

Procedural Handbook



Academic Year 2023-24

Contents

I. Welcome & Introduction.....	3
II. School Accreditation & Affiliation.....	4
III. School Vision & Mission.....	4
IV. School Timings	4
▪ Class Timings	4
▪ Vacation	5
V. Principal, Vice-Principal and Coordinators	6
VI. School Uniform, Books & Stationery	7
▪ Class Wise Categorization of Uniform.....	7
▪ Availability of School Uniforms and Stationery	7
VII. ODMConnect – Information Management System.....	8
VIII. Academics.....	9
▪ Subject Provisions and Optional.....	9
▪ Our Academic Model	9
▪ Daily Curriculum Plan	10
▪ Role of Class Mentors & POC	10
▪ Home Assignments, Question Booklets.....	10
▪ LMS & Supportive Materials	10
▪ Classroom – Activity-Based Learning	10
▪ Doubt Clearing	11
▪ Special Academic Initiatives	11
▪ Ensuring Quality in Academics	11
IX. Examination	11
▪ Examination Types & Frequency.....	11
▪ Examination Weightage.....	12
▪ Examination Rules.....	12
X. Co-Academics.....	13
▪ Co-Academics Concept.....	13
▪ School Clubs	13
▪ Flagship Events.....	14
▪ In-House Activities	14
▪ School Celebrations	15
▪ House Competitions & External Competitions.....	15
▪ International Activities & Collaborations	15

▪ Library.....	16
▪ L.E.A.P Series.....	16
▪ Educational Tours & Trips.....	16
▪ High Flyer Awards.....	17
XI. School Rules & Regulations.....	17
▪ About Discipline Handbook.....	17
▪ Zero Tolerance Activities.....	17
▪ General Rules.....	18
▪ Attendance / Leave.....	18
▪ Dress Code.....	19
▪ Birthday Celebration.....	19
▪ Physical Safety & Security.....	19
▪ Student Mobile Phones.....	20
XII. Parent & Teacher Interaction.....	20
▪ Parents Visiting Hours Process.....	20
▪ ODMConnect & Happiness Helpdesk.....	21
▪ PTMs, Frequency & Procedure.....	21
▪ Interaction with Class teachers.....	21
▪ 4Q Interaction with Parents.....	21
▪ Parents' Feedback Survey.....	22
XIII. Other Administrative Procedures.....	22
▪ Withdrawal from School.....	22
▪ Fee Cycle & Procedure of Late Fines.....	22
▪ Student Identity Cards & Parents ID Cards.....	23
▪ First Aid & Infirmary.....	24
▪ School Transportation.....	24
▪ Procedure for Lost and Found Articles and Items in the School.....	25
▪ ODM Alumni Connect.....	25

I. Welcome & Introduction

“Education is the most powerful weapon which you can use to change the world...” – Nelson Mandela

Dear Parents,

Welcome to the ODM Family! We are thrilled to have you onboard.

As your child embarks upon their learning journey with the ODM fraternity, we hereby promise to walk hand-in-hand with you to enable your child to learn, develop and grow to become successful as professionals & kind and considerate as humans. During this journey spread over 15 years, as your child moves from being a toddler to a teenager to an adult, we remain by your side



and actively guide, support, encourage and inspire the child so that when it is his/her turn to walk out of these gates for the last time, he/she stands tall and confident, all set to face the world outside.

We, at ODM, prioritise our students and parents before anyone and anything else. In order to ensure you have a smooth and seamless experience, we have put together this handbook that details all the information you may require during the coming years.

This procedural handbook is intended to give a summary of the procedures and operations which govern the day-to-day running of the school, together with an indication of future directions. Thus, as a parent, it is important for you to study this handbook carefully so that you have a clear idea about the school's systems and practices.

Looking forward to a fruitful association.

With Warm Regards,

Team ODM

II. School Accreditation & Affiliation

ODM Public School is recognized by the Education Department, Government of Odisha, and is affiliated till Class 12th with Central Board of Secondary Education (CBSE), New Delhi. We are an English medium Co-educational institution.

III. School Vision & Mission

Our **Vision** is to set unique standards of quality education and inculcate humanity, leadership and integrity. Our motto is “Be Good & Make Others Good”

ODM Public School has a multi-dimensional **Mission** –

- To provide a platform for every child to explore his/her potential
- To impart modernized education while retaining our value system
- To create global leaders in every domain
- To be a pioneer in quality education
- To mould every child into a good human

IV. School Timings

The academic session at ODM begins in the month of March every year. The school follows different timings during winters and summers.

▪ Class Timings

Day Scholar Students					
Days	Class / Grade	Normal Timing		Summer Timing*	
		Arrival	Departure	Arrival	Departure
Monday to Friday	Nursery to Senior KG	8:15am	12:30pm	6:45am	9:30am
	Class I, II	8:15am	12:45pm	6:30am	10:30am
	Classes III to XII	8:15am	1:30pm	6:30am	10:30am
Working Saturdays**	Class I, II	8:15am	12:45pm	6:30am	10:30am
	Classes III to XII	8:15am	1:30pm	6:30am	10:30am

Day Boarding Students & Residential Students					
Days	Class / Grade	Normal Timing		Summer Timing*	
		Arrival	Departure	Arrival	Departure
Monday to Friday	Nursery to Senior KG	8:15am	4:00pm	6:45am	9:30am
	Class I, II	8:15am	4:00pm	6:30am	10:30am
	Classes III to XII	8:15am	4:00pm	6:30am	10:30am
Working Saturdays**	Classes III to X	8:15am	1:30pm	6:30am	10:30am
	Class XI to XII	8:15am	4:00pm	6:30am	10:30am

*Summer timings may change depending upon government circulars.

