



LOVE DALE RESIDENTIAL SCHOOL

(Senior Secondary)

(Affiliated to CBSE New Delhi Affiliation No. 930448)

ACADEMIC POLICIES

SCHOOL PREFECT POLICY

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Name of Policy:

School Prefect Policy

Purpose of Policy:

To promote good behaviour, self-discipline, responsibility, and leadership qualities among the students in the school to lead in the society.

Framing & Approval for this Policy given by:

Director

Name of the Director with qualifications:

*Prof. Dr. J.R. JAWAHARLAL,
M.Sc., M.A., M.Ed., M.Phil., Ph.D.*

Responsibility for its update with the approval from the Director:

Principal

Name of the Principal with qualifications:

*Dr. Annamma George,
M.Sc., M.A., M.Ed., Ph.D.*

Policy applies to:

To all students at Love Dale Residential School, Alamode, Attingal, Trivandrum, Kerala.

Date of Approval:

01-06-2023

Proposed Date of Review:

31-05-2025

Principal's Signature:





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SCHOOL POLICIES:

The Love Dale Residential school is governed on the policies framed and amended from time to time. The policies and procedures are followed to achieve the goals and to encourage higher learning among learners. The policies are made in making the parents and the teachers responsible using goal-oriented policies, that help to save time, prevent confusion, and unify the school. The School Educational Policies are rules that are intended to help in the school to teach students efficiently, fairly, and safely. These rules determine how students are taught, what they are taught, and how schools manage students and school personnel. The educational policies can also help keep students disciplined in school. Hence the academic policy, assembly policy, child protection policy, classroom policy, assessment policy, attendance policy, School fees policy, anti-bullying policy, cell phone policy, communication policy, transport policy, language policy, dress-code policy (uniform policy), student code of conduct policy (discipline policy), examination policy, Search and Seizure Policy, Substitute Policy and the like are followed.

ACADEMIC POLICIES **(SCHOOL PREFECT POLICY)**

ACADEMIC MATTERS

We believe in the education of the whole child - the development of academic, cultural, spiritual, and physical aspects, to prepare our pupils for the demands that society will make on them in the future.

In our school we have excellent facilities which enable our pupils to develop special interests and skills. It is our aim to provide a positive, calm working atmosphere at school and to achieve this, the home and school must work in close harmony and accord.

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To meet the differing needs and levels of development of our pupil body, according to the latest National Education Policy (NEP), we divide the functional working of the school into a foundation stage (Play, KG1, KG2, Gr. 1 & 2), primary (Gr. 3, 4, & 5), middle (Gr. 6, 7 & 8), secondary and senior secondary (9, 10, 11, & 12) stage. [As pronounced in NEW NEP (5 + 3 + 3 + 4) OF THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT & MINISTRY OF EDUCATION, GOVERNMENT OF INDIA as followed by the CBSE, NEW DELHI.]

THE FOUNDATION AND PRIMARY STAGE:

According to the NEP, the foundation stage consists of classes from Play, KG to Grade 2 (5); the primary stage from Gr. 3 to 5 (3); the middle from Gr. 6 to 8 (3) while Grades 9, 10, 11 & 12 (4) are secondary and senior secondary stage.

The guiding principle of the foundation and primary stage is to develop a sound and balanced programme for all our pupils. We believe that each pupil is a unique individual, with special talents and needs.

The teachers strive to develop the full potential of their pupils through a wide range of experiences, which will extend their understanding of themselves and the world.

Emphasis is placed on group work, allowing pupils to progress at their own pace. Group work in literacy and numeracy is aimed at establishing the basic skills and work habits required for developing an enquiring mind and the capacity to reason and discriminate. Personal and social qualities such as tolerance, self-discipline, and willingness to co-operate are fostered. Consequently, the necessary values and attitudes that reflect the country and the communities around it are encouraged and developed.

Learning difficulties and specific areas of weakness are identified early in the Primary Stage. Parents are offered advice and assistance about remediation and corrective measures by a qualified team of experienced teachers.



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THE MIDDLE, SECONDARY AND SENIOR SECONDARY STAGE:

While the work ethic and basic work patterns are set in the child's formative (Foundation stage and Primary stage) years, in the forthcoming stage time is spent on consolidation, extension and the building of a base on which the child can develop according to our mission.

In this stage we are guided by three distinct aims:

- to develop basic skills in listening, speaking, reading, writing, natural and human sciences, numeracy, and information technology.*
- to introduce our pupils to a broad range of concepts and interesting content spanning the subjects of the curriculum.*
- to promote positive attitudes to learning and by so doing, build on the foundation for future learning.*

SCHOOL PREFECT POLICY

1. Selection Criteria

1.1 The criteria for Prefect selection are as follows:

1.1.1 Responsibility

1.1.2 Maturity

1.1.3 Self Confidence

1.1.4 Organizational Skills

2. Selection Process

SCHOOL PREFECTS' SELECTION PROCESS

The selection process for the School Prefect usually commences in June each year, with the announcement of the new School Prefects occurring in July.

