



SREENIDHI
INTERNATIONAL SCHOOL
KINDLE THE LIGHT WITHIN

ADMINISTRATIVE STAFF HANDBOOK

Approved By : Sreenidhi Board of Directors

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1. SREENIDHI INTERNATIONAL SCHOOL MISSION AND VISION STATEMENT

Vision

To create internationally minded, socially responsible global citizens.

Mission

Sreenidhi International School cultivates an intellectually challenging environment through holistic and impactful learning, fostering innovation, diversity and student voice, choice and ownership of learning to create internationally minded individuals.

Guiding Statements

- a safe, supportive and legally compliant environment which encourages respect, responsibility, tolerance and compassion.
- a high-quality education that promotes the pursuit of academic excellence, innovation, ethical perspectives and lifelong learning.
- education to be a shared partnership of mutual cooperation amongst all members of the school community.
- an environment of cultural diversity that enhances our school community as well as our understanding of the world.
- a continuum of IB curriculum that is comprehensive to prepare students for the future.
- the ability to demonstrate international-mindedness and attributes of the IB Learner Profile.
- behaviour standards that promote a respectful and responsible school environment.
- an inclusiveness in holistic opportunities dependent on the school resources and availability.
- an understanding of a collective responsibility towards society.
- a commitment to enshrine agency across the community.

IB Mission Statement:

The IB aims to develop inquiring, knowledgeable, caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



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2. Sreenidhi Values: Integrity, Resilience and Empathy

We strive to stay committed to our core values with the help of our enablers which are - Innovation, transparency, collaboration and empowerment.

Sreenidhi International School aims to develop socially responsible global citizens. It does this by providing excellent learning and teaching through the IB continuum of education. The excellent learning and teaching are supported by world-class facilities providing international quality child protection and community wellbeing. Sreenidhi is known for its culture of innovation where community members feel happy and safe to look for new ways to develop global citizenship. Sreenidhi is a world-renowned destination for staff & teachers' professional learning and visiting school experiential learning programmes. The community believes that innovation happens when community members are happy and demonstrate integrity, resilience and empathy. As a growing school community of over 1000 students, Sreenidhi takes its environmental responsibilities seriously and through energy generation, waste management and contemporary transportation, it is known as a 'green' school.

3. Strategic Plan 2021- 2026

The Sreenidhi International School [strategic plan](#) guides school activities in pursuit of our mission and vision.

The development of this plan in 2021-22 was a collaborative effort which involved teachers, admin, parents and students. This strategic plan will guide us over the next few years in reaching a number of goals, and all stakeholders are a part of making it happen.

The overarching organisational goals are:

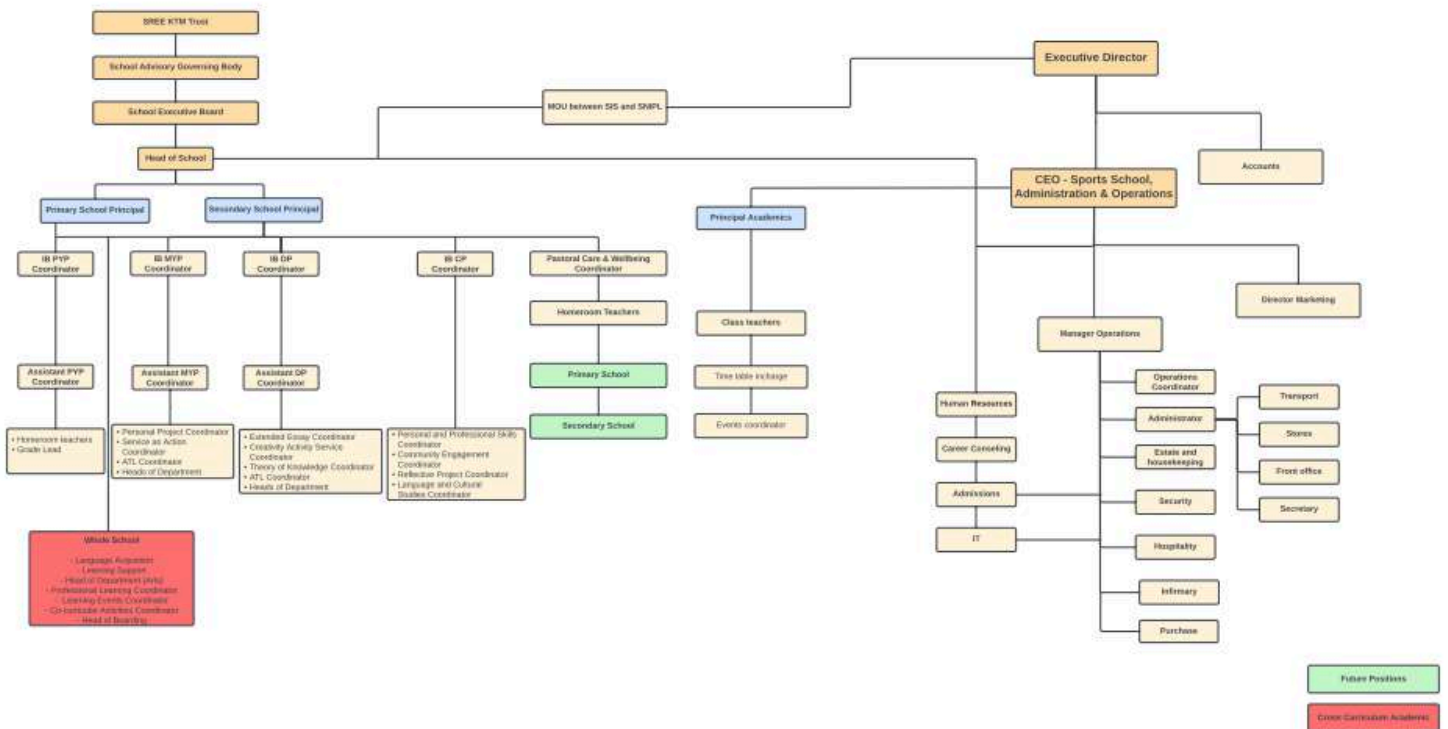
1. To have a consistent growth in student numbers every year.
2. To be known as a 'green' school
3. To have innovation at the heart of teaching and learning
4. To be a happy community of staff, parents and students.

These and other goals are driven by a set of actions and tactics across six domains:

Staffing; Wellness; Teaching and Learning; Facilities; Identity; and Leadership.

Any institution needs a strategic plan, in fact, it is a requirement of our international accreditations with CIS and NEASC. However, more than that, in order for a strategy to be effective, a school culture needs to embody the shared beliefs and values. Such values are outlined at the beginning of the document and will drive our activity, by having a positive culture that is resilient, transparent, empathetic and with integrity.

4. Academic Organisational Structure



Future Prospects
 Core Curriculum Academics

5. Culture and Learning Environment at Sreenidhi International School

As an IB World School, Sreenidhi encapsulates IB philosophy and practices, whilst enjoying and promoting local and global cultures. Teaching and learning is encapsulated in active, lively and practical learning. All teaching and learning is inquiry-driven, conceptual and using engaging and meaningful contexts to support learning. Classes are differentiated and teamwork developed through effective pedagogical approaches. Across the programmes teachers use assessment data to guide individual students and to inform curriculum development.

The learning environment reflects the school's beliefs around teaching and learning. Displays celebrate student learning whilst the spaces are used to maximize the abundance of outdoor spaces available for class time. Classrooms reflect a dedication to collaboration and teamwork, where students are seated in ways that support learning together in addition to individual work.

Agency of learners at Sreenidhi is captured in the vision and mission. Sreenidhi has one of the most well-developed systems for promoting student voice, choice and ownership in the IB World. The Student Council leads student activity and as part of the House system promotes community spirit. Students and parents have 'a say' in decision-making and can influence the direction of school activity. In classes, the students have a voice and can influence what is taught, how and where, in addition to influencing how learning is demonstrated.

CCA (Co-Curricular Activities) are at the heart of any quality education. It is vital that academic studies are supported by extracurricular activities that enable students to grow and develop skills and attributes. All teachers without exception are expected to contribute to the CCA programme which takes place after school from 3pm to 4.20pm on Tuesdays, Wednesdays and Thursdays. There are three CCA blocks per academic year, and **teachers must commit to one block**, one day per week.