Note: The school remains **closed on the second Saturday** of every month.

In addition to the above, for Residential Students, evening guided classes are conducted three to four times a week.

Break-Free Days (On Selected Working Saturdays - From Classes I to XII)

The objective of Break free days is to develop a wide variety of skills over and above academics in the students. These days are dedicated to Co-curricular activities (explained under Section X of this handbook) wherein students are provided with an opportunity to participate in a kaleidoscope of activities. Different activities connected to academics are also conducted on break-free days which help our students to engage in experiential learning. These activities are conducted under the guidance of external trainers who are industry experts invited to guide and facilitate these sessions.



Break Free Saturdays are identified in the beginning of the academic year and are mentioned in the Annual Calendar.

▪ **Vacation**

There are three major vacations in one academic session. Please refer to the actual school calendar which will be shared with you or calendar on ODMConnect for latest updates.

Vacation Type	Tentative Timing & Duration <i>(Subject to change)</i>
Summer Break	All Classes (Except X, XII): 1 st May to 18 th June Class X & XII: 20 th May to 18 th June
Autumn Break	19 th October-29 th October
Winter Break	25 th December to 1 st January

V. Principal, Vice-Principal and Coordinators

Chairman, ODM Educational Group & Principal, ODM Public School	Dr. Satyabrata Minaketan
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ODM Kids World, BDA (Nur-III)

Academic Head	Dr. Sandhya Rani Swain
Admin & Co-Academic Coordinator	Kamalika Dutta
Academic Coordinator (Nur-III)	Soubhagya Manjari Nayak

ODM Public School, Patia (LKG-X)

Vice Principal	Dr. Sandhya Rani Swain
Admin Coordinator (LKG-V)	Ipsita Mahapatra
Admin Coordinator (VI-X)	Sanghamitra Mishra
Co-Academic Coordinator (LKG-XII)	Sanjukta Dash
School Sports Head (Nur-XII)	Dinesh Mohanty
Co-Academics HOD	Jayant Mahattam
Academic Coordinator (LKG-UKG)	Abhipsa Rath
Academic Coordinator (I-II)	M. Vijaya
Academic Coordinator (III-V)	Suchismita Priyadarshini
Academic Coordinator (VI-VIII)	Sujata Das
Academic Coordinator (IX-X)	Sukesh Singh

ODM Public School, Patia (XI-XII)

Vice Principal	Dr. Rajesh Padhy
Admin Coordinator (XI-XII)	Samarjeet Das
Co-Academic Coordinator (XI-XII)	Rakhee Maitra
School Sports Head (Nur-XII)	Dinesh Mohanty
Academic Coordinator (XI)	Nivedita Moharana
Academic Coordinator (XII)	Lipsita Mohapatra

VI. School Uniform, Books & Stationery

▪ Class Wise Categorization of Uniform

REGULAR UNIFORM					
Class	Uniform	GIRLS		BOYS	
		Day Scholar	Day Boarding / Residential	Day Scholar	Day Boarding / Residential
LKG to V	Top Wear	Frock with Grey Piping	Frock with Red Piping	Grey Half Shirt with Checked Collar	
	Bottom Wear			Check Grey Half Pant with Grey Pocket Patch	Check Grey Half Pant with Red Pocket Patch
	Tie			-	-
VI To XII	Top Wear	Plain Grey Half Shirt	Grey Half Shirt with Dark Grey Collar	Plain Grey Half Shirt	Grey Half Shirt with Dark Grey Collar
	Bottom Wear	Checked Divided Wrap around Skirt		Plain Grey Full Pant	
	Tie	Grey Pinstripe Tie			
All	Belt	Grey – White Striped Belt			
	Socks	Grey Socks with Red Stripes			
	Shoes	Black Shoes			

ACTIVITY & HOUSE UNIFORM					
Class	Uniform	All Students			
LKG & UKG	T-Shirt	Light Grey & Red			
	Track Pant	Red			
	Socks	White			
	Shoes	Red & White			
Class	Uniform	Ahimsa House	Maitri House	Preeti House	Shanti House
I to XII	House T-Shirt	Green	Saffron	Red	White
	Track Pant	Black Track Pants			
	Socks	White with Dark Grey Stripes			
	Shoes	White Shoes			

▪ Availability of School Uniforms and Stationery

The school uniform, books, and notebooks are available in the Student's Utility Store located just outside Gate 2. The design of the uniform and list of books and stationery items are displayed on the school's website and shall be shared with Parents via WhatsApp groups. Specific dates and timings will be notified during the beginning of the session for the collection of books and notebooks. Notebooks and Stationery shall be available throughout the year and can be collected on Working Saturdays between 12-2pm

VII. ODMConnect – Information Management System

ODMConnect is an in-house web-based & mobile-based application that allows for communication, grievance redressal and financial transactions between Parents and School authorities. Given below are some of the frequently used modules of this application which may come in handy going forward.

