

GLOBAL INDIAN INTERNATIONAL SCHOOL

OVER
20
Years

MORE THAN
200
Awards

STUDENT HANDBOOK

2021-22



Global Indian
International
School

My Dear Students

The past year has been beyond anyone's imagination.

It is difficult to fathom that in the current times, with extensive advancement in every field, a virus could disrupt every activity around the world to this extent.

The pandemic has been a tragic time for many but has also brought in many learning's. It has provided a blank canvas to all of us to paint a new and better picture of our own self. To spend more quality time with our loved ones, learn new hobbies, enjoy nature and most of all value our precious life the most.

I take immense pleasure in saying that we have still painted a prettier picture than one could imagine despite the circumstances. Our students and teachers likewise have adapted beautifully to virtual learning, and irrespective of the challenging circumstances we face, we have continued to grow together and not apart.

It is a matter of great personal and pride for me that in the past year, too, our students have continued to show extraordinary academic mettle with the same zest for learning that is at the very essence of GIIIS. Our students have brought laurels to our school by scoring exceptionally well in the Board exams. From the 12th grade, 14% of our students have scored above 90%, while the highest score from the school was 95.40%; from the 10th grade, 41% of students have received a total percentage above 90%, and the highest score achieved was 95.6%. Kudos to all the students!

In this academic year, I look forward to working with all of you to maximize your potential further, assisting you in finding and following your passion, and encouraging you to develop that to the highest level possible to ensure we make the best use of the time we have.

I wait with pleasure to meet you all in person as the year progresses and to have a fantastic and enriching academic year. As always, I thank you for your continued patience and support through this process.

Warm Regards



Ganesh Sharma

Principal,

Global Indian International School, NOIDA

VISION, MISSION AND CORE VALUES

Vision

To become a Global Role Model for Teaching and Learning

Mission

We nurture our global students into men and women, who will be leaders of distinction, committed to the spirit of excellence, through high quality education imparted by globally experienced and caring teachers building strong virtues and values while focusing on all round development, creativity and entrepreneurship.

Core Values

- Manage with Information and Metrics
- Agility & Adaptability
- Honesty, Integrity and Ethical Practices
- Attitude before Knowledge
- Team work
- Mentor, Coach and make a difference
- Ambience for Learning

CULTURE STATEMENT

Quality Policy

We shall strive to enhance learning through:

- Adherence to our Quality Management System.
- Sharing of Best Practices
- Actionable feedback based on Stakeholder Satisfaction Survey

CONTACT DETAILS

Department	Concerned Person	Contact No.	E-Mail ID
Helpdesk		8766 431 705 (WhatsApp only)	helpdesk.in@globalindianschool.org
Front Desk	Front Office Executive	0120 - 6605800 (Ms. Meena Das)	meena.das@globalindianschool.org
Transport Queries	Transport Executive	8826369966 (Mr. Raju Bharti)	stores.noida@globalindianschool.org
Accounts	Accountant	9999769512 (Mr. Birendar Singh)	accounts.noida@globalindianschool.org
Withdrawal Queries	Admission Counsellor	9718666222 (Ms. Neha Rawat)	admissions1.noida@globalindianschool.org
Academic Matters	Concerned Class Teacher	NA	-
Academic /Non-Academic Matters	Senior Co-ordinator	9911257576 (Ms. Madhuri Kaw)	madhuri.kaw@globalindianschool.org
	Junior Co-ordinator	07303249719 0120-6605857 (Ms. Tapasya Dixit)	tapasya.dixit@globalindianschool.org
	PP Co-ordinator	9911255441 (Ms. Rachna Jain)	rachna.jain@globalindianschool.org
Sports Department	Sports Teacher	9990278709 Mr. Ajeet Singh	ajeet.singh@globalindianschool.org
Sick-bay	Nurse	0120 - 6605838 (Ms. Asha Kujur)	asha.kujur@globalindianschool.org
Parent Login ID/PW on mygiis.org	Admissions Executive	9818810350 (Ms. Shruti Srivastav)	admissions2.noida@globalindianschool.org
Escalation of	EA to Principal	0120 - 6605860 (Ms. Rincy Ashish & Ms. any matter Apeksha Srivastava)	ea.noida@globalindianschool.org apeksha.srivastava@globalindianschool.org
Head of the School	Principal	0120 - 6605809 (Mr. Ganesh Sharma)	principal.noida@globalindianschool.org

