



HANDBOOK

Our Mission

“To provide a quality of life through an integrated and quality English Medium Education to the children from various backgrounds and empower them to become better contributing citizens in the Indian society.”

In the Beginning...

On 23rd March 2016, Imagine School was established in Ambanali village (1km distance from Hatigarh), under Jaleswar subdivision, Balasore district of Odisha state, India. Imagine School is an educational wing of Society for Transformation, Education & Progress (STEP), registered charity under Indian Trust Act. 1882, (Regd.No.**91303024/2013**). Imagine School as an educational institution is registered with the mass education department of Odisha (UDISE Code: **21080516114**). **COR No: ISJ/220/17**. We believe in good excellence, discipline, personal character and high sense of moral values among children from all backgrounds.

Tips and guidelines which will help us to improve our standard.

- ✓ Let us submit ourselves fully to God and have a fully devoted mind.
- ✓ All staff are encouraged to have an attitude of maintaining transparency at all times.
- ✓ Let all the staff have a vision to help the children in becoming good citizens of the country.
- ✓ Let all the staff attend regular staff meetings and any other meetings that management calls for and is mandatory for all.
- ✓ All staff has to take the extra effort to do the work either in the school or outside.
- ✓ None of the staff should spread matters of the school, but keep the matters of the school confidential.
- ✓ English is mandatory for communication on the school premises at all times.
- ✓ Let all staff converse with staff and children in English and make use of the English language as its communication.
- ✓ Let all of us improve our hand writing on the children's copy as well as white board which can be tempted by the student.
- ✓ Let us make Imagine school an example and a very different kind of institution.
- ✓ Let individual staff members improve their personality. Keep on learning!
- ✓ All staff and teachers are expected to show discipline through their lives and teaching.
- ✓ No staff are allowed to use the property of school, if needed, ask for the permission.

- ✓ All staff are expected to maintain a proper dress code and appropriate dress.
- ✓ We request all staff to bring their own lunch box and avoid going home during the lunch break.

Academic Guidelines

1. One Teacher Policy – It is a psychological proven fact that small children learn better when they are handled by one teacher. It is an accepted norm and is followed by schools across the globe. Hence we reiterate the norm that **one teacher policy should be followed in our schools LKG to class 2.**
2. **Teacher Norms as per RTE Act (No. of teachers in std 1-5)**

Admitted children	No. of teachers
1-40	2
41-90	3
91-120	4
121-200	5
>150	5 + 1
Head teacher	
Pupil-Teacher Ratio (excluding head teacher shall not exceed 40)	

3. **No. of teachers as per our Imagine School policy:**

Class	No. of Teachers
Pre-school	1
LKG	1
UKG	2
Class 1	3
Class 2	4

Class 3	5
Class 4	6
Class 5	8
Class 6	9
Class 7	9
Class 8	10
Class 9	13
Class 10	15

High schools may appoint an instructor for physical education and part time instructors for Art/Health/Work Education.

4. Phonics programme in our school will help students improve reading skills in English. If implemented properly, it will dramatically enhance the English standard of our children.
5. **For Nursery, LKG & UKG, Fun Family Phonics is the only English course** in all our schools. Phonics trained teachers must handle these classes.
6. For classes 1& 2, it is a supplementary course, in addition to the existing English course. **Two periods per week may be allotted for phonics in classes 1&2.**
7. Use Environmental Studies instead of Science & Social Studies from LKG to class 5.
8. Imagine School policy on minimum teaching hours is as follows:
 - Minimum school face to face teaching time is 280 minutes per day (23 hours and 20 minutes per week).
 - Teaching time for teachers is a minimum of 240 minutes per day or 20 hours per week.
9. Our school should start using a Moral Education Curriculum.