- **Fees Management** – Parents can pay the quarterly tuition fees, transport fees, and charges for books, notebooks, uniforms, etc. via ODMConnect.
- **Attendance Management** – Classroom Attendance, Transport Attendance and Hostel Attendance are all marked on ODMConnect by concerned authorities, and the same can be tracked by parents. This section also provides scope for raising Leave Applications and subsequent approval process.
- **Academic Time Table** – The academic calendar, including the examination schedule, leave/vacation schedule, etc., can be accessed by parents in this section.
- **Examination & Report Card** – Results of all examinations and the report cards are updated in the Examination Module of ODMConnect.
- **Learning Management** – The Learning Management System on ODMConnect allows teachers to upload PowerPoint presentations, study notes and question banks which can then be accessed by students. Parents can also keep track of Daily Classwork and Homework assigned through this section.
- **Doubt Management** – ODMConnect offers a doubt clearing section wherein students can post their queries which are then cleared by the teachers either through face-to-face interaction, or Zoom Calls, or through Voice + Video Recording.
- **Circulars** – All official circulars are published on ODMConnect for ready reference by parents.
- **Co-Academics** – All co-academic activities, competitions, events, a child's co-academic performance, house details etc. can be obtained from this window.
- **Students Corner** – This space allows Parents to share their child's creations with the larger ODM Fraternity. A post may be shared within a class, school or across all schools of the ODM Educational Foundation.
- **Parents' Good Idea Club** – This is a platform that intends to capture innovative ideas and suggestions from parents on an on-going basis to enhance the institute's services.



- **Transportation** – Parents can raise a request for availing or withdrawing School Transport services using this module. Parents will also be able to track the movement of the bus and contact the concerned driver/helper through this section.
- **Happiness Helpdesk** – This is the grievance redressal portal of ODM. Parents can raise a query with regard to academics, co-academics, transportation, fees, food, administration or any other concerns on this portal with an expected turnaround time of 24-48 hours. This portal can also be used to request for face-to-face meetings with the school authorities.
- **Hostel** – This section captures the hostel allocation, assigned room and warden details for every student. The annual Sunday outing plan is uploaded in the beginning of the academic year to keep Parents informed of the same so that they can plan their visit accordingly.
- **Food & Beverages** – The daily food menu for residential and day boarding students is updated in this section.

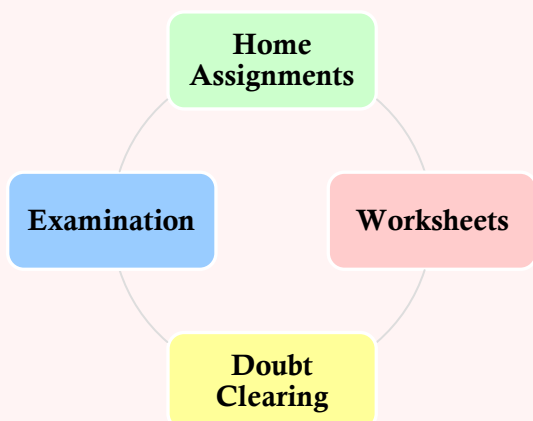
VIII. Academics

▪ Subject Provisions and Optional

Across grades, the school offers students a choice between multiple languages including Hindi, Odia, French and Sanskrit.

Wings	Grades / Classes			
	I, II, III	IV & V	VI, VII, VIII	IX & X
Day Scholar	<ul style="list-style-type: none"> • Hindi • Odia 	<ul style="list-style-type: none"> • Odia & Lower Hindi • Hindi & Lower Odia 	<ul style="list-style-type: none"> • Odia & Lower Hindi • Hindi & Lower Odia • Hindi & Lower Sanskrit • Odia & Lower Sanskrit 	<ul style="list-style-type: none"> • Hindi • Odia • Sanskrit
Day Boarding	<ul style="list-style-type: none"> • Hindi • Odia 	<ul style="list-style-type: none"> • Odia & Lower Hindi • Hindi & Lower Odia • Hindi & Lower French • Odia & Lower French 	<ul style="list-style-type: none"> • Odia & Lower Hindi • Odia & Lower Sanskrit • Odia & Lower French • Hindi & Lower Odia • Hindi & Lower Sanskrit • Hindi & Lower French 	<ul style="list-style-type: none"> • Hindi • Odia • Sanskrit • French

▪ Our Academic Model



ODM has integrated classroom teaching with regular home assignments to develop self-discipline among students. In addition to this, there are regular graded worksheets that the students are required to complete and upload on the Learning Management System portal on ODMConnect. Finally, there is a planned approach for virtual as well as in-person doubt clearing followed by final examinations.

- **Daily Curriculum Plan**

At the beginning of each academic year, a Daily Curriculum Plan is published for all subjects across classes. This helps bring about uniformity in the quality of sessions conducted by different teachers. These Plans are also shared with parents to keep them apprised of the academic proceedings.

- **Role of Class Mentors & POC**

Class teachers are responsible for monitoring the progress of individual students. They engage in verbal communication with the parents fortnightly to keep track of the growth and development of the child beyond academics and maintain a record of the same. They are required to undertake hygiene activities such as marking daily attendance, and ensuring students are well groomed and in proper uniform. Class teachers also maintain a record of parents' active contact numbers in case of any emergencies. They act as a bridge between parents and children by communicating the progress and needs of the child to the parents. If a student is absent for more than two days, the class teachers must reach out to the parents via email.

- **Home Assignments, Question Booklets**

Home Assignments form a regular part of the curriculum wherein students are required to do a written assignment or read a chapter as part of the prerequisite of the following class. This helps inculcate self-discipline among students.

For classes IX to XII, ODM has designed Question Booklets in order to familiarise students with the pattern of the CBSE Board Examination, thereby enabling them to practice and prepare for the same accordingly.

- **LMS & Supportive Materials**

The Learning Management System on ODMConnect allows parents to view the Annual and Daily Curriculum Plan along with the progress on the same. They can also review the learning sources that may be added by teachers.

- **Classroom – Activity-Based Learning**

Across subjects, to the extent possible, teachers undertake an activity-based approach to enhance student learning. Research suggests that experiential learning increases the retention power of students. Students are informed beforehand in case they are required to carry any materials for the same. The concerned teacher explains the task followed by the activity which is then performed either by the students in groups or individually or by the teacher to demonstrate to the class, depending upon the scope and suitability of the task. Followed by the demonstration, the teacher gives a debrief to students and helps them understand the concept behind the same.

