

## To Shishyans, With Love

Dear Shishyans,  
Namaste!

Isn't it wonderful to be together, exploring the world and knowing each other?

### The Shishukunj Attitude

Shishyans are optimistic and cheerful, with a win-win attitude. Aham Brahmasmi is the source of positive charge for them. They greet each other with Namaste meaning, 'I respect the divinity in you.'

### Appearance & Demeanour

Their gait is straight, uniform is clean and well maintained and the pitch is controlled. They appreciate silence, where it communicates more than words.

### Smart & Courteous

Courteous behaviour is the hall-mark of Shishyans. Sitting, standing and walking smartly; wishing when appropriate; paying attention to what is being said, respecting other people's rights, making requests, acknowledging services, apologizing, helping others in need - are signs of cultured human beings. Shishyans never fall short on these counts.

### Self-control & Accountability

Your Shishukunj envisions offering India, citizens who are in complete charge of themselves. Shishyans exhibit excellent self-control. They do not react, but respond.

### Language

English has acquired an international status. Hence, it is good to master it. And the easiest way to learn a language is to use it. Shishyans do that. It is below their dignity to use abusive language - be it English or Hindi, be it at home or in school.



### Regularity

Attendance is compulsory for celebration of National Festivals & Events. 90% attendance is compulsory to make a student eligible to sit in examination.

### Health

They respect their Body and ensure that the body clock runs properly. They try their best to be regular in their habits, eat nutritious food in required amount and observe table manners. They converse with friends at lunch but do it very softly, and ensure that it does not delay them for the class. They sleep well but don't oversleep. Over indulgence is avoided. They inform the class teacher if sick/suffering from any disease and join the school when rid of infection.

### Love and Respect

They love and respect everyone in the school family - their schoolmates, teachers and all others-who help them to run their lives smoothly. They respect the belongings of their schoolmates and the school property; and help maintain it and restore it to its place if found out of place. They try to avoid borrowing and lending. Co-operation is good but not as an excuse for idleness.

### Friends of Ecology : Reduce, Reuse & Recycle

They love and respect Mother Earth and are well aware of the need to conserve Natural Resources for the future of Life on the Planet. They reduce wastage of water, electricity and paper and reuse and recycle whenever possible. Shishyans add greenery to the world by gifting seeds and plants to their friends on their birthdays.

### Academics

To a great extent, our efforts decide our performance. 'Now and not tomorrow' - is the key to success. Remember friends, curiosity and enthusiasm ignite the mind. Keenness to understand the concepts by listening, reading, observing and doing can give you a lot of joy and confidence. Paying attention, explaining to classmates, using interactive CDs are some of the ways to learn well. After all practice makes a man perfect! Doing assignments on time revising in different



ways, reading books and watching relevant programmes is good. They always assess their learning to find out if they need any extra help, and get it.

### Co-curricular Activities (CCA)

Indeed, CCAs require you to go an extra mile but give you confidence and hone your skill and intelligence. We have a variety of these. Discover your talent by talking to your teachers, parents and friends and participate with interest and preparation.

### Games & Sports

Bring in a lot of dynamism, decisiveness, team spirit and agility of the mind along with the body. You will get a taste of all the sports and can choose the one that suits you. A vigorous game keeps you healthy and oxygenates the brain. Sportsmanship is to accept failure and strive for improvement. They know that they should not play just to be winners but to be achievers. Sports time is not to be wasted in roaming around or chatting.

### Problem shooting

Shishyans don't quarrel, fight or abuse each other, because they are guided by reason and courtesy. They are good listeners and keen observers. They want to make a better world so they behave as 'thinking beings' do, to sort out problems. (I am responsible for all that happens!)

Suggestions for problem shooting and improvement should keep coming from all of you, for Shishukunj to flourish. Feel free to talk to or send an e-mail to me.

**Dr. Lalita Singh**

Principal



## School Greeting : Namaste

'Namaste' is a very meaningful Indian greeting. It is much more than telling the time of the day. It is to remind us that we are more than the Body (our physical presence). The body is blessed to be the abode of the aatma, which represents the powers of the Almighty. Hence, when we greet each other with Namaste, we remind ourselves of the immense divine powers within us, waiting to be discovered in order to make the best of our birth as a human being (self-realisation); and also reiterate our belief in the Equality and Oneness of Man.

