



# STUDENT HANDBOOK

CREATIVE SCHOOL

AY 2024-25 | Version 1

Creative School  
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## Arrival - Drop-off & Pick-Up Times

*This policy outlines the expectations and guidelines for parents, guardians, and students regarding drop-off and pick-up procedures and timings.*

- a. The cooperation of parents, guardians, and students is crucial in adhering to the drop-off and pick-up times.
- b. Parents or guardians are encouraged to communicate with the school regarding any concerns or anticipated delays in drop-off and pick-up.

We appreciate the understanding and cooperation of all parents, guardians, and students in complying with the timings. By adhering to the specified guidelines, we create a conducive environment for our students to begin their day on a positive note and actively engage in morning activities. Parents should make transportation arrangements that allow their children to arrive at school on time.

### **North Bangalore Campus**

- a. The drop-off time in the morning is a crucial aspect of our school routine. Parents and guardians are responsible for ensuring that their child arrives at school on time in the morning.
- b. All students should be present and ready to participate in the morning group circle by the designated start time - 7.50 am
- c. Timely drop-offs contribute to the smooth functioning of morning activities and help create a positive atmosphere for the day ahead.

### **Late Drop-offs**

- a. It is essential to prioritize punctuality to minimize disruptions to the school routine and maximize students' learning time.
- b. If a student arrives after the designated drop-off time, parents or guardians should report to the Front Office for further assistance and guidance.

### **Pick-Up Time :**

1. It is mandatory to be available for pick-up 5 minutes prior to the end of the school day.
2. The Front Office should be promptly notified of any changes or exceptional circumstances that may affect your child's pick-up time.
3. Schools should require parents to complete a form designating who is authorised to pick up their child, ensuring safety and security. Please fill up the Child pick up consent form.

## School Timings-Primary School @ North Bangalore Campus

Groups	Timings
Jasmine	Monday - Thursday 8:00 am to 2:30 pm
Aster & Orchid	Monday - Thursday 8:00 am to 3:45 pm
Contact Details	Front Office

### **Parking Guidelines while dropping or picking up:**

Park your vehicle at the parking area (mentioned in the email sent from info id) and walk down to school to drop your child.

During rainy times the LG Association has kindly agreed to allow children to disembark from their cars at the school intersection. Our staff members and security will guide you for smoother traffic flow on these days.

### **Freedom Land Campus**

#### **Drop-off & Pick-Up Time**

For students not using the school-provided Campus Commute service, parents should drop off their children at Freedom Land campus at 8:00 AM on Monday morning and pick them up on Friday at 3:45 PM. Please fill up the Child pick-up consent form.

#### **Students using campus commute:**

For students commuting from Freedom Land using the Campus transportation service, it's crucial to adhere to the school-provided pick-up times at their respective locations. Parents or guardians utilizing the Campus commute are expected to be present at the designated stop at least 5 minutes before the scheduled drop-off and pick-up times. Punctuality ensures the bus can depart promptly, maintaining an efficient transportation service for all students.

Failure to adhere to the designated time may lead to inconvenience for your child and disruptions to the overall transportation schedule. By respecting the specified times, we can ensure a smooth and organized process for all students, minimizing any inconvenience or delays. Your cooperation in this matter is greatly appreciated.



Please note that the school will not be held responsible for any delays or incidents resulting from failure to comply with the timings.

Students must carry the ID card provided for boarding the bus, as it helps track their attendance for the transportation service. As mentioned in the email, parents need to sign up for the Campus Commute for their children.

Kindly fill the campus commute consent form.

### **School @ Freedom Land Campus**

Campus Commute is available everyday to and from North Bangalore.  
Contact: [campus.commute@thecreativeschool.in](mailto:campus.commute@thecreativeschool.in) for further information regarding everyday pick up and drop off.

Campus Commute starts from North Bangalore Campus and other designated points at the time scheduled by the Campus Commute team.

Campus Commute starts from Freedom Land at 3:45pm on Friday.

*Optional: Wednesday - Campus Commute available for children choosing for a midweek return.*

## Attendance Policy

*Our school values regular attendance as it plays a crucial role in fostering a sense of responsibility and commitment among students. This policy aims to promote consistent attendance and minimise disruptions to the learning environment.*

- 1. Communication Method:** Leave requests should be communicated via email to the class ID and also noted in the agenda book. This ensures a clear record of the request and fosters effective communication between the school and parents.
- 2. Advance Notice:** With the exception of sick leave, parents must inform class teachers of any planned absences at least 2 days in advance. This allows the school to make necessary arrangements and ensures everyone is informed and prepared for the child's absence.
- 3. Illness:** If a child is unable to attend school due to illness, parents should notify the school promptly. Details about the illness, such as symptoms and expected duration, should be provided to facilitate appropriate measures. Depending on school policy, a doctor's note may be required for extended absences due to illness. Sick children are requested to stay home for their own well-being and that of the school community. Parents bringing a sick child to school will be asked to take the child back home. Children attending school are assumed to be well enough to participate in all activities, including physical education classes. Please send a note if your child is not to participate in any activities when he/ she is recovering from any sickness
- 4. Family Vacations:** When planning a family vacation resulting in a child's absence from school, parents must inform class teachers well in advance, providing vacation dates and relevant details. Extended vacations may necessitate additional documentation or approval from the school administration.
- 5. Special Permissions:** In exceptional circumstances requiring a child's absence from school for reasons other than illness or planned vacation, such as family emergencies, religious observances, or important personal events, parents should communicate details to class pillars in advance, along with any necessary supporting documentation or explanations.
- 6. Leave Log:** The school maintains a leave log to monitor student absences accurately. Providing the required information about the leave ensures an accurate record.

Please adhere to the school's leave policy and follow specific guidelines provided by the school administration.

## Accidents and Injuries

Consent

Form:

<https://docs.google.com/forms/d/e/1FAIpQLSeTQ6UaR3321TRw6vdCv1GoO4ECKBzWQFxaFav8K3-1BYcmQ/viewform>

### *Steps Taken by the School and First Aid Support During School Hours*

Accidents and injuries can occur at any time, even within the supervised school premises. Recognizing the importance of safety and the well-being of students, our school has implemented comprehensive measures to address accidents and injuries promptly. The steps taken by our school to ensure the safety of students and the provision of first-aid support during school hours are outlined below.

#### **Prevention and Preparedness:**

To minimize accidents and injuries, our school has established a proactive approach to prevention and preparedness. This includes:

- Inhouse Integrated Homeo Clinic and doctor on duty during school hours: We have a dedicated team of doctors and trained first aid personnel, and staff members, who are equipped with the knowledge and skills necessary to administer first aid. These individuals have undergone formal first-aid training and hold certifications to ensure they can respond appropriately to different situations.
- Wellbeing practices: The wellbeing practices, breathing, EFT and fire help the child to clear the shock of the accident and in turn helps in quick healing.
- Regular Safety Assessments: The school conducts routine safety assessments of the premises, identifying potential hazards and taking necessary steps to avoid them. This ensures a safe environment for all students and staff members.
- Safety Policies and Guidelines: We have developed and implemented specific safety policies and guidelines that encompass various areas, such as playground safety, laboratory safety, and classroom safety. These policies are communicated to all students, teachers, and staff members to raise awareness and ensure adherence to safety protocols.
- Training and Awareness Programs: Our school organizes training and awareness programs on safety measures and accident prevention for students and staff. These programs cover topics such as fire safety, first aid, and emergency evacuation procedures.



### **First Aid Support:**

In the event of an accident or injury, our school places great emphasis on providing immediate first-aid support. The following steps are taken to ensure efficient and effective first-aid assistance:

- **Inhouse clinic support:** The doctor on duty assesses the situation and gives the immediate attention required and charts out the attention required.
- **Well-Stocked First Aid Kits:** Our school maintains well-stocked first aid kits strategically placed throughout the premises. These kits contain essential medical supplies, such as bandages, antiseptics, pain relievers, and other necessary items to treat common injuries.
- **Emergency Communication and Contact Information:** We have established a clear communication protocol for reporting accidents or injuries. A copy of the report, describing the circumstances and the treatment, is emailed to the parent.