- **Doubt Clearing**

ODMConnect allows students to raise their queries which are then addressed by teachers virtually or face to face. In case of virtual solutions, teachers may share voice notes, images or written responses to resolve the queries.

During examination preparation leave, special doubt clearing sessions are arranged online for all subjects to address the last-minute queries of students. This session is conducted in small groups to ensure individual attention.

- **Special Academic Initiatives**

At ODM, we recognize that not every student is the same and has the same potential. Keeping their individuality and varied learning needs in mind, we conduct separate sessions for high achievers as well as remedial sessions for students who require some extra support. While the former aims to prepare students for Olympiads and other competitive exams, the latter focuses on strengthening the foundation of the students in order to aid their current and future academic learning.

- **Ensuring Quality in Academics**

At ODM, we have a guidebook called “Teacher’s Notes,” wherein for every class, every subject and every session, there is a pre-documented note on what the flow of each session should be, what are the topics to be covered and what are the learning outcomes. This helps ensure uniformity and quality of teaching across various instructors.

IX. Examination

- **Examination Types & Frequency**

Nursery - UKG	Weekly Assessments on Friday, Mid-Term & Annual Assessment
I-IX, XI	PA I, PA II, Mid-Term Assessment, Annual Assessment <i>(No PA-I for Class XI)</i>
X, XII	Post-Summer Test, Pre-Board I, II and Pre-Board III (Optional)

Tentative date range of the exams -

PA-I & Post-Summer Test – conducted post summer break

Mid-Term/Pre-Board I – before Puja vacation

PA-II – December 1st or 2nd week

Annual Exam – February 2nd or 3rd week

Pre-Boards II, III for Class X & XII – *Separate date sheet will be shared*

While the worksheets for Nursery to UKG are ongoing in nature, periodic assessments are conducted twice a year. As part of periodic assessments, the school conducts one test per

subject in a week's time. There are no preparatory gap days between subjects in the middle of periodic assessment, whereas, in the case of Half Yearly and Annual Examination, there are preparatory leaves in between exams.

Pre-Primary Students (Nursery to UKG) only have worksheet-based assessments.

For Classes I to XII, Results of Periodic Assessment I + Half yearly examination together constitutes the score for Term 1. Results of Periodic Assessment II + Annual examination together constitutes the score for Term 2.

For Classes X and XII, one or more Pre-Board examinations may be conducted to prepare the students for the final Board examination.

▪ Examination Weightage

For Pre-Primary Students, a system of continuous, holistic evaluation of the child is followed wherein the child is evaluated on the basis of regular observations and class assessments. Regular observations as recorded on a monthly basis as well as on a Two Term basis. The focus is on personalized learning experiences and holistic development. In-depth portfolios of each child's work, activities and checklists of developmental milestones are maintained and shared with parents regularly.

For Senior Classes, the pattern of examination changes periodically by the CBSE board and the school adopts the same as and when any changes are announced.

For classes IX and X, presently each subject has a total of 100 marks, where 80 marks are assigned for the written examination and 20 marks for internal assessment. 80 marks of written examination are derived by applying a 50% weightage to Half Yearly Examination and 50% Weightage to Annual Examination. The internal assessment marks have three disciplines -

- 10 marks periodic tests (50% of Period Assessment I and 50% of Period Assessment II)
- 5 marks for notebook submission and
- 5 marks for enrichment activity of all subjects

The same format is extended to students from classes I to VIII as well as detailed below.

Examination	Classes I to VIII	
	Type of Assessment	Weightage
Periodic Assessment I and Periodic Assessment II	Pen Paper Test	5
	Multiple Assessment	5
	Subject Enrichment	5
	Portfolio	5
Half Yearly	Pen Paper Test	40
Final Examination	Pen Paper Test	40

▪ Examination Rules

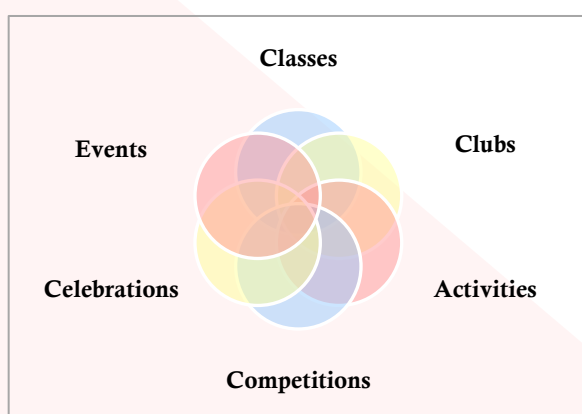
- i. Students must observe absolute silence at all times during examinations.
- ii. All periodic tests, half yearly and annual exams follow pen-paper based format.

- iii. Students must be in proper uniform and arrive on time for the exam. No student shall be allowed to sit in the examination, 10- minutes after the start of the examination. Students who are late will not be given extra time.
- iv. Students must display their ID cards at the time of examinations.
- v. Cheating is prohibited. In case any student is caught seeking support or helping another student during the examination, the answer sheet shall be taken back immediately and the student will be given zero marks for that examination.
- vi. Students caught in possession of unauthorized materials (such as notes, files etc.), other than those used for the examination, are deemed to have committed a dishonest act.
- vii. Students found in possession of any electronic or communication devices such as mobile phones, smart watches/glasses, tablets, etc will be deemed to have committed a dishonest act.
- viii. Students are to raise their hands and clarify with the invigilator if there are any queries.
- ix. Students are not allowed to borrow stationery items from each other.
- x. Students will not be allowed to leave the campus in between the exam and they must remain seated for the allotted exam time.

