or his or her designee).

# TRANSPORT RULES

Safety of our students is our prime concern. Thus, our transport facility is fully equipped to provide the safest & the most convenient transport solution.

It is compulsory for all the students to avail the school transport. The routes of the school buses are drawn up based on convenience and demand while ensuring that no route is overly long. Parents should consult the School's transport in-charge for necessary details.

## Bus Rules

- A student using the School bus is expected to be at the bus-stop at least five minutes before the scheduled arrival of the bus.
- Students are issued two identity cards (student's i-card and parents' i-card). The student's i-card should be worn by the student before boarding the bus and should be worn at all times till the completion of the return journey. The student will be handed over only to the parents at the given bus stop, if in case in the absence of parents, the person should carry parent's i-card on basis of which the student will be handed over.
- Students are allowed to use only their allotted bus and Bus Stop. No change will be allowed without prior permission of the school in writing.
- Buses will not wait for late comers.
- If a student misses his / her allotted bus, he / she should not try to board on any other bus. It is the responsibility of the parents to drop their wards to the school. Such students may however, return by their allotted bus.
- All students must occupy the seats allotted immediately after boarding their respective buses. The reservation of seats for co-commuters is not allowed under any circumstances.
- No student should travel standing on the footboard.
- Students must not move around in the bus while in the bus is in motion.
- The consumption of edibles and drinks is not permitted in the bus.
- Students are not allowed to sit in parked buses during school hours.

**BUS RULES :->** The school has its own buses available for use by the school children on payment of prescribed bus fee. Details of bus fee, pick up points and timing are displayed on the School Office Notice Board. Parents are requested to strictly adhere to the following:

1. Children reach the pick up points well in time. The transport will not wait for the children if they are late. Considering the traffic scenario in Motihari, the bus may arrive/depart later than the prescribed timings and therefore a margin of 10 minutes may be taken both at the time of pick up as well as dropping the child.
2. Parents are requested to ensure that they themselves pick up their children or through an authorized person only from the Bus Stop. The authorized person's photograph should be affixed in the prescribed page of Almanac. In case of non-availability of parent/authorized person at the bus stop at the time of arrival of bus, The Guard will bring back the child to the school and it will be the responsibility of the parents to collect their word(s) from the school under their own arrangements.
3. If the child is brought back to the school by The Guard, conveyance for the same will be paid by the parents.
4. There will not be any changes in the prescribed route, pick up point and timing unless intimated by the school.
5. The child will not be permitted to travel in any other bus route other than the allotted one.
6. It will be the sole responsibility of parents to escort the pupil to and from the fixed bus stops. The bus facility is extended at the sole risk and responsibility of the parents.
7. Any suggestion or complaints should be reported to the transport incharge. Parents are expected to treat the bus staff kindly.

The following rules can be enforced only with the cooperation of every person concerned with transportation.

1. Students must listen to the driver and follow the driver's directions. The driver has the authority of a classroom teacher.
2. If crossing the street to board the bus, students MUST look both left and right for cars, make sure the RED lights are flashing, and wait for the driver's signal to cross. Always cross the street in FRONT of the bus.
3. Before boarding and after exiting the bus, students must keep a safe distance from the bus. Keep at least 10 FEET away from the bus.
4. Students are to enter the bus promptly, immediately take their seats, and remain seated whenever the bus is moving.
5. Students are to conduct themselves on the bus in such a way that will not distract the driver. Distracting the driver puts everyone on the bus at risk.
6. Students must remain properly seated at all times. (Back to Back; Bottom to Bottom; Book bag on the lap)
7. Outside of ordinary conversation in a normal tone, classroom conduct is to be observed when on the bus. The driver has authority to prohibit any conversation.
8. Students must remain out of the driver's seat and refrain from unnecessary conversation with the driver while the bus is in motion.

9. Students are not to touch the emergency equipment on the bus (emergency doors, windows, roof hatches, body fluid/first aid kits, 2-way radios, etc.) except as directed by the driver or during an actual emergency.
10. The bus windows should not be opened without permission from the driver.
11. Students are to keep all body parts inside the bus. (Hands, arms, head, hair, etc.)
12. Students are to keep their hands and feet to themselves. (No fighting; horseplay)
13. Students are not to eat or drink while on the bus.
14. Students are not to throw objects of any kind either inside the bus, out of the bus, or around the bus.
15. Students should help keep the bus clean, sanitary, and orderly. They must not damage or abuse bus seats or equipment.
16. Students are not to use abusive language or profanity, obscene or rude gestures, or spit while on the bus.
17. Students may NOT bring large musical instruments, any animals, balloons, glass containers or objects, or large school projects onto the bus.
18. Students are not to leave the bus without the driver's permission, except on arrival at their assigned bus stop or at school.