Teachers and students are educated about the importance of promptly informing a teacher or staff member about any incidents. Additionally, contact information of parents or guardians is regularly updated to ensure they can be notified in case of any significant injury.

### **Bicycles, Scooters, Skateboards and Waveboards at Freedom Land Campus**

Students may ride bicycles, scooters, skateboards, and waveboards in the school on the designated sidewalk or on the playground. Children riding bikes must wear ISI-rated helmets. Bicycles should be walked around the school and locked to the bike rack in the designated area.

Ensuring the safety and well-being of students is of utmost importance in our school. By implementing preventive measures, conducting safety assessments, and providing comprehensive first aid support, we strive to create a secure environment where accidents and injuries are minimized, and prompt care is available when needed. The collaborative efforts of our dedicated staff, trained personnel, and proactive safety policies contribute to a safer and healthier school community.

## Birthday Celebrations

*Guidelines for birthday celebrations within our community, ensuring a pleasant and inclusive environment for all students and staff.*

### Celebration Food Options:

1. Sweets, Fruits, Chikkis, or Bite-sized Chocolates: Parents are welcome to send in these items as treats for their child's classmates and teachers on the occasion of their birthday. It promotes sharing and adds a touch of joy to the celebration. However, please refrain from sending larger chocolate bars.
2. Donation-based Sweet Dish: An alternative option is to contact the kitchen team to prepare a sweet dish for your child's class on a donation basis. This allows for a more personalized and shared experience. Kindly provide a week's notice if you wish to avail this option.

Contact Information: If you would like to request the donation-based sweet dish option, please contact the administrative office at [info@thecreativeschool.in](mailto:info@thecreativeschool.in) or +91 7899917211 (for NB) and +91 9535525039 (for FL)

### Guidelines:

1. All food items sent for birthday celebrations should preferably align with the school's organic and sustainable approach towards food. It is recommended to avoid cakes with cream and also to consult with the teacher or the school administration regarding specific considerations.
2. The school encourages healthy food choices, so parents are encouraged to include fruits or other nutritious options along with sweets and chocolates.
3. Please ensure that the treats are age-appropriate and safe for consumption.
4. Parents should coordinate with the teacher to determine an appropriate time for the celebration, considering the class schedule and any ongoing activities.
5. While celebrating birthdays, it is important to maintain a respectful and inclusive atmosphere. Avoid extravagant or excessive celebrations that may make other students feel uncomfortable or left out.
6. Giving return gifts or favors to the children is not permitted.

By following these guidelines, we can create a joyful and inclusive environment for celebrating birthdays while considering the well-being of all students and staff members.

## Communication Policy for Teachers, Parents, and Children

*The purpose of this communication policy is to establish clear guidelines and procedures for effective communication between teachers, children, and parents. This policy aims to promote collaboration, transparency, and open dialogue to support the educational development and well-being of our students.*

### Communication Channels:

#### 1. Email Communication:

- a. A dedicated email address has been provided for each class group. Parents are encouraged to use the class email address for non-urgent matters, such as sharing information, asking questions, or discussing concerns regarding their child's progress, assignments, or general well-being.
- b. Parents can email the respective Class email id (classgroupname@thecreativeschool.in) to initiate communication with the class teacher.
- c. Teachers will make every effort to respond to emails within two school days.
- d. Email communication should be professional, concise, and respectful.

#### 2. Urgent Communication:

- a. In case of urgent matters during class hours, parents should contact the front office administrator at +91 7899917211 at NB campus and at +91 9535525039 at Freedom Land Campus between 9:00 am and 3:30 pm.
- b. The front office administrator will relay urgent messages to the respective Class Pillars.
- c. Class Pillars and teachers will be engaged in classroom activities during class hours and may not be available to receive phone calls directly.
- d. Messages pertaining to your child's leave and matters pertaining to the class can be sent to the class phone number and class email address.

### Response Time

- a. Teachers will make every effort to respond to non-urgent emails within 2 school days.
- b. Urgent messages communicated through the front office administrator will be relayed to the Class Pillars immediately.

### Professional Communication

- a. All communication between teachers, children, and parents should be conducted in a professional, respectful, and constructive manner.
- b. Any concerns or complaints should be addressed through appropriate channels, such as the class email address or scheduled meetings with the respective teacher or school administration.

**Confidentiality**

- a. All parties involved in the communication process should respect the confidentiality of sensitive information shared during conversations or emails.
- b. Personal information shared should be strictly related to the child's educational or well-being needs.

**Escalation Procedure**

- a. If a concern or issue remains unresolved after initial communication with the class pillars and coordinator, parents may escalate the matter to the respective Program Advisor.
- b. Parents should schedule a meeting for further resolution.

By adhering to this communication policy, we aim to foster a collaborative and supportive environment at Creative.

## Dress Code

At Creative we believe in fostering a vibrant and inclusive learning environment that celebrates diversity and encourages individual expression. School Dress Code Policy is based on the diversity of our strength, which represents various socio-economic backgrounds and cultural traditions.

The Dress Code Policy seeks to create an environment where students feel comfortable, confident, and proud of their individuality, while respecting the varied cultural backgrounds.

We encourage students to express themselves through their clothing choices, allowing them to embrace the textile traditions that are an integral part of our country. By doing so, we aim to foster a sense of pride, understanding, and mutual respect among our diverse student body.

Dress code makes the students focus more on their lessons rather than their outfit.

The purpose of our Dress Code Policy is to:

**Promote a Positive Learning Environment:** A dress code contributes to a school atmosphere that is conducive to learning, fostering a sense of pride, discipline, and respect for oneself and others.

**Ensure Safety and Security:** Certain clothing choices may pose safety risks. This policy helps in maintaining a secure environment by restricting items that could potentially endanger students or others.

**Minimize Distractions:** By setting clear guidelines on appropriate attire, we aim to minimize distractions, allowing students to focus on their studies and school activities.

**Celebrate Diversity:** While establishing a standard dress code, we recognize and celebrate the cultural diversity within our school community, encouraging students to express their individuality within the specified guidelines.

**Guidelines** Students are expected to adhere to the following guidelines:

**1. Coverage:**

All attire must cover the shoulders and extend to the knees, ensuring appropriateness even while seated.

Knee-length shorts are permissible within the dress code.

Skirts or dresses are acceptable when paired with knee-length leggings or bicycle shorts.

Leggings must be accompanied by long tops reaching mid-thigh.

No offensive or inappropriate graphics, language, or symbols are allowed.

No excessively torn or revealing clothing is permitted.

**2. Prohibited Clothing:**

Attire such as spaghetti strap dresses, tops, crop tops, ripped jeans, or sportswear with low-cut armholes is not permitted.

Clothing displaying profanity, suggestive lettering or images, illegal items, weaponry, or hate speech is strictly prohibited.

T-shirts featuring racist, sexist, obscene, or gang-related messages are not allowed.

**3. Special Occasions:**

During celebrations or festivals, students are encouraged to wear traditional attire while adhering to the dress code guidelines.

**4. Sports Activities:**

For specific sports activities like yoga, dance, or movement, students must come prepared with appropriate sports clothing, sports shoes, socks, and personal water bottles.

**5. Hair Grooming:**

Hair should be groomed and maintained in a neat manner.

Students are advised against hair coloring due to potential harm from the chemicals used in the process.

**6. Tattoos:**

Tattoos are not permitted.

**7. Footwear:**

Closed-toe shoes are required for safety reasons.

Shoes with inappropriate or distracting designs are discouraged.

**8. Accessories:**

Students are encouraged to express their cultural identity through accessories within reasonable limits.