X. Co-Academics

ODM aims at the holistic development of its students. Thus, we not only provide quality education but also offer the most interesting and out-of-the-box activities for students to acknowledge their hidden talents and for us to provide the right exposure and platform to that talent. We lay due emphasis on different activities through active participation in various social, athletic, and artistic clubs and societies. We guide students to discover and create their own understanding.

▪ Co-Academics Concept



In order to create and sustain an integrated multidisciplinary environment that facilitates excellence in research and creative activities, at ODM, in addition to regular classes in the fields of Music, Art, Yoga, Dance, etc. we also have dedicated clubs to enable students to pursue their interests and at the same time develop life skills. The team has carefully curated a set of competitions, events, activities, celebrations and educational tours to enhance exposure and experiential learning amongst students. Every grade has 2 dedicated periods for co-academics.

▪ School Clubs

At ODM, we have introduced Clubs that are designed to tap out the potential of the students and train them extensively under professional guidance. It is mandatory for Day Boarders (Std I-X) to select one club of their choice for a year. For Day Scholars, the provision is available (subject to Club capacity) on a payment of Rs 1000/month (liable to change). The clubs are conducted from

2.15 pm to 4.00 pm once a week for every class. Students can pay an annual charge of INR 8000, to avail these club options (only for Day Scholar students).

For session 2023-24, the following clubs are available for the students

I-II-III	IV-V-VI	VII-VIII-IX	XI (non-coaching)
QUIZ	QUIZ	QUIZ	QUIZ
STEM	STEM	INNOVATE	INNOVATE
DRAMATICS	DRAMATICS	DRAMATICS	DRAMATICS
PUBLIC SPEAKING	PUBLIC SPEAKING	PUBLIC SPEAKING	PUBLIC SPEAKING
LITERARY	LITERARY	LITERARY	LITERARY

▪ Flagship Events

At ODM, we believe in exposing students to as many experiences as possible. Keeping this in mind, there is an Annual Co-Academic calendar published every year for conducting varied events that cut across specialized fields.

Some of our flagship events include –

- **Game On!** - School Sports Fest - November
- **Spectra** - School Cultural Fest - December
- **Knowledge Krawl** - School's knowledge fest -
- **Summer Spark** - School Summer Camp - May
- **Parents Happiness Camps** - Series
- **ODMMun & TEDX** - for students from all Schools



▪ In-House Activities

ODM organises a plethora of inhouse activities, both in the classroom and outside its walls. These activities are designed to develop motor skills, social skills, emotional skills, soft skills and life skills, essential for the complete growth of the children. They often have an academic skeleton with an expected learning outcome aimed at supporting academics through fun activities. They are conducted every month, are age appropriate and grade specific. The activity calendar is shared at the beginning of each academic year.

Some of these activities include -

- Clocks and Maps
- Friendship Bands
- The world is my family
- Jigsaw Puzzles
- Community Awareness Programs
- Workshops, Seminars and Talk Sessions, etc.

▪ **School Celebrations**

In addition to events, the Annual Co-Academic calendar also captures all important National and International days and festivals that are observed throughout the year.

Some of the Celebration highlights include –

- Republic Day
- Saraswati puja
- Independence Day
- Raksha Bandhan
- Dussehra
- Diwali
- Teachers' day
- Children's Day
- Ganesh Puja

▪ **House Competitions & External Competitions**

A Competition planner consisting of intra-school competitions, is created at the beginning of each academic year. The intent of these competitions is to develop skills like team bonding, critical thinking, problem-solving, and communication, and above all, they aim to instil a healthy competitive spirit among students.

House Competitions are intra-school competitions in nature and are conducted once a month for each class to ensure the activities are age appropriate and relevant. These competitions may be conducted at an individual as well as group level.

Similarly, we also host inter-school events and send our students to other schools for competitions to expand their exposure. The major inter-school events include Sahodaya, CBSE, SGFI, Celesta (Lucknow) and other national and international competitions.

The scope and nature of all these competitions are varied, and there are opportunities for intellectual and personality development, creativity, and physical activities. The competitions include-

- Debate / Speech / Declamation / Extempore
- Role Play
- Dance / Music / Instrumental
- Art and Craft
- Creative Writing
- Sports Events

▪ **International Activities & Collaborations**

With International Connects, ODM ensures that the students are exposed in a way that would be beneficial for them in the global environment. ODM encourages students to participate in several Model United Nations (MUN) conferences nationally and internationally. It is an academic

simulation of the United Nations that aims to educate participant's civic and current affairs, effective communication, global issues, and multilateral diplomacy.

Apart from this, the school is also engaged in various School Immersion Programs. Students of ODM have visited various countries like Malaysia, Thailand, etc. These cultural and academic exchange programs serve as a learning basis for our students in a fruitful way. The school also practices Collaborative Learning in order to share and spread novel ideas with various educational institutions around the globe and eventually circulate quality education on a larger forefront.

Under the ISA program of the British Council, a number of collaborative exchanges have been done with partner schools from Egypt, Bangladesh, Nepal, etc. We have continued exchanges with Germany and Japan. The various international sessions/workshops and expert talks focus on international and multicultural aspects of our academic program and also prepare students for a challenging future.

▪ **Library**

- i. Students are expected to maintain total silence when in the library.
- ii. The books in the library can be issued to the students and the permissible upper limit of the number of books that can be borrowed by a student varies for different classes.
- iii. All students must check every book before borrowing. They will be held responsible for any damage done to the book on return. Students will be required to pay the cost of the book, in case of loss.
- iv. Students should not exchange their library books with others. In the case of loss, the original borrower will be held accountable.