10. Use available resources to conduct courses in Communicative English & Computers to equip our staff.
11. In our school with class 6 and above, teacher evaluations must be done yearly (once by the principal), then filed out on the evaluation forms and sent to the HR office. For these evaluations, principals should inspect minimum of two lessons by all the teachers and may use the Teacher Summative Evaluation forms.
12. For school with LKG to class 5, teacher evaluations may be done by the principal/vice principal.
13. All teachers should also fill out the Self-appraisal forms once yearly.
14. For all newly appointed and unconfirmed English and Mathematics teachers, they would have to go through a written test in their subject at the end of the academic year and should procure a minimum of a 50% score for their confirmation.
15. All staff should cooperate with the Principal, in academics, and with the management.
16. At last, let us work together, share together, and praise together.

Tips for staff and children

- ★ Maintaining school building is in our hands, so please maintain it properly.
- ★ Keep neat and clean at the school.
- ★ All the property of the school is ours, so take care of it well.
- ★ Unknown persons are not allowed to enter into the school premises without permission.
- ★ Maintain good discipline in every area.
- ★ Maintain good moral values.

- ★ Respect one another according to our positions in the school or outside.
- ★ All the teachers should take extra care and maintain the standard of the school in every area.
- ★ Let all teachers take the extra effort to help develop our children.
- ★ Staff are not allowed to use the phone in the class.
- ★ English language has to be the Emphasis, more in the teaching, but also speaking when with one another.
- ★ No staff should take rest in class during the teaching period; other activities need to be done.
- ★ No staff should take rest in class during the teaching or disturb the class to speak with one another.
- ★ No staff should use stick or beat severely. Sticks should be used **only** for pointing out something.
- ★ Any type of complaint either given by children or parents should be taken seriously, trying to resolve it.
- ★ Staff are not allowed to spend more time with particular children alone or call them in the room.
- ★ Confirmed staff should arrange your own things and try to abide with school things.
- ★ Let all staff keep school matters in the school itself and do not spread outside.
- ★ No staff should share anything against any other staff, whether he or she is doing well or not, insight of management only.
- ★ Any type of complaint or suggestion is encouraged to share with the management.
- ★ No staff should take more holidays as you are allotted and do not plan to take leave before or after holiday unless it is urgent.
- ★ If any staff member is not doing well in any area after being told many times, his or her salary will be deducted directly without information or will be told to him/her, please leave the job.
- ★ All the staff must attend the staff devotion without any discrimination.
- ★ Assigned staff has to give report on time without delay, using the proper reports.
- ★ Staff with children, has to take care of your children and develop them with little different from the others and help them to show a good model life.
- ★ School will not give any type of advance. (If it is a very urgent matter, talk with Administration and if need be, clear the advance as soon as feasible).
- ★ Regarding your salary, you are not allowed to know each other's salary, DO NOT inform others.
- ★ Do not waste the voucher, write proper explanation with good writing, there will be NO over writing.
- ★ Any type of work the management says all the staff must do, do your duty faithfully, as our project works in different areas.
- ★ Any kind of communication or information either from the officer or local communicate it soon, thoroughly and do not utilize a third person for the communication.
- ★ Family staff maintain your family and there should not be any problem which may affect our school.
- ★ The newly joined staff are encouraged to work at least three years of service than we will plan for further.
- ★ All staff should maintain a good relationship with the local people and if it is necessary, we will help them.
- ★ The building is ours, so let us take care of it well and maintain all things properly.
- ★ All children should come with uniform that is neat and clean. Also encourage them to come with sports dresses on Saturday.