The admin and operations staff play a crucial role in the functioning of the school and the delivery of high quality education for the Sreenidhi community. Admin and Operations work to support the academic programme delivery and to ensure that student learning is supported and that students are safe, nourished and that teachers are able to do their jobs effectively. Sreenidhi admin and operations are happy to support teachers and students in meeting curricular goals and enabling the school to meet its vision and mission.

6. Academic Information

Sreenidhi International School is an IB World School situated in Hyderabad, India. Currently, the school is fully authorized to offer the following academic programmes:

- IB PYP (Primary Years Programme) - EY1 - 3 & PYP1 - 5 (Nursery through Grade 5)

- IB MYP (Middle Years Programme) - MYP1 - 5 (Grades 6 - 10)
- IB DP (Diploma Programme) - DP1 & DP2 (Grades 11 & 12)

The Sreenidhi Graduation Diploma is recognized by the United States Department of Education and the Indian Association of Universities (IAU).

Sreenidhi International School is a fully accredited member school of the **Council of International Schools (CIS)**. CIS is a membership community committed to high-quality international education. The quality and rigour of a CIS International Accreditation are recognised by Ministries and Departments of Education around the world as the demonstration of a school's commitment to a high-quality international education.

The **New England Association of Schools and Colleges (NEASC)** accreditation has been awarded to Sreenidhi International School allowing the school to award a high school diploma that is accepted by universities in the United States and India. NEASC promotes a high-quality education for all students through accreditation, professional assistance, and the pursuit of best practices.

7. School Curriculum

International School

IB PYP at Sreenidhi International School

Sreenidhi International School (SIS) - our primary years focus is on inquiry-based teaching and learning that is concept driven rather than a mere content driven curriculum. The transdisciplinary approach reiterates our belief that knowledge transcends beyond the individual subject area, thus aiding the development of skills, concepts, and attitudes which form the core of any learning. The path for lifelong learners is clearly demarcated. **It is a student-centered approach to education for children aged 3 -12.**

The Primary Section of SIS is an authorized school for the Primary Years Programme (PYP) of the International Baccalaureate Organization (IBO), which focuses on the development of the whole child as an inquirer both in the classroom and the world outside. The PYP is an example of best educational practice globally, responding to the challenges and opportunities facing young students in our rapidly changing world.

The PYP curriculum framework begins with the premise that students are agents of their own learning and partners in the learning process. It prioritizes people and their relationships to build a strong learning community.

PYP students use their initiative to take responsibility and ownership of their learning. The framework emphasizes the central principle of agency, which underpins the three pillars of school life:

- the learner
- learning and teaching
- the learning community

Embedded in the framework is the recognition of the importance of fostering an individual's

self efficacy. Students with a strong sense of self-efficacy are active in their own learning and take action in their learning community.

Teachers are guided by six transdisciplinary themes as they design units of inquiry that both transcend and articulate the conventional subject boundaries of:

Language / Mathematics / Science / Social Studies / Personal, Social and Physical Education / and the Arts

IB MYP at Sreenidhi International School

The Middle School of Sreenidhi International School, Hyderabad is an authorized school for the International Baccalaureate (IB) Middle Years Programme (MYP).

The MYP is designed for students aged 11 to 16. It provides a framework of learning that encourages students to become creative and reflective thinkers. The MYP emphasizes intellectual challenge, encouraging students to make connections between their studies in traditional subjects and the world. It fosters the development of skills for communication, intercultural understanding and global engagement - essential qualities for young people who are becoming global leaders.

The MYP aims to develop active learners and internationally minded young people who can empathize with others and pursue lives of purpose and meaning. The programme empowers students to inquire into a wide range of issues and idea of significance locally, nationally and globally. The result is young people who are creative, critical and reflective thinkers. The IB MYP builds on the knowledge, skills and attitudes developed by the IB PYP and prepares students for the demanding requirements of the IB DP.

