School Song

हाम्रो प्यारो वाबाको चोखो आँगनीमा पूजा गर्छौं मिलेर न्यानो विहानीमा।

वाबा तिप्रे पूजा गरी दिन सुरु गर्छौं ज्ञानी भै समाजको अज्ञानलाई हदैँ विहानीको न्यानो किरण शिरमाथि थापि ज्ञानमोति टिपिय चढौछैँ हामी घरै माथि॥

कर्त्थव्य र अनुशासन, समर्पणलाई पल्ले जदैँ हामी मूल मन्त्र बनाई होस्टे-हेंसे गरी बढौछैँ साधिभाई सारा देशका हाँ खम्बा हामी वाबाका तारा॥

हरिशिरण खनाल मा.वि. नेपाली शिक्षक

Baba Boarding High School
School Diary

- This book is designed to improve communication between home and school. Parents are requested to check it each time it comes home.
- Please note that your child’s home-work for each day is recorded in this book.
- Comments are appreciated on such things as degree of difficulty, time taken and any other related matters regarding home-work.
- Please sign the Diary whether you write a comment or not.
- It will not always be necessary for you or your child’s teacher to write a comment.
- The interest you show in your child’s home-work is often reflected in his/her performance.
- Please do not hesitate to contact your child’s teacher should there be any aspect of the home-work programme that concerns you.
- Please read the Student Handbook section so that you can support your child to follow the rules and regulations of the school.
Expectation from Students

When students enroll at Baba Boarding High School, they are expected to follow the rules and regulations of the school so that the school runs smoothly and each student contributes to make it a better place for the entire BBHS family.

Keeping in view the school’s goal of creating effective citizens, all Baba Boarding High School students are expected not only to seek academic excellence but also to work towards being well-rounded individuals with varied skills and deep interests.

They will:

- Follow the Rules, Guidelines and Policies of the School.
- Be conscious of academic requirements and expectations in various subject areas.
- Attend classes on time and be prepared with the required materials and assignments.
- Contribute positively toward creating an atmosphere that enhances learning.

- Be responsible while handling school equipment and supplies.
- Cooperate with people who have designated duties, including teaching as well as non-teaching staff, older students and parents.
- Respect other students as well as teachers, visitors and members of the non teaching staff.
- Respect people for who they are and not for what possessions they have.
- Display common courtesy and good manners.
- Greet teachers, visitors and other members of the staff.
- Solve problems in nonviolent ways.
- Be pro-active and display leadership qualities.
- Make an effort to be inclusive and discourage ‘cliques’ from forming within the class.
- Help others in need both inside and outside the school.
- Develop a positive attitude.

Rules, Guidelines and Policies

Academic Calendar

The school calendar is distributed at the beginning of each academic year to each student. This should be kept handy for easy referral for the dates of holidays and important school events. The school keeps the provision to revise and update the events when necessary during the term.

School Timing

PG - NURSERY

9:10 a.m. till 1.40 p.m.
Grade I & Grade II
9:10 a.m. till 2 p.m.

**BUS FOR THE ABOVE STUDENTS MOVES AT 2 P.M.**

Grade III – X

The school day starts at 9:10 a.m. and ends at 3:20 p.m. Students are expected to be punctual and be in school premises by 9:00 a.m.

**Arrival and Dismissal Time**

Students enter the school premises not before 9:00 a.m. on a normal school day. In the morning the students go straight to the classroom and get organized for the day, all the students are expected to be punctual for morning assembly. At the end of the day, students line up for their respective buses in the assembly ground and walk in an organized line to their buses. All students are expected to cooperate with the teachers and abide by the instructions; students who do not use the school bus are also expected to line up in the assembly ground and leave in an organized manner. Students are not allowed to go anywhere but their homes after school.

**Extra Curricular Activities**

These generally start a week or two after beginning of New Academic Year and goes on throughout the whole year. Students choose from a variety of options and are expected to be punctual and regular for their assigned activities.

**Uniform**

Students are expected to come to school in full uniform. They should be well groomed and have clean nails, hair and teeth. Uniforms should fit properly and be neatly ironed; boys must have short hair cut. Girls who have very short hair must pull it back tidily and use black clips or white hair bands. Girls with long hair should make two plait using white ribbons.

Uniform guidelines are to be strictly followed. If students break this rule, they will have to face the consequences which can lead to being sent home.

**Winter Months (Effective from after the Dasain break through the end of academic year)**

**Elementary School (Grade I – V)**

Sunday – Track Suit

Monday & Tuesday – Grey Set with blue sweater for I, II & III, Blazer with half blue sweater for IV & V.

Wednesday – Track Suit

Thursday & Friday – White and Blue Set with blue sweater for I, II & III, Blazer with blue half sweater for IV & V.