- ★ Parents are allowed to drop off and pick up their children with a bike or a vehicle up to the security room.
- ★ All children should attend the school assembly and do not come late. If children come late they are not allowed to enter for one period.
- ★ Children are not allowed to go out from school campus without information and permission.
- ★ There is a separate class room for each different class, so seat children accordingly.
- ★ All children should keep their Tiffin and/or Water bottle in the veranda area.
- ★ All children should remove their shoes before entering into the classroom (If necessary).
- ★ No children should enter other class room without permission either their brother's or sister's class or to take any type of thing from a particular class.
- ★ There is a separate toilet block for Boys, Girls, Gents, and Ladies, so go according to gender. If anyone does not know how to do number two in the toilet area, they should not enter into the toilet and ask the helper to let them go out from toilet area.
- ★ Do not waste the water and spread or waste unnecessarily.
- ★ No child should write anything on the wall or make the wall dirty in any way, if found punishment will be given.
- ★ No child should break the furniture or write anything on the furniture.
- ★ No child should bring any unknown person to the school without informing or notice to the management.
- ★ No child should speak any dirty language on the school premises.
- ★ Children are not allowed to go to the main road to buy things.

- ★ Children have a big play ground so let them play without having any problems. K.G. I, II will play on a different side and all others the other side.
- ★ No children are allowed to do any work.
- ★ All the property of the school belongs to the school so take care of it well, and use it well.
- ★ No child should go out often from the class.
- ★ All children are allowed to go with their parents and not with any other person, unless they know thoroughly who that person is, otherwise inform the teachers.
- ★ School transportation facility is available, so parents can make use of it.
- ★ All children should respect one another.

Principal

- ★ The appointment of principal should be done in consultation with the General Secretary (GS).
- ★ Principal is accountable primarily to HR and secondarily to GS.
- ★ The primary responsibilities of the Principals include:
 1. Monitoring the quality of education
 2. Supervising the lesson plans of the teachers regularly
 3. Verifying the lesson plans of the teachers regularly
 4. Capacity building and appraisal of the teachers
 5. Maintaining the school discipline and punctuality
 6. Protection the children's rights in the school
 7. Preparation and execution of the school calendar, time tables, examination, annual events etc.

The Secondary responsibilities of principals include:

1. Relating to local education offices
2. Monitoring the collection of the school income
3. Signing all the school expenses

★ Detailed duties of principal include:

1. Principal is the academic head of the school – All matters related to teaching, allotment of classes, conducting exams, curricular and extracurricular activities including various literary and sports competitions, celebration of important days etc. has to be taken care of by the Principal.
2. Independence Day, Republic Day, School Annual Day celebrations etc. should be planned well in advance in consultation with the manager and a committee of senior teachers.
3. Principal has to maintain Teacher's service book.
4. Checking of Teacher's diary, lesson plans, inspection of classes etc. should be done on a regular basis.
5. Time table, year plan, monthly plan should be ready in every school within two weeks' time from the commencement of the school.
6. Master time table is to be prepared and displayed in the school office as well as in principal's room.
7. Principal should encourage students to take part in inter school competitions, State level and National level Talent search examinations, etc.
8. Occasionally principal may give a talk on environment issues, and other burning issues in the society etc. during morning assemblies.
9. General cleanliness of the school and classes is to be monitored by the principal.
10. Formal evaluation of every class should be done by team twice in the year.

Teacher

- ★ Recruitment of teachers will be done by the Dept. of Human Resource consultation with the General Secretary.

- ★ Teachers are primarily accountable to the Principal and secondary to the HR.
- ★ Primary responsibility of the teacher is to teach in the class and secondary responsibilities include filling student profiles and assisting all extra – curricular activities and programs in the school.
- ★ Teachers should report at the school 10 minutes before the stroke of the first bell. All teachers should affix their signature in the teacher's attendance register both in the morning and afternoon session separately.
- ★ Teachers should attend the devotions, school assembly, and any other function of meetings in the school without fail.
- ★ Teachers should mark attendance of the students in the first period in both the sessions. No student should be left without marking attendance.
- ★ Preparing lesson plans or teaching notes is part of the teachers' job. The teachers should use charts, aids and maps whenever necessary in the classrooms.
- ★ Teachers should give homework when required and they need to check it and correct it.
- ★ Unit tests, assignments, quarterly, half-yearly and annual examinations are to be conducted strictly according to the schedule. Valuation of scripts to be done within a week and the same will be made known to the students. Teachers also should maintain marks register for their subject.
- ★ Progress cards should be issued to the students after conducting the tests and examinations and get it signed by their parents.
- ★ Teachers have to regularly check students' cleanliness and discipline. Teachers should also ensure that the students keep their textbooks neatly covered.