SCHOOL TIMINGS

Virtual School Timings

1. PP 09:00 am to 12:00 noon
2. Grade 1-8 Students 8 :15 am – 12:40 pm and
3. Grade 9 to 12 – 08:15 am to 01:30 pm

Physical School timings

1. PP: 09:00 am to 12:00 noon
2. Grade 1-8 : 07:50 am to 02:15 pm
3. Grade 9-12: 07:50 am to 02:30 pm

Attendance

- Academic achievement improves when attendance is consistent; therefore it is important to be in class each day. The Principal, upon receipt of a written statement from the parent or guardian explaining the reason for the absence, will excuse absences of students in certain cases.
- Students who reach school late must sign in at the Security Desk / Reception upon arrival. Students who leave school early must sign out at the Security Desk / Reception before leaving school. Students will be allowed to leave early only on approval from the Level Coordinator / Class Teacher.
- Students who need pre-planned leave of more than two days require prior approval from the Principal.
- Students taking medical leave should submit their medical certificate, when they start attending school after an illness.
- Students are advised not to come to school if unwell, during their exams.
- Students on medical leave during an assessment will be given grades based on their continual assessments.

Parent Teacher Meeting (PTM):

Parent Teacher Meetings are regularly arranged by school to communicate progress of the child. Parents can also initiate a meeting with any teacher by appointment through myGIIS or the student's school diary.

Feedback and Suggestions:

The school recognises that there may be conditions in the school campus that are in need of improvement. Feedback can be given online at mygiis.org, mails, telephone calls and meetings. The escalation level for any parent regarding feedback or area for improvement is the Campus Principal.

Health & Safety

There is a sick bay with a trained nurse on duty during the school working hours, to attend to minor injuries / illness of the students. In case the child is having high fever, the nurse will call the parents and ask them to take the child home for further medical assistance. If the child is suffering from any infectious disease, he/she should not be sent to school till the time he/she is medically fit.

Fire safety drills will be conducted to train students and teachers to follow the fire safety plan and familiarize with fire exits and routes to follow, in case of fire.

GUIDELINES ON USAGE OF myGIIS

User Login ID and Password will be given by the Admissions Department upon a student's enrolment in our school. The parents can use this to login to www.mygiis.org and access various features online which will be very helpful and are user friendly.

Feature	Usage
Calendar	Allows you to view the year and term calendar for your wards.
Exam & Results	Allows viewing of your ward's test marks online
Fees History	Gives the payment history and outstanding fees for your wards.
GIIS Directory	Gives the contact details for the teacher handling your ward's class and campus contact details.
Messaging	This is the main communication channel which can be used for mailing teachers, staff and technical support and view mails from school.
Parent-Teacher Meet	Access is given for a period of time when registration opens for PTM scheduled
Profile Update	This feature has to be updated immediately for any changes in your and/or your ward's immigration status, address, and contact details.
School Bus	Allows you to put a request for the start/stop of your child's bus service.
Syllabus	Allows viewing the syllabus for all the subjects for your child's class test wise.
Timetable	The timetable of your child can be viewed here.
Worksheets	This feature allows you to download the worksheets done in your child's class for all subjects.
Edit Login Info	Allows you to edit your username and/or password given by the school at the time of admission. It is mandatory that this first time password given at the time of admission is changed as per preference of the parent. It is important that this password is not shared with others.
HelpDesk	A ticket based system that allows you to write to us on any specific concerns for faster redressal.

Updates on Intranet Portal – www.myGIIS.org

The student and parent particulars, as provided by the parent, appear on the MyGIIS student profile. It is the parent's responsibility to ensure that these records are correct and updated at all times. In case of a change in any of the following particulars, you are requested to update the changes in your child's profile and inform your child's class teacher immediately.

- Change in contact details, including current address, all contact phone numbers and email ID of both parents.

School Dress Code

Uniform, Shoes and Socks

- Students are to wear the prescribed school uniform in school and for school activities, at all times
- Modifications to the uniform are not allowed
- Shirt should be tucked in at all times
- Name tags must be displayed at all times
- Shoes and Socks as prescribed by the school



ACADEMIC SUPPORT PROGRAMMES AND OTHER ACTIVITIES

To provide holistic education, we provide various academic and activity based programmes. Prominent artists and academicians from various walks of life are invited as part of the Leadership Lecture Series to share their knowledge and experiences. Some of the various programmes that enrich values and knowledge are

Evaluation

Apart from the assessments, on a regular basis project work, interactive learning methods and enrichment activities are used to enhance learning. We place emphasis on improving students' research, inference, analytical, reading, writing, speaking and listening skills.

Academic Support Activities

Field trips / Overseas Service Learning Trip – To strengthen opportunities to learn beyond the confines of the classroom and explore new areas of learning, regular field trips are arranged for all levels.