Large or distracting accessories that may disrupt the learning environment are discouraged.

Jewelry that could double as a weapon is prohibited

**9. Hats and Headgear:**

Hats and headgear should be removed indoors, except for religious or medical reasons.



## Field Trip

Field trips are planned as an important feature of the academic year as an extension of the integrated curriculum to connect and experience the concepts learned and can provide new and unique experiences that might not be available in the classroom setting. Every academic year field trips are planned keeping the theme of the year as the central idea.

These trips introduce children to the simple pleasures of nature and to offer opportunities for learning and growth outside of an academic context.

### Duration of Field Trips

- **Day Trips:** Conducted within school hours.
- **Long-Distance and Overnight Trips:** Ranging from 3 to 15 days, depending on the age group.

### Field Trip Norms

- Students not attending the field trips should contact the class to find out the assignments that need to be completed on field trip days. Students may have to attend school for these days and complete the given assignments.
- Students are responsible for packing and keeping track of their own clothing, toiletries, and other possessions.
- Students to respect and honor the rules and norms of the place visiting
- Students must participate in the scheduled clean-up of their rooms or their place of stay.
- Students must participate in the serving and clearing of meals as assigned.
- Students must be able to pack and carry their own bags.
- They must respect quiet hours and not disturb the sleep of others.
- No electronic equipment, including cell phones, smartwatches, and computer games, is allowed on trips.
- All medications, prescription or over-the-counter, must be properly labeled with completed medication forms and submitted to the school office/class teachers (as per mail request from class groups) no later than one day prior to the departure date.
- Students participating in field trips must meet the same standards of behaviour which are required in the regular school setting, as outlined in the school's Code of Conduct.
- Students are also expected to observe the regulations established by the places they are visiting.
- Students participating in field trips must be made aware of the consequences of unacceptable behaviour.
- Parents must be notified in advance of serious behaviours that would compromise a student's participation in a Field Trip.
- Any untoward incident will be reported to the parents.

Children who have special medical needs must be sufficiently independent to participate in their own care. Therefore, the school reserves the right to require that a parent accompany his/her child on field trips or, at the parent's expense, when the child's medical needs warrant such concern.

**Consent for the trip**

Parents fill the consent form agreeing and acknowledging the trip details.



## Health and Wellbeing

*At Creative, we focus on the whole child, addressing their physical, emotional, mental, social, and spiritual needs.*

### **Wellbeing practices**

At Creative, emotional intelligence is a key component of our curriculum. Your child will develop the ability to understand and manage their own emotions and interact effectively with the emotions of others. This fosters self-awareness and equips them with the wisdom to navigate the world.

We integrate various self-help tools into the classroom environment, not limited to specific times, but practiced throughout the day. Morning wellbeing circles and opening and closing ceremonies during classes provide opportunities for your child to explore and practice these tools:

- 1) Meditation
- 2) Mandala meditation
- 3) Fire Meditation
- 4) Interfaith chants
- 5) Brain balancing exercises
- 6) Breathwork and breathing exercises
- 7) Gratitude, Intention & Affirmations
- 8) Yoga and physical exercises

### **Food and Nutrition**

As a school, we encourage eating as a community. THC believes in bringing in mindfulness and conscious eating. We have tied up with communities and farmers who supply us organically, pesticide-free vegetables and fruits.

1. NB Campus:
  - a. Breakfast, mid-day snacks (seasonal fruits/soup based on weather conditions), and lunch are provided at school.
  - b. Meals are served to children to fulfill their nutritional needs.
  - c. Children are encouraged to eat as a community, promoting a sense of togetherness and interaction with peers.
  - d. Parents are requested not to send any food items from home.

## 2. FL Campus:

- a. Kashayam, fruit smoothie, breakfast, mid-day snack (seasonal fruits/soup based on weather conditions), lunch, evening snack, and dinner are served at school.
- b. All meals are designed to meet children's nutritional requirements.
- c. Communal eating is encouraged to foster a supportive and inclusive environment.
- d. Parents are advised not to send snacks from home, except for children with specific dietary needs or those with long bus rides.

The festive menus are different, it's traditional and based on the occasion celebrated.

## 3. Dietary Requirements

- a. Parents can email the class group to inform the team about any specific dietary requirements of their child.
- b. The school will work to accommodate individual dietary needs and provide suitable meal options.
- c. Collaboration with parents ensures the best solution for the child's nutritional needs.

## 4. Snack Guidelines

- a. Unless a child has specific dietary needs or an extended bus ride, parents are requested not to send snacks to school.
- b. The school respects the diverse backgrounds and food habits of students.
- c. Sharing meals served at school promotes cultural appreciation and respect for differences.
- d. In cases of long bus rides or early arrival, children may bring their snack to eat at school or have a short snack break after morning meditation.

By following these policies, we aim to provide a nurturing and inclusive food environment that meets the nutritional needs of all students while fostering a sense of community and respect for diverse backgrounds and food habits.

### **Items to avoid**

#### Chewing Gum:

Chewing of gum on the premises of the school is not allowed

Chewing gum adds to the litter, distractions, and also negative effects on oral health.

#### High Sugar Chocolates:

We discourage the consumption of high-sugar chocolates to promote healthier snack choices. Maybe dark chocolate with a higher cocoa percentage.

### **Allergy Awareness**

Please be mindful of potential allergies and avoid bringing snacks that contain common allergens (e.g., nuts, gluten) to protect the health and safety of their peers.



## Sleep Hygiene

*Establishing good sleep hygiene practices can greatly contribute to your child's well-being. Here are some tips to promote a healthy sleep cycle for your child.*

### 1. Consistent sleep schedule

Encourage your child to follow a regular sleep schedule by going to bed and waking up at the same time every day, even on weekends. This helps regulate their internal body clock and promotes better sleep quality.

### 2. Create a conducive sleep environment

Ensure that your child's bedroom is a comfortable and relaxing space for sleep. Keep the room cool, dark and quiet.

### 3. Limit screen time before bed

The blue light emitted by electronic devices such as smartphones, tablets, and computers can interfere with the sleep-wake cycle. Encourage your child to avoid using electronic devices at least one hour before bedtime. Instead, engage in calming activities such as reading a book or taking a warm bath.

### 4. Promote a wind-down routine

Establish a relaxing routine before bedtime to signal to your child's body that it's time to sleep. This can include activities like journaling, reading a story, practicing deep breathing exercises, or listening to soft music. Consistency is key to reinforcing this routine.

### 5. Encourage physical activity

Regular exercise during the day can help promote better sleep at night. Encourage your child to engage in physical activities or sports, but try to avoid vigorous exercise close to bedtime, as it may cause difficulty in falling asleep.

### 6. Prioritize healthy lifestyle habits

A well-balanced diet, regular meals, and adequate hydration throughout the day can positively impact your child's sleep. Also, encourage them to manage stress and engage in relaxation techniques if needed.

### 7. Communicate with your child

Talk to your child about the importance of sleep and how it affects their well-being. Help them understand the benefits of a consistent sleep routine and involve them in making positive changes to their sleep habits.

Remember, each child is unique, and it may take time to establish a consistent sleep routine. If your child continues to experience difficulties with their sleep or if their sleep disturbances significantly impact their daily life, it's advisable to consult a healthcare professional for further guidance and support.



## Sleepover Policy

*This policy establishes guidelines for parents and guardians when planning sleepovers for their children when there is a direct impact on their going home routes/pick up. This is particularly in relation to notifying the school regarding transportation arrangements to and fro.*

In the event of pre-planned or in-situ planned sleepovers, it is mandatory for parents or guardians to inform the school in advance.

