

ACADEMIC POLICY

EKYA (CLASSES IX, X, XI&XII)

1. ACADEMIC CODE OF CONDUCT

- a) **STUDENT PARTICIPATION** Students have the responsibility of participating fully in the learning process. Students must report to all scheduled classes on time, with appropriate supplies and come prepared to work. Students are expected to pay attention to instructions, complete assignments to the best of their ability and request help whenever the need arises.
- b) **STUDENT BEHAVIOUR** Students have the responsibility to reasonably avoid any behaviour that is detrimental to achieving their own or other students' educational goals. Students must cooperate in taking reasonable care of books, instructional materials, school property, and encourage a climate where learning is cherished. Most importantly, students must refrain from engaging in behaviour that violates the provisions of this Code. Continued misbehaviour/ activity conducted on school premises may result in being awarded with a disciplinary card. Counselling for such students may be arranged with the school counsellor, with or without parents' consent. Any such repeated activity may result in suspension or expulsion from school.
- c) **RESPECT FOR STAFF** Students have the responsibility of showing respect for the knowledge and the authority of school staff. Students must obey the reasonable directions; use only acceptable and courteous language; and avoid actions that show contempt. Assault on school staff will not be tolerated. Bullying, harassment and/or cyber-bullying towards the school or its staff will be dealt with severely.
- d) **RESPECT FOR FELLOW STUDENTS** Students have the responsibility of showing respect for the rights and dignity of fellow students. Students must not engage in name calling, physical abuse, harassment, bullying, belittling or engaging in deliberate attempts to embarrass or harm another student.

2. ATTENDANCE

Attendance is compulsory for all students on all days. In case a student is unable to attend school for a particular reason, the procedure given below is to be followed:

- i. The student must obtain permission from the Director & Head of School or the Academic Head – Senior School, in writing, before leave is granted.
- ii. A student may take medical leave for a period determined only by the student's doctor, who must be a 'Registered Medical Practitioner'. It should be noted carefully that a certificate from a non-recognized medical person will not be accepted. If a parent finds the child unwell in the morning of a school day, the parent may refrain from sending the child to school. He/she must, however, inform the school authorities immediately, preferably through an e-mail to the academic office – academic@theoasisdoon.com

- iii. A student may take pre-sanctioned leave for family functions. This leave would be granted for three days which excludes the time taken in travelling outstation if necessary.
- iv. Repeated absence without sanction of leave or unexplained absence for more than seven consecutive days renders the students liable to disciplinary action.
- v. It is compulsory for the students to complete 75% attendance in the year to make them eligible for the final examination or assessment.
- vi. Students must take responsibility to cover up for the academic work missed during their absence.
- vii. No leave will be granted during the examination days.

3. SYLLABUS

In **EKYA**, for Classes IX & X the ICSE syllabus is followed and for Classes XI & XII the ISC syllabus i. e. the syllabus prescribed by the Council for the Indian School Certificate Examination.

Presently in IX & X the subjects of science stream are offered to the students and in Classes XI & XII streams like Science, Commerce and Humanities are being offered to the students.

Yearly syllabus of all the subjects is posted on the school's website for your reference. You may login through login password (syllabus is subject to change)

4. ASSIGNMENTS

Assignment/Home work is a way of checking the understanding of the student and to make the student do the work independently. Each working day, from Monday to Saturday, the students will be given assignments in two different subjects on roster basis. All the home assignments will be recorded by the student in the students' Hand Book.

The students will be taking books of two subjects' home, every day. This is done with the intention that the parent is aware of how the syllabus is progressing and also to allow the parent to assist in the revision of what has been taught through the week, if required.

5. PREP/EXTRA CLASSES

Post lunch session, three days in a week, **EKYA** students have extra or additional classes for selected subjects.

6. CORRECTION OF NOTEBOOKS

Student notebooks are marked by subject teachers and reviewed by students within a reasonable time after assignment has been turned in. Students are responsible to ensure that their completed work is submitted on time.

7. CLARIFICATION OF STUDENT ASSESSMENT

If an assessment or report needs clarification the parent may ask for an appointment through the academic office to see the teacher of the particular subject area or the Head Senior School. If the matter remains unresolved, the parent may approach the Director & Head of School for a joint meeting with the teacher concerned.

8. ASSESSMENT & REPORTING FREQUENCY

Assessment is an integral part of teaching and lies at the heart of promoting children's learning. It can provide a framework within which educational objectives may be set and pupil progress charted and expressed. It forms the basis for planning the next educational steps in response to the child's needs. As there will be only 25 fee paying students per section, this policy outlines the purpose, nature and

management of assessment at THE OASIS.

Nature and Purpose of Assessments

Assessment has three main functions:

1. To help in planning work by informing the teacher about what a child can already do; i. e. what he/she has attained. (Unit tests)
2. To inform teachers and parents about what a child has so far learned to do by the end of a particular stage. (Half Yearly, Quarterly and Final examinations)
3. To facilitate realistic target setting.

Benefits of Assessment

Assessment is used to:

- Enable teachers to gauge student understanding of a topic.
- Alert them to problem areas and enable support work for individual students.
- Plan and develop teaching strategy and pace.
- Enable students to reflect on the level of their work through self-assessment.
- Provide an incentive to students to achieve an externally set standard.
- Provide students with feedback on the levels they have achieved.
- Provide parents with their wards academic feedback.