**STUDENTS MUST RIDE THEIR ASSIGNED BUS TO AND FROM THEIR ASSIGNED STOP. SWITCHING BUSES FOR ANY REASON IS STRICTLY PROHIBITED UNLESS APPROVED BY THE TRANSPORTATION DEPARTMENT**

Following the Bus Safety Rules and Regulations will insure safety, prompt arrivals and departures of buses, and positive attitudes on the part of students. Violations of these rules may result in the suspension of bus privileges.

The Student Code of Conduct applies to behavior on the school bus and may apply at the bus stop.

## **ADMISSION RULES**

### **1.] REGISTRATION PROCEDURES AND RULES**

- 1.1 Registration forms are to be filled in and submitted to the school office before the end of the Registration period.
- 1.2 Incomplete or illegible Registration forms without photographs will not be processed or accepted.
- 1.3 Dates for test/interviews/interaction will be conducted at the time of registration. The school authorities reserve the right to change the date and time of the interview.
- 1.4 Mere issuing of form or registration doesn't ensure admission which is subject to admission test/interview/interaction and also to the availability of seats.
- 1.5 Photo copy of Birth Certificate issued by Municipal Corporation or concerned civic authority must accompany the Registration form for classes Nursery & KG. Photograph of report card of the last exam passed must be attached with the Registration form for class I & above.

### **2.] ENTERANCE TEST/INTERVIEWS**

- 2.1 There will be a written test for student seeking admission to class I & upwards. Only those candidates who clear the written test will be called for an interview.
- 2.2 Results will be displayed on the notice board on the dates specified at the time of interview.

### **3.] ADMISSION FORMALITIES**

3.1 Successful candidates whose names are included in the list clear the fees by the dates indicated in the list displayed on the School Notice Board. Otherwise admission automatically stands cancelled.

3.2 Parents are requested to carefully fill and submit the Admission form, parents Teacher Association form, Transportation form (if applicable) and Medical form at the time of the payment of fees. These forms are enclosed with this booklet.

3.3 The date of birth of child is required to be supported by the birth certificate in original issued by the Municipal Corporation/Local bodies as applicable, along with a certified Photostat copy thereof. An affidavit or any other evidence is not acceptable in support of birth certificate. It is to be attached with the admission form for class Nursery & KG. For class I and above. Transfer certificate must be counter signed by the concerned State Education Authority.

3.4 Parents are to report to the reception counter on the dates specified in the joining instructions, along with the admission card. The ward will not be allowed to attend classes if the admission card is not produced.

3.5 Your ward has to report in complete School Uniform, along with books and stationery as prescribed by the school.

### **4.] NON-REFUND OF FEES**

Fees once paid are not refundable for any reason whatsoever.

### **5.] WITHDRAWAL OF FEES**

5.1 Application for the withdrawal is to be made on a prescribed Performa available in the school office. No child is withdrawal till a written request from parents is put up.

5.2 A one month notice period and one month notice fee is required for withdrawal.

5.3 Clearance must be obtained from the laboratory and library incharge before applying for withdrawal.

5.4 Transfer certificate will be issued after 15 days of the receipt of the application and clearance of all dues.

### **6.] RIGHT OF ALTERATION/MODIFICATION**

6.1 Management reserves the right to modify, alter and / or include any other terms and conditions that may be deemed fit in the interest of the institution.

6.2 JIS reserves its right to change the fee structure.

### **7.] PROCEDURE OF PAYMENT**

8.1 Fee is charged monthly for every student.

8.2 The school fee should be deposited up to 15<sup>th</sup> of every month. Failing of which, a fine of Rs. 50/- will be charged after due date in the same month.

