

Guiding Statement (Grade I to V)

Vision

To serve as a springboard for learning that recognizes the dynamics and challenges of an ever-evolving and increasingly interconnected world, and celebrate the continuum of values and culture, characteristic of a vibrant, harmonious and forward-looking society. We believe that a happy school will inspire children's imagination, foster excellence and make the learning experience enjoyable, thereby preparing them for lifelong learning and paving the way for a progressive nation and a better world.

Mission

To provide a learning experience that makes every child a happy and a whole person - an experience that children would cherish for a lifetime; one that brings out the best in them to live life fully and in meaningful ways.

We seek to accomplish this by providing a range of learning opportunities and challenges that would enable the young minds to explore the diversity and commonality of the world with a sense of wonder, think creatively and critically, express themselves effectively, embrace a culture of innovation, instill a love for lifelong learning, and evolve as responsible citizens.

Objectives

- To promote among children and every member of the school community, an abiding passion to learn, imagine and excel.
- To engender excellence beyond the classroom and enable children's holistic development through an array of curricular and co-curricular programmes - intellectual, emotional, spiritual, creative, artistic and athletic.
- To help every child develop creative and critical thinking and discover their latent talents.
- Make children aspirational in their goal orientation and steadfast in their effort.
- To ensure the well-being and sustained development of every child by providing a secure, caring, collaborative and technology-enabled environment.
- To provide children with opportunities to experience the rich legacy of India's history, traditions and culture and appreciate its importance in developing themselves as thoughtful individuals and responsible members of society.
- To develop in children sound work ethic, tolerance, courtesy, humility, respect for others, moral courage and service to society.
- To inculcate the values of empathy and compassion in children through participation in community service activities and outreach programmes.
- To provide children with a wide range of learning experiences which will enable them to practice a disciplined and healthy lifestyle and acquire essential life skills, self-confidence and leadership attributes.
- To develop children as responsible citizens with a global perspective and environmental awareness and care, being aware of their current and future roles.
- To offer educational programmes of the highest standards with committed teachers and by providing a learner-friendly environment and state-of-the-art campus facilities.
- To introduce and integrate proven and innovative pedagogical practices and emerge as a model of educational excellence.

At PIET Sanskriti Senior Secondary School, we are guided by a set of values and attributes that are central to our ethos-

PLEDGE

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 strive to be worthy of it.

I shall give my parents, teachers and all elders respect and treat everyone with courtesy. To my country and my people, I pledge my devotion. In their well-being and prosperity alone, lies my happiness.

FROM MY HEART I PRAY

Pray for our country

Where the mind is without fear and the head is held high

Where knowledge is free

Where the world has not been broken up into fragments by narrow domestic wars.

Where the world come out from the depth of truth

Where tireless striving stretches its arms towards perfection

Where the mind is led forward by thee into ever widening thoughts and actions into that heaven of freedom, my father, let my country awake.

VALUES AND ATTRIBUTES OF PIET SANSKRITI SENIOR SECONDRY SCHOOL

- Collaboration
- Compassion
- Dedication
- Determination
- Discipline
- Excellence
- Happiness
- Imagination
- Integrity
- Knowledge
- Perseverance
- Positivity

CODE OF CONDUCT

- We all will respect school property rights, co-operate and support each other and take responsibility for a safe environment. The teacher's right to teach and student's right to learn cannot be disturbed by others. PIET Sanskriti Sr Sec School is committed to develop positive inter-personal relationship between members of the school community, PIETSSS would like it's student to be punctual and diligent, to be pure in thoughts, words and deeds, to be kind to human and animals, to be helpful to all and to retain happy and cheerful.

RULES AND REGULATION

The school rules have been divided into various sections and students are expected to adhere to the code of conduct mentioned therein. Please note that noncompliance with the school rules shall lead to consequences which may also include dismissal from the school.

No Child is allowed to wear Smart Watch & carry Mobile Phone in the school – Fine & Suspension .