▪ **L.E.A.P Series**

“Learn. Engage. Aspire. Prosper.” – This is an initiative wherein eminent personalities are invited to the campus to address the students. The guests share their experiences, shortfalls, successes and learnings with the students. We strongly believe that witnessing such talks and events helps in building character and inspiring students.

▪ **Educational Tours & Trips**

The school organizes educational visits that promote personal, social, and emotional development. Site visits are a significant part of our course, during which students visit companies, and educational institutions and get insights into the internal working environment of an institution. Annual Tours, National and International Trips are designed to give exposure and facilitate cultural exchanges. These visits undoubtedly form an indispensable part of our teaching practice. For each such activity, parents' approval is taken via consent forms post which a student is allowed to participate in the same.

- **High Flyer Awards**

ODM Public School conducts an Award Ceremony once a year to felicitate top-performing students, section and class-teachers in terms of academics. This event also recognizes students who have participated in co-academic activities and won competitions in the last two quarters. Punctuality (measured by class attendance) and discipline (based on classroom behaviour) are also traits that are recognized and felicitated at this Ceremony.

XI. School Rules & Regulations

- **About Discipline Handbook**

There is a dedicated Discipline Handbook that consists of detailed rules & regulations that all students of ODM need to follow. The handbook lays out the penalties & actions to be initiated by the school's Disciplinary Committee in case any student is found violating the rules stated therein. The handbook covers issues like non-conformity to school uniform/dress-code to more severe issues like ragging, unauthorized usage of mobile phones, substance abuse and physical/verbal abuse or violence.

The handbook also lists rules to be followed by parents in terms of their dealing with the school authorities and representatives.

Parents are required to read the Discipline Handbook carefully and make their ward(s) aware of the rules stated therein.

- **Zero Tolerance Activities**

Inside & Outside ODM School Campuses, the following activities are strictly prohibited & would lead to major disciplinary actions against students of all age groups in case they are found violating them.

- Possession/use/sale/distribution of any intoxicating substances like alcohol, drugs, etc.
- Possession/use/sale/distribution of tobacco & related products like chewing tobacco, smoking, etc.
- Possession/use/sale/distribution of Weapons, Sharp Objects, Fireworks, etc.
- Verbal abuses or fights with other students or members of the ODM Group.
- Bullying/Cyber-Bullying or ragging of any student.
- Harassment of any kind to other students or members of ODM.
- Damage to the school property or any other student's or member's property.
- Carrying personal phones/electronic gadgets inside School Campus (without authorisation).
- Unpermitted exit from school or hostel.
- Any kind of theft, forgery, malpractice.
- Misrepresenting/misusing/defaming the organization/school's name on social/digital forums.
- Intending or causing harm to the safety of other students or any member of ODM.
- Misuse of School Devices to do illegal or not age-appropriate activities

▪ **General Rules**

- i. The school rules are applicable to the students as soon as they board the school transport in the morning till the time they are dropped back to their bus stops. Ignorance of school rules will not be an excuse for breaking them.
- ii. Any breach of common rules or positive discipline is an offense.
- iii. The school follows English as a strict medium of instruction and communication.
- iv. Students are themselves responsible for the safe custody of their books and belongings.
- v. Magazines, novels, comics, etc. should not be brought to the school.
- vi. Visitors and friends are not allowed to meet students during school hours.
- vii. Parents are requested not to visit the classroom of their children without permission.
- viii. All the students should show respect and sensitivity by using appropriate language.
- ix. The school is strictly against corporal punishment. Incidents of indiscipline are dealt with care by all the faculty and staff members.
- x. Students must maintain discipline at all times including while traveling on the school bus. They must listen to the driver, conductor, security guards, and other staff members.
- xi. A separate Discipline Handbook is shared with the parents and students in which details of disciplinary actions and their consequences are mentioned. For Residential Students, there is a separate Hostel Rulebook that details out the rules and regulations to be followed and actions taken in case of disobedience.

▪ **Attendance / Leave**

It is mandatory for every student to maintain an attendance of 75% (as per CBSE guidelines) of the total number of working days of the school in an academic year.

If a student remains absent for more than seven consecutive days without informing the school authorities, the school reserves the right to strike off his/her name from the school rolls and the student may be re-admitted only at the discretion of the Principal. The readmission fee will be charged as per the school rules. The parents must intimate the class teacher or apply for leave on ODMConnect

In order to apply for planned leave, parents are required to fill out the leave request form available on ODMConnect at least 2-3 days prior to the date of such leave.

In the case of an unexpected medical illness, parents must inform the class teacher on the same day. In case, the sick leave taken by the student is more than three days, Post recovery of the student, Parents are required to submit a medical certificate to the school authorities for such a period of absence. Such leaves must also be applied via ODMConnect.

In case of sudden demise of a family member, parents must inform the class teacher immediately and also submit the leave request form within 2 days on ODMConnect.

We also have a concept of Short Leaves for students that can be availed in case of emergencies. In case a student falls sick and needs to be sent home, the School authorities inform the Parents who are then required to come to school along with a written application for such early departure of the student from the school.

Please note, only parents or certified local guardian will be allowed to pick the student from the school, in case none of the above members are able to come, then an authorisation email from parent along with the registered govt ID card of the person is required, who will be picking up the child in case of these short leaves (mid-school day leaves). Without any guardian or parent, the child would not be allowed to leave from the school.

▪ **Dress Code**

Students must be dressed neatly and appear well groomed at all times.