8.3 The annual charge are payable in the starting of the every year.

8.4 Kindly do not send the fee through the school bus driver, conductor or any other school employees.

8.5 Please check the entries at the time of payment. No complaint will be entertained later on.

8.6 Advance fee on Quarterly, Half Yearly and Annual basis is also accepted.

**Note: The Registration form should be submitted only at the time of Registration. Admission form and other forms are required only after the child is granted admission.**

**2.] Admission Criteria :->**

**Criteria Nursery to VIII**

The students seeking admission has to undergo a written test and face an interview.

**Criteria IX**

Students scoring above 70% shall be allowed to sit for admission test after registration.

**Criteria class XI**

The students scoring above 80% in Science are liable to get Science stream.

**(iii) Downloaded Form :->**

(a) Registration form

(b) Transport form

(c) Hostel form

(d) Certificate form

(e) TC form

**(iv) Fee Structure :-> Contact school office for school fee details**

## **RULES OF PAYMENT**

**The rules for the payment of school fee are as the follows:**

- The fee for classes XI & XII the fee has to be paid annually in advance at the time of admission.
- All types of fee shall be extracted along at the time of annual fee. Later only monthly fee shall be extracted.
- The fee can be paid in cash at the school counter or via bank into prescribed bank accounts.
- Fee is to be deposited within 15<sup>th</sup> of current month.
- If the fee is no paid within the scheduled time then a fine of Rs. 50/- shall be added to the amount.
- The same fine should go up to Rs.100/- If not paid within the current month.
- If the child fails to deposit the fee for two consecutive months, the school is fully authorized to struck of names from the school rolls.



- No fee is refundable except Security amount after producing the receipt at the school account section. Security money is refundable within 6 months of leaving the school.
- The school holds the discretionary powers of changing the fee as and when required.

## **RULES FOR UNIFORM**

The school uniform is available in the school uniform shop in school campus. The wearing of school uniform for the children of our school as specified from time to time is compulsory. The wearing of the uniform is not only a ritual but a very sacred duty which brings about oneness amongst the children and responsibility in their attitudes. To maintain the uniformity of shades, design and material parents are advised to buy the uniform and shoes of their wards from the school campus shop only. Parents are advised not to buy oversized uniforms as it looks unsmart and becomes inconvenient for the child. Boy's hair (except Sikhs) must be cut short. Girl's hair must be cut short or tied back neatly. Each child must have a handkerchief.

Procuring and wearing of well fitting uniform as well as its maintenance, needs optimum attention from parents. A child can be sent back if improperly dressed. No ornaments or watches to be worn up to class IV. If any child is found wearing them the ornaments will be confiscated. Students of class V to XII may wear watches at school. However, they are not allowed to wear fancy watches or ornaments.

**Children are requested to come to school in proper uniform even on the non working days.**

### **SUMMER UNIFORM**

- **Girl/Boys - Nursery to XII (Monday, Tuesday, Thursday, Friday)**

**Girls** - White Shirt, Black & White Box Check Pleated Skirt, White Shocks, Black Shoes, Tie & Belt.

**Boys** - White Shirt, Black Half/Full pants, White Shocks, Black Shoes, Tie & Belt.

- **Girls/Boys - Nursery to XII (Wednesday, Saturday)**

**Girls** - White shirt, White Pleated Skirt, White Shocks, White Shoes.

**Boys** - White Shirt, White Half/Full Pants, White Shocks, White Shoes.

### **WINTER UNIFORM**

- **Girls/Boys** - Steel Gray Woollen Blazer with Dark Steel Gray Half Sweater (In Addition).

# EVALUATION AND PROMOTION POLICY

## **For pre-primary and classes I to V**

The evaluation process has been designed by keeping a development profile for each child. The profile presents information on the children and their development in a continuous manner. It focuses not only on learning subjects but on the total personality development of the child. Information on the children is gathered by the teachers through observation in classrooms, activity rooms as well as outdoors, personal discussion, worksheets, oral work, clay, music, dance, physical training, etc. Routine kind of homework is deliberately avoided to reduce pressure on children and make schooling joyful. There is continuous observation of children in different aspects of development.. The attempt is to translate the curriculum in a more personalized, joyful and fun manner, relevant to individual learning styles of children.