External Examinations – School works in conjunction with eminent national and international bodies such as International Maths Olympiad, National Science Olympiad and Cyber Olympiad participation in various exams as per their choice and interest.

Career Counselling Initiatives – There's a dedicated Education and Career Guidance cell. Counselling begins as early as grade 9, and pre -counselling tests are administered before one -to -one counselling sessions to guide students and help them to make informed choices of subjects to achieve their career goals.

Intra-school and Inter-school Events – Students at all levels are encouraged to participate in all school events. We believe that no child should be left behind and hence offer opportunities for participation in Annual Day celebrations, Sports day, Literary Week and similar programmes, along with weekly House activities.

Digital Pedagogy – School has a State of Art Infrastructure for supporting zoom online classes. Blended Learning and Hybrid Education frameworks are integrated into day to day teaching with integration of G-Suite features and Learning Management System effectively. Online Examination portal is used to conduct and make marked assessments available online.

Inter-GIIS Events

In order to encourage, promote and provide a platform to showcase their individual talents, the school organises intra and inter-GIIS competitions and events throughout the academic year. Some of them include:

- GIIS Spell-O-Well: Inter-GIIS spelling competition
- GIIS Jhankar/Idol: Inter-GIIS dance and music competition
- GIIS Heritage Quiz
- GIIS Real World Challenges Convention – Singapore
- GIIS India RWCC
- GIIS Al Tasamuh – UAE
- GIIS Global Championship League (Sports)
- Virtual Global Student Exchange

Inter-school competitions

Students shall be selected based on set criteria and at the discretion of the teachers-in-charge. Equal opportunity shall be provided to eligible students to compete and get selected for representing the school in various events/competitions.

A consent form for external competitions/events shall be sent by the respective office for parents to provide their consent for their child/children's participation in external school events. Students who do not submit the consent form to the office/teacher-in-charge by the due date, shall not be included for the event.

School shall, on best case basis, arrange transport for students for these events. However, in cases where such transport cannot be arranged, parents shall drop their child/children to the venue and pick them up at the stipulated time. Prior intimation regarding this will be sent.

Students may be required to stay overtime or come to school on holidays as a part of rehearsals and preparations for inter-school events. Parents shall make appropriate arrangements for dropping and receiving their child/children on such occasions.

All students shall abide by the student code of conduct and instructions of the accompanying school teacher/staff member while representing school in various competitions/events.

House system

All the students are allocated one of four Houses and activities and competitions are organised to bring out the best in our students and this also helps in building up the team spirit amongst them. Points are allocated to the House for each activity and the cumulative results are the basis on which the winner is declared.

Add House names & details



School code of conduct

The School Student Code of Conduct is in effect from the time a student arrives at the bus stop and boards the bus at the beginning of the day until the student gets off the bus and leaves the bus stop at the end of the day and at all times when students are participating in school-sponsored activities.

A. Safety

GIIS is concerned about the safety of all students. Accordingly, this Code of Conduct applies to any actions which create an unsafe condition for students and/or staff.

B. Unacceptable Behaviour

Disciplinary action may be taken as a result of any behaviour which is disruptive of good order or which violates the rights of others. The following acts are examples of unacceptable behaviour and subject to disciplinary action, on the school buses and at school sponsored activities. School sponsored activities include, but are not limited to, co-curricular events, field trips, and hobby club activities.

1. Violation against Persons

a. Fighting

Mutual combat in which all parties have contributed to the situation by verbal and/or physical action.

b. Harassment

Participating in, or conspiring for others to engage in acts that injure, degrade, or disgrace other individuals.

c. Sexual, Racial and Religious Harassment and Violence

This includes, inappropriate sexual conduct, including unwelcomed sexual contact, indecent exposure, transmitting sexually suggestive images through information technology devices, or other sexual activities which do not involve the use of force.

This also includes persistent or severe acts of sexual harassment – unwelcome sexual or gender based conduct (either physical or verbal) and / or conduct of a sexual nature which is sufficiently severe, persistent or pervasive to limit a student's ability to participate in or benefit from the educational programme or which creates an abusive or hostile school environment.

d. Bullying

"Bullying" means repeated behaviour by an individual student, an individual student within a group of students, or group of students that is intended to cause the victim(s) to feel

frightened, threatened, intimidated, humiliated, disgraced, ostracized, or physically abused. Bullying implies an imbalance in power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social / relational and/or cyber bullying.

e. Abusive/Inappropriate Language

- (1) Disrespectful language to others.
- (2) Threatening language to others.

f. Interference/Obstruction

Any intentional action taken to attempt to prevent a staff member from exercising his/her lawfully assigned duties.

g. Possession of Firearm or a Weapon other than a Firearm which Could Cause Harm

h. Assault

"Assault" is doing an act with intent to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.

i. Hazing

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm or embarrassment to a person, in order for the student to be initiated or affiliated with a student organization, or for any other purpose.