• Assaulting, harassing, intimidating, or threatening, another individual or group	Written warning & parents contact; Suspension
• Endangering the health or safety of others	Parents contact; suspension
• Stealing, misusing, destroying, defacing or damaging School property or property	Written warning or reprimand

<ul style="list-style-type: none"> • belonging to someone else • Damaging School property • Usage of chewing gum • Using School facilities, equipment, services or computers without authorization • Making false accusations & misbehaving with student or teacher • Supplying false information to the School or forging, altering or misusing any School document or record • Storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials on School premises • Using, possessing or distributing illegal drugs • Encouraging, aiding, or conspiring in any prohibited conduct • Late corners • School uniform defaulters • Fighting or misbehaving in the bus • Littering 	<p>Fine</p> <p>Cleaning of the School Campus; Warning; Warning and parents contact</p> <p>Warning and parents contact</p> <p>Suspension & expulsion</p> <p>Suspension and expulsion</p> <p>Suspension and expulsion</p> <p>Suspension and expulsion</p> <p>Warning; send back home</p> <p>Warning; parents contact; send back home</p> <p>Suspension & Withdrawal of Transport service</p> <p>Warning and parents contact</p>
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Note; In any of the above cases the documentation will be done and will be added in the student's dossier.

Important Rules for Students

1. Students must be in their proper school uniform on both working and excursion days. No student will be allowed inside school if she/he is not wearing the proper uniform.
2. School timings and timetable must be followed strictly. Latecomers will not be allowed to attend the classes.
3. Students proceeding on leave must apply in advance. For more than three days consecutive leave in a month, approval should be taken by the parent from the school authorities.
4. Damaging or defacing the school property may invite a monetary fine up as per the cost and installation charges property, and strict disciplinary action.
5. Students must maintain the cleanliness in the classroom and in the campus.
6. Students are expected to take care of their belongings themselves.
7. Valuable items and electronic gadgets are not allowed in the school campus.
8. Any other type of material, not related to curriculum, should not be brought to the school. Bringing of such items to school will invite serious action.
9. No student will be sent back home while the school is going on except on medical ground or on prior intimation.
10. Note down all your homework/notices in this almanac regularly and get it checked from the parent.

11. The name will be struck off the rolls, if a student remains absent for ten consecutive days without any intimation. Re-admission will be granted within a week with requisite re-admission fee.
12. Converse in English is compulsory in school campus.
13. The students should write their Admission No. and name at a hidden place on all stationery and dress items with permanent marker.
14. For every absence, the student/parent should submit a written application indicating the reason of absence

15. Advice to Parents / Guardians

1. Check the uniform, haircut, almanac and unit test file of your ward regularly and put your sign and date on tests wherever it is required.
2. Please check the bag and ensure that your ward carries books and notebooks as per the timetable. His/Her homework is complete and no extra material is there in the bag.
3. Kindly ensure that your ward is ready for Monday assignment, which is an integral of "constant and comprehensive evaluation". Marks obtained in UT will be counted for the annual result.
4. Encourage your ward to take part in the co-curricular activities and sports for his/her all-round development.
5. Limit the pocket money of your ward.
6. Plan beyond school for your ward for competitions, etc.
7. Ensure that your ward's name and admission no. is mentioned on all belongings, dress items and shoes. Wearing of jewellery, fancy watches is not allowed. School will not be responsible for any loss.
8. If your ward is absent from the school, he/she must make up for all the work missed by him/her. The details may be noted down from other students or log books.
9. Please communicate about the problems of your ward to the school through the school almanac. It can be utilised too for seeking guidance. You can see the class teacher/subject teacher immediately after school hours with prior appointment.
10. Please attend parent-teacher meeting (P.T.M.) to discuss the progress of your ward. A schedule of P.T.M. is mentioned in the almanac. No separate notice will be issued for PTM.
11. "A healthy body is the abode of a healthy mind", goes the popular saying, parents are requested to monitor this and guide the child on :
Personal hygiene on a regular basis. Regular exercise.
 - Putting-in a good amount of sleep.
 - Taking plenty of fluids, having nutritionally rich and balanced meals e.g. milk, fruits etc.
 - Avoiding junk food and buying items from street vendors.
 - Getting eyes and teeth checked once in a year.
 - Get the child immunized regularly
 - Send the ward with proper lunch, water bottle, and a handkerchief.
12. Student suffering from infectious diseases must observe the prescribed period of quarantine .
13. Student suffering from a chronic disease and other diseases like asthma, epilepsy, rheumatic heart disease, etc should be under continuous medical supervision. The parents should share this with the school and should avoid sending the students on excursions & participating in physical activities.