- ★ It is the duty of the class teacher to keep the classroom clean. Each staff should take initiative in order to make sure of the neatness on the school campus.
- ★ It is the duty of a teacher to check whether the students are wearing their uniforms, school belt and tie every day or not.
- ★ Teachers should maintain strict discipline in respect of students' attendance and performances.
- ★ Teachers should treat students with a loving nature and respect. Students who are struggling must be given special attention in their weak subjects.
- ★ If there are any issues or problems in the school, it needs to be solved within the school administration and not by involving local people.
- ★ The teachers should not bring or use mobile phone in the classroom.
- ★ It is the responsibility of the staff to work towards the betterment of the school. None of the staff should speak or do anything that will harm the dignity and the function of the school.

Supporting Staff

1. The Aaya (supporting staff) is primarily accountable to the Principal.
2. The primary responsibilities include cleaning the school class rooms and the campus and secondarily responsibility is to attend any extra works as and when required by the principal.
3. Aaya (supporting staff) must be appointed at the beginning of the school and a second Aaya (supporting staff) could be appointed from schools that has class 5 and above, if required. However the appointment of the second Aaya needs to be cleared by the HR department & General Secretary of Imagine School.

4. Aaya has to love all children and deal with own child.
5. Aya has to give good hospitality to the staff and whenever any guest comes to our school.
6. Give respect to all staff.

Watchman/security

1. Watchman is primarily accountable to Administrator of the school, secondarily to the principal.
2. The primary responsibility of watchman/security includes overseeing the security of the school campus and properties and secondary responsibility to attend to any extra help needed in the school by Administrator/Principal.
3. A watchman/security must be appointed at the beginning of the school.
4. Appointment of watchman/security will be done by the Administrator/HR. Any special security arrangements for the schools need to be done in consultation with the GS.
5. A Watchman needs to attend school's functions and help in the school.
6. A watchman has to oversee the whole building from theft, robbery and/or any other type things.
7. Give respect to all staff.

Child Protection Policy

This code of conduct is for all paid and voluntary workers involved in any program operating In the name of IMAGINE SCHOOL. It is based on the principle that the relationship between adults and children are not equal and that children can be the subject of abuse. While this policy outlines situations and actions of abuse they are not exhaustive and all workers are required

to apply the general principle in all the contexts of their work that no child is to be the subject of abusive actions or speech.

Requirement

Before working in IMAGINE SCHOOL program, each adult is required to sign this statement agreeing to abide by the code of conduct. Supervisors are responsible for administering the code and retaining a copy on record.

In maintaining this code **I will**.

- Respect the rights of children by acting legally and with cultural to the needs of children.
- Evaluate contexts in which I operate to identify child protection issue and ensure that I, and others under my supervision are in accordance with the policy.
- Ensure that children understand their rights and procedures to report any abuse.
- Report observations of abuse to your supervisor and challenge other workers about any behaviours that might lead to abuse.
- As a supervisor investigate any reports of abuse and in the case of any sexual abuse or physical abuse, seek from the designated “child protection officer” regarding what action should be taken.

In maintaining this code **I will not**:

- Physically abuse a child by hitting them with sticks or other weapons or with the hand or to seek to exercise power by dominant abusive speech.

- Act to dominate a child physically or act sexually provocatively.
- Seek to have my needs for affection, intimacy or sex met by a child.
- Provide any affection to students of the opposite sex who have reached puberty.
- Use language or require behaviours that humiliate or emotionally abuse a child, including references to gender, social standing, intelligence, and physical appearance.
- Discriminate unfavourably to one child or group of children on the basis of caste, intellect, appearance, gender, and medical status including being HIV positive.