2. Violation of Property

- a. Unauthorized / illegal use of School Property
- b. Wilful Damage of School Property
- c. Wilful Damage to Property of Staff Members and Others
- d. Theft or possession of the property of another.
- e. Tampering with Food or Beverages

Adding or attempting to add harmful foreign substances to food or beverages, including spitting into food or beverages.

f. Trespassing

Entering GIS property when previously prohibited or remaining on school grounds after receiving a request to depart will be considered as a violation of school's code of conduct.

3. Violation against School Administrative Procedures

a. Insubordination

Refusal to follow school rules and regulations as directed by staff.

b. Disruptive Behaviour

Actions which interfere with effective operations of the school. Engaging in any illegal behaviour that interferes with the school educational process, including attempting an illegal behaviour.

c. Record and Identification Falsification/Forgery

- (1) Falsifying signatures or data on official record.
- (2) Refusal to give correct identification or giving false identification when requested to do so by a staff member.

d. Unauthorized Distribution

Unauthorized distribution of literature on or near school property of inflammatory, libellous or slanderous material.

e. Leaving School Building or Grounds

Leaving school buildings or grounds during school hours without proper clearance.

f. Inappropriate Behaviour

Running and / or making excessive noise in the hall or building. Loitering, or occupying an unauthorized area in the school or on the school ground. Persistent tardiness to school or class

g. Chronic and Unexcused Absenteeism

h. Student Attire

Manner of dress or personal grooming which presents a clear danger to the student's health and safety, causes an interference with work, or creates classroom or school disorder. The wearing of any clothing that displays tobacco, alcohol, drug, or drug paraphernalia and offensive words, pictures or symbols is not permitted on school property or at school sponsored events. Clothing must cover back, shoulders, midriff and cover chest, buttocks and underclothing. School property is defined as school buildings and grounds, including the parking lot and school buses.

i. Student Cell Phone use in the School

Students are not permitted to carry cell phone to school under any circumstances.

j. Student Camera Use in School

The use of cameras in school by students is generally prohibited because of the disruption that can occur.

4. Conduct on School Buses

Bus drivers/ bus attendants/ bus maids are responsible for the conduct of pupils while they are on the school bus and may bring to the notice of the school authorities the students who participated in unacceptable behaviour.

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioural standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for school bus/bus stop misconduct will be imposed by the Principal or the Vice Principal which can include parent/ guardian contact or suspension.

(1) Rules at the Bus Stop

- (a) Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will stop, but not wait for late students.
- (b) Respect the property of others while waiting at your bus stop.
- (c) Keep your arms, legs and belongings to yourself.
- (d) Use appropriate language.
- (e) Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
- (f) After getting off the bus, move away from the bus.
- (g) If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- (h) No fighting, harassment, or intimidation.
- (i) No use of alcohol, tobacco or drugs.

(2) Rules on the Bus

- (a) Immediately follow the directions of the driver.
- (b) Sit in your seat facing forward.
- (c) Talk quietly and use appropriate language.
- (d) Keep all parts of your body inside the bus.
- (e) No fighting, harassment, or intimidation.
- (f) Do not throw any object out of the stationary or moving bus.
- (g) No use of alcohol, tobacco or drugs.
- (h) Do not bring any weapon or dangerous objects on the school bus.
- (i) Do not damage the school bus.

5. Other Violations

a. Inappropriate Use of Technology

Technology instruction includes computers, televisions, video or audio recorders and players, and other related technological equipment. Students must follow all appropriate use of technology procedures as established by the School.



Technology misuse includes, but is not limited to:

- (1) Using unauthorized programmes, software, videos, CDs or audiotapes.
- (2) Attempting to bypass or alter computer security, hacking (intentionally gaining access by illegal means or without authorization)
- (3) Unauthorized modification of computer configuration (desktop pattern, sounds, etc.).
- (4) Attempting to access, add, delete or alter information or files of another person or organization without permission.
- (5) Using technology to access, transfer, copy or store inappropriate materials or messages.
- (6) Use technology resources for commercial, personal profit or illegal enterprises.
- (7) Knowingly or intentionally using the GIIIS network or information technology devices to spread viruses into the GIIIS network
- (8) Using school or personal site for posting, commenting derogatory/ objectionable remarks on people, religion, places etc.
- (9) Students are not permitted to use the GIIIS network for any non-educational purpose such as for games, pornographic material or other inappropriate materials.

b. Academic honesty

It is expected that students pursue their academic studies in an honest manner and with integrity. Work that is turned in for credit needs to result from the student's own efforts. Academic dishonesty includes but is not limited to two major areas: cheating and plagiarism. Cheating is a deceptive act in which a student attempts to show knowledge which is not theirs. Plagiarism is presenting information from someone else, as though the ideas, words, or facts are the student's own.