### 1. Notification Requirement

- a. Parents or guardians must notify the school's front office about the sleepover plans ahead of time.
- b. The notification should include the following information:
  - Date and time of the sleepover
  - Name(s) of the child(ren) participating in the sleepover
  - Contact details of the parents or guardians organizing the sleepover
  - Address where the sleepover will take place
- c. The notification should be sent using one of the following methods:
  - Phone call to the front office
  - Email to the front office email address
  - SMS/ Whatsapp to the provided contact number

### 2. Transportation Arrangements

- a. Parents or guardians are responsible for making their own transportation arrangements for the sleepover.
- b. In the case of sleepovers requiring transportation services, parents or guardians should communicate the transport route with the service provider in advance.
- c. This notification is crucial to ensure that the concerned vehicles are not waiting for the child(ren) to board the bus unnecessarily.

### 3. School's Responsibility

The school will not be responsible for arranging or coordinating transportation for sleepovers.

### 4. Compliance

- a. It is mandatory for parents or guardians to adhere to this policy when organizing sleepovers involving their children.
- b. The school will not be able to change going home routines or pick up routines, or approve any other adult picking up your child unless otherwise per-approved with clear communication to the front office.

## Norms at Freedom Land

### Routine at Freedom Land

Morning Routine	Wake up time : 5:30 AM - 6:00 AM
	Daily Well-Being Practice 6:15 AM onwards - Mandala Meditation, Nature Walks, Pranayama (Breathing Exercises) & Meditation
	Bath and Breakfast 7:15 AM- 8:00 AM
	Academic classes, Art Centre, Structured Sports classes for Thematic learning across subjects - 8:00 AM - 4:00 PM/4:30 PM Mid-morning snack - 11:00 AM Lunch 12:30 PM/1:00 PM
Evening Routine	Evening Snacks - 4:00 PM Free play/free time - 4:00/4:30 PM - 6:30 PM Specialized classes in Art, Dance and Music Physical Education & Sports Training
	Closing circle - 6:30 PM Fire/Interfaith chants/Gratitude circle
	Dinner - 7:30 PM Milk - 9:00 PM
	Study Time 8:00-9:30/10:00 PM Lights out

*\*Class specific time tables will be shared by the class pillars.*

## **Mid-week plan (Wednesday)**

Children benefit greatly from spending weekdays at Freedom Land, enabling them to settle in and establish a consistent routine. Our daily schedule includes evening meditations for mental clarity, hygiene routines, sports, rest time, and teacher-assisted study sessions. Morning routines are crucial for a healthy start, fostering awareness, concentration, and resilience. As a residential school, we emphasize nurturing adolescents' spiritual, emotional, physical, and social development alongside their intellectual training.

For emergencies requiring students to return home on any of the weekdays, please contact our Front office desk at +91 95355 25039 to make special arrangements.

If students need to return home mid-week (Wednesday) every week, the following consent below needs to be submitted by parents: <https://forms.gle/HRpPp3yFP1XpMdTf6>

If students need to return home mid-week (Wednesday) for a special occasion, please inform the Campus Commute team at +91 96069 37438, at least 24 hours before the bus departure time at 2:00 pm/4:00 pm.

Students participating in weekly specialized classes such as music and dance should form at the beginning of the year for our records and consistency. Additionally, students can opt for extra music and dance classes with our experienced team for an additional fee. Details will be provided later.

We stress the importance of consistent attendance, as students who frequently commute miss out on valuable opportunities.

## **Telephone calls**

Transitioning to a new environment can be overwhelming, and we appreciate your support in helping your child feel strong and secure during this time. To facilitate this transition smoothly, we kindly request that you assist us in creating ease around telephone calls.

As we are setting into the new academic year, we've noticed that some students are finding it challenging to balance their daily needs, particularly in the evenings after a full day. From 7:15 pm onwards, we encourage students to focus on their bathing, dinner, and study time.

To ensure adequate communication while maintaining a structured routine, we are allocating specific time for students to connect with their parents between Tuesday and Wednesday evenings. Calls can be made between 7:15 pm to 8:00 pm on the respective days as mentioned above. Students can either make a call using the class phone or they can receive a call from home. This will help in fostering a sense of routine and security for your child.



## **Snacks**

Following our discussions and decisions from previous years, we would like to remind everyone that we are adhering to the consensus on the **'no snacks' policy**. This decision is in line with our commitment to promoting healthy eating habits and maintaining a structured daily routine.

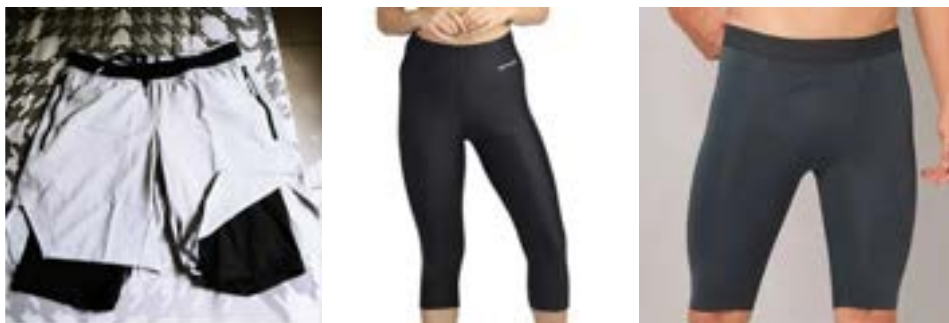
Students will be given a snack before they board buses from FL on the day of return. Kindly avoid bringing bus snacks for the return journey.

## **Sports dress code**

We have posted the guidelines for regular and sportswear at FL in the welcome email. To reiterate, please find below the appropriate sportswear:

- Shorts with tights
- Full-length track pants
- Shoes

Please find the images attached below for your reference to get an idea about the type and length.



Please note that students who do not follow these guidelines will not be allowed to participate in sports activities from the coming week.

## **Mobile & gadgets**

We would like to inform you of our policy regarding personal electronic devices on campus and during bus journeys. To maintain a focused learning environment and ensure the safety and well-being of all students, the following gadgets are not allowed on campus:

- Mobile phones
- Laptops
- Smartphones
- Smartwatches
- Kindle

- MP3 players
- Bluetooth enabled devices
- Any other personal electronic devices

Students are not allowed wearable devices or smart watches and access to phones throughout the day. iPads and tablets are not allowed in school. Laptops will be provided to students for schoolwork.

In case of travel needs, parents must submit a form to request permission for their child to carry a phone. The school will evaluate the request. The phone must be deposited with the bus attendant upon boarding or (if the student is not traveling in school transportation) the front office upon arrival on campus and can be collected before deboarding the bus at respective pick-up points. Please note that the use of phones is not permitted during the bus journey.

Students need to check-in their mobile phones with designated teachers upon arrival, and these will be returned to them on Friday after school hours. During the week, the gadgets will be stored in designated spaces when not in use. No gadgets are allowed in the dorm space.