It is the greeting used by members of the Shishukunj International Society all over the world. So let us greet the soul or the aatma residing in each one of us with a `Namaste' and fill each other with an irresistible positive charge. (INVAGIC)

## School Pledge : Aham Brahmasmi

I have the power of the Lord.

Hence, I am responsible for all that happens.

I understand that every action of each one of us influences the world, for the better or the worse.

As a Shishyan, I pledge myself to make the world a better place by being attentive, dutiful and humane in my thought and action.



## Expectations from Shishyans

(to be read carefully by students and parents)

- 1) All students must carry their companion to school every day. It must have their photograph and identity information duly filled and signed by parents.
- 2) Students who come to school by their own transport should arrive at school before the bell rings. No student is allowed to come to school in a self driven scooter, motorcycle or car.
- 3) Students should be neatly dressed and should come school in immaculate turn out.
- 4) The students must strictly follow the code of the school uniform on all regular days from home to school and back. They must also abide by the same on special/remedial class days, PTM's, holidays and on days they represent the school in external competitions and functions. White and grey uniform to be worn for all interschool competitions and representations.
- 5) For the girls skirt should be just at knee level and should not be worn below the waist. The shirt should be properly tucked in.
- 6) Boy's trousers should not be worn below the waist; shirt should be properly tucked in. Narrow bottom trouser not allowed.
- 7) Shoes should be clean and polished every day. No sneakers and / or any shoe other than the regular school shoes will be allowed. Shoes with high heels are not allowed.
- 8) Boys should have a neat haircut and should not have long side burns and beard.
- 9) Spiking of hair is not permitted in school. Use of hair colour is prohibited for all.
- 10) Girls with very short hair must neatly comb and pinup their hair, those with shoulder length hair should make a neat pony tail; those with hair beyond shoulder length should wear their hair in plaits.
- 11) No student should come to school with mehendi, tattoos, kajal and long nails or nail paints, eye make up.
- 12) The school is not responsible for goods lost. No valuable articles (like expensive watches, cell phones, jewellery, cameras, etc.) should be brought to school. If a student brings a mobile phone to school then the mobile will be confiscated and the student will be suspended from the school.
- 13) Students should be polite wherever they go. They should always remember that the school is judged by the conduct of its students. They should greet their teachers when they meet them. Bullying and use of foul language are punishable offences.
- 14) The school reserves the right to take strict disciplinary action against a student whose conduct is harmful to other students.
- 15) Once a child has come to school, he/she should not be asked to come back home on half day leave.

## Expectations from Shishyans

- 16) The observance of rules of discipline of the school and good behaviour is an essential condition to a student's continuance in the school. In case a student violates the school rules or indulges in any form of indiscipline or disrespect for the school rules, he/she will be asked to stay back in school for three hours and some academic work will be assigned. Parents will have to arrange for their pick up after three hours. However if a student is found to violate the rules the second time or indulges in severe case of indiscipline, strict action like expulsion / suspension / rustication will be taken against him / her which will be solely at the discretion of the school authorities.

**Note :** Students of Class XII must attend school regularly, specially on the

### Punctuality, Attendance, Leave Rules

- 1) A proper leave application written and signed by the parent asking for / informing about leave is a must. (application to be written only on the format given on the second last page of the companion and handed over to the respective class teacher in an envelope)
- 2) Normally leaves should NOT be taken during term time. If unavoidable, a written request should be made well in advance.
- 3) Attendance on our National Festivals (15<sup>th</sup> Aug. & 26<sup>th</sup> Jan.) is mandatory.
- 4) Irregular attendance, unjustified or unexplained absence, habitual late coming, disobedience or objectionable behaviour of any kind observed during instructional / non-instructional days, functions, celebrations, or any other school related activities will be dealt with very strictly and under exceptional circumstances may result in the removal of the students in question from the school rolls.
- 5) The students must attend the school functions, celebrations, classes for co-curricular activities and other important classes and activities that are compulsory. In case of absence on such important occasions, either a Medical certificate can be produced or parents must accompany their wards on the following day with suitable explanations in writing failing which the school authorities will take appropriate action.
- 6) A minimum attendance of 90% for students of Classes VI-XII is a must. Students may not be permitted to appear for the term end examinations if their attendance is below the required percentage. The students of Classes IX to XII will be governed by the Board Rules in all such cases. The discretionary power lies with the School Authority and the Board and that will be final and binding for all the students.