Corrective Measures / Consequences

Discipline should not be confused with punishment. The goal of discipline in school is to help students to become self-regulated individuals with mature attitudes and socially-acceptable standards of conduct.

Corrective measures used will depend upon the nature of the behaviour, the frequency, and the degree to which the student is willing to try to correct undesirable behaviour.

With the exception of serious violations of the Student Conduct Code, corrective measures will normally begin at a minimal level and then proceed to more serious levels. These procedures may include but are not limited to: conferences with teacher, counsellor, or Principal; detention; loss of school privileges; parent/guardian conference with school staff; modified school programme; dismissal for one day; suspension; expulsion; police referral; court referral and home instruction.

Good sportsmanship is the goal for all at GIIIS events

- Promotion of good sportsmanship shall include a demonstration of respect for opponents and officials. Rules of the event shall be understood and skill and performance shall be recognized.
- Use of and/or possession of any type of tobacco product, matchbox, cigarettes, or being under the influence of any type of mood altering substances within the school premises, while travelling by school bus or during a school-sponsored activity including field trips/ excursions etc is strictly forbidden. Students using any of the above substances during a school-sponsored activity will be removed from the activity for the remainder of the year.

Academics**GLOBAL MONTESSORI PLUS**

- Is the starting point of formal education & lays the foundation for life-long learning
- It enhances the happiness index and emotional quotient of children
- With innovative uses of technology for assessments, for managing learning & for engaging students in learning
- With a vibrant and encouraging atmosphere for creativity, collaboration and learning
- It is a transformative approach with hands-on, experiential and project-based activities in developing change agents for sustainability & Future Global Citizens

What are the objectives of the Montessori Method?

The philosophies of Montessori Method are based on natural laws of development. It helps the child to become independent and innovative in work and a helpful individual. Children learn through their life experiences, sensory stimulation and interesting activities. Through play, they can learn in a self-motivated, committed, pleasurable, relaxing and effective manner.

About GHS Montessori lab

Children are active learners who are curious and interested in exploration. Given proper resources and adults' assistance, children can construct knowledge on their own. GHS Montessori Lab is safe, comfortable and enjoyable and provides a challenging environment conducive to children's learning. The Montessori lab offers the child to use materials specially designed to fulfil their inner need. The material invitingly displayed within the reach of the child's eye awakens the desire to learn its purpose. The child's budding intelligence enjoys the purposeful activity that the material offers.

Montessori activities

The 5 pillars of Montessori – Practical Life Experiences, Sensorial Activities, Mathematics, Language and Cultural Studies along with multi-faceted learning, i-Play, i-Care and Future ready learning takes care of Physical Development, Cognitive and Language Development, Emotional and Social Development and Aesthetic Development of the child.

Assessment

Assessment addresses the Learning Objectives and children's developmental needs. Assessment is necessarily continuous and holistic.

At GHS, this assessment is conducted by teachers on a daily basis by making observations of the child. Secondly, report card is the record of child's academic achievement is given twice in the year. Thirdly, parents are given feedback of the child's progress during the Parent-Teacher Meetings. Academic achievement is tested in terms of basic skills of reading, vocabulary building, writing, math and concept attainment. Other skills which aid learning like listening, speaking, finding similarities and differences, observation, reasoning, creativity, sorting, grouping, sequencing, matching, estimating, following instructions etc. are also assessed.

Non-academic achievement, which is equally important if not more, includes music and movement, emotional and social development and gross motor and fine motor development of the child. This is done through organized play which includes pretend play, games and activities like running, catching and throwing the ball, balancing on a beam etc. and through indoor and outdoor free play.

Assessment helps a teacher know the progress of the child in his/her overall development.

GHS Curriculum for Grade 1 Upwards

'A mind is a fire to be kindled and not a vessel to be filled' GHS Curriculum based on CBSE includes the following areas of child development

- Multiple intelligences
- Life Skills
- Cross- curricular learning
- Global Outlook
- Sensitivity to the Environment
- Project based learning

Students are exposed to a variety of methods of learning using collaborative learning and project work. ZOOM meetings and webinars are used extensively to build connect with children and teachers all over the world through various exchange programmes. Experts from different schools address children to provide that extra edge. We ensure a balance in scholastic and co-scholastic areas with a special focus on life skills that aims to develop:

- Self-awareness
- Critical thinking
- Creative thinking
- Leadership qualities
- Decision making
- Effective communication
- Interpersonal relationship
- Coping with stress



EVALUATION AND ASSESSMENTS

A variety of tools formative as well as summative are used to evaluate students' learning. Their progress is tracked to lead them to a higher learning path using detailed data analytics and goal setting.