2.1 Before the selection process commences, students in all classes are made aware of the criteria and the process to be followed in the selection of leaders.

2.2 The students are addressed to the roles and responsibilities of a School Prefect.



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- 2.3 *Interested students are asked to complete an application/nomination form and submit it to the office by the due date.*
- 2.4 *The nomination form should be signed by the aspiring student prefect, his/her parent, or guardian, 2 teachers recommending the candidate and two students ascertain the nomination.*
- 2.5 *Written nominations are made by school staff and senior class students. Only current Senior Leaders are eligible to be nominated for a school leadership role.*
- 2.6 *Applicants are shortlisted by an allocated team of staff.*
- 2.7 *Shortlisted applicants should prepare a short speech and must deliver this to their peers.*
- 2.8 *Students vote by secret ballot (if necessary).*
- 2.9 *Votes are counted and the student leaders are announced in the first/second week of July during the assembly of the school.*
- 2.10 *The student leader's investiture ceremony is conducted at the school during the assembly or at an appropriate venue in the school.*

SELECTION PROCESS PHASE I

- a. *Scrutiny of the nomination and shortlisting the candidates*
- b. *Verification with the available records and evidence*

SELECTION PROCESS PHASE II

WRITTEN:

Nominees are asked to write on:

- a. *how they understood the school Vision*
- b. *what he/she would do if selected as the School Prefect*
- c. *Positive characteristics of LOVE DALE RESIDENTIAL SCHOOL*
- d. *Qualities that make a good leader*

SELECTION PROCESS PHASE III

REALITY

- a. *Nominees present a speech to Junior students and senior students as well as the current Student Council. All nominated students will be considered as a Prefect for Student Council position.*



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- b. A Secret Ballot is held of Staff, Junior and senior students and current Student Council to shortlist students who will continue to the interview stage.
- c. The interview panel is made up of the PRINCIPAL (in the absence of Vice-Principal), Headmistress, Supervisor, Senior Teachers – 2, 1 Teacher from Discipline committee, 1 Teacher from Cultural Club, the Counsellor and the Physical Director/Directress (For girls wing- Physical Directress & for boys wing – Physical Director) - Anyone.
- d. The announcement of the new School Prefects is made at the beginning of the school academic year preferably in July.

FINAL SELECTION BY INTERVIEW:

PANEL OF INTERVIEW

PRINCIPAL and assisted by: VICE-PRINCIPAL / HEADMISTRESS / SUPERVISOR / HOUSE MISTRESS

- 2.1 The House Mistress will forward a list of Prefect candidates in their respective grades handled by them to the principal during the beginning of the academic year.
- 2.2 Names of Prefects will be announced at assembly during the second week of the academic year.
- 2.3 A core of 20 – 24 will be selected from the student's body.
- 2.4 The teachers will be permitted to motivate and add names to the Prefect Body but no later than the end of February.
- 2.5 Prefects will not be added to the Prefect Body during the academic year.
- 2.6 All Prefects will undergo a training seminar where their duties and responsibilities will be explained to them.

ELIGIBILITY:

- To be eligible for these positions, students must have attended LOVE DALE RESIDENTIAL SCHOOL for a minimum of two/three school ACADEMIC year.

School HEAD BOY/HEAD GIRL/HOUSE CAPTAINS:

(Must have studied for 3 school academic years)

Criteria (Suggested)

- Academically excellent
- Participated in a variety of school activities, programs, and events.

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- *Punctual to school with high attendance*
- *Consistently high standard of behaviour*
- *Wears school uniform appropriately*
- *Ability to lead peers.*
- *Confidence in public settings*
- *Diligence in classroom learning*

3. Selection of Head Prefects

- 3.1 *Two Head Prefects will be selected from the Prefect Body one for each gender.*
- 3.2 *Selection of Head Prefects will be concluded after the completion of the training seminar.*
- 3.3 *Ratification and selection of the Head Prefects will be done by the Vice Principal/Headmistress/Supervisor/Discipline Head and the principal of the school.*

ROLE/DUTIES:

- *Representing the school at public events. For example, Independence Day/Republic Day/Annual Day/Founders Day etc.,*
- *Speaking duties such as Excellence Expo, Graduation ceremony,*
- *Addressing school visitors,*
- *Preparation of Events along with the school team.*
- *Leadership roles at school e.g., assisting with lower school events – Debates, quiz, elocution etc.,*

Note: A separate sheet will be provided in detail by the Principal.