## **For classes VI to VIII**

We follow a pattern of Cumulative and comprehensive evaluation. The session is divided into two terms- Aprils to September and October to March. In each term there are two formative assessments followed by term end summative assessment in each subject. Each term has 50% weight age. The students are graded on nine point scale. In order to develop thinking skills, social skills, emotional skills, a strong value system, right attitudes a number of activities are conducted. A number of periods have been allotted to dance, music-vocal and instrumental, art, craft, yoga, games and many other activities offered as SUPW activity. All these activities are evaluated on continuous basis and graded on five point scale.

## **For classes IX and X**

For these classes we follow CCE (continuous and comprehensive evaluation) as per the CBSE pattern. The session is divided into two terms-Aprils to September and October to March. In each term there are two formative assessments followed by term end summative assessment in each subject. The weight age of each formative is 10% while the weight age of summative is 30 %.Each term has 50%weightage. The students are graded on nine point scale in scholastic areas. In order to develop thinking skills, social skills, emotional skills, a strong value system, right attitudes a number of activities are conducted. A number of periods have been allotted to dance, music-vocal and instrumental, art, craft, yoga, games and many other activities offered as SUPW activity. All these activities are evaluated on continuous basis and graded on five point scale. The CBSE rules for passing the exams, improvements and for up scaling the grades are strictly adhered to.

## **For Class XI**

Two terminal examinations are conducted- Half-yearly in the month of September and final in March. Apart from it two unit tests are conducted in the first term and two in the second term. Promotion is done on the basis of overall performance. The weight age for the different tests/examinations is:

First term-30%

Second term-50%

Tests-15%

Internal assessment and class performance-5%

The students are required to score a minimum of 33% for promotion to the next class. In practical subjects, the students are required to pass theory and practical separately. The weight age for each term is 50%.

## **For class XII**

For this class the aim is to prepare the students for the board-examination. The students have to appear in two/three unit tests and three terminal examinations-first in the month of July, second in October and then Pre-board in the month of January. The dates are tentative are subject to change.

# ATTENDANCE RULES

## CBSE Attendance Rules

The expression “a regular course of study” referred to in the Exam Bye-Laws means at least **75%** of attendance in the classes held: counted from the day of commencement of teaching of classes X upto the 1st of the month preceding the month in which the examination of the Board commences.

Candidates taking up subject(s) involving practical shall also be required to have put in at least 75% of the total attendance for practical work in the subject in the laboratory. Head of Institutions shall not allow a candidate who has offered subject(s) involving practical to take the practical examination(s) unless the candidate fulfils the attendance requirements as given in this Rule.

**(ii)** The candidates who had failed in the same examination in the preceding year and who rejoins class X shall be required to put in 75% of attendance calculated on the possible attendance from the 1<sup>st</sup> of the month following the publication of the results of that examination by the Board up to the 1<sup>st</sup> of the month preceding the month in which the examination of the Board commences.

**(iii)** In the case of migration from other institution, attendance at the institution school recognized by the Education Department of the State/Union Territory from which the candidate migrates will be taken into account in calculating the required percentage of attendance.

### Requirement of Attendance in Subjects of Internal Assessment

**(i)** No student from a School affiliated to the Board shall be eligible to take the examination unless he has completed 75% of attendance counted from the opening of Class X up to the 1<sup>st</sup> of the month preceding the month in which the examination commences in the subjects of internal assessment.

**(ii)** Exemption from W.E./Art Education/P & HE may be granted to a candidate on medical grounds provided the application is supported by a certificate given by a Registered Medical Officer of the rank not below that of Asstt. Surgeon and forwarded by the Head of the School with his recommendations.

**(iii)** The Chairman shall have powers to condone shortage of attendances in subjects of internal assessment.

### RULES FOR CONDONATION OF SHORTAGE OF ATTENDANCES

**(i)** If a candidate's attendance falls short of the prescribed percentage, the Head of the School may submit his name to the Board provisionally. If the candidate is still short of the required percentage of attendance within three weeks of the commencement of the examination, the Head of the institution shall report the case to the regional Officer concerned immediately. If in the opinion of the Head of the institution, the candidate deserves special consideration, he may submit his recommendation to the Regional Officer concerned not later than three weeks before the commencement of the examination for condonation of shortage in attendances by the Chairman, CBSE, who may issue orders as he may deem proper. The Head of the School, in his letter requesting for condonation of shortage in attendance should give the maximum possible attendance by a student counted from the day of commencement of teaching of classes X (beginning of the session) up to the 1<sup>st</sup> of the month preceding the month in which the examination of the Board commences, attendance by the Candidate in question during the aforesaid period & the percentage of attendance by such candidate during the aforesaid period.