- i. At all times, unless involved in any activity, the student should be in proper school uniform with all accessories.
- ii. The students should wear clean uniforms and clean shoes.
- iii. Boys must have simple, equally-even & short-to-medium length hair-cut & Girls should have either short hair, ponytail or two-side plaits. Only black hair bands / rubber bands are permitted.
- iv. No student is allowed to wear any styling accessories on the ears, wrists, neck, or ankles.
- v. No student is allowed to dye hair or use any kind of hair colour.
- vi. No student is allowed to have any tattoo (permanent or temporary)
- vii. Students are always required to cut their nails and be groomed. No nail paint / nail art is allowed.
- viii. No male student is allowed to grow a beard or keep a moustache at any point in time.
- ix. Simple analog or digital watches are allowed from Class VIII upwards. Expensive, bejewelled or smart watches are strictly forbidden.

In case students are not dressed properly, the school authorities reserve the right to send the student back home.

▪ **Birthday Celebration**

The school does not encourage birthday celebrations among students except for Pre-Primary and hostelers. The school allows for distribution of a maximum of 2 toffees to the students. Parents should not send any expensive goodies with the child. Any goodies sent by the parent for distribution purposes on birthdays, etc. shall not be allowed and no requests in this regard shall be entertained. Casual attire and cake cutting in classrooms are strictly prohibited.

▪ **Physical Safety & Security**

The Campus is guarded by security officers round the clock and is also under CCTV surveillance. The boundaries are patrolled regularly and all the external gates are manned. All buildings, corridors, and entry-exit points have cameras installed and constant oversight is maintained from the control room. Access to cameras is given to Principals and Vice-Principals through monitors installed in their offices.

▪ Student Mobile Phones

Applicability -

- The only circumstances in which Students of **classes IX and XII** are allowed to carry mobile phone to school is when they are using **own transport**.
- Students **up to class VIII** are **not permitted** to carry mobile phones and in case of **own transport**, they **must be picked up a parent or local guardian**.

Mobile Phones Specifications –

- The value of the mobile phone must be less than INR 12,000. iPhones and other costly phones shall NOT be permitted.
- The School-issued Sticker must be attached to the mobile phone. In the absence of the sticker, the phone shall not be accepted by the Security team.

Process for Issuing Stickers –

- When a child wants to submit a phone for the first time, then he/she needs to get the sticker from the guard with the school number of the child written on the sticker.
- Security Guard will provide such sticker and enter the details into a register which will be signed by the student confirming receipt of the sticker.
- The registered sticker mentioning the unique sticker code and child admission number, mobile model, etc. must be pasted on the mobile in front of the Guard.
- The cost of the first sticker so issued will be borne by the school.
- In case a student loses / removes the sticker, for issue of every additional sticker, they will have to pay INR 50.

Other Important Points –

- The students will not be allowed to come with the phones inside school under any circumstances. Bringing phone inside, will have huge penalties as per discipline handbook.
- Once the sticker is issued, every time the student reports to school in the morning, he/she will submit the stickered phone to the Guards who will enter the Student ID in a register and take the student's sign. At the time of exit, the phone will be handed back with another student signature confirming receipt of phone.

XII. Parent & Teacher Interaction

▪ Parents Visiting Hours Process

Parents can meet the school representatives only on an appointment basis. This appointment request can be raised via ODMConnect. Walk-ins shall not be entertained and parents are requested to not crowd outside the school premises as it disrupts the security protocols and proceedings inside the school.

Particulars	Days	Timings
For Appointments with Heads*	Tuesday, Friday	10:00 – 11:00 15:00 – 16:00
	Working Saturdays	10:00 – 11:00
Calling Hours (Teachers)	Monday-Friday	17:30 – 18:30

**For face-to-face appointments, kindly raise a request on ODMConnect – Happiness Helpdesk Portal*

▪ ODMConnect & Happiness Helpdesk

As mentioned in Section VII of this handbook, ODMConnect offers a platform called Happiness Helpdesk. Parents can share their concerns and raise queries on this platform round the clock. Any issue, be it related to academics, co-academics, transportation, fees, food, hostel, etc., can be raised on this platform and the concerned team will check and revert on the issue.

In case Parents wish to have a face-to-face interaction with any of the school representatives, they can raise a request for the same on this portal as well. ODM has a dedicated team that looks into all these queries on a daily basis and facilitates resolution.

▪ PTMs, Frequency & Procedure

In a given academic year, we conduct five PTMs (including orientation). These meetings are usually scheduled after each assessment (periodic tests, half yearly, and annual examination). For each meeting, a schedule is created roll number wise to ensure that parents come in smaller groups, the waiting time is limited and each parent is given adequate time and attention. Post the meet, the feedback is captured in the Actionable Sheet to be able to monitor progress going forward.

▪ Interaction with Class teachers

In addition to Parent Teacher Meetings, Class Teachers connect with all the parents on a monthly basis regarding course progress plans, challenges, and academic difficulties. In case parents have any queries, they can connect with the teacher as per the hours defined in Section IV of this Handbook.

Subject teachers also connect with the parents to share academic concerns, as and when required.

▪ 4Q Interaction with Parents

All senior stakeholders from the Academics Team and Co-Academics Team engage in continuous interactions with the Parents. As part of this process, Parents are selected at random and the concerned individuals (Principal, Vice Principal, Coordinators) get in touch with them to understand their experience and grievances, if any. The school has a dedicated team called the

Happiness Help Desk who undertakes as well as oversees these interactions and presents the issues to the concerned teams for resolution and also escalates to Management, if required.

- **Parents' Feedback Survey**

The school conducts a Parents' Survey every six months to proactively gather feedback on all services offered including academics, co-academics, hostel, F&B and transport to name a few. The results of this survey are presented to Management for implementing corrective action and improvement.