Consent Form for Gadgets: <https://forms.gle/stpkq9WWiqY9cu2MA>



## Guidelines

1. Students on Freedom Land will follow the daily routine of the school unless exempted on medical grounds or recommendation by the class pillar or House Parent.
2. No student will be allowed to enter the dorms during school hours. Please refer below for details on dorm access.
3. Children are not allowed to keep any money, valuables, electronic gadgets, mobile phones, etc. These can be handed over to the House parent.
4. Students can keep and take medicines under the supervision of a House Parent or in-house doctor.
5. Electrical gadgets like heaters, fans, kettles, iron boxes, or any other such appliances will not be allowed in the dorms.
6. Cupboards have to be kept neat. Surprise checks will be made by the House Parent. Any extra items, other than those specified in the list, will be confiscated.
7. All furniture and fixtures in the rooms allotted to students shall be cared for properly. Students shall be required to pay for any item found missing from their room or that are found to have been damaged or have been damaged on account of misuse or unfair wear and tear.
8. Snacks are not allowed for the 5-day residential students.
9. 7-day residential children hand over snacks to the House Parent and the same will be given to them during the weekend. Food is to be served in the dining area only during the allotted hours.
10. Laundry days are Saturday and Sunday. A staff member will be assigned for laundry support. Clothes to be dried in the specified area only.
11. In the event of a child being unwell, the child will be taken to the homeopath doctor and to the hospital if required, the child's parents will be kept updated of the child's well-being.
12. Students will not be allowed to keep mobile phones, laptops or any gadgets without prior permission from the Program advisor of the group. The approved ones to be handed over to the designated person.
13. 7 day residential children can call their families during the weekends.
14. Children can make two calls over the 4 night stay at FL.
15. Children are not allowed to move out of the residential block without informing the house parent
16. Children can cycle in the allowed path ways at the designated time

## Packing List

Please note: clothes and personal belongings should be labeled and listed.	
Bedding	Since your child will be provided with the cot and the mattress, pack two bed sheet sets so that one can be used while the other is in the laundry. Supplement the sheets with a blanket or a comforter to keep the child warm.
Clothing Day clothes/School wear	6-7 sets of day clothes  As per our dress code, kindly pack comfortable clothing, preferably cotton,  Girls: kurti/salwar, jeans, tops, full-length track pants, t-shirts. Skirts and frocks paired with bicycle shorts.  Boys: shorts (till the knee), shirts, jeans, full-length track pants, t-shirts.  Traditional dresses/Indian wear for festivals & celebrations.
Night dress	A few sets of night clothes.
Inner wears	6-7 sets
Warm jacket	Jacket for winter time and thin jackets for the windy season.
Head Wear	The weather at Freedom Land can be cold/windy/hot. Children can have a beanie, hat, cap to protect themselves from wind, cold and the hot sun.
Sports clothes/Dry fit	2-3 sets

Napkins/Hand Towels/Towels	According to the child's needs.
Toiletries	<p>Children would be sharing a common space with his/her peers, hygiene supplies are quintessential.</p> <ol style="list-style-type: none"> <li>1. Tooth brush, tooth paste</li> <li>2. Bathing soap, shampoo, and a soap dish</li> <li>3. Nail cutter</li> <li>4. Moisturizer</li> <li>5. Hair oil</li> </ol> <p>Please ensure that the toiletries are in a small kit/mug/holder that will help the children store their toiletries in the shelf space in their dorm.</p>
Footwear	<p>A pair of slippers/floaters/sandals for daily wear.</p> <p>Sports shoes (running) and 2-4 pairs of socks for sports time.</p>
Stationeries/School Supplies	<p>Fountain pen with ink supplies</p> <p>A couple of writing pencils</p> <p>A set of color pencils</p> <p>Ruler and protractor (Geometry box without sharp instruments like compass or divider)</p>
Miscellaneous	<p>Water bottle</p> <p>Hat/cap</p> <p>Soft Toys</p> <p>Books</p> <p>Board games</p>

## **Dorm Access**

### *Dormitory Access During School Hours at Freedom Land*

#### 1. Access

The dormitories are closed during school hours, specifically from 9:00 am to 3:45 pm, when school is in session, except in the case of an emergency.

#### 2. Approval Requirement

If there is a genuine need to access the dormitory during school hours due to an emergency, prior approval from a senior house parent must be obtained. This approval ensures that only necessary and valid reasons are considered for accessing the dormitory.

#### 3. Notification

Once approval has been obtained from a senior house parent, the person requesting access to the dormitory must inform the facilities personnel about their intention to enter the dormitory during school hours. This step ensures coordination and ensures that the facilities personnel are aware of any individuals present in the dormitory.

#### 4. Emergency Situations

In the event of an emergency during school hours, where immediate access to the dormitory is required, individuals should prioritize the safety and well-being of the students. It is recommended to contact the appropriate emergency services and notify the school administration as soon as possible.

#### 5. Compliance

All students, staff, and visitors must comply with this policy to ensure the smooth functioning of the school and the safety of the dormitory residents. Violation of this policy may result in disciplinary action, as deemed appropriate by the school administration.

This policy is designed to maintain the security, privacy and overall well-being of the students residing in the dormitory during school hours. It also ensures that any necessary access to the dormitory is properly authorized and coordinated to minimize disruptions to the learning environment.

**Mobile Phone/Gadget Usage Policy**

*This policy aims to establish guidelines for the usage of mobile phones and other electronic devices by students within the school premises. It ensures the safety, focus, and appropriate use of such devices while maintaining a conducive learning environment.*

As a school, we recommend that parents are fully involved and aware of their children's digital media usage. As Conscious Parents of the Creative Community, we must be aware of a child's age-appropriate understanding and usage of media and social networking platforms.

Keeping this in mind we have put together guidelines for healthy media usage. We urge all parents to adhere to these guidelines so that we can together ensure a safe and healthy digital environment for our children.

A general request to all parents: please refrain from giving smartphones, media access, or online access on tablets, iPads, or computers to your children without adequate involvement and supervision from you. Our Social Media letter has many tips on how you can interact with your child and teach them a shared responsibility.

**School Policy on Smartphones and Phones**

1. Students across all ages are not permitted to carry phones to school. The school has sufficient class phones through which students can contact parents if needed.
2. Students are not allowed to bring any wearable digital devices to school.
3. In case of travel needs, parents must submit a form to request permission for their child to carry a phone. The school will evaluate the request. The phone must be deposited with the bus attendant upon boarding or (if the student is not traveling in school transportation) the front office upon arrival on campus and can be collected before disembarking the bus at respective pick up points.
4. If the student carries a phone, they cannot use them in the vans/buses for any purpose. In the case of an emergency, the accompanying teacher in the bus must be contacted and give permission to use a personal phone.
5. At the Freedom Land campus, there will be specific times during the week when students can make calls to loved ones at home.
6. Phones are not allowed during school field trips.
7. If a student has or is using a phone without permission, the phone will be confiscated and held in the front office. Parents will need to come to the respective campus and collect the phone directly.
8. Natural consequences for the misuse of laptops can include warnings, parental notification, the student being a day scholar at the Freedom Land campus for a week, suspension from school, and/or projects designed to help the student self-reflect and learn, and if necessary, further consequences as per the school's disciplinary policy.

## **School Policy on Personal Laptops/Electronics**

1. Students are not permitted to bring personal laptops to school.
2. School will be providing laptops required for school work and educational needs.
3. In specific cases where a student (from class Sun-Ixora and Cosmos) needs to bring a personal laptop to school, submission of a consent form and written approval from the respective Class Pillar/Program Coordinator is required.
4. The students' personal laptop will be configured by school IT with safety and security measures. It will remain on the school premises throughout the term/semester.
5. Files worked on at home must be emailed to concerned teachers prior to school hours or loaded on a shared drive accessible to the teacher. Work files to be shared from personal laptops at home, can be emailed to the students' school email ids or loaded on the shared Google drive.
6. Personal email inbox cannot be opened during school hours.
7. In case a child is using a laptop without permission, the laptop will be confiscated and held at the front office. Parents will need to come to the respective campus and collect the phone directly.
8. Students are strictly prohibited from carrying iPads, tablets, iPods, mp3 players, cameras, PSPs, or any other media/electronic equipment.
9. Natural consequences for the misuse of laptops can include warnings, parental notification, the student being a day scholar at the Freedom Land campus for a week, suspension from school, and/or projects designed to help the student self-reflect and learn, and if necessary, further consequences as per the school's disciplinary policy.

Consent Form for Gadgets: <https://forms.gle/stpkq9WWiqY9cu2MA>

## **School Policy on Digital Content Viewing**

We request you, as parents, to take full responsibility for monitoring content viewed, shared, and commented on by your child outside school premises. The following sites will provide much needed parental awareness and guidance.