**(ii)** Shortage upto 15% only may be condoned by the Chairman. Cases of candidates with attendance below 60% in Class-X shall not be considered and Class-XII, as the case may be, shall be considered for condonation of shortage of attendance by the Chairman only in exceptional circumstances created on medical grounds, such as candidate suffering from serious diseases like Cancer, AIDS, T.B. or any other disease or injury requiring long period of hospitalization.

**(iii)** The Principal shall refer a case of shortage within the above prescribed limit of condonation to the Board, either with the recommendations or with valid reasons for not recommending the case.

**(iv)** The following may be considered valid reasons for recommending the case of the candidates with attendance less than the prescribed percentage:-

- Prolonged illness.
- Loss of father/mother or some other such incident leading to his absence from the school and meriting special consideration.
- Any other reason of similar serious nature.

(v) Authorized participation in sponsored tournaments and Sports' meet of not less than inter school level and at NCC/NSS Camps including the days of journeys for such participation shall be counted as full attendance.

# LEAVE APPLICATION

To

The Principal

Jeewan Public School

Motihari

Bihar

Date .....

Respected Sir

Kindly grant leave to my ward .....

of class..... Section..... Adm. No. ....

from..... to ..... Number of days .....

Reason .....

.....

.....

Thanking You

Your Sincerely

Signature of Parents/Guardians

Parents are advised to send leave application using this format or a photography of the same. On formative Assessment / Summative Assessment days, kindly give the application to the class teacher before the Assessment. Leave on such days will be granted only in case of extreme emergency / sickness. In such cases parents may collect their wards immediately after the assessment. However, **The child will be marked absent for that day.**

# LIST OF IMPORTANT DAYS

## NATIONAL & INTERNATIONAL

### January :-

January 1 - Global Family Day, Army Medical Corps Establishment Day  
January 5 - Louis Braille Day  
January 6 - World War Orphans Day  
January 9 - NRI Day or Pravasi Bhartiya Diwas  
January 10 - World Laughter Day  
January 11 - Death anniversary of Lal Bahadur Shastri  
January 12 - National Youth Day or Birthday of Swami Vivekananda  
January 15 - National Army Day  
January 23 - Netaji Subhash Chandra Bose's Birth Anniversary  
January 24 - National Girl Child Day of India  
January 25 - National Tourism Day, National Voters Day  
January 26 - Republic Day of India, International Customs duty day  
January 27 - International Holocaust Remembrance Day  
January 28 - Data Protection Day, Birth Anniversary of Lala Lajpat Rai  
January 30 - National Martyr's Day or Sarvodaya Day, World Leprosy Eradication Day

### February :-

February 2 - World Wetlands Day  
February 4 - World Cancer Day, National Day of Srilanka,  
2nd Sunday of February - World Marriage Day  
February 6 - International Day against Female Genital Mutilation  
February 11 - World Day of the Sick  
February 12 - Darwin Day  
February 13 - World Radio Day, National women's day or Sarojini Naidu's Birthday  
February 14 - Valentine's Day  
February 20 - World Day of Social Justice  
February 21 - International Mother Language Day  
February 22 - World Scout Day, World Thinking day  
February 23 - World Peace and Understanding Day  
February 24 - Central Excise Day  
February 28 - National Science Day

### March :-

March 3 - National Defence Day  
March 4 - National Safety Day, World Day of the Fight Against Sexual Exploitation, National Security Day  
March 8 - International Women's' Day  
March 13 - World Rotaract Day  
March 14 - World Pie day  
2nd Monday of March - Commonwealth Day  
2nd Thursday of March - World Kidney Day  
March 15 - World Consumer Rights Day, World Disabled Day, World Contact Day  
March 16 - National Vaccination Day  
March 18 - National Ordinance Factories Day  
March 20 - International Day of Happiness, World sparrow day  
March 21 - World Forestry Day, International Day for the Elimination of Racial Discrimination, World Poetry Day, World Down Syndrome day, World Puppetry day

3rd Friday of March - World Sleep Day  
March 22 - World Water Day  
March 23 - World Meteorological Day, Pakistan Day (Yom-e-Pakistan)  
March 24 - World TB Day, International Day for Achievers  
March 25 - International Day of Remembrance – Victims of Slavery and Transatlantic Slave Trade  
March 26 - World Purple day (epilepsy awareness day)  
March 27 - World Drama Day or World Theater Day