While it is the responsibility of all workers to apply this policy in all contexts, the following advice will assist this application by identifying some areas of potential problems.

It is inappropriate generally to:

- Spend time with a child or children away from others.
- Take children to your home or anywhere children are away from the others.
- Supervise toileting without other children or teacher present.
- Prolong any Physical contact with young children.
- Be involved in physical play involving body contact.

- Take photos or video without permission from the local officer responsible for the STEP program or place this material on the Internet.
- Hold student confidences when they involve abusive actions towards students.
- Sleep in the same room or bed of a child you are working with.
- Do things of a personal nature for children that they can do for themselves.

Compliance

I have the Imagine School child protection code of conduct and agree to abide by it:

Staff name: _____

Signature _____ Date _____

The Right of Children to Free and Compulsory Education Act, 2009

(This Act of Parliament received the assent of the president on 26th August, 2009)

This is an Act to provide for free and compulsory education to all children of the age of 6 to 14 years.

It shall extend to the whole of India except the state of Jammu and Kashmir.

Chapter I

In this Act,

- “child belonging to disadvantaged group” means a child belonging to the SCs, STs, socially or economically backward class or such other having disadvantage owing to social, cultural, economical, geographical, linguistic, gender or such other factor as may be specified by the appropriate government.
- “child belonging to weaker section” means a child belonging to such parent or guardian whose annual income is lower than the minimum limit specified by the appropriate govt.
- “elementary education” means the education from 1st to 8th class.
- “school” means any recognised school imparting elementary education and includes
 - A school established, owned or controlled by the appropriate govt. or local authority
 - An aided school receiving aid or grants to meet whole or part of its expenses from the appropriate govt. or local authority.
 - A school belonging to specified category – Kendriya Vidyalaya, Navodaya Vidyalaya, Sainik School
 - An unaided school not receiving any kind of aid or grants to meet its expense from the appropriate govt. or local authority

Chapter II

- Every child of the age 6 to 14 years shall have a right to free and compulsory education in a neighbourhood school till completion of elementary education.
- No child shall be liable to pay any kind of fee or charges or expenses which may prevent him or her from pursuing and completing the elementary education.
- Where a child above six years of age has not been admitted in any school or though admitted in class does not complete his or her elementary education, then, he or she shall be admitted in class appropriate to his or her age.
- Provided where a child is directly admitted in a class appropriate to his or her age, then he or she shall, in order to be at par with others have to receive special training, in such manner, and within such time – limits, as may be prescribed.
- Provided further that a child so admitted to elementary education shall be entitled to free education till completion of elementary education even after 14 years.

Chapter III

- The central govt. and the state govt. shall have concurrent responsibility for providing funds for carrying out the provisions of this Act.
- The Central govt. shall

- Develop a framework of national curriculum with the help of academic authority
- Develop and enforce standards for training of teachers
- Every local authority shall
 - Ensure availability of a neighbourhood school
 - Maintain records of children up to the age of 14 years residing within its jurisdiction
 - Ensure and monitor admission, attendance and completion of elementary education
 - Provide infrastructure including school building, teaching staff and learning material
 - Provide special training facility for children
 - Ensure good quality elementary education conforming to the standards and norms specified in the schedule
 - Provide training facility for teachers
 - Ensure admission of children of migrant families
 - Decide the academic calendar

Chapter IV

For the purpose of this Act,

- A school belonging to specified category and unaided schools shall admit in class 1, to the extent of at least 25% of the strength of that class, children belonging to weaker section and disadvantaged group in the neighbourhood and provide free and compulsory education till its completion.