**Middle School (Grade VI – X)**

Navy Blue Pant with White long sleeved shirts, blue v-neck sweaters with blue and white stripes around the neck, navy blue blazers, blue socks, black laced shoes and white ribbons/ hair bands for girls. Optional items such as mufflers, gloves and woolen caps should be blue. White turtle-necks/thermals may be worn underneath school shirts.

On Fridays, Track Suits, House T – Shirt, white canvas with white socks.

**Summer Months (Effective from beginning of academic year through the Dasain break)**

**KINDERGARTEN BLOCK**

**UNIFORM NOT COMPULSORY FOR PG STUDENTS**

**Nursery till UKG**

Sunday & Monday - Navy Blue Pant, White shirt, blue socks, black laced shoes
Tuesday - Out dress
Wednesday & Thursday - Grey Pant, Grey Shirt, Grey socks and black laced shoes.
Friday - Out dress.

**Elementary School (Grade I – V)**
Sunday – Track Suit, House T – Shirt white canvas and white socks.
Monday & Tuesday – Grey set with black shoes and grey socks.
Wednesday – Track Suit, House T – Shirt with white canvas and white socks.
Thursday & Friday – White and Blue set with black shoes and blue socks.

**Middle School (Grade VI – X)**
Short sleeved shirts and navy blue pants, blue socks, black laced shoes.
Sports gear during the ECA period.

**Academic Ethics:**
Academic honesty in a variety of forms is expected of all students, and violation of any of the rules given below is subject to disciplinary action. Students must understand that they are being compromised by depriving themselves of learning experience if they do not maintain academic honesty.

- All academic work must be done by students themselves unless teachers recommend otherwise.
- Plagiarizing (knowingly using someone else’s writing as one’s own without crediting the author) is cheating and is dishonest. Students have to identify the sources used in their writing.
- Gaining unlawful access to examination papers.
- Cheating during examinations.

**Personal Books and Stationery**

Students are expected to buy the books and stationery supplies as per the list at the end of the previous year. The school provides only handout. Materials not used in the classroom on a regular basis should be kept at home and brought to school when needed.

**Language**
The medium of instruction at Baba Boarding High School is English, and students naturally become facile in this language. The school also encourages students to appreciate and be fluent both in spoken and written Nepali.

**Leaving the school premises**
Students are not allowed to leave the premises during school hours. If they have to leave early due to extenuating circumstances, a written note from the parents must be presented to the coordinator for approval that morning. Students cannot leave before the end of school day without authorization from the coordinator.

**Absences**
Students are required to bring in a note (which can be written in the School Diary) from parents explaining the reason for any absence. Medical reports should be submitted on request in case of long absences. A student who is absent is responsible for catching up with all the assignments. If a student misses a test, s/he will have to make up for it at a time that is convenient to the teacher.
Family Trips
All family trips should be scheduled during school holidays. In general, permission for absences for trips will not be entertained.

Report Cards
Report cards are given every term as scheduled in the school calendar. Parents must visit personally along with the students to collect the report card. After a week or two parents would be informed for PTCs, a student is expected to work according to the recommendations made by their teachers for further development in a student’s studies.

Parent-Teacher Conferences
In order to develop a child, the school works closely with parents as well, BBHS organizes formal parent-teacher conferences (PTCs) at the end of each term. The parents and students have to ensure that all the notes that are sent home are seen and read by the parents.

Promotion Criteria
Students will not be promoted if they are not ready for the next class. Students on academic probation will be sent back to the previous grade at the end of the first term or sometimes after the first month if they fail to meet the standard expected in the higher grade.

Class Representatives
At the beginning of each academic year, two representatives (a girl and a boy) from each class are elected by their classmates to serve as class representatives. Representatives have to be students who have their academic as well as social performance under control.

Work Habits
Students become successful if they develop good work habits in the early years. Each student should work on improving his/her work habits.

Homework
The school policy is for class and subject teachers to assign a reasonable amount of homework. Homework is meant to reinforce lessons taught in class and to build good study habits. We have seen over and over again that students with good study habits fare better than those without. Students are expected to take their homework seriously. Teachers will devise logical consequences for students who do not do their homework.

Long term assignments that are handed in (despite warnings and extensions of deadlines by teachers) can, at the discretions of the teacher, be given a grade of zero.

Resource Room
The students are allowed to visit the resource room along with the teacher only, however the students are not allowed to borrow any kind of materials from there, and the materials are meant for the use in the Resource Room itself.

Computer Lab
The Students will be guided by a teacher to the Computer Lab for the practical session; no students are allowed to enter the Lab without prior
permission of the concerned teacher. The students are expected to take care of the materials in the Lab.

**Library**

Students are to abide by the rules of the library. Students have to compensate for books that are lost or damaged through negligence.

**Textbooks and Equipment**

Textbooks that are borrowed from the school should be maintained properly. Fines will be charged for books that are returned in bad condition or lost.