**April :-**

April 1 - Orissa Day, April fool's day  
April 2 - World Autism Awareness Day  
April 4 - International Day for Mine Awareness and Assistance in Mine Action  
April 5 - National Maritime Day  
April 7 - World Health Day  
April 8 - World Romani Day  
April 12 - World Aviation & Cosmonauts Day  
April 13 - Jallianwallah Bagh Massacre Day  
April 14 - B.R.Ambedkar Remembrance Day  
April 15 - World day of Silence, Day of Dialogue  
April 17 - World Hemophilia Day  
April 18 - World Heritage Day  
April 21 - World Creativity and Innovation Day, National Secretaries day, National Civil Services Day  
April 22 - World Earth Day  
April 23 - World Book and Copyright Day, World English Language Day  
April 24 - World Lab Animals Day  
April 25 - World Malaria Day, Italy Liberation Day  
April 26 - World Intellectual Property Day  
April 28 - International Worker's Memorial Day, World day for Safety and Health at work  
April 29 - World Dance Day  
April 30 - International Jazz Day

**May :-**

May 01 - World Labour Day or May Day or Workers Day, Maharashtra Day  
May 03 - Press Freedom Day(Intl.), International Sun Day, World Asthma Day, International Energy Day  
May 04 - Coal Miners Day(Intl.), International Firefighters' Day  
1st Sunday of May - World Laughter Day  
May 05 - World Athletics Day, World Midwives Day  
May 06 - World No Diet Day  
May 08 - World Red Cross Day or Red Crescent Day, Remembrance and Reconciliation for Lost Lives of Second World War  
May 09 - World Thalassaemia Day  
2nd Sunday of May - World Mother Day  
May 10 - International Migratory Bird Day  
May 11 - National technology day  
May 12 - International Nurses Day  
May 13 - International Criminal Court Day  
May 15 - International Day of the Families  
May 17 - World Tele-communication and Information Society Day, World AIDS Vaccination day, World Hypertension Day, International day against Homophobia and Tran phobia  
May 18 - World Museum Day  
May 20 - World Meteorology Day  
May 21 - National Anti Terrorism Day, National Day for Cultural Development  
May 22 - International Day for Biological Diversity  
May 24 - Commonwealth Day  
May 25 - World Missing Children's day  
May 29 - International Day of Peacekeepers

May 31 - World Anti Tobacco Day

**June :-**

June 1 - Global Day of Parents

June 4 - World Day of Innocent Children Victims of Aggression

June 5 - World Environment Day

June 8 - World Brain Tumor Day, World Oceans Day

June 12 - World Day Against Child Labor

June 14 - World Blood Donor Day

June 15 - World elder abuse awareness day

3rd Sunday of June - World Father's Day

June 16 - International Integration Day

June 18 - International Picnic Day

June 20 - World Refugee Day

June 21 - World Music Day

June 23 - International Olympic Day, United Nations Public Service Day, International Widows Day

June 26 - International Day against Drug abuse and Illicit Trafficking, International Day in support of Victims of torture

**July :-**

July 1 - International Joke Day, world Doctor's Day

July 2 - World Sports Journalists Day, World UFO day

1st Saturday of July - International Day of Cooperatives

July 04 - America Independence Day

July 06 - World Zoo noses Day

July 07 - World Chocolate Day

July 11 - World Population Day

July 12 - International Malala Day

July 18 - International Nelson Mandela Day

July 26 - Kargil Vijay Diwas or Kargil Memorial Day or Kargil Victory Day

July 28 - World Nature Conservation Day, World Hepatitis Day

July 29 - International Tiger Day

**August :-**

First Sunday in August - International Friendship Day

August 6 - Hiroshima Day, Anti Nuclear Day

August 8 - World Senior Citizen Day

August 9 - Nagasaki Day, International Day of the World's Indigenous People, Quit India Day

August 12 - International Youth Day

August 13 - International Left Hander's Day

August 14 - Pakistan's Independence Day

August 15 - India's Independence Day, International Mourning Day

August 19 - World Humanitarian Day, World Photography Day

August 20 - National Sadbhavna Divas or Birthday of Rajiv Gandhi, World Mosquito Day, Indain Akshay Urja Diwas or day