- <https://kidshealth.org/en/parents/net-safety.html>
- <http://aarambhindia.org/online-safety/>
- <https://www.esafety.gov.au/>
- <https://raisingchildren.net.au/school-age/play-media-technology>
- <https://raisingchildren.net.au/pre-teens/entertainment-technology>
- <https://raisingchildren.net.au/teens/entertainment-technology>
- <https://www.savethechildren.in/news/safer-internet-day-facebook-dos-donts-for-ch/>

Please review a movie's viewership rating and usage of violence and sexual content on [imdb.com](http://imdb.com) or [www.common sense media.org](http://www.common sense media.org) before including your child in the viewing of a movie. Many children are viewing content that is not age-appropriate. This has long-term consequences that are not in the best interests of your child.



## What NOT to do

1. Please do not leave your mobile devices, TV, or any internet content viewed unattended. This may encourage the child to access or continue watching content that may be not age-appropriate.
2. In the eventuality of such a mishap, here is an interesting link:
  - An infographic to help you start the dialogue with your child:  
<https://www.britishcouncil.org/sites/default/files/safer-internet-day-infographic-a3.pdf>

## What to DO

1. We recommend that all media usage time be discussed with children. Please come to an agreement with your child on this.
2. Have weekly check-ins and dialogues about media usage and its impacts.
3. Please review the Social Media letter sent by the school.

Over the pandemic, we have received information as well as complaints from parents in the Creative community that some of our children are viewing and sharing the following content with other children:

- Music videos or memes or such, which portray entertainment with the usage of cigarettes, drugs, alcohol, or violent, target-killing games and videos
- Video links to pornographic sites
- Suggestive, sexually overt videos or photographs of themselves on social media sites
- Inappropriate and overtly adult song lyrics
- Improper use of social media and hangout sites by kids as young as 9-10 years

As a school, we are committed to creating a safe space for our children's growth and development keeping the child's best interest in mind. As a community, we all need to understand and take ownership/responsibility for the harmful impact digital media can have on our children through unsupervised exposure.

Let us all work cohesively and together to ensure **healthy digital citizenship for all children.**

## Way Forward

With careful consideration, we are putting the following nurturing limits in place that will be applicable to all children in school.

Please have a clear dialogue with your children on the following:

- What is permissible
- Agree upon natural consequences
- Review the Social Media letter



Any violation, in terms of accessing or viewing inappropriate activities/content that indicates usage of drugs, alcohol, sexually explicit content, the forwarding of videos or audio files that are suggestive in nature or have inappropriate, lewd, sexually overt lyrics during school time, and/or circulation of any of these between students at any time, will lead to the following natural consequences:

1. Phone or device usage will be suspended immediately, giving the student time for self-reflection.
2. Natural consequences are, at the minimum, suspension followed by counseling with parents and the student with Program Advisors. In addition, the student will need to undergo at least three counseling/healing sessions, once a week over at least three weeks.
3. At the Freedom Land residential campus, the student will attend school as a day scholar until all counseling sessions are completed.
4. The concerned student's bags will be checked on a regular basis upon arrival at school by the school authorities.
5. The student will be allowed to use only school devices for accessing school-related digital content for classes during the counseling period of at least three weeks.
6. Any other disciplinary/remedial action as per the discretion of the school.

## **Media and Internet Policy**

We recognize the importance of regulating media time and providing alternatives for a child's holistic development at home. This media policy aims to promote responsible media usage and provide guidelines for parents and students to navigate the digital world safely and responsibly.

As a school, we recommend that parents are fully involved and aware of their children's digital media usage. As Conscious Parents of the Creative Community, we must be aware of a child's age-appropriate understanding and usage of media and social networking platforms.

### Guidelines

#### **1. Regulation of Media Time**

- a. Parents are strongly urged to regulate their child's media time at home, ensuring a balanced and healthy lifestyle.
- b. Setting limits on screen time and encouraging alternative activities such as reading, outdoor play, creative pursuits, and quality family time is highly encouraged.

#### **2. Review of Healthy Digital Citizenship and Social Media Letter**

- a. Parents are requested to thoroughly review the Healthy Digital Citizenship and Social Media letter provided by the school.
- b. This letter provides insights into the opportunities and risks associated with social media, offering a better understanding of the school's media policy.





### **3. Discussions and Rules**

- a. Parents are expected to discuss the school's media policy rules with their children.
- b. These discussions should be age-appropriate, aimed at helping children understand the importance of responsible media usage.
- c. It is crucial to engage children in conversations about online safety, etiquette, and proper referencing while using the internet.

### **4. Internet Usage for Homework Assignments**

- a. When assigning homework requiring internet research, the school will provide specific reference sites.
- b. Students are discouraged from relying solely on free "Google" searches for their assignments/projects.
- c. Parents are encouraged to guide their children in understanding internet browsing etiquette, proper referencing, and how to navigate the web wisely.

### **5. Collaborative Projects**

- a. Projects requiring student collaboration should utilize school provided video conferencing platforms such as Google Meet or Zoom, and school emails.
- b. The use of social media platforms like Instagram, Discord, Snapchat, etc. for project collaboration is not permitted, as it may lead to communication outside the Creative student online community.

### **6. Implementation**

- a. The Media Policy will be communicated to parents through official channels such as newsletters, parent-teacher meetings, and the school's website.
- b. The Healthy Digital Citizenship and Social Media letter will be shared with parents for their review and understanding.
- c. Teachers will remind students of the media policy guidelines and expectations during classroom discussions.
- d. The school will provide support and guidance to parents and students in implementing responsible media usage practices.
- e. Any questions or concerns regarding the Media Policy can be addressed by contacting the school administration.

As a school, we are committed to creating a safe space for our children's growth and development keeping the child's best interest in mind. As a community, we all need to understand and take ownership/responsibility for the harmful impact digital media can have on our children through unsupervised exposure. Let us all work cohesively and together to ensure healthy digital citizenship for all children.

We recommend that all media usage time be discussed with children. Please come to an agreement with your child on this. It is helpful to have weekly check-in and dialogues on the same. Please also review the social media letter shared by the school.



**Physical Safety**

In Creative School, physical safety refers to the protection of all members of our Sangha, including students, teachers, school staff, caregivers, families, and the community from violence, theft, and threats to establish a secure learning environment. It's essential for all our Sangha members to feel safe to co-create a sacred environment for learning. We endorse actions to help create and maintain this sacred space and request cooperation from both children and adults in these efforts. Sacred Homes and Sacred Classrooms are pillars in developing true inner freedom in our children.

**Campus, Building, and Road Safety**

Students are not permitted to leave the school premises without permission and unattended. We recommend students not run inside any school buildings as in the process of playing games indoors, they may fall badly or collide with someone. Additionally, students are not permitted to enter or go near buildings with ongoing construction. Students should not play and run on roads carelessly. If a student feels uncomfortable crossing the road, we request they take the help of a teacher, caregiver, or trusted adult.

**Encourage Openness**

Building a close bond with your children helps ensure that the lines of communication remain open. Concealing things from parents can affect students' mental and physical health. Spending meaningful quality time with your child encourages emotional closeness and can foster a sense of safety. This can encourage your child to open up with you and share things going on in their life.

## **Bullying**

Creative School has a zero-tolerance policy against bullying. We do not endorse any actions that can harm our peers or ourselves physically, mentally, or emotionally. Bullying can have severe consequences on a child's mind, body, and spirit. Children may feel insecure, weak, and hesitant from such interactions in school.

Actions that are considered bullying include, but are not limited to: any form of physical violence, body-shaming, use of profane language, demeaning slurs and slang, and intentional actions used to hurt or upset someone. While we understand that conflicts in cohabitated spaces are natural, we expect all our students to treat each other with respect and compassion at all times.

We also recognize that teasing can often be a part of how children enjoy playing with each other and having fun. There is a fine line where teasing can turn into bullying. Creative School sets a nurturing limit of prohibiting any actions that can hurt a peer physically, emotionally, or mentally. If a child feels nervous, scared, or uncomfortable, we strongly encourage them to approach a teacher, parent, or caregiver, for help.