Class **IX** will be reported 4 times in a year namely, UT-I (JULY), Half Yearly examination (August - September), Quarterly Examination (November - December) and Final examination (February - March). The reports include an objective assessment of the effort and achievement of the student.

Class **X** will be reported 4/5 times in a year namely, UT- I (July), Half Yearly examination (August - September), Quarterly Examination (November-December), Mock board 1(January) and/or Mock Board 2 (February) examination. The Mock board 1 and/or Mock board 2 exams will be full length examinations with complete syllabus of the subject under actual examination conditions. This is done so that they may become familiar with the board pattern.

Class **XI** will be reported 3/4 times in a year (depending upon the starting time of their session), namely, UT-I (JULY), Half Yearly examination (August - September), Quarterly Examination (November) and Final examination (February - March). The reports include an objective assessment of the effort and achievement of the student.

Class **XII** will be reported 4/5 times in a year namely, UT- I (July), Half Yearly examination (August - September), Quarterly Examination (November), Mock board 1(January) and/or Mock Board 2 (February)examination. The Mock board 1 and/or Mock board 2 exams will be full length examinations with complete syllabus of the subject under actual examination conditions. This is done so that they may become familiar with the board pattern.

Note: Use of unfair means, directly or indirectly, will result in strict action. Any child found using unfair means during the examination will be duly penalised and be marked/awarded with zero marks in that particular examination.

9. PROMOTION CRITERIA

To get a promotion from Class IX to Class X a child must secure a pass mark i. e. 40% (the average of Half Yearly, Quarterly and Final Examination) in at least five subjects out of six subjects including English and from Class XI to Class XII a child must secure a pass mark i. e. 40% (the average of Half Yearly, Quarterly and Final Examination) in at least four subjects out of five subjects including English.

Getting a pass mark in English is compulsory for the promotion to the next class.

And a pass grade in SUPW is also mandatory.

10. PARENT-TEACHER MEETINGS (TRANS - PARENT MEETING)

Parent-teacher meetings to discuss student progress will be held at least three times a year. These meetings are held to update parents of their child's progress and to discuss any concerns. This is an opportunity for parents to discuss issues concerning their child. Expectations and goals for each student are discussed with the parents at this time.

In case a parent wants to schedule a meeting with a class teacher it may be done with a prior appointment taken through the Academic Office.

11. HOLIDAY ASSIGNMENTS

Holidays are a good time to rejuvenate one-self but at the same time students are given holiday assignments so that the students remain in touch with their curriculum. The holiday assignments/projects are based on the syllabus/topics which they have covered during the course of the term or will be covering in the term ahead. The students must complete the holiday assignments and submit them to the respective subject teachers on the first week of the new term.

For **EKYA students**, mainly the Project Work, as prescribed by the Council is set as holiday assignments.

The marks awarded for these assignment may be used as internal marks, the same will be announced to the class well in time.

12. PROJECT WORK

Projects are part of the methodology established at THE OASIS and are an important part of the student assessment process.

This work is given to students to learn to:

- Work in pairs, groups or individually.
- Complete hands-on work in certain subject areas.
- Research and apply knowledge.
- Have fun while they learn.
- Initiate creative learning and critical thinking.
- Develop teamwork and leadership skills.
- Have tolerance and appreciation of others abilities.
- Develop their multiple intelligences.

13. LIBRARY

The school has a well-equipped library with books, magazines, journals, etc. A student is expected to read at least one book a week and make best use of this knowledge centre.

Library SOP for lost books, misused or wrongly handled books, is that, the person concerned will have to replace the book or pay the fine required to purchase the book.

14. RESOURCE CENTRE

The school has a fully equipped computer lab with 30 computer systems installed.

The practical classes of ICT are taken in the Resource Centre. Each student, irrespective of the class in which the student is studying, is given the opportunity to work on a computer system and acquire necessary skills in this field.

15. ACTIVITIES

Students are offered Art, pottery, Theatre, Indian Music, Western Music, Dance activities, to name a few, which will be graded by the teachers and the grades will be reflected in the assessment sheets. A student is permitted to change the activity after the completion of a term, subject to availability.

16. SPORTS

Sports is compulsory for every student and is scheduled every day. Skating, Yoga, athletics, various ball games and martial art are offered to the students of this level. A student is permitted to change the sport after the completion of a term, subject to availability.

17. FIELD TRIPS

The school organizes educational field trips. Their purpose is essentially to educate. They can also be a fun bonding experience for everyone involved. The trip can reinforce what a teacher has been instructing in class about a subject and help students understand the topic better. Taking students into a new environment gives them the experience of travelling in a group and teaches them to be respectful of the locations they visit. Educational trips provide valuable educational opportunities away from the classroom without using textbooks and other tools used in a normal school setting.

18. TUTORIALS

The tutorial system builds a special bond between a student and a teacher where a teacher is appointed with a small group of students. The teacher has the role of a parent to look after the student in terms of curricular, co-curricular and extra-curricular activities.

19. COMMUNITY SERVICE/SUPW

For **EKYA** students, at THE OASIS, education is not only imparted in the classrooms but emphasis is also laid on the overall development of the student which will remain incomplete if the student does not learn to give back to the community, hence students are frequently involved in community service programmes planned and conducted by the teachers as a part of **SUPW** of their curriculum.

20. DISCLAIMER

The school reserves the right to update and make changes to the policies as and when necessary.