14. Your ward may face strict disciplinary action if he/she
 - Disfigures/damages school property.
 - Bunks classes or arrives late.
 - Brings cell phone, sharp, injury causing articles, books/ pendrive not relevant to course work uses violence and abusive language or commits any immoral deed.
15. Parents are not permitted to go to the classrooms to meet the teachers during regular teaching periods.
16. For attestation of forms or certificates, parents should visit the school office only between 1:30 pm to 2.30pm.
17. Gifts, favours and advantages are not to be solicited at any time to anyone in the school premises.
18. Preparation and Issuance of documents like T.C., Character certificate, Fee Certificate, D.O.B., certificate, etc. take time, parents are advised to submit application and apply at least one week prior to receive it.
19. Fee will be charged for the full session.
20. Fee of the students should be deposited before 15 th of the scheduled month. Fee is payable on quarterly basis in advance and at the beginning quarter / month / of the session.
21. Parents can contact the school on following numbers (between 8:30 am & 2:30pm)
Telephone No.: 0180-2670000
Toll Free: **1800-572-5884**
Mobile No.: 90696-57000
E-Mail: pietsanskritinfl@piet.co.in
22. Communication through e-mail will not be considered as officially binding.
23. Parents are advised not to send eatables or other items for the students while the school is going on. These will not be accepted and passed on to the student (except Birthday sweets)
24. School will provide parking space for cycles on availability only, without any charge. Bikes/ cars are not allowed.
25. Though the school staff takes precautions for the safety & security of the students, if any injury during school activities, first aid will be provided in the NFL Hospital .The parents will be informed there and then.
26. Any information from the school to parent will be conveyed through regular pages of "the almanac". The other information will be provided in the official groups through WhatsApp.
27. If extra remedial classes are arranged during extended time or on a holiday, school transport will be provided as per school schedule .
28. Parents are expected to share any change in their address and phone no. to the school by writing a request letter to the authorities.
29. It is the duty of your ward, to show almanac to the concerned teacher, for whom the communication is meant.
30. Any kind of "Record Keeping" through almanac has to be checked by the parent. A proper follow-up is expected from the parent.
31. It is the responsibility of the parent to submit authentic documents whenever required by the school (D.O.B. , Aadhar Card of student, Father, Mother , Mark sheet & Original Transfer certificate)
32. Under no circumstances, should the parent call a teacher on her mobile or visit the residence. Any matter must be discussed through school only.
33. Cost/hire charges of props, dresses, group photos, projects, etc. during functions, celebrations and exhibitions will have to be borne by the parents.

34. Parents are expected to check/get checked the assignment notebooks periodically and bring the discrepancy if any, to the notice of the school.
35. No deviation will be accepted from the school prescribed uniform, books and stationery.
36. Marks may be deducted from 'ensuing tests' for the students who are caught using abusive and foul language.
37. If your ward gets an opportunity to represent the school in some sports activity/program, the expenditure will have to be borne by you.
38. Change of teachers and section in between the session is a part of a strategy to give multiple personality exposure.
39. Student coming on stage for receiving any kind of certificate, medal, prize, etc. should get fee clearance from accounts office.
40. Student should report back to school within 8 working days at the beginning of the new session, failing which the name will be struck off the rolls.
41. Character/good conduct certificate will be issued only within one week of passing out of the student/date of withdrawal.
42. Any document/certificate related only to current academic session will be issued.
43. Fee defaulter will not be allowed to attempt Assessment Test in case fee is not paid after the due date.
44. Do not send any amount/cash with your ward to school unless requested in written or announced by the school authorities.