Exam pattern Grade 1-2

- * The year consists of 4 evaluations (EV1, EV2, EV3, and EV4) of 50 marks each.
- * Each evaluation will consist of a 25 mark written test +25 marks of skill based formative assessment.

Assessment Pattern Grade 1-2

Language 1 – English		Language 2 – Hindi / Kannada / Marathi / Gujarati	
Reading Comprehension	5	Reading Comprehension	5
Creative Writing	5	Creative Writing	5
Speaking	5	Speaking	5
Handwriting	5	Handwriting	5
Reading	5	Reading	5
Written Assessment II	25	Written Assessment II	25
Mathematics		Environmental Education	
Mental Math	10	Project Work / Thinking Thursday Activity	10
Math Lab / Math Magic Activity	10	Note Book worksheet	5
Accuracy worksheet	5	Class Participation / Reasoning	10
Written Assessment – II	25	Written Assessment II	25

EXAM PATTERN GRADE 3-5

Year is divided in two terms

Term one

- * Periodic Test I: 25 marks Written Test + 10 Note book submission + 15 marks Subject Enrichment
- * Half Yearly: 50 marks

Term two

- * Periodic Test II: 25 marks Written Test + 10 Note book submission + 15 marks Subject Enrichment
- * Annual: 50 marks

ASSESSMENT PATTERN GRADE 3-5

Student Achievement Record : Scholastic Areas				
Periodic Test I				
Name: STD:		Standard 3 A		
Subjects	Written Test	Worksheets	Subject Enrichment	Overall Grade
Language-1 English	25	10	15	50
Language-2	25	10	15	50
Mathematics	25	10	15	50
Science	25	10	15	50
Social Science	25	10	15	50
IT	25	10	15	50
Remarks :				
Subjects	Periodic Test	Half Yearly /annual Exam		End of term
Language-1 English	50	50		100
Language-2	50	50		100
Mathematics	50	50		100
Science	50	50		100
Social Science	50	50		100
IT	50	50		100

Exam Pattern 6-8

Year is divided in two terms

Term one

* Periodic Test I- 40 marks

Half Yearly- 80 marks

Term two

* Periodic Test II- 40 marks

* Yearly- 80 marks

Assessment Pattern 6-8

Subject Name	Periodic Test (40/4=10)	Note Book (5)	Subject Enrichment(5)	End of term exam (80)	Marks Obtained (100)	Grade
English	10	5	5	80	100	
Hindi	10	5	5	80	100	
Math	10	5	5	80	100	
Science	10	5	5	80	100	
SST.	10	5	5	80	100	
IT	10	5	5	80	100	
Sanskrit	10	5	5	80	100	

Exam Pattern Grade 9-10

- * As per CBSE grade 9/10 will have 3 assessments- Pre mid- term, mid- term and post mid-term exams of 20, 40 and 60marks respectively.
- * Grade 9 will have an annual exam of 80 marks whereas grade 10 will have pre board exam before the final board exam conducted by CBSE

Assessment Pattern Grade 9-10

Semester								
Name :					STD : Standard 9 A			
Scholastic Areas		Internal Assessment (20)			Semester (80)			
S. No.	Subject Name	Pen Paper Test (5)	Multiple Assessme (5)	Portfolio (5)	Subject Enrichment (5)	Annual Examination (80)	Marks Obtained (100)	Grade
1	English	5	5	5	5	80	100	
2	2 nd Language	5	5	5	5	80	100	
3	Math	5	5	5	5	80	100	
4	Science	5	5	5	5	80	100	
5	SST.	5	5	5	5	80	100	
6	IT	5	5	5	5	80	100	

Exam Pattern Grade 11-12

The year will consist of term 1 and term 2

- * Term 1= 2 cyclic tests + Semester Exam
- * Term 2 = 1 cyclic test + Semester / Pre Boards

Semester Exam includes practical assessments i.e.

Chemistry, Physics, Biology, IP, CS = (70 Theory + 30 Practical) = 100 Marks

English, Math, Accountancy, Bus. St., Economics = (80 Theory + 20 Practical) = 100 Marks

- Weightage for grade 11 will be as follows
 - * Term I grade = 5% of CT1 + 5% of CT2 + 30% of SEM-I
 - * Term II grade: 10% of CT3 + 50% of SEM-II
 - * Overall grade: 40% of Term I + 60% of Term-II

Promotion Policy

For Class 1 to Class 8

Schools are not permitted to retain students in these classes according to CBSE stipulations. However, if a student is found struggling with the curriculum and consistently does not show any improvement at all, it is advisable to hold personal meetings with the parents to counsel them about their child.