XIII. Other Administrative Procedures

- **Withdrawal from School**

In case any Parent wishes to withdraw their ward's admission from the school, the following procedure needs to be followed -

- Fill in the Withdrawal Form one month in advance of the next quarter else the fee for the forthcoming quarter will be charged on ODMConnect.
- Get fee, library, and other clearances by filling the "No Dues Undertaking" getting it signed by the school administration.
- Apply for the Transfer or a School leaving Certificate and other school documents via ODMConnect.
- Apply for the refund of caution money (security deposit) only upon the production of the first receipt (issued at the time of admission) within a period of three months from the withdrawal of the student from the school. After 3 months, no more applications will be accepted and the money will be forfeited. For students of Class XII, the application for a refund will be accepted within 15 days after receipt of the Passing Certificate.
- The caution money shall be refunded within a month of receiving such request.
- A transfer certificate will only be issued on the clearance of all school dues. A transfer certificate will be issued within a week's time.
- Duplicate T.C./Report Card/Certificate etc. will be issued on payment as per school rules.

- **Fee Cycle & Procedure of Late Fines**

The school fee is to be paid online via ODMConnect. All details related to the amount of fee due along with late payment fine, if any, is generated on the system and can be obtained by logging in through the allotted user ID. Cash transactions are completely prohibited.

Fee must be paid quarterly as per the following schedule –

Quarter	Fees Payment Window
Quarter I – April-May-June	1st to 20th April

Quarter II – July-August-September	1st to 20th July
Quarter III – October-November-December	1st to 20th October
Quarter IV – January-February-March	1st to 20th January

In case the fee is not deposited within the above-mentioned time frame, the following late fines will be charged –

- Day Scholar
 - From LKG to Class X – INR 25 per day
 - Class XI and XII – INR 60 per day
- Day Boarding
 - From LKG to Class X – INR 40 per day
 - Class XI and XII – INR 60 per day
- Residential
 - Class XI and XII – INR 60 per day

In case there is delay in payment of fees along with late fine so charged, the school reserves the right to strike off the name of the student from the roll and the student shall not be allowed to attend the classes. In such circumstances, re-admission procedure will have to be followed again if the parent/guardian intends to keep the child in the school.

Kindly note that fees once paid will not be refunded.

Every year, there is an annual hike in the fee structure based on standard guidelines & norms. The hiked fee structure is informed to all the parents from time to time.

▪ Student Identity Cards & Parents ID Cards

Students' Identity Cards must be worn by the students in the school campus and during the daily commute from home to school and vice versa. Students and parents are requested to take good care of these cards as these cards are an important part of the school security system.

Students are issued ID cards from the school only. The loss of a card should be reported immediately to the class teacher and an application sent to that effect. A new card will be issued and charged for Rs. 100/- per loss.

In order to further enhance the security of students, we have introduced **Parents' Identity Cards** as well. Parents are required to display these cards in case they are visiting the school premises for any purpose. For students who come to school via their own transport, the individual picking up the student is required to display the Parent ID Card to the security based on which the security team will allow the student to exit the school gates. Similarly, in case of students commuting via school bus, the receivers must display the Parent ID Card at the bus stop based on which the conductor will hand over the student to them.

If any other person apart from the parent/guardian comes to pick up the child from the school, parents must send an application with their signature to the Class Teacher and the person so authorized to receive the child must carry an ID card.

Transportation Facility once availed cannot be withdrawn in the middle of a quarter. Even if the student stops using the school transportation in the middle of a quarter, fees is to be paid for the entire quarter.

Any change in stoppage (due to house shifting) or application to avail/withdraw must be raised via ODMConnect only.

In case of any extra classes for selected classes, transportation will not be provided by the school. Parents are required to arrange for the same.

▪ **Procedure for Lost and Found Articles and Items in the School**

By lost property, we mean, any unattended, abandoned, misplaced, or forgotten item - which are found within/inside the classrooms/premises/boundaries of the school.

- Students are encouraged to write/print their names on all personal belongings such as blazers, lunch boxes, pencil/pen pouches, compass boxes, water bottles, etc.
- Lost items will be kept in the "Lost and Found" area. Students may check the lost and found area for any missing items. Parents may also check for missing items in the lost and found area but with a prior appointment.
- Any cash or jewellery found will be submitted to the Administration Office which can be retrieved by providing supporting evidence.
- Unclaimed items will be handed over to the Administration Office at the end of every month.
- Schools shall not be held responsible or liable for any such losses. Children are expected to take care of their own belongings at all times.
- If a member or student has lost an item, they must contact the Lost and Found Department in order to enter their lost article in the School's Lost and Found Log.

Procedure related to Unclaimed Articles

All lost items, so found within the school boundaries, are held for a period of 60 (sixty) days. They are entered into the School's Lost and Found Log with a brief description of the item and the date and location of where it was found. Thereafter, the following procedure will pertain to unclaimed articles:

- i. Clothing and books shall be donated to a charitable institution or our adopted village.
- ii. Miscellaneous items shall be donated or discarded as determined by the Administration Office.

▪ **ODM Alumni Connect**

Through ODM Alumni Network (ODMAN), we wish to encourage and foster lifelong participation, involvement, and commitment of the alumni, whom we regard as vital stakeholders in the advancement of the school. Through *Reconnect Programs*, we enable our alumni to stay in touch, expand their network and enhance relationships. We hope to walk hand in hand for the vital support and development of ODM.

To be a part of the ODMAN, the students can visit the school website and register themselves by filling the form available online. For further inquiries and assistance, the parents or students can send an email to info@odmps.org

To stay updated with the happenings at your alma-mater, we encourage Parents and Students to like and follow ODM's Facebook page - <https://m.facebook.com/odmpublicschool>