Signature : Father..... Mother..... Guardian

School Fee

1. School fee is to be deposited before 15th of the scheduled month, failing which, a late fee will be charged.
2. Fee may be deposited in cash/ Online through Card swipe or Demand Draft /Cheque in favoring PIET Sanskriti Senior Secondary School.
3. Transport is optional. (Once taken it will be applicable for the full session)
4. Fee slips should be preserved by the parents for future reference.
5. If the cheque is dishonoured on any reason , a penalty of Rs. 1000/- will be charged.
6. The student will not be allowed to appear in Test / Exam if he/she remains fee defaulter on the date of test/exam.

School Uniform

The uniform is compulsory for all the students. No student will be allowed to enter the school premises, even on holidays without proper uniform.

Parents are expected to:

1. Check the haircut, uniform and punctuality of their ward in the morning.
2. To maintain uniformity, the parents are expected to note the pattern and shade from the Samples available at the school reception.
3. Summer uniform w.e.f. the new Academic Session.
4. Winter uniform to be worn w.e.f. 1st November onwards.

School Exams

PIETSSS has evolved a unique system of assessing the students through regular scholastic assessments in consonance with the guidelines of C.B.S.E.

Class I Onwards

- Scholastic assessment tests will be conducted on every working Monday (Schedule given in almanac). Grades converted of marks will be awarded.
- There will be scholastic assessments each having multiple assessment tools and two main exams .

Please note :

1. There is no system of double promotion.

Appreciation and Awards

1. Annual Awards in various categories
2. Certificate of achievement for full attendance, maximum attainment points and other categories.

Removal from Rolls

The name of a student may be struck off the rolls of the school if:

1. A student fails/obtains less than D (33% marks) grade in two or more subjects twice in the same class.
2. Indulges in any act of indiscipline inside or outside the school.
3. Reported to be found involved in unsocial, unethical or immoral activities.
4. Found guilty of using unfair means during the examination.
5. Not behaving in decorum with teachers and the fellow students.
6. Fails to comply with rules, regulations and instructions issued from time to time.
7. Remains absent frequently without information to school.
8. Does not submit the fee within 10 days after the due date.
9. Does not report back to school within 10 working days of the beginning of the new session.

Procedure for issuance of Transfer Certificate

1. Parents who wish to withdraw the child from school need to give one week notice .
2. T.C. will be issued within a week after the submission of the application with No Dues Slip.
3. If application for TC is made after the start of session, proportionate session charges along with full monthly transport charges will have to be deposited.

Rules for School Transport

1. Bus facility once opted should be continued throughout the year.
2. All students using the school bus are expected to be at the bus stop at least 5 minutes before the arrival of the bus. They should be on the left side towards bus door.
3. Transport is a facility and does not entail any right to student and parent and any liability to school if the bus is on duty or any other interruption like digging, construction etc, Parents will have to make their own arrangement of dropping and picking the student
4. The bus will not wait for latecomers.

5. Students should not come on the door and should not attempt boarding up and down unless bus stops completely.
6. The bus will stop only at the designated stops.
7. Students should maintain discipline in the bus. Eating inside the bus is not allowed and they should not cause any damage to the buses, trash must not be discharged inside or outside the bus
8. Courteous behavior is expected inside the bus. Shouting in bus is strictly prohibited.
9. Driver's attention must not be distracted for any reason.
10. Transport charges are to be paid for the whole session at the beginning of the session.
11. Transport charges are subject to revision during hike in fuel charges, or otherwise, .
12. Change of bus is allowed by the Principal on written request from the parent only) subject to availability of seat and route in case of address change only.
13. Student will not be allowed bus facility without School I-card
14. If a student using school transport leaves the school "on his own" the school without informing transport incharge in writing, the bus facility will be discontinued and no refund will be made
15. If a bus user comes to school "on his own", she/he must immediately inform the same to the transport incharge, bus attendance in-charge, class teacher and at reception.
16. The students are expected to keep all the belongings with them,
17. Bus facility is available only at the time of admission or requisition (up to 10th April) No facility will be extended during the mid-session.