## Expectations from Shishyans

- 7) Students who remain absent on the day prior to weekly reviews, will take the test after the regular school time. Parents will have to arrange for their pick up. This rule is made to curb absenteeism on the day prior to weekly reviews.
- 8) Students absent for a day / two days, must produce a letter or an entry in their companion from Parents or Guardians. Students absent from school for more than two days on Medical grounds must produce an application from their Parents or Guardians supported by a medical Certificate from a registered Medical Practitioner on the day of rejoining. Non Compliance with the same will result in the student not being allowed to attend classes till such time the Medical Certificate is produced.
- 9) Students who are absent without prior sanction, for more than a week, are liable to have their names struck off the school rolls. Readmission may be granted only on payment of a fresh admission fee.
- 10) If a student has an appointment with a doctor or any other social obligations during school hours, he/she must not be sent to school on the day as the school does not allow a half day leave to the Students. However, in emergencies, the Principal reserves the right to sanction half day leave to the students.
- 11) The students who are selected in Co-Curricular Activities/Games and Sports and / or any internal or external functions must attend regular practice or rehearsals as per the scheduled notification and must participate in the same. If in case, due to unavoidable circumstances, a student fails to attend the same, the Parents/Guardians must give a written explanation to the Principal well in advance or at least 7 days before the final programme.
- 12) Students afflicted by infectious diseases or exposed to such diseases in their homes must complete the quarantine period before rejoining school. This should also be indicated in the Medical Certificate/fitness certificate when the students rejoins the school.

### Assignments

Home assignments are to be done regularly and systematically; and submitted on time.

### Acknowledging & Responding to Communication

- 1) Every student must carry the companion to school regularly.
- 2) It is the responsibility of the student to ensure the signature of parents on :
  - notes in the companion
  - answer copies of Weekly reviews, Mid-term, Term-end & Report Card

## Expectations from Shishyans

- 3) Circulars given from time to time, should be read carefully both by the student and the parents. If acknowledgment slips / forms are sent along with the circulars, they should be carefully read, filled and signed by the parents and submitted to the school in time.

It is suggested that the circulars be filed to avoid inconvenience.

### Other Recommendations

- 1) Arranging school bag : Students must arrange their school bag every night so as not to forget the companion, books, notebooks and stationery required for the day. No unwanted articles like irrelevant books, CD's, pen drives, mobiles, walkman, cameras, eatables, toffees, chewing gums, etc. are to be brought to school.
- 2) Maintaining decorum : Maintaining decorum and order in assembly, classrooms, labs, corridors, house and school functions, etc is essential.
- 3) Language :  
Abusive language is totally prohibited.  
This is an English medium school. Hence, students must converse in English while in school.

### Lunch :

Everybody should reach the dining hall within 5 minutes of the sounding of the lunch bell. (Any discussions or transactions with the teachers are to be done in the free time available after lunch.) Hands should be properly washed before & after lunch. Food and water must not be wasted.

### Library :

Silence should be maintained in the library. Library books should be handled with care. If disfigured or damaged, students will have to replace or pay for the same.

- Bus :
1. Each student will be dropped and picked only from the point mentioned in the School record.
  2. Any request for change must be made in writing and may be permitted only if the residence is shifted permanently, subject to the availability of seats and within the existing bus routes only.
  3. Students must use the bus to and fro. No exemptions will be granted normally.
  4. Students who wish to discontinue the use of school transport must notify the office (in writing) one month in advance.



## Expectations from Shishyans

5. Students must board the bus on time.
6. Students must not throw litter in & out of the bus.
7. Pupils must maintain a high degree of discipline while travelling in the bus/vehicle. Any complaint in this respect will mean withdrawal of the facility without prior notice.
8. Bus student will not be allowed to go privately with/without their parents except in cases of a medical emergency or some bereavement in the family. However, on the basis of a consent letter given by a parent personally to the school permission can be granted.

