

## **FOREWORD**

Dear Parents,

Greetings!

Welcome you all for the new academic session. With your continuous support and encouragement, RPS is climbing the steps of success year by year. As we stand on the threshold of yet another academic session, I look forward for your cooperation and enthusiastic participation in the holistic development of our children.

I feel pleasure in handing over this booklet to you.

This Booklet will provide the fragrance of rules & regulations and all other information which is useful and important for you and students all through the year. Kindly keep it safe at home and keep on referring it as and when required.

Feel free to give your feedback as they have been always so important for us.

Thanks

**Deepshikha Agrawal**

**INSTRUCTIONS:****Attendance:**

- To be eligible to appear at the annual examination, a student will have to complete minimum 75% attendance, separately in practical and internal assessment subjects also where applicable.
- Leave will be counted as absent.
- Students attending cultural/sports tournaments/NCC Camps will be given full attendance for the period.
- Parents should regularly check the attendance of their wards.
- Continuous absence without any intimation/approval will lead to the removal from the school rolls. A notice will be sent after a student is absent for three consecutive days without any information. Another reminder will be issued after a week. When there is no response from parents for one month, the name of the student will be struck off the rolls.
- The school will not be responsible if the student misses any important announcement during his/her absence, such as any important announcement regarding dates of practical examination, filling up any forms, issue of some important document or any other information. This is the duty of the parent to check from their own sources if they missed anything important on that day.
- It will not be the responsibility of the school arranging the class- work/homework notebooks from other students if a student remains absent due to certain reasons. The parent will have to arrange them at their own individual levels. However, on request of the parents, teachers can provide extra guidance/help in genuine cases of absence.

**Special note for parents:**

- Bus facility is optional. In case of argument with bus driver/conductor or boarding of parents in the bus, this facility may be withdrawn with immediate effect and the responsibility of sending the child to school shall be borne by the parents.
- Violation of rules related to uniform / school rules / late arrival / fee dues etc. Will not be considered after 2 intimations and after that student will not be allowed to board the bus and parents will have to bring him/her to school with proper reasons.
- Answer scripts of Annual Examination will not be shown to the parents. If any parents wants to see the examination copies than the same can be done by following a fix procedure.
- At the time of PTM, ward accompanying with parents should be in proper school uniform.

**Disciplinary Measures:**

The following disciplinary measures may be adopted by the school in dealing with students behaving in an unruly manner.

1. Oral warning and counseling.
2. Written warning
3. Detention during the break.
4. Suspension ( ranging from 7 days to 30 days)
5. Rustication
6. Withdrawal of transport facility for misbehavior in the school bus.

In such case parents will be responsible for their wards commute to school.

**Student's council and Monitor System:**

A student's council will be formed every session in order to instill leadership quality in students. This gives them a sense of responsibility and ownership. The student's Council becomes a mouthpiece of the students. They act as a link between the Head of the school, Teachers and Students. They help to organize different activities scheduled in the event calendar along with teachers. The objective is to ensure that today's students are well prepared to be tomorrow's innovators, leaders and engaged citizens of the world.

**Method of Selection of Class Monitors:**

The Class Monitors shall also be part of Student's Council. The Class Teachers shall appoint the Class Monitor on the basis of the following:

1. Academic report of last session.
2. Participation in co-curricular activities ( Inter and Intra School).
3. Attitude and Behaviour of child with teachers, seniors, peers and juniors.
4. On Rotation Basis.

**Issue of Transfer Certificate:**

In case of transfer of parents from station to any other place, and subsequent to this if the parents apply for School Leaving Certificate/ Transfer Certificate, the concerned will have to pay the fee (both Transport and Tuition) for that particular month of the school.

Caution money deposited at the time of admission will only be released if the dues are cleared and SLC/TC has been issued. Caution money will be sent to the address (residential) as recorded in school (in application form) within 1 month of the date of TC, by courier. In case the same doesn't reach the concerned, kindly contact the School Accounts Office.

**Issue of other documents:**

Issue of recommendation letters, certificate showing the Tuition Fee paid to school for reimbursement and other documents as required by parents, will be issued only after a period of 10 days from the date of request. **Income Tax Certificate will not be issued.** Fees Receipts can be used for the same purpose.

**Exam-Schedule (2017-2018)**

<b>Assessment (Oral)</b>	<b>Half Yearly</b>	<b>Annual Exam</b>
From 14 <sup>th</sup> Sept	From 4 <sup>th</sup> Dec	From 5 <sup>th</sup> March