Morning Assembly

It is mandatory for all the students to attend morning assembly. Each Class has its own special day to conduct the assembly on given theme. It exposes each student and fosters the spirit of group activity, leadership and value building. The assembly gives an opportunity to all the students to develop their confidence and remove stage fear. Important days are celebrated in the assembly.

School Library

Well stocked library is open to all the students of PIETSSS. Students are expected to observe the following rules:

1. Library card (If issued) is non-transferable and its safe keeping is student's responsibility. If the card is lost, fresh card will be prepared on request of the parent on a payment of Rs. 20
2. Books are issued for two weeks only. If a student fails to return the book within the stipulated time. A written note will go in the Almanac by the Librarian.
3. The student must not re-let the book to someone else.
4. Returned book will not be reissued to the same student immediately.
5. Borrower shall be held responsible for any damage or mutilation noticed at the time of return. In case of loss of the book, the present cost of the book will be recovered.
6. Only one book will be issued at a time.
7. Complete silence must be observed while in the library.
8. Other specific rules are available with librarian

School Hours

SUMMER (April- Oct)

Class	Timing
Playway - II	9:00-12:40
III-VIII	8:00-2:10
IX-X	8:00-2:10
XI -XII	8:00-12:40

WINTER(Nov- March)

Class	Timing
Playway - II	10:00-1:20
III-VIII	9:00-2:30
IX-X	9:00-2:30
XI -XII	9:00-1:20

PTM will be on second Saturday of every month for Classes PLAYWAY -XII.

Parent Teacher Meeting Schedule

Timings: 8:00 am-10:30 am (Summers) & 9: 00am-11:30am (Winters)

Saturday will remain off for Classes Play way -II & XI ,XII

First and Fourth Saturday will be working for Classes III-X

UNIFORM FOR GIRLS/BOYS

Summer Uniform for Girls/Boys

Winter Uniform for Girls/Boys

Classes Play Way – V

Boys

Red T-Shirt with black collar and black checked shorts, Black socks with white and red stripes. Black Liberty shoes and belt. Sikh boys will wear black turban.

Girls

Red T-shirt with black collar and black checked skirt. Black socks with white and red stripes, black ribbon/ rubber band, black Liberty shoes and belt.

Classes VI - XII

Boys

White, half sleeves shirt with black, checked collar and black trouser, black socks with white and red stripes. Black Liberty shoes and belt. Sikh boys will wear black turban.

Girls

White half sleeves shirt with black checked collar and black checked skirt
Black socks with white and red stripes.
Black Liberty shoes and belt.

Classes Play Way -V

Black and white with red strip woolen tracksuit. Black Liberty shoes and socks.

Classes VI - XII

Boys and Girls

White full sleeves shirt with black checked collar and black trousers. Black V-neck, sleeveless, pullover with red and white stripes on the neck.

Black blazer, black socks with white and red stripes. Black Liberty shoes and belt.

Uniform on Club Day: House T-Shirts and lowers.

Bandhu House : Yellow

Daksha House : Red

Dharma House : Green

Siddha House : Blue

LIBRARY RULES

- You may borrow two books at a time for a period of two weeks, subject to renewal.
- In case of damage or loss of book, the amount should be reimbursed.
- You may only enter the library during regular school hours. If you are with a teacher or if you have a permission slip from the teacher.

Responsibility of Library Users

- Respect the rules and regulations of the library.
- Respect the rights of other to make quite use of the library.
- Respect the authority of the librarian.

Report to library staff about the theft, damage or misuse of library resources by other users.

COMPUTER/INTERNET USAGE

The use of computer/Internet is a privilege that may be withdraw by the school or at any time for abusive or inappropriate conduct.

Examples of inappropriate conduct could include

- Placing unlawful information on the computer.
- Accessing another person's file or email.
- The use of obscene, abusive, or otherwise objectionable language or image in either public or private files or messages.
- Deleting, examining, copying, or modifying files and data belonging to other users without their prior consent.

Unauthorized and deliberate action that damage or disrupts a commuting system (including the willful introduction of computer "virus" or other disruptive / destructive program.