## **Harassment and Discrimination**

Creative School is committed to providing an inclusive environment, free of discrimination or harassment, where everyone is treated with respect. Harassment refers to but is not limited to any conduct that is unwelcome, derogatory, causing physical or mental harm, bullying, or hazing. Any unwelcome physical advances and inappropriate touching constitutes harassment and Creative School condemns any of these actions. We recommend that anyone who feels uncomfortable seek support from parents, teachers, and/or counselors at Creative School.

Creative School holds inclusivity as one of its highest ideals. We frown upon any form of unequal treatment, intentional or not. Discrimination may take obvious forms or subtle forms. We expect students to treat one another with respect and to refrain from behaviour that could put a person(s) at a disadvantage. We do not tolerate actions of this nature and will take the necessary disciplinary actions against any students who violate this policy.

## **Definitions of Bullying:**

Bullying refers to a pattern of repeated physical, verbal, psychological, and/or social aggression aimed by a student or group of students, usually but not always in a position of greater power towards a specific student or group of students with the intent to create harm, distress, and/or fear. Bullying can be in person, by proxy, or virtual.

In contrast, single or sporadic incidents, actions in response to behaviour by other individuals, social dislike, and episodes of conflict between individuals without the intent to create harm or distress are not categorised as bullying.



## **Forms of Bullying:**

Bullying may take one or more of the following forms, including repeated patterns of:

1. Physical violence includes, but is not limited to, kicking, hitting, punching, shoving, pinching, slapping, poking, or spitting at another individual
2. Meddling with the property of another individual by stealing it, hiding, or damaging it
3. Verbal violence including but not limited to
  - a. verbal abuse
  - b. name-calling
  - c. using threatening language
  - d. writing offensive messages through any medium including paper, digital or other media
  - e. spreading of rumours
4. Emotional bullying including but not limited to
  - a. mocking another individual's achievements or abilities or special abilities
  - b. or excluding an individual from a group activity
  - c. ridiculing an individual's appearance, manner of speaking, or patterns of behaviour
5. Non-verbal behaviour including, but not limited to, offensive gestures
6. Cyberbullying, including using technology to target and harass another individual – this includes, but is not limited to
  - a. writing offensive or threatening emails or chats
  - b. misuse of media such as blogs, vlogs, social media platforms, internet chat rooms, instant messaging
  - c. misuse of gaming platforms
  - d. misuse of associated technology such as cameras, microphones, and similar facilities

## **Anti-Bullying Policy**

The aim of this policy is to introduce clearly defined measures to prevent bullying of any sort and to lay down procedures to deal with reports of such events on the premises of Creative School.

This policy aims to:

- Encourage openness among students and adults in order to support and encourage discussion and disclosure of bullying behaviour
- Create awareness of this policy amongst the entire school community including students, school management, teachers, staff, parents, etc.
- Establish clear procedures for investigating and dealing with bullying behaviour
- Develop a system for supporting those affected by bullying behaviour, as well as gently correcting those involved in bullying behaviour.

## **Prevention of Bullying at Creative School**

At Creative School, we aim to foster a clear understanding that bullying is not acceptable in any form. We expect that our students conduct themselves in a manner that is in keeping with their levels of development, maturity, and capabilities, and with regard to the feelings and welfare of others including other students, school staff, and individuals associated with the school.

In order to create an environment where bullying is discouraged, the school may implement one or more intervention measures as required. As a pre-emptive measure, Creative School has put in place the following measures.

- A committee to investigate specific complaints of harassment including bullying
- Awareness sessions for students to educate them on the consequences of harassing behaviour
- Awareness sessions for the staff to educate them on the consequences of harassing behaviour
- Awareness sessions for the staff to educate them on the process of handling complaints of harassing behaviour
- Training of staff to adopt techniques to discourage behaviour that is contrary to the school ethos including
  - moving the students away from the situation to a place of safety
  - deep listening with empathy to all parties involved
  - validating the childrens' experience
  - adopting our methods of conflict resolution including using empathy, compassionate communication, taking responsibility, and emotional well-being practices to help reflect on and transform behaviour

## **Complaint Process**

Students are encouraged to inform their class teachers or a trusted adult about bullying and harassing behaviour by another student or group of students or by an adult. The complainant is encouraged to provide as much detail as possible, including the names of the individuals who indulged in bullying, dates of the incidents, details of the bullying behaviour including specifics of what was said and/or done.

Parents and/or guardians may raise complaints on behalf of younger children or children who are not able to clearly articulate their grievances.

It is important to note that the investigation will depend largely on details provided, and without these details the investigation may be hampered and therefore the results may be inconclusive.

**Those who wish to raise their grievances anonymously may send an email to [safespace@thecreativeschool.in](mailto:safespace@thecreativeschool.in)**



## **Guidelines for Handling Conflict**

At the start of the year, sessions are organised to support the children in understanding the do's and don'ts at school. A Student Safety Committee is formed and the members of the committee are introduced to every student. Posters on 'How to Ask for Help' are printed and pasted in every classroom.

Upon the occurrence of a conflict between students, we will immediately diffuse the situation, remove all involved members from the situation to ensure their safety, and give them an opportunity to re-center. We will ensure that all parties involved are addressed and hear out all sides fully. Using deep listening and empathy practices, we impartially allow each child's expression. Everyone involved will be given a chance to share in a non-judgmental environment as we validate and empathize with each child's experience. Moreover, all involved members will be given a chance to reflect using the Sacred Pause.

In extreme cases related to physical safety or bullying, the school reserves the right to involve, the concerned parents and/or the Student Safety Committee as per POCSO guidelines.

Creative School is a proponent of Compassionate Communication, a conflict resolution practice where we help the children take responsibility for their actions in a loving and compassionate setting. We will also use emotional well-being practices such as journaling, fire, and Emotional Freedom Technique (EFT) to help the children address their emotions in an age-appropriate manner.

Creative School believes in giving children chances to become aware of and transform their behaviour.

## **Remedial Action**

Based on the results of the investigation, the committee along with the school management will decide consequences and remedial actions for students who engage in acts of bullying. Consequences include, but are not limited to, behavioural interventions up to and including suspension and expulsion.

## **False Complaints**

Further to the results of the investigation, if the committee finds that the complaints of bullying were false and were made with malicious intent or with an intent to cause harm to the individual against whom the complaint was made, the management may choose to take action against those who made the false complaint. Consequences include, but are not limited to, behavioural interventions up to and including suspension and expulsion.



1. Younger children are encouraged to bring their stuffed toys or dolls to school.
2. Parents or guardians should inform the respective class pillars about their child's intention to bring a toy to school. This can be done by sending an email to the class email IDs.
3. The class pillars will ensure that the child's toy is properly taken care of during school hours.
4. The toys should be age-appropriate and suitable for a school environment.
5. It is the responsibility of the parents or guardians to ensure that the toy is labeled with the child's name.
6. The school will not be held responsible for any loss, damage, or theft of the toys brought to school.
7. The toys should not be a distraction to the child or other students during classroom activities or lessons.
8. The toys should not be shared with other students without the permission of the owner.
9. The school reserves the right to prohibit certain toys if they pose a safety risk or are deemed inappropriate.
10. If a toy becomes disruptive or causes any issues, the class pillars may request that it be kept at home.
11. All furniture and fixtures in the rooms allotted to students shall be cared for properly. Students shall be required to pay for any item found missing from their room or that are found to have been damaged or have been damaged on account of misuse or unfair wear and tear.

By following these guidelines, we aim to create a positive and inclusive environment where younger children can enjoy the presence of their toys while ensuring a productive learning experience for all students.

**Vehicles/Cycles Parking**

1. Children riding their bicycles or scooters to school must wear helmets.
2. Children riding bicycles or scooters must park and lock their vehicles at the designated cycle stand located outside the school gate.