IB DP at Sreenidhi International School

At Sreenidhi International School, the International Baccalaureate (IB) Diploma Programme (DP) for students aged 16 to 19 helps develop the intellectual, personal, emotional and social skills to live, learn and work in a rapidly globalizing world. It is a demanding two-year curriculum placing strong emphasis on the ideals of international understanding and responsible citizenship leading to final examinations and a qualification that is welcomed by leading universities around the world.

It offers a comprehensive curriculum that emphasizes rigor and excellence in academic preparation, promotes international understanding, fosters intellectual inquiry and a humanitarian perspective.

At Sreenidhi International School, students learn more than a collection of facts. The Diploma Programme prepares students for university and them to:

- ask challenging questions; learn how to learn
- develop a strong sense of their own identity and culture
- develop the ability to communicate with and understand people from other countries and cultures

The curriculum contains six subject groups together with a core made up of three separate

parts: theory of knowledge (TOK); the extended essay (EE); creativity, activity, service (CAS). Students study six subjects concurrently. These include two languages (groups 1 & 2), one subject from individuals and societies (group 3), one experimental science (group 4), on mathematics subject (group 5), and one subject from the arts (group 6) or another subject from groups 1 to 5.

Sports School

Sreenidhi Sports Academy's innovative curriculum enables students to excel in sports and academics. The broad and balanced educational program enables students to be knowledgeable and resilient, bridging academics and elite sports. Sports School aims to follow the NCERT/CBSE curriculum which enables elite athletes to develop academic skills and complement their sport's growth.

The curriculum framework will be based on the CBSE syllabus which has great flexibility that suits elite athlete students. Many Sreenidhi students may be able to graduate with a US-style diploma that opens doors to universities around the world, and for others, we offer the NIOS certification.

8. Sreenidhi International School Code of Conduct

Sreenidhi International School aims to develop socially responsible global citizens. The excellent learning and teaching are supported by world-class facilities providing international quality child protection and community wellbeing. Sreenidhi is known for its culture of innovation where community members feel happy and safe to look for new ways to develop global citizenship. Sreenidhi is a world-renowned destination for staff & teachers' professional learning and visiting school experiential learning programmes. The community believes that innovation happens when community members are happy and demonstrate **integrity, resilience and empathy**. As a growing school community of over 1000 students, Sreenidhi takes its environmental responsibilities seriously and through energy generation, waste management, and contemporary transportation, it is known as a 'green' school.

The Sreenidhi Code of Conduct serves as a guide to the personal conduct and maintaining a professional standard of behaviour for employees, students, parents or legal guardians. It promotes the core values and guiding principles of the Sreenidhi International School and enables the community members to demonstrate their actions.

The Sreenidhi Code of Conduct is based on IB Learner Profile attributes with reasonable expectations of courtesy, self-discipline, and respect for others' differences, opinions, ideas, cultures and property. The intent is to ensure that every member of our school community participates in a safe, supportive, non-threatening and fulfilling learning environment, respectful of differing cultures, values and viewpoints, where no member is allowed to detract from another's right to learn.

All members of the Sreenidhi International School are expected to implement the Code of Conduct fairly, reasonably and consistently. Compliance with the Code of conduct ensures successful functioning of the School's educational activities by improving safety, discipline and contributes to the reputation of the School. As a positive learning community, all members of the Sreenidhi international school are expected to:

- Develop and role model the IB Learner Profile attributes

- Set a good example, treating others as you would like to be treated
- Be honest; act in a manner aligned with school policies to make ethical and responsible decisions
- Exchange greetings in a courteous manner, using “Please” and “Thank you” as appropriate
- Always strive to achieve your personal best results through persistence in all initiatives that you undertake, understanding that practice leads to mastery
- Celebrate and respect individual differences, valuing the school community’s diversity take ownership of one’s own learning journey, personal development and balanced lifestyle
- Arrive punctually to school
- Respect others’ property; share resources and contributions fairly listen to and acknowledge others’ viewpoints, respectfully communicating alternate ideas or views
- Take pride in one’s appearance and deportment; maintain a clean and tidy school environment

9. SIS Prohibited conduct

Prohibited conduct under the Code of conduct includes but is not limited to:

- Assaulting, harassing, intimidating, or threatening another individual or group
- Endangering the health or safety of others
- Stealing, misusing, destroying, defacing or damaging school property or property belonging to someone else
- Disrupting school events and activities
- Making false accusations and supplying false information to the school or forging, altering or misusing any school document or record
- Storing or possessing weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials on the school premises
- Using, possessing or distributing illegal drugs, tobacco or alcohol during school hours and school bus travel.
- Hazing
- Encouraging, aiding, or conspiring in any prohibited conduct
- Failing to comply with a disciplinary measure or disciplinary measures imposed under the procedures of this Code

10. Conduct and general code of ethics for staff

Sreenidhi International School commits to do all in its powers to ensure that teachers are safe, supported and able to work to the best of their ability. While expectations of teacher conduct and professionalism are high, the school must provide equally high standards of care for teachers. School leadership must uphold the highest possible standards and work with the community showing empathy, resilience, and integrity. Below mentioned are some conduct and general code of ethics for staff.

The school Staff are expected to

- Set a good example by demonstrating good moral character.
- Treat students, parents, fellow employees, and community members with dignity and respect, demonstrating fairness and sensitivity for ethnic, religious and cultural heritage
- Promote a safe, nurturing, and positive school and work environment
- Establish and maintain open and positive communication with students, parents and colleagues
- Maintain confidentiality concerning students, families, employees and avoid spreading rumours
- Address problems and grievances in an appropriate manner, beginning with the person closest to the problem
- Demonstrate knowledge of and act in accordance with the school's policies and procedures as well as with legal and contractual standards, responsibilities, and obligations
- Demonstrate a commitment to learning and professional growth
- Dress professionally
- Model and promote appropriate language
- Use facilities and equipment in a manner that protects the resources and property of the school
- Mobile phones should not be used during instructional time, unless emergency situations arise
- Not accept or give valuable gifts. If unsure, please speak to HR.

11. HR-related information

School timings for administrative staff:

The school timings for the administrative staff are as follows:

- Monday to Friday - 08:00 hrs. to 16:30 hrs.
- Saturday - 09:00 hrs. to 15:30 hrs.
- Academic holiday - 10:00 hrs. to 16:00 hrs.

Half-day

The half-day availed leave will be calculated in the casual leave.

Half-day work timings will be as follows:

- Monday to Friday - Till or from 13:00 hrs.
- Saturday - Till or from 12:00 hrs.

Any changes in the school timings will be notified by the HR department.

All staff members are required to punch in and punch out at the beginning and end of each school day. If the employee fails to do so, it will be considered as leave.

Types of Leaves

1. **Casual Leave** - Ten (10) days a year (July to June).
2. **Earned Leave** - Six (6) days in a year (Eligibility of leave after completion of one year).
3. **Saturday off** - Two (2) Saturdays off in a month (Eligibility of Saturday off after completion of three months from the date of joining). Saturday off cannot be carried forward and must be informed a day prior.
4. **Winter break rotational off** - Three (3) days of winter break rotational off during the period of winter break (Eligibility of winter break rotational off is after completion of three months from the date of joining). Winter break rotational off cannot be carried forward.
5. **Summer vacation leave** - Six (6) days of summer vacation leave (Eligibility of summer vacation leave after completion of one (1) year). Summer vacation leave cannot be carried forward and will lapse by June 30.

All leaves will be calculated on a pro-rata basis and lapse on June 30.

Eligibility & procedure of applying for the following types of leaves

General absence / Half day

Staff absence must be reported as follows:

1. If the Head of Department / Manager / Incharge is applying for leave (emergency or planned or half-day), the Head of Department / Manager / Incharge must send an email to the CEO (Administration & Operations) with **mandatory CC** to the Manager - Operations and the HR (gunasekhar@sis.edu.in) latest **on or before 7:30 am** regarding their leave of absence.

Loss of Pay (LOP) will be considered if leave is taken without approval.

Once the leave is approved, the HR department will circulate the leaves of the members of the core admin at coreadmin@sis.edu.in

2. If a department staff member is applying for leave (emergency or planned or half-day), the department staff member must send an email to the Head of Department / Manager / Incharge with **mandatory CC** to the CEO (Administration & Operations), Manager - Operations, and the HR (gunasekhar@sis.edu.in) latest **on or before 7:30 am** regarding their leave of absence.