- The above schools providing free and compulsory education shall be reimbursed expenditure so incurred by it to the extent of per-child-expenditure incurred by the state, or the actual amount charged from the child; whichever is less, in such manner as may be prescribed.
- No school or person shall, while admitting a child, collect any capitation fee and subject the child or his or her parents or guardian to any screening procedure.
- Any school or person, receives capitation fee, shall be punishable with fine which may extend to ten times the capitation fee charged.
- No child shall be denied admission in a school for lack of age proof.
- No child admitted in a school shall be held back in any class or expelled from school till the completion of elementary education.
- No child shall be subjected to physical punishment or mental harassment.
- No school will be established or function without obtaining a certificate or recognition from such authority, by making an application in such form and manner, as may be prescribed.
- No school shall be established, or recognised, unless it fulfils the norms and standards specified in the schedule.
- Where a school established before the commencement of this Act does not fulfil the norms and standards specified in the schedule,

it shall take steps fulfil such norms and standards at its own expense, within a period of 3 years from the date of such commencement.

- Where a school fails to fulfil the norms and standards within the specified period, the authority shall withdraw recognition granted to such school.
- Any person who continues to run a school after the recognition is withdrawn, shall be liable to a fine which may extend to one lakh rupees and in case of continuing contraventions, to a fine of ten thousand rupees for each day during which such contraventions continues.
- Any person possessing such minimum qualifications, as laid down by an academic authority, authorised by the central govt. shall be eligible for appointment as a teacher.
- Provided that a teacher, who at the commencement of this Act, does not possess minimum qualifications, shall acquire such minimum qualifications within a period of 5 years.
- A teacher appointed shall perform the duties namely:
 - Maintain regularity and punctuality in attending school
 - Conduct and complete the entire curriculum within the specified time
 - Assess the learning ability of each child and accordingly supplement additional instructions

- No teacher shall engage himself or herself in private tuition or private teaching activity

Chapter V

The curriculum and the evaluation procedure for elementary education shall be laid down by an academic authority to be specified by the appropriate govt. The academic authority, while laying down the curriculum and the evaluation procedure shall take into consideration the following:

- Conformity with the values enshrined in the constitution
- All round development of the child
- Building up child's knowledge, potentiality and talent
- Medium of instruction shall as far as possible be in child's mother tongue
- Comprehensive and continuous evaluation of child's understanding of knowledge and his or her ability to apply the same

SCHEDULE

PART II – THE

Norms and Standard for a

School

Item Norms and Standards

- | | |
|---|--|
| 1. Number of teachers | |
| a) 1 st to 5 th class | Admitted children |
| No. of teachers | |
| | Up to 60 |
| 2 | 61 – 90 |
| 3 | 91 – 120 |
| 4 | 121 – 200 |
| 5 | >150 |
| 5 + 1 Head teacher | > 200 |
| | Pupil – Teacher Ratio (excluding HM shall not exceed 40 |
| b) 6 th to 8 th class | 1) At least one teacher per class so that there shall be at least one teacher each for science and Mathematics, social studies and languages |
| | 2) AT least one teacher for every 35 children |
| | 3) Where admission of children is above 100 – a full time head – teacher and part |

time instructors for Art Education, Health & Physical Education and work Education.

2. Building All-weather building consisting of ---
- i) at least one classroom for every teacher and an office-cum-store-cum-Head-teachers room
 - ii) barrier free access
 - iii) separate toilets for boys and girls
 - iv) safe and adequate drinking water facility for all children
 - v) a kitchen where mid-day meal is cooked in the school
 - vi) playground
3. Minimum no. of working days for 1st to 5th class
- Days/instructional hours for 6th to 8th class
- In as academic year
- instruction hours per academic year for 1st to 5th
- instructional hours per academic year for 6th to 8th
- i) 200 working
 - ii) 220 working
 - iii) 800
 - iv) 1000

4. Minimum no. of working including preparation hours
Hours per week for the Teacher 45 teaching
5. Teaching learning Equipment Shall be provided to each class as required
6. Library There Shall be library in each school providing newspaper, Magazines and books on all subjects, including story books.
7. Play material, games and Sports equipment Shall be provided to each class as required