Sport Secretary:

Criteria

- *Participated in a variety of school sporting activities, programs and events.*
- *Punctual to school with high attendance*
- *Consistently high standard of behaviour, especially good sportsmanship, and appropriate house/ team rivalry*
- *Wears school uniform appropriately*
- *Ability to lead peers.*
- *Confidence in public settings*
- *Diligence in classroom learning*



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ROLE/DUTIES:

- *Leading house teams at interschool carnivals i.e., swimming carnival, athletics, cross country; assisting and encouraging younger students as required at these events.*
- *Organising fire-fighting drill and practices prior to events.*

Cultural Secretary:

Criteria

- *Participated in a variety of school music activities, programs, and events.*
- *Punctual to school with high attendance*
- *Consistently high standard of behaviour*
- *Wears school uniform appropriately*
- *Ability to lead peers.*
- *Confidence in public settings*
- *Diligence in musical pursuits e.g., choir, band, instrumental etc.*

ROLE/DUTIES:

- *MC/ Compere at Annual School Music Night,*
- *Cultural events,*
- *Distribution of notes to music students as required,*
- *Assistance with music categories of Excellence Expo etc.,*
- *Participated in science club in previous year, with good attendance.*
- *Punctual to school with high attendance*
- *Consistently high standard of behaviour*
- *Wears school uniform appropriately*
- *Ability to lead peers.*
- *Confidence in public settings*
- *Diligence in scientific pursuits e.g., class lessons, science club, Excellence Expo*
- *Assist with organisation of events: Science Club, Distribute notes.*

4. General

- 4.1 *Should any Prefect tarnish the name of the school or fail to set an example to their peers their badge and duties will be suspended.*
- 4.2 *It is compulsory for all Prefects to wear a school blazer.*



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- 4.3 Prefects will receive their duties on Monday mornings. Failure to perform duties will result in disciplinary action.

The Prefects Board of LDRS is selected by the Academic and Disciplinary Council of the School and approved by the Principal. The policies and procedures followed in selecting the Prefects Board, including the School Captain and the Deputy Captain are as follows:

- Composition of Prefects Board
- Application Criteria for member of the Prefects Board
- Prefects Selection Criteria
- Selection of the School Captain, the Deputy Captain, and Senior Prefects

COMPOSITION OF THE PREFECTS BOARD

The Prefects Board of LOVE DALE RESIDENTIAL SCHOOL comprises the

1. School Head Boy/Head Girl – 1 post each
2. Assistant School Head Boy/Head Girl – 1 post each
3. House Captains – 4 Posts (1 post for each house)
4. House Vice-Captain – 4 Posts, (1 post for each house)
5. House Sports Secretary– 4 Posts, (1 post for each house)
6. Sports Cultural Secretary – 4 Posts, (1 post for each house)
7. School Prefects 8 posts (2 from each House) – 6% of the school's student population.
8. School Assistant Prefects 8 posts (2 from each House) – 9% of the school's student population.

Note:

The number of senior prefects and prefects shall not exceed 15% of the total school population.

APPLICATION CRITERIA FOR MEMBER OF THE PREFECTS BOARD

- Students interested in becoming a member of the Prefects Board must submit a completed nomination form to the school before the submission deadline as announced by the School Academic Council and Disciplinary Board.
- The nomination form should bear the full name and signature of at least 2 staff members and 2 senior students as referees. These referees must not be the student's class teacher OR relative.



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- *Teachers handling senior students and current school Prefects shortlist nominees after reading each nomination form and will check references if required.*

Students who are eligible to be a member of Prefects Board must fulfil the following:

a) Academic Performance

- *Grade 11 – should have scored more than 60% in each of the 5 subjects in Grade 10.*
- *Grade 12 – Should have scored more than 60% in each of the 5 subjects in Grade 11.*

b) Students should not have any disciplinary issues.

PREFECTS SELECTION CRITERIA

During evaluation of the applications, applicants will be awarded points as per the following criteria:

Academic Performance:

Academic performance of the students will carry 50% of the total points. Points will be allocated to the students for each subject as per the following:

- ❖ *Each “A” grade in Grade 10 in the final examination – 10 points*
- ❖ *Each “B” grade in Grade 10 in the final examination – 06 points*
- ❖ *Each “C” grade in Grade 10 in the final examination – 02 points*

Co-curricular and extra-curricular activities:

Participation and achievements in co-curriculum and extra-curriculum activities will carry 15% of the total points. The points will be allocated to the competitions participated as follows:

School level competitions:

- ❖ *1st place: 6 points*
- ❖ *2nd place: 4 points*
- ❖ *3rd place: 2 points*
- ❖ *Participation: 1 point*



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Intra- school (within the school) level competitions:

- ❖ 1st place: 7 points
- ❖ 2nd place: 5 points
- ❖ 3rd place: 3 points

Participation: 2 points

Inter school level competitions:

- ❖ 1st place: 8 points
- ❖ 2nd place: 6 points
- ❖ 3rd place: 4 points
- ❖ Participation: 3 point

National level competitions:

- ❖ 1st place: 10 points
- ❖ 2nd place: 8 points
- ❖ 3rd place: 6 points
- ❖ Participation: 4 point

International level competitions:

- ❖ 1st place: 136 points
- ❖ 2nd place: 11 points
- ❖ 3rd place: 9 points
- ❖ Participation: 6 points

Leadership qualities:

*Demonstration of leadership qualities will carry 15% of total points.
The points will be allocated as follows:*

Uniform activities (including Band, Cadets, Scouts, Girl guides, Junior Red Cross, Interact Club etc.)

- Leader: 5 points
- Member: 3 points

Clubs and Associations

- President / Vice president: 5 points
- Office bearer: 3 points
- Member: 1 point



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House

- **Captain 8 points**
- **Vice-captain: 6 points**
- **Sports/Cultural Secretary: 5 points**

Prefectship (each year)

- **Prefect: 4 points**
- **Senior Prefect: 5 points**

Conduct:

Student's conduct will carry 15% of total points and will be taken from Class Progress report card of the previous grades.

- *Excellent: 6 points*
- *Very good: 4 points*
- *Good: 2 points*
- *Satisfactory: 1 point*

Interview:

Student's responses in the interview will carry 5% of total points. The interview will be conducted by the panel headed by the Vice-Principal and assisted by Headmistress/Supervisor/House Mistress of the School. The following aspects will be considered during the interview:

- *Willingness to take responsibilities.*
- *Ability to communicate clearly.*
- *Tact and diplomacy*
- *Ability to listen and understand.*
- *Ability to think quickly.*
- *Highly motivated*
- *Communication skill*

SELECTION OF THE SCHOOL CAPTAIN, THE DEPUTY CAPTAIN AND SENIOR PREFECTS

School Captain:

- ❖ *A School Captain will be selected from applicants studying in grade 12.*
- ❖ *The applicant who obtains the highest points (percentage) at the end of evaluation will be selected as the School Captain.*



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School Deputy Captain:

- ❖ A School deputy captain will be selected from applicants studying in grade 11.
- ❖ The applicant who obtains the second highest points (percentage) at the end of evaluation will be selected as the School Deputy Captain.

Senior prefects:

- ❖ Senior prefects will be selected from all applicants (grade 11 and 12).
- ❖ The applicants who obtain the highest points (after selecting the Captain and Deputy Captain) at the end of evaluation will be eligible to become senior prefects.
- ❖ Out of the applicants eligible to become senior prefects, applicants will be selected until the total number of senior prefects do not exceed 6% of the school's population.

THE FINAL SELECTION PROCESS IS AS FOLLOWS:

1. Students are made aware of the criteria and the process to be followed in the selection of leaders.
2. Interested students are asked to complete an application/nomination form and submit it to the office by the due date.
3. The nomination form should be signed by the aspiring student prefect, his/her parent, or guardian, 2 teachers recommending the candidate and two students ascertain the nomination.
4. Written nominations are made by school staff and senior class students. Only current Senior Leaders are eligible to be nominated for a school leadership role.
5. Applicants are shortlisted by an allocated team of staff.
6. Shortlisted applicants should prepare a short speech and must deliver this to their peers.
7. Students vote by secret ballot if necessary.
8. Votes are counted and the student leaders are announced during the assembly of the new academic year i.e., in July.
9. Student leader's investiture ceremony is conducted at the school during the assembly or at an appropriate venue in the school.

APPLICATION/NOMINATION FORM

- The nomination form should bear the full name and signature of at least 2 staff members and 2 senior students as referees. These referees must not be the student's class teacher OR relative.



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- *Teachers handling senior students and current school Prefects shortlist nominees after reading each application and will check references if required.*

School Captain's Oath

I pledge that I will:

- *Represent and serve my fellow students and set an example in all aspects of school life, uphold the school's rules and expectations, encourage all students to follow the school's rules and expectations - I am Respectful, I am Safe, I am an Active Learner, Demonstrate and encourage pride in our school, Achieve quality academic and personal excellence.*

PROGRESSIVE DISCIPLINARY PLAN FOR STUDENTS WHO ARE CONSIDERED NONCOMPLIANT WITH THE SCHOOL PREFECT POLICY

1st Offense - *Written warning by the House mistress, Headmistress/Supervisor*

2nd Offense - *Phone call/written information to parent/guardian*

3rd Offense - *Parents being called to school to meet the Vice-Principal.*

The decision of the School Principal is final.