Loss of Pay (LOP) will be considered if leave is taken without approval.

3. Leave requests sent via verbal and WhatsApp communication will not be accepted and the leave will be considered a Loss of Pay (LOP).
4. If a staff member is absent due to medical reasons for more than two (2) days, the staff member must submit a medical / fitness report.

Saturday rotational off:

1. Saturday rotational off is eligible after the completion of three (03) months from the date of joining.
2. Saturday rotational off should be availed in the same month.
3. Saturday rotational off cannot be carried forward to the next month.
4. Saturday rotational off cannot be substituted for a weekday off.
5. The department cannot be without a staff member on any Saturday unless it is a school holiday.
6. Saturday rotational off needs to be informed a day prior on the whatsapp group "SIS Admin Official". If the information is not circulated a day prior, it will be considered as LOP.

Winter Break

1. The winter break rotational off can be availed during the school winter break only.
2. The winter break rotational off is eligible after the completion of three (03) months from the date of joining.
3. Each department's staff should plan their leaves in accordance with the rotational off and discuss it with the Department Head / Manager / Incharge.
4. The department cannot be without a staff member at any given time during the winter rotation off.
5. Staff members serving the notice period are not eligible for winter break rotational off.
6. The winter break rotational off cannot be carried forward after the winter break.

Leaving School Early or Reporting to School Late

- Early leaving time - 15:00 hrs.
- Late reporting time - 10:00 hrs.

- a) If a staff member leaves the school before departure time or reports to school late more than 2 times in a month, it shall be considered as a half-day loss of pay.
Eg 1: 'X' employee came late on June 1 and June 2, the 'X' employee's half-day salary will be deducted for the third late coming.
Eg 2: 'X' employee came late on June 1 and left early on June 2, the 'X' employee's half-day will be deducted for the third late coming or early leaving.
- b) If the staff member reports late or leaves early the fourth time in a month, it shall be considered as one (1) day loss of pay.

- c) If the staff member reports late or leaves early more than four (4) times, necessary action will be taken by the Management.

Salary

- a) Sreenidhi International School will open an Axis Bank account for each member of the staff.
- b) The monthly salary will be deposited into the Axis Bank account in arrears on or before the 12th day of every month.
- c) Salary will be paid based on the biometric attendance of the staff.
- d) A salary slip will be issued by the accounts department upon request to accounts@sis.edu.in.

Resignation & Termination

- a) The staff members are expected to fulfil their notice period as mentioned in their contract.
- b) If the resignation is sent after school working hours, the date of resignation will be considered from the next day.
- c) Any type of leave will not be considered in the notice period.
- d) The staff member's salary for the last month of the notice period will be held up during the notice period, depending on the settlement amount, if any.
- e) The contract of the staff member can be terminated by the Management for reasons like criminal acts, discussing confidential information with colleagues including salaries, disciplinary issues, or gross misconduct. In such a case, the school shall not be required to give notice or compensation in lieu of notice.
- f) During the term of your employment, you will not represent, handle or otherwise undertake any other business activity, breach of this condition shall lead to termination of your services by the company without any notice or compensation.

Disciplinary Matters

a) General

- i. Disciplinary matters are handled within the School's management structure.
- ii. Disciplinary matters also includes points mentioned in section (H).

b) Gross Misconduct

An employee can be dismissed without notice in the following cases of gross misconduct (this list is not exhaustive and may include examples not listed below):

- 1) He/she has submitted fake documents/certificates
- 2) Safety instructions are violated
- 3) Basic duties are not carried out despite warnings
- 4) Convicted in a court of law of dishonesty or immoral behaviour
- 5) Drunk or intoxicated on duty
- 6) Commits physical assault on employer/colleagues
- 7) Absence for more than 7 continuous days or more than 20 days intermittently in a year without a legitimate reason
- 8) Found to use corporal punishment on pupils