VIOLATIONS

- Consuming food or Beverages in the library.
- Engaging in disruptive behavior that unreasonably disturbs other or interferes with library users or staff of the library.
- Verbally or physically, threatening or harassing other library users, volunteers, or staff.
- Unauthorized removal of materials or property from the library.
- Vandalism and abuse of library materials or property.
- Use of library privileges for reasons other than school related purposes or personal research.
- Do not add and download any item to the device.
- Do not leave the device unattended (must be returned to the person incharge).

Responsibility for the full replacement cost for the device or any accessory or content lost or damaged.

Students, who fail to meet the lab rules and regulations will undergo disciplinary action and/or withdrawal of library privileges.

SMART FOOD SMART SCHOOL

Smart food smart school is a campaign for our School community. The sole aim of and objective of the campaign, is to help the school community become aware of the hazards of eating unhealthy food and the benefits of eating healthy food.

AI BASED ASSESSMENT POLICY

Assessment is the gathering and analysis of information about student performance. It identifies what student now, understand, can do and feel at different stages in the learning process.

Why do we assess?

The purpose of assessment is:

- To provide feedback to student – to assist them to develop an understanding of where they are and to help them on the next stage.
- To provide feedback to teachers – to assist them in planning and teaching.
- To provide feedback to parents to assist them in understanding where their ward is and support their ward's learning.

What do we assess?

We aim to thoughtfully and effectively guide children through five essential elements of learning:

- The understanding of concepts
- The acquisition of knowledge
- The mastering skills
- The dominant positive attitudes
- The decision to take responsible action

Assessment Policy for Classes I to V

To evaluate the progress of the students on regular basis ongoing assessment is carried out in addition to 5 cycles of Review Test (Date Sheet published in the Information Booklet).

EXAMINATION & EVALUATION SCHEME

SCHOLASTIC AREA

The school follow evaluation strictly as per the guidelines issued by the CBSE for assessing the scholastic area of teaching learning process. To take care of student's pace of learning, the assessment is done at regular intervals to bring continuous improvement in the performance of the students.

SCHOOL TERMS

The school's academic calendar has been divided into two terms.

1st Term: April-September

2nd Term: October-March

1) CLASSES I-II

Assessment is done in the form of Review Tests, blended assessment, homework and classwork. There will be two Term Examination in each subject.

Subject	Internal Assessment (IA)			
	Review Test			Blended Assessment
	Frequency	MM	Time	Weightage
English, Hindi, Maths, EVS	4 Review Tests in Year	20	40 Min	Skills – Reading, Listening, Speaking, Writing Lab Assessment- Language, Abacus, Visual, Experience through-3D, Maths, Robotics, Computer Multiple Assessment Plickers, Extramark Quiz, Learning through fun and Frolic, Experiential Learning, Project.
Computer	-	-	-	
G.K.	-	-	-	

2) CLASSES III-V

Assessment is done in the form of Review Tests, blended assessment, homework and classwork. There will be two Term Examination in each subject.

Subject	Terminal Assessment (Term 1 and Term 2)					
	Internal Assessment (IA)				Terminal Examination	
	Review Test			Blended Assessment	Half Yearly / Final Exam	
	Frequency	MM	Time		MM	Time
English, Hindi, Maths, EVS	Twice a Term	20	40 Min	Skills – Reading, Listening, Speaking, Writing Lab Assessment- Language, Abacus, Visual Experience through 3D, Maths, Robotics, Computer Multiple Assessment – Plickers, Extramark Quiz, Learning through fun and Frolic, Experiential Learning, Project.	50	1hr. 30 min
Computer		20	40 Min		25	40 min
Sanskrit/ Punjabi/ French (for Class V only)	Twice a Term	20	40 Min	50	1hr. 30 min	
GK	-	-	-	25	40 min	

Grades are allotted in Scholastic Area in the Report Card based on an Five Point grading scale which is appending below:

I-V

Marks Range	91-100	81-90	71-80	61-70	60 and Below
Grade	A+	A	B	C	D