The sole objective of the first counselling session, which should take place after the first semester, is to give the child an opportunity to work harder to perform better. After regular monitoring of the performance of such children, counselling should be repeated in February. In case the child scores below D in more than half of the subjects, it is indicative of the fact that the child will not be able to cope with the rigors of the next class. The parents are expected to make a written request to the school to retain the child in the existing class.

1. Every student is required to get a qualifying grade D or above in all the subjects in the Scholastic Area.
2. A student getting an E grade in scholastic areas in one or more subjects will have to improve his/her performance in one subsequent attempt to obtain qualifying Grade D in these subjects.
3. 85% attendance is imperative.

For CBSE Class 9 and 11

1. Every student is required to get a qualifying grade D or above in all the subjects in the Scholastic Area
2. A student getting an E grade in scholastic areas in one or more subjects will have to improve his/her performance in one subsequent attempt to obtain qualifying Grade D in these subjects.
3. 85% attendance is imperative.

For Class 10 & 12

Board promotion criteria applicable

Student Attendance Policy

Student Attendance Requirement Guidelines

- The School encourages all its students to be regular and punctual for their daily classes. Please note the attendance requirement and leave application guidelines as mentioned below:
- All students irrespective of the classes they are studying in should have a minimum attendance of 85% per semester.
- Students must submit a valid medical certificate to their class teacher, whenever absent on medical grounds.

Guidelines regarding communication of leave of absence for the student:

- A leave request for the ward(s) giving details of reasons and the specific dates for which leave is sought, should be made by the parent to the class teacher over e-mail or by sending a handwritten letter. If the duration of leave exceeds two (2) days, the parent is required to e-mail the School Principal.
- Diary note for absence will not be accepted, as it cannot be filed with the leave records by the class teacher.
- Phone calls will not be accepted for leave requests.

Social Media and School Network Guidelines

Social media is an evolving and rapidly growing communication platform, allowing for two-way social interaction between people and organisations. In short, social media is about people. Use of social media is reflective of individuals and of organisations they are associated with. The spread and reach of content posted on social media channels is vast; postings are available and can be viewed by people worldwide in seconds.

Social media is changing the way we use the internet to interact with one and another. It is rapidly becoming a part of our daily lives. Social media refers to online community sites including Facebook, Instagram and LinkedIn, file sharing sites such as Google Photos and YouTube; blogs, forums and micro- blogging sites like Twitter. These guidelines would be updated from time to time as new social media platforms, communities, trends and cultures develop.

The Global Indian International School's Marketing & Communications Team, along with assigned staff co-ordinators, are authorised to post content on its social media channels. GIIIS recognises that social media is a two-way engagement and interaction platform, which facilitates an open dialogue and discussion of ideas that are beneficial for the organisation, and/or individuals in their learning capacity. Always be considerate and transparent about your engagement on social media channels, as you represent GIIIS as an employee or student. Your online behaviour impacts the organisation's reputation and we encourage you to positively engage in sharing views and ideas on social media channels. As employees and students of GIIIS, it becomes critical for us to stay connected and relevant.

Keeping the above in mind, remember:

- Protect your own Privacy - Do not upload posts or divulge any information that will compromise your privacy or professional confidentiality. Beware of scammers and identity

thieves. Only accept invitations to share information from people you know. Utilise privacy settings to control access to your network, web pages, profile, post blogs, etc