- 9) Destruction or theft of school property
- 10) Violation of child safeguarding policy
- 11) Bullying students / colleagues / parents
- 12) Talking to parents / colleagues / students negatively about the school or colleagues
- 13) Talking in front of students (eg on the bus) in a negative way about the school or colleagues
- 14) Spreading gossip about school or colleagues in communities - malicious or not
- 15) Breaching of confidentiality (eg: discussing specific students related information, discussing salaries etc.)
- 16) Repeated late arrivals or early departures
- 17) Failure to follow School policies and procedures which violates the Schools mission and core values
- 18) Open discussion of salary of employees / colleagues

c) All other disciplinary matters

In the case of any disciplinary matters, a staged approach will be taken with a view to addressing the area of concern with the employee. This will involve counseling and may involve verbal and written warnings. Repeated instances may eventually lead to dismissal.

1. Staff members should not knowingly friend/follow current students on social media.
2. Staff members will adhere to Sreenidhi's [Social Media policy](#). Though the whole policy must be adhered to, pages 7 & 8 of the policy give guidelines specific to Faculty and Staff.
3. Breaking dress code without valid reason - prospective parents equate mode of dress with professionalism
4. Leaving school during the day without following procedures and approvals
5. Not 'punch-in' each morning and 'punch-out' every afternoon otherwise this will be considered as LOP.

It should be noted that staff members are expected to be role models for students at all times and conduct themselves professionally.

Dress Code

Sreenidhi faculty and staff are role models for the school community, it reflects the professionalism of the School to the students and parents. Refer to the dress code.

Retirement:

The age of retirement for a staff member of Sreenidhi International School is **60 years**.

12. Confidentiality

Staff members shall preserve the confidentiality of privileged School information and shall

not at any time (either during or after the termination of the employment) disclose or communicate to any person or use for his/her own benefit or the benefit of any person any confidential information concerning the school, business, dealings, finances, affairs or conduct of the School, its staff or business partners, or any similar matters which may come to his/her knowledge in the course of the employment.

1. Staff members may have access to confidential information about students and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the child.
2. Records should only be shared with those who have a legitimate professional need to see them.
3. Staff members should never use confidential or personal information about a student or her/his family for their own, or others advantage (including that of partners, friends, relatives or other organisations).
4. Information must never be used to intimidate, humiliate, or embarrass the child.
5. Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis.
6. In circumstances where a student/colleague's identity does not need to be disclosed the information should be used anonymously.
7. There are some circumstances in which the staff member may be expected to share information about a student, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, but only to a Child Protection Officer. For detailed information, refer to Child Protection Policy.
8. Staff members are expected to maintain a positive climate of respectful communication and not engage in 'gossip' which could be damaging to individuals or the school.
9. Staff members should be aware of their surroundings and ensure that confidential conversations take place in an appropriate environment.

13. Child Safeguarding

Please refer to Child Protection & Safeguarding Policy

14. School Events

All staff members are required to attend all school events.

15. Social Media Presence

Staff in general must adhere to the social media policy which lists the expectations for the staff. An important aspect of social media presence is to be a role model, the policy restricts staff members from adding students as friends/followers unless they are ex-students and above the age of 18 years, please encourage them to join the Alumni portals. Staff members cannot tag the school's social media pages on their personal pages.

If a staff member is active on social media on a platform that shows that they are a Sreenidhi employee, the staff member must be vigilant in being aware that they are representing the school and must not damage the school's reputation. For example, if a staff member makes

posts or comments that could be construed as political, defamatory, or controversial, then the staff member will meet with disciplinary consequences.

It is important to adhere to the school's photo release policy. Through the Admissions process, all parents have consented to the school using student images in print and digital media. Staff members can tag the school in social media posts so long as it does not bring the school into disrepute, nor shows any images of students where the students can be identified.

Cases of abuse of these regulations by staff members will be investigated following the procedures of the Sreenidhi Code of Conduct. As a course of further action when deemed serious, procedures of the Child Protection Policy will be applied on a case-to-case basis.

16. Policies & Protocols

- [Social Media](#)
- [Dress Code](#)
- [Child Protection](#)
- [Safeguarding](#)
- [Code of Conduct](#)

Sreenidhi International School reserves the right to amend this document at any time with any changes made known to the staff members.