### Birthday Celebrations :

Distribution of sweets, invitation cards, any other confectionery, gifts, etc. to classmates, teachers or anyone in the school is NOT PERMISSIBLE. However, children of all the classes are welcome to gift a plant or lawn grass to the school. This is a thoughtful way of celebration and will encourage 'Learning to Give' and 'Conservation of Nature', thus making the world a better place to live !

### Bullying

We believe that all students have the right to be educated in an environment where there is mutual respect and co-operation. We discourage bullying in any form.

Bullying is when somebody deliberately goes out of his or her way to threaten, frighten, abuse, or hurt someone else. It is also taunting or name calling, as well as damaging a person's property, clothing or schoolwork.

Any student who bullies another student by acting in any of these ways will be dealt with. All reported incidents will be investigated and logged.

If you think you are being bullied, TELL SOMEONE - your class teacher, subject teacher, counsellor, a peer mentor or a senior student.

If you cannot do this ask your parents/guardians to contact the school. Reporting bullying is NOT tale-telling. If you do not report it, it may get worse or happen to someone else as well.

**(School seeks monitoring and full co-operation of parents in all the above areas.)**

Every Care is taken by school for the safety of your ward, however, the school cannot be held responsible for any injury caused to any child in school. School's responsibility is restricted to shifting the child to a hospital.
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## Guidelines for Parents

- 1) Check the haircut, uniform and punctuality of your ward in the morning.
- 2) It is always advisable to e-mail/write to the school about the problems of your ward or for seeking guidance. Your mails will be replied to after discussion with the concerned teacher. In case parents want to meet the teachers, they can seek an appointment, by email.
- 3) Check your wards companion daily. Do sign the remarks if any and take necessary action.
- 4) See that your ward carries books /exercise books according to the Time Table for that day. No extra books are allowed.
- 5) See that he/she is prepared for the weekly tests and examinations. Also see his/her Report Card answer scripts of tests and examination and teacher's remarks in his class work / home work exercise books and companion.
- 6) Encourage your ward to take a balanced interest in studies, co-curricular activities and sports.
- 7) Please note that students are not at all allowed to bring mobile phones, i-pods, pen drive, CDs/DVD or any electronic gadgets to the school. In case, they bring these on any pretext these would be confiscated.
- 8) Your ward should be instructed to be careful about his/her things, there should be a name tag on blazers and sweaters. They are also not allowed to wear jewellery in school. Any kind of make up or application of kajal, eye liner is not allowed.
- 9) Absence from school even for a day should be a matter of concern. Parents / Grandparents should impose upon their wards that they should not miss school unless it is unavoidable.
- 10) If your ward is absent from school he/she must make up by doing all the work missed by him/her.
- 11) After every examination and reviews parents must check the answer sheets of their ward and sign them.
- 12) Regularity in home work and class work is very essential and parents are expected to ensure that students do not falter in this regard. Repeated failures in this account will lead to disciplinary actions.
- 13) Defaulters will be detained in school till the work is completed. In this case parents will have to pick up their ward from school.
- 14) It is mandatory for both the parents to attend the PTM of their wards.

## Message to Parents :

### to communicate with the school

- Through the pages of the companion.
- Letters / E-mail.
- By prior appointment with teachers / VP / Principal / Executive Director by email.
- In case of emergency please mention the nature of emergency so that appropriate step could be taken by the concerned faculty members.
- THROUGH PARENT TEACHER MEETINGS. DATES FOR VARIOUS CLASSES AND SCHEDULES WILL BE INFORMED TO YOU FROM TIME TO TIME.

#### Visiting Hours :

Parents can meet the Executive Director, Principal, Vice-Principal after school hours, with prior appointment.

If you want to meet the counselor or teachers please send a note through the companion.

#### Withdrawal :

Parents are requested to inform the Principal in writing about the withdrawal of their ward from school.

- (a) In case of mid term withdrawals the parents will be required to pay the tuition fees and bus fees for the full month in which the child is withdrawn. Part of the month will be treated as one month.
- (b) If a child has to be withdrawn from the commencement of new session, parents must apply for the withdrawal on or before the last day of the current academic session failing which the tuition and bus fee for the month in which withdrawal is applied will be charged.