## List Of Holidays 2017-18

<b>Date</b>	<b>Day</b>	<b>Occasion</b>
4 <sup>th</sup> April 2017	Tuesday	Asthmi / Ram Navmi
5 <sup>th</sup> April 2017	Wednesday	Collector's Power Holiday
9 <sup>th</sup> April 2017	Sunday	Mahaveer Jayanti
14 <sup>th</sup> April 2017	Friday	Dr. Ambedkar Jayanti
26 <sup>th</sup> June 2017	Monday	Id-UI-Fitr (Visibility of Moon)
7 <sup>th</sup> August 2017	Monday	Raksha Bandhan
15 <sup>th</sup> August 2017	Tuesday	Janmashtami
31 <sup>st</sup> August 2017	Thursday	Ramdev Jayanti
2 <sup>nd</sup> September 2017	Saturday	Id-UI-Zuha (Visibility of Moon)
5 <sup>th</sup> September 2017	Tuesday	Anant Chaturdashi
21 <sup>st</sup> September 2017	Thursday	Navratra Sthapana
1 <sup>st</sup> October 2017	Sunday	Moharram
4 <sup>th</sup> November 2017	Saturday	Guru Nanak Jayanti
2 <sup>nd</sup> December 2017	Saturday	Milad Un-Nabi (Barawafat)
25 <sup>th</sup> December 2017	Monday	Christmas / Guru Govind Singh Jayanti
14 <sup>th</sup> January 2018	Sunday	Makarsankranti
13 <sup>th</sup> February 2018	Tuesday	Mahashivratri
1 <sup>st</sup> & 2 <sup>nd</sup> March 2018	Thursday & Friday	Holi

### VACATIONS

<b>SUMMER BREAK</b>	<b>11<sup>th</sup> May – 21<sup>st</sup> June</b>
<b>DUSSEHRA BREAK</b>	<b>28<sup>th</sup> Sep. – 1<sup>st</sup> Oct.</b>
<b>DEEPAWALI BREAK</b>	<b>14<sup>th</sup> Oct. – 22<sup>nd</sup> Oct.</b>
<b>WINTER BREAK</b>	<b>30<sup>th</sup> Dec. – 7<sup>th</sup> Jan.</b>

Roop Nagar Public School, Jhalawar, Rajasthan  
**Yearly Breakup of Syllabus 2017-18**

Sub.	XSEED	English			fgUnh			Math	
	BLOCK	Written	Oral	Poems	fyf[k r	ekSf[ kd	dfork ,sa	Written	Oral
April	1,2,3	Lines & Curves	A to Z	Pg. 18 to 20, 24, 31, 33	&	v ls v% rd	1, 2	Lines & curves & Formation of 1	1 to 20
May	4	Formation A	A to Z	Pg. 35 to 38	doZ	v ls v% rd	3	Formation of 2	1 to 20
June	5	Formation B, C	A to Z	Pg. 47 to 49, 54 to 56 and 74	v	v ls v% rd	4, 5	Formation of 3	1 to 20
July	6,7,8,9	Formation of D,E,F	A to Z	Pg. 62 to 65 and 72	vk] b	v ls v% rd	6, 7	Formation of 4, 5	1 to 20
Aug.	10,11,12,13	Formation of G, H, I	A to Z	Pg. 73 to 77, pg.79 & 87	bZ] m	v ls v% rd	8, 9	Formation of 6, 7	1 to 20
Sep.	14	Formation of J, K, L	A to Z		Å] _	v ls v% rd	10	Formation of 8, 9	1 to 20
Oct.	15,16,17,18	Formation of M, N, O	A to Z	Pg. 88,89, 96 to 98	,] ,s	v ls v% rd	11, 12	Formation of 10, 11	1 to 30
Nov.	19,20	Formation of P, Q, R	A to Z	Pg. 99 to 103	vks	v ls v% rd	13, 14	Formation of 12, 13, 14	1 to 30
Dec.	21, 22	Formation of S, T, U Revision	A to Z	Pg. 104	vkS nksgj ku	v ls v% rd	15, 16	Formation of 15, 16	1 to 30
Jan.	23,24	Formation of V, W, X	A to Z	Pg. 107, 115, 116	va	v ls v% rd	17, 18	Formation of 17, 18	1 to 30
Feb.	25	Formation of Y, Z	A to Z	Pg. 124, 129	v%	v ls v% rd	19	Formation of 19, 20	1 to 30

**EVS: Conversation Sheets & block wise syllabus will be provided monthly.**

Roop Nagar Public School Jhalawar Raj  
**Co-scholastic Activities Schedule (Tentative)**

S.No.	Months	Competitions	Celebrations	Field Trip	Activities
1	April	Colouring			Pool Party, Party fun & Birthday Party
2	May		Mother's Day		Preparation of Vegetable, Sandwich
3	June	cky dfo	Eid	Flora Fanna	Print, Sprinkle sand
4	July	Mantra Chanting			butterfly, lady bird
5	August	Hindi story	Janmashtami		washing activity and dentist visit
6	September	Self Introduction	Dandia		cleaning, bits of paper
7	October	Sponge painting		Grocery Shop	dress wearing sense according to occasion, payjama party, sock puppet activity, washing activity, preparation of milk shake, getting an idea of lump from curd by churning
8	November	Memorizing	Annual function	Vegetable Market & Parking Area	fruit salad & vegetable sandwich party
9	December	Card making	Helper's Day	Music Room	traffic, transport chart
10	January	Sorting	Leader's Day		Pretend like doctor, teacher, chef, vegetable & fruit vender
11	February				friendship band and card