- Identify with your own Identity – Always use your real name to post or share content on social media. If you are sharing or posting content on behalf of GIIIS, and wish to promote school activities or achievements identify yourself as a student or staff member
- Maintain respect – Sharing content, thoughts and views with others is the ideal of engaging in social media. Always be respectful and avoid inflammatory, racist or offensive language. Do not upload offensive or explicit written, audio and video content.
- Be responsible online – You are responsible for any content or comments personally made by you. Always maintain a clear and calm-minded approach for sharing any content online. Ensure that you always protect your privacy and do not insult, threaten or deride anyone on the grounds of caste, religion, race, nation, gender or circumstances in a manner that goes against GIIIS' code of conduct.
- Think before making any post – Social media has a strong 'viral' quotient, making any comment, post or sharing of thoughts, ideas or events reach out to people worldwide in a matter of seconds. Be mindful of what you post. Search engines and archival systems save information, which can be retrieved years after the post has been made.
- Cyber Bullying – Cyber bullying is considered as an act of harassment. Do not indulge in this crime in any manner whatsoever.
- Maintain Personal and Organisational Confidentiality – Do not post any information that is confidential personal or commercial information about GIIIS, its students, teachers or staff members. Posting the same may breach legal obligations or GIIIS' policies and procedures.
- Privacy Settings – Only accept invitations to share information from people you know. Utilise privacy settings to control access to your network, web pages, profile, posts blogs, etc.
- Manage your time spent online – Users should allocate a certain amount of time using social media to avoid over usage and manage time for studies, co-curricular activities and other important work.
- Plagiarism – Publishing your opinions, art, writing and other works makes them subject to plagiarism. Although an effective way to share your work, content online is public and can be used without prior permission and knowledge of the user. Users must be cautious of what is published to maintain the genuineness of their work. At the same time users must also not plagiarise online content and must be aware that it is important to give appropriate citations and references.
- Precautionary use of photo uploads – Social media involves photo-based communication, and a large number of images. These can be manipulated and used in other areas without the user coming to know. Hence, caution should be exercised to protect your identity, and above all, integrity.

Guidelines for posting on Facebook and other Social Media platforms

Any post on the school page that is offensive, defamatory, off subject, abusive, or selling external services, events or activities will automatically be marked as spam and removed.

No parent or student shall give misleading facts / opinions or any blog(s) / website(s) / social media channel(s) about the school or any teacher. If they are defamatory in nature, or deemed to be so by the Internal Review Committee (IRC), it would be considered as a serious breach.

Use of school logos, images or photographs on personal social profiles is strictly prohibited. If a user has any question or feedback to share in relation to classes, activities or any school-facilitated service, he/she is requested to contact the respective teacher-in-charge or Campus Principal through the official GIIIS web portal, www.mygiis.org

Parental Consent will be taken before using photographs of their wards in the school's social media publications.

School Internet

Global Indian International School provides internet access as a facility to supplement the delivery of its learning programmes. The benefits of having access to the internet are invaluable for both educators and students.

Amongst the vast resources on the internet are some materials that are not suitable for school-aged children. It is not appropriate to locate material that is illegal, defamatory, or offensive. Such conduct will lead to the immediate loss of network access and disciplinary actions.

Users Can

- Participate in projects using the Internet in a directed manner to support curriculum and research activities.
- Use the internet to locate materials to meet educational requirements.
- Access a variety of information including news resources, information databases, the holdings of other libraries, etc

Users Cannot

- Locate material that is illegal, defamatory, or offensive.
- Use the network for commercial or for-profit purposes.
- Use the network for any illegal activity, including violation of copyright or other contracts.
- Resort to cyber bullying or harassment.
- Use the network to access obscene or pornographic material.
- Damage computer, computer systems or computer networks.
- Invade the privacy of other network users.
- Gain unauthorised access to computer networks, resources or material

Transfer Policy

Change of Campus within GIIS

GIIS will allow students to transfer from one campus to another campus on the following basis:

1. Parents approach principal of the originating campus with transfer request and attends the exit interview;
2. Principles of the originating campus consults with the Principal of the campus where students wanted to transfer with respect to criteria and vacancies;
3. The transfer is accepted only when both the principals approves transfer

Transfer Conditions

GIIS will process transfer request if the following conditions are compiled:

1. Transfer needs to be applied online in GIIS portal viz., myGIIS with all the particulars. Any other form of request is not acceptable;
2. Provides sufficient notice of one (1) month to GIIS;
3. No pending dues from the Student;

Timelines for Completing Transfer

Parent submits online withdrawal application. GIIS will acknowledge application for transfer within two (2) working days and inform the Parent to meet the Principals. The date of meeting may be changed according to the convenience of both the Parents and Principals of GIIS campus. Decision on transfer to be made within three (3) weeks of transfer request. Student Profile in myGIIS will be changed and communicated to the Parent within three (3) working days.

General Guidelines on Transfers and Withdrawals

The following are guidelines to be observed:

1. The Notice period of withdrawal will not be relaxed except under the following circumstances:
 - a. Student moving out of the country.
 - b. Student transferred out of School due to behavioural issues;
2. Parents need to pay the shortfall, if any, in the notice period for withdrawal.
3. All the documents including transfer certificate (TC) will be issued only when the parent pays all their pending dues. Issue of TC will be handled by Finance.
4. Parents can also approach the Admission team for transfer of campus. Admission team will coordinate with the Principals and communicate the decision to the Parent.
5. If the withdrawal or transfer is not completed within the specified timeline, Parents can escalate it to the Finance Controller.

Global Indian International School



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