## Uniform for Shishyans

### Uniform

- 1) A student should be properly dressed in a neat, clean and ironed uniform on all occasions.  
This also includes clean socks and polished shoes. Girls may use a simple, black coloured band to keep the hair in place
- 2) Simple watches (basic model) are allowed from class IX onwards.

Parents can get the uniform stitched or buy it from the market as per the specifications given below :

### Boys

### SUMMER

#### Class VI to XII

- SHIRT - Light Yellow\* with Navy Blue piping on the Sleeves, Fabric of S Kumars
- TROUSERS - Dark Navy Blue Trousers with lining, Fabric of Siyaram Mills / BSL
- To be worn on Wednesday & Friday
  1. Worsted (TWILL) Grey Colour Full Pant
  2. White Shirt with House Colour on shoulder strips
- SOCKS - White Socks with Navy Blue & Peach lining
- SHOES - Black Gola Rex with White Insert below the tongue
- BELT - Belt with School Logo

### Girls

#### Class VI to XII

- SHIRT - Light Yellow\* with Navy Blue piping on the Sleeves, Fabric of S Kumars
- SKIRT - Navy Blue with lining, Fabric of Siyaram/BSL Mills  
Black Half Tights under the Skirt
- To be worn on Wednesday & Friday
  1. Worsted (TWILL) Grey Colour Skirt
  2. White Shirt with House Colour on shoulder strips
- Black Half Tights under the Skirt (compulsory)
- SOCKS - White Socks with Navy Blue & Peach lining
- SHOES - Black Gola Rex with White Insert below the tongue
- HAIR BAND - Simple, Black
- BELT - Belt with School Logo

\* All new shirts bought as per requirement will be in a shade of light yellow instead of peach.

## Uniform for Shishyans

### WINTER

#### Boys

##### Class VI to XII

- SHIRT FULL SLEEVES - Light Yellow with Navy Blue piping on the Sleeves, Fabric of S Kumars
  - SWEATER & BLAZER
    - Sweater : Without Sleeves/Full Sleeves, V-neck, Navy Blue with Peach lining on Neck, Sleeves and Border
    - Blazer with Cravat : Navy Blue Blazer with Maroon Cravat, Fabric of Serz, Make of Modela or Raymond
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#### Girls

##### Class VI to XII

- | SHIRT FULL SLEEVES - Peach coloured with piping, Fabric of S Kumars
- | SWEATER & BLAZER
  - Sweater : Without Sleeves/Full Sleeves, V-neck, Navy Blue with Peach lining on Neck, Sleeves and Border
  - Navy Blue Blazer with Maroon Cravat, Fabric of Serz, Make of Modela or Raymond
- | TIGHTS - Black (Compulsory)
- | SCARF / CAP - Navy Blue only

**Note : Blazers to be worn by students on every Monday and Thursday.**

## House System :

With a view to mould tomorrow's leaders as well as to instil a sense of loyalty and devotion among the students, a well thought out House System has been established.

Under this system, several activities will be conducted House wise to promote healthy competition and team spirit. Stress will be on conduct, application, attendance/participation and punctuality.

### House Names and Colours

1. Dhyanchand	Red
2. Kalam	Blue
3. Kurien	Yellow
4. Naryan Murthy	Green

### STUDENT BODY

School Student Council is an endeavour to prepare responsible citizens with a sense of duty towards the organization. Members of the Council will co ordinate and help in all the important events thereby setting examples as disciplined and focused individuals. Besides regular House Posts.

The students council comprises of :-

- Head boy
- Vice Head boy
- Head Girl
- Vice Head Girl
- Sports Secretary (Boy)
- Sports Secretary (Girl)
- Cultural Secretaries (2 Boys)
- Cultural Secretaries (2 Girls)
- Student Editor (Boy)
- Student Editor (Girl)

### FOOD & NUTRITION

We believe that a healthy mind resides in a healthy body.

The school takes good care of the children's diet. We begin the day with a glass full of milk and biscuits and go on to provide a well-planned nutritious and fresh mid day meal to them, thus taking good care of their health and helping them to learn to relish food without fuss. They also learn table manners. Lunch time becomes a warm learning and sharing experience.

Hence, please do not send any eatables, as they are not required. chewing gums, chocolates and toffees are not allowed in school.