**Parent Drop/Pick Vehicles**

At the North Bangalore campus, all parents dropping off or picking up their children must park their vehicles outside the LG Lake Dew gates and walk their child to the school gate. Please refer to the document on drop-off and pick-up routines for specific guidelines and instructions.

## **Lost and Found - Textbooks, Library Books, ID-Cards**

1. In the event of losing textbooks, library books, or ID-cards, they must be replaced at the cost of the individual responsible for the loss.
2. Damaged library or reference books will also incur a replacement charge, which will be the responsibility of the individual who caused the damage.

## **Ammunitions/Weapons**

1. We strictly prohibit children from bringing any kind of ammunition, including fireworks, sharp objects, or weapons to the school. This policy aims to maintain a safe and secure environment for all students and staff.



## Our Approach to Disciplinary Process

### Student Code of Conduct

Students are not only members of the academic community but also members of the larger community and sangha. All students are expected to uphold integrity and respect all persons.

The Student Code of Conduct indicates expectations of behaviour. Students are expected to contribute to a respectful, well-ordered learning environment by:

1. working to the best of their ability in lessons and on homework tasks and ensuring that all work is submitted punctually
2. being properly equipped and punctual for school
3. Following individual teacher instructions, class rules, and expectations at all times

Show respect for others by:

1. being polite and courteous to each other and refraining from bullying, fighting, and name-calling.
2. being polite, courteous, and honest with staff and listening to and carrying out instructions.
3. use school-appropriate language and behavior at all times while maintaining friendly and courteous behavior. Please refer to the 'Physical Safety, Harassment, and Discrimination' policy.

Act in a responsible manner by:

1. doing nothing to endanger a healthy, safe, and secure environment.
2. showing respect for school property and using it with care.
3. being polite, kind, and respectful to everyone, including fellow students, teachers, administrators, support staff, and visitors.
4. ensuring forbidden items are not brought to school. Please refer to the 'Physical Safety, Harassment, and Discrimination' policy.
5. keeping the school buildings and grounds clean and tidy, and moving about in an orderly manner.
6. ensure the best possible attendance and punctuality.

Promote a positive image of the school by:

1. taking pride in their appearance, being smartly and correctly dressed for any school activity, and when traveling to and from school. Please refer to the 'Dress Code' policy.
2. behaving in a sensible and courteous manner when traveling to and from school
3. being polite and courteous to visitors

## **Substance Abuse - Substance Use by Children and School's Disciplinary Action**

We believe in providing a safe and respectful environment for the overall health, well-being, and integral development of every child. Creative School frowns upon the use and consumption of illicit and age-inappropriate substances including, but not limited to: (a) narcotic drugs and psychotropic substances, (b) alcohol, (c) tobacco, and (d) nicotine-based products including chewing gums and vapes. While we cannot control these activities outside of school, it is highly discouraged. However, substance use and abuse in school properties will have serious consequences.

*The school takes a compassionate approach when a child is found engaging in inappropriate activities involving substance use. Our primary goal is to help the child and their family through counseling and support. However, it is at the school's discretion to decide if the child needs to take time off from school to reflect on their choices.*

### **Prohibited Behaviors**

1. The school strictly prohibits any form of substance use, including but not limited to drugs, alcohol, cigarettes, and vapes/e-cigarettes.
2. Inappropriate language that is inflammatory/derogatory or profanity of any kind is not allowed on school campuses.
3. Sexually explicit name-calling, stereotyping, sexually coloured language, inappropriate sexual behavior, or sexual activity of any kind is not permitted.
4. Sexual activity between students of any gender is strictly prohibited.
5. Any sexual intimacy/activity between a teacher and a student is strictly prohibited.
6. Sexual blackmail, threatening to share or release sexually explicit content unless demands are met, is strictly prohibited.
7. Impersonation, creating a fake account, or pretending to be someone else online to harass or intimidate others, is strictly prohibited.

*All students in school are minors, including students in the Cosmos group.*

*This is the age for students to nurture and grow themselves and develop physical, emotional, and mental maturity. It is the time for them to learn to love and respect themselves. As a school, we do not recommend that children engage in sexual activities. It is extremely important for them to focus on their holistic curriculum development.*

In extreme cases, the school reserves the right to involve the concerned parents and/or the Student Safety Committee, and counselors.

### **Counseling and Support**

We believe in providing a safe and respectful environment for the overall health, well-being, and integral development of every child.

1. In the case where a student is found engaging in any of the prohibited behaviours, the school requires the student to undergo a minimum of three counseling sessions, once a week over a minimum of three weeks
2. The school may also recommend parents to come in for counselling as well.



## **Consequences**

1. Violation of any substance use and any of the prohibited behaviours may result in disciplinary action, including but not limited to suspension or expulsion.
2. The school will decide on the appropriate action based on the severity of the behavior (and prohibited behaviours) and its impact on the school community.
3. Breaking the above requirements will lead to appropriate natural consequences to ensure understanding and respect for school guidelines.
4. Natural consequences for the prohibited behaviours could include at least a one-week suspension to a suspension of up to a month, followed by counseling sessions for the child and their parents.
5. The child will need to undergo three counseling sessions, once a week over a minimum of three weeks.
6. During the counseling period, the child needs to attend school as a day scholar at the residential campus.
7. In the case of substance use, students can return only after a complete stop of any substance usage. The school reserves the right to request a drug panel test at any time.
8. More severe consequences, such as suspension or expulsion, may be considered based on the severity and repetition of the behavior. If a student's behavior persists beyond three warnings, the school may consider expulsion as a disciplinary action.

## **Counseling and Emotional Support**

We believe in providing a safe and respectful environment for the overall health, well-being, and integral development of every child.

1. In the case where a student is found engaging in any of the prohibited behaviours, the school requires the student to undergo a minimum of three counseling sessions, once a week over a minimum of three weeks.
2. Inappropriate behaviour, substance use, and sexual misconduct often indicate underlying emotional problems that need to be addressed. The school may suggest appropriate counseling or healing sessions before the child can return to school.
3. The school will assign a counselor for the required duration of sessions.
4. The school may also recommend parents to come in for counseling as well.

## **Parental Responsibility**

1. Parents may required to undergo counseling or recommended therapy to ensure their role in addressing the issue and supporting their child's well-being.
2. The expenses for these sessions will be borne by the parents, as it requires significant time and additional effort from the school.

## **Bag Checks**

1. The school reserves the right to regularly and randomly check students' bags upon arrival at school to ensure compliance with school policies and maintain a safe environment.
2. During the counseling period of a minimum of three weeks, the student will be allowed to use only school devices for accessing digital content for classes.
3. Personal digital devices will not be allowed to be used during the counseling period

By implementing and enforcing these policies, we aim to create a safe, respectful, and supportive community for all children and adults within our school.

## **Natural Consequences**

1. Violation of any of the policies in the student handbook may result in disciplinary action, including suspension or expulsion.
2. The school will exercise discretion in determining the appropriate action based on the severity of the behavior and its impact on the school community.
3. Breaking the policy guidelines/requirements will lead to appropriate natural consequences to ensure understanding and respect for school guidelines.
4. Natural consequences may include a minimum one-week suspension, followed by counseling sessions for the child and their parents.
5. More severe consequences, such as suspension or expulsion, may be considered based on the severity and repetition of the behavior. If a student's behavior persists beyond three warnings, the school may consider expulsion as a disciplinary action.

## Contact Details

School Contact and Correspondence Details			
Type of Query	Contact Person	Email ID**	Phone Number
Any communications during school hours North Bangalore Campus	Taruna	info@thecreativeschool.in	+91 7899917211
Any communications during school hours Freedom Land Campus	Ms. Chaitra Neelakantachar	info@thecreativeschool.in	+91 9535525039
All queries related to Fees	Fees Team	fees@thecreativeschool.in	+91 9535868017
IT related queries	IT team	support@thecreativeschool.in	n/a