August 21 - National Senior Citizen Day

August 23 - International Day for the Remembrance of the Slave Trade and Its Abolition

August 29 - National Sports Day or Dhyanchand's Birthday

August 30 - International day of the victims of enforced Disappearances

**September :-**

September 2 - World Coconut Day

September 5 - National Teacher's Day or Dr. Radhakrishnan's Birth Day, Sanskrit Day

September 7 - World Forgiveness Day  
September 8 - World Literacy Day  
September 10 - World Anti-Suicide Day  
September 14 - Hindi Diwas or Hindi Day, World First Aid Day  
September 15 - International Day of Democracy, International Engineer's Day  
September 16 - World Ozone Day  
September 20 - RPF Foundation day  
September 21 - World Peace Day or International day for Peace and Non-violence (UN), World Alzheimer's Day  
September 22 - World Cancer Free Day or Rose Day  
September 23 - International Day of the Deaf  
September 26 - World Contraception Day, European day of languages  
September 27 - World Tourism Day  
September 28 - World Rabies Day  
September 29 - World Heart Day

### **October :-**

1st Monday of October - World Habitat Day  
October 1 - World Vegetarian Day, International Day of the older/Elderly  
October 2 - Gandhi Jayanti, International Day of Non-Violence  
October 3 - World Nature Day  
October 4 - World Animal Day  
October 5 - World Teacher's Day  
October 6 - World Wildlife Day  
October 8 - Indian Air Force Day  
October 9 - World Postal or Post-office Day  
October 10 - World Mental Health Day, National Post-office Day  
October 11 - International Day of the Girl Child  
2nd Thursday of October - World Sight Day  
October 12 - World Arthritis Day  
October 13 - International Day for Natural Disaster Reduction  
October 14 - World Standards Day  
October 15 - Global Hand Washing Day, International Day of Rural Women, World White Cane Safety Day  
October 16 - World Food Day  
October 17 - International Poverty Day for it's Eradication  
October 20 - World Osteoporosis Day, World Statistics Day, National Solidarity day  
October 24 - UN Day, World Development Information Day, World Polio Day  
October 27 - World day for Audio Visual Heritage  
October 28 - International Animation Day  
October 31 - World Savings Day or world Thrift day, Halloween Day

### **November :-**

November 1 - World Vegan Day  
November 6 - International Day for Preventing the Exploitation of the Environment in War and Armed Conflict  
November 7 - Infant Protection Day, World Cancer Awareness Day  
November 8 - World Radiology Day  
November 9 - World Legal Service Day  
November 10 - World Science day for Peace and Development, Public Transport Day  
November 11 - National Education Day  
November 12 - World Pneumonia Day, Public Service Broadcasting Day  
November 13 - World Kindness Day  
November 14 - Children's Day(India), World Diabetes Day  
November 16 - International Day for Endurance or Tolerance  
November 17 - International Students Day, Gurunanak Dev's Birth Anniversary, National epilepsy day



November 19 - World Toilet Day, International Men's Day, National Integration Day

November 20 - Universal Children's Day

3rd Sunday of November - World Day of Remembrance for Road Traffic Victims

3rd Thursday of November - World Philosophy Day

November 21 - World Fisheries Day, World Hello Day, World Television Day

November 25 - International Day for the Elimination of Violence Against Women, World Non-Veg day

November 26 - National Law Day or National Constitution Day

November 30 - National Flag Day

**December :-**

December 1 - World AIDS Day

December 2 - World Computer Literacy Day, International Day for the Abolition of Slavery

December 3 - International Day of People with Disability or World Disability Day

December 4 - Indian Navy Day

December 5 - International Volunteer Day for Economic and Social Development

December 7 - International Civil Aviation Day, Indian Armed Force Flag Day

December 9 - The International Anti-Corruption Day

December 10 - World Human Rights Day, International Children's Day of Broadcasting

December 11 - International Mountain Day, UNICEF Day

December 14 - National Energy Conservation Day(India)

December 16 - Vijay Diwas

December 18 - International Migrants Day, National Minority Rights Day

December 19 - Goa's Liberation Day

December 20 - International Human Solidarity Day

December 23 - National Farmer's Day or Kisan Diwas

December 25 - Christmas Day