When students use equipment in the classroom, science labs, computer rooms, resource room or playground, they are expected to use it responsibly. A fine will be levied for any damage or loss. Students who type their assignments have to make sure that they manage to print them at home.

**Luxury Items**

Jewellery, expensive personal items i-pods is strictly forbidden. Students are not to bring cell phones, camera or MP 3 / 4 to school. If these items are found in the student’s possession the school authorities will confiscate them.

**Bus Rules**

Rowdy behavior inside a bus can disturb the driver and lead to accidents. The following rules must be followed:

- Do not extend any part of your body out of window.
- Do not talk loudly or create disturbing noises.
- Never throw litter out of the window or on the floor.
- Give due respect to the minders and the teachers on the bus.
- Do not stand when seats are available.
- After you leave the bus, do not dart out into the road from behind or front of the bus.
- Look both ways before you cross a road.
- Ride on the bus that has been designated for you. Don’t ride on any bus that passes through your area, as this will create a problem with space and administration.

**Repeated misbehavior on the bus will warrant strict disciplinary action. The student will forgo the right to use the bus service if misbehavior is repeated.**

**Environment**

Each student is expected to be eco-friendly and contribute toward conserving resources and improving the environment.

- Littering is prohibited.
- Chewing gum is not allowed in the school premises.
- Every student should bring drinking water to school. Water should not be wasted.
- Lights should be turned off when classrooms are not being used.
- Students are responsible for maintaining their classrooms and keeping them neat and tidy.
- Students will not scribble or scratch on their desk tops or on any other furniture.

**Emergency Contact**
It is the responsibility of each student / parent to update the Emergency Contact Form whenever there is a change in his/her address, phone number or the names of the persons to contact during emergency.

**Lost and Found**

We expect students to be responsible for their belongings. However, if personal items do get lost, students are expected to report to the teachers or coordinator. If items are not claimed within a reasonable time, they will be donated to charity.

**Trips and Outings**

Baba Boarding High School organizes numerous field trips and outings. Students are to follow school rules during such outings and remember that they are representing their school. Dress code is to be followed, particularly during outings where students are not in uniform.

**Consequences**

The school treats each student fairly and distinguishes between individuals and their behavior. If a student is creating undue problems, the class teacher will first try to handle the situation personally. The second step will be to consult the concerned coordinator. As a final resort, the Director or the Principal will step in. If the problem persists, parents will be called in to discuss the matter. If the situation still does not improve, and the school decides that the student’s presence at school is detrimental to other students as well as to the institution, the student may be expelled. Behavior that impinges on the wellbeing of others or violates the rights of individual members of the community will not be tolerated and will warrant disciplinary action.

Just as individual teachers expect their students to follow classroom rules made with student input to ensure the smooth running of the class, the school expects students to be disciplined and to abide by the rules and guidelines provided in this diary.

**Unacceptable Behavior**

In addition to the rules mentioned above, the following conduct is considered strictly unacceptable and will warrant rigorous and immediate disciplinary action.

- Stealing
- Insulting or abusing a fellow student, teacher or any member of the staff or school community.
- Close physical contact, public display of affection and sexually explicit behavior.
- Bringing pornographic materials to school.
- Using abusive, sexually explicit or foul language.
- Fighting, bullying and harassment of any kind (physical, verbal or written).
- Bringing weapons or other dangerous objects to school.
- Possession, sale or use of drugs, cigarettes or alcohol.
- Cheating, lying and other unethical conduct.
- Plagiarism.
- Unexplained absences and truancy.
- Leaving school premises without permission.
- Negligence of and disregard for school property and vandalism.
Smoking cigarettes and chewing tobacco.

**Disciplinary Action for Unacceptable Behavior**

When there is a problem with a student, s/he is always given the opportunity to explain and give her/his side of the story to the concerned teachers and coordinators. Depending on the nature of the breach of school rules, students may be subject to the following disciplinary actions:

**In-school Suspension:** When a student is required to work in school but isolated from other students for a period of time. Privileges will be curtailed at the discretion of the teacher. This may include being denied ECA clubs, sports facilities, participations in inter-house or inter-school activities.

**Suspension:** When a student is not allowed to attend school for a period of time but does all the work on his/her own at home without teacher supervision. If a student has a record of being suspended out of school, h/she can be expelled if found to be guilty of unacceptable behavior once again.

Students who are subject to disciplinary action will be on probation.

**Expulsion: Dismissal from school.**

Types of behavior that are considered to be major breaches of school rules will result in non-negotiable consequences and will warrant **immediate expulsion**. This can be a single act of grave nature such as:

- Theft
- Vandalism
- Carrying or using dangerous weapons or objects.
- Possession, use or sale of illicit drugs or alcohol.
- Sexually explicit behavior.
- Any action that endangers the safety of others.

**Repeated violation of school rules** can also result in expulsion.

- Signature of Student: ____________________  Date: _________
- Signature of Parent: _____________________  Date: _________