

ASPAM IIS SHARJAH, U.A.E.

GREEN PROCEDURES

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AN OVERVIEW

ASPAM IIS believes and envisages to build best practices and achieve excellent standards in overall performance of the school. By setting high expectation and monitoring systems, the school shall progress in all areas of its functioning. **ASPAM IIS** green policies comprises of administrative functioning procedures that shall put systems in place and enable all stakeholders to work meticulously and proficiently. The Green procedures shall create awareness among all on using the resources wisely, leading a healthy life style and maintaining a happy work atmosphere.

 SUSTAINABLE LEARNING ENVIRONMENT

➤ Purpose

The steps involved enables all stakeholders of the school to think rationally and take safe, orderly and efficient steps, ensure that school has a learning environment that can sustain the best practices established.

➤ **Routines and Procedures**

- Positive ethos is created in all areas of the school by having display boards with vision, mission statement, discipline rules etc. A suitable décor is created with ornamenting the place with green plants. Display board of student activity pictures with direction to the different areas of the school is placed in strategic corners.
- The class room /administrative areas are equipped with materials that are required for the smooth functioning of these areas.
- The classrooms are compact and have sufficient lighting system arrangement.
- The display board inside and outside the classroom have student work.
- Students' works are displayed on the bulletin boards placed inside and outside the classroom.
- The walls are neat and clean with no papers being stuck. All walls are given a cream shade to bring in better light into the corridors.
- A safe and secured environment shall be created in the cafeteria and the playing areas.
- Students shall be provided opportunities to improve independent learning and given opportunities to apply it in all areas.
- All rooms shall be cleaned time to time so that everyone feels comfortable and warm
- Students and teachers shall follow the duty list that has been made for the breaks and during the time of arrival and dispersal.
- Water coolers are arranged in the corners with clean water and paper glasses.
- All stakeholders are trained to show respect towards the tradition, culture, climate the flora and the fauna.
- The school will ensure that there is optimum resource utilization and cost-effectiveness.

➤ **In chargers**

- Admin department
- School leadership Team

➤ **Evidences**

- Check lists /Formats
- Academic student centered planning documents
- Supervision schedules / Outcome reports /
- Minutes of the meeting, Training schedules, Feedback forms.

 **MAINTENANCE OF SCHOOL RESOURCES**

➤ **Purpose**

The routines and procedures used shall enable the stakeholders to use the school resources wisely and efficiently thereby cutting down on the cost and improve the utility of the resources.

➤ **Routines and Procedures**

- Annual Budgets are made in the beginning of the Academic year based on the requirements after analyzing the old materials.
- Log book is maintained by all departments with all the materials that are specific to that particular department.
- Materials bought are used wisely and ensured that they are maintained well.
- Electrical gadgets, gas pipes, Air conditioners are checked once in 6months to ensure that they function efficiently.
- Computers and labtops are checked and serviced as and when required.
- Newspapers are stacked and given to the Beeah centre every 6months.
- School furniture are checked once a year. Maintenance work is carried on every year based on the requirement projected.
- Condemned items are disposed to Beeah after the required justifications are made.
- Resource room shall be maintained to store the materials with the stock taken.
- Class room supplies given in the beginning of the year for every teacher are evaluated at the end to know the status.
- Chart papers that are changed as and when required , stored and disposed of wisely
- The electricity bills are monitored by the green team of the school and all stakeholders are educated on the efficient use of resources.
- Checklist and monitoring formats are used to supervise the utility process of electrical gadgets.
- Annual stock checking and comparing the bills etc shall be done to review process and systemize procedures.
- Labs are checked to ensure that safety data sheets are maintained by all the labs.
- Library books are checked to ensure that the resources are used wisely.
- Stationaries bought and used are checked to time to time.
- An analysis is derived based on the usage of resources. Staff are made accountable for the utility of the stationaries taken from the store.
- Books brought by students shall be checked by the class reps, academic leadership team to ensure that they are used wisely.
- Old papers are used for various purposes.
- Meetings shall be conducted with the team in the beginning and at the end of the year to study the progress and development.

➤ **In charges**

- Admin Department
- Academic team

➤ **Evidences**

- Annual Budget along with Pre and post analysis
- Checklists/Formats
- Logbooks/ Ledger books
- Reports / Saved bills / Reviews
- Minutes of the Meeting

LEADING HEALTHY LIFESTYLE

➤ Purpose

The practices established shall enable all stakeholders to understand and seek knowledge on leading healthy life that is vital in producing quality work.

➤ Routines and Procedures

- The environment in and around the school shall be neat, clean and tidy with fresh air.
- Classroom /Washrooms and other rooms shall be maintained in the best of conditions.
- The corridors shall be moped at least three times a day with disinfection solutions.
- Important areas such as medical room, cafeteria shall maintain in high standards so that all stakeholders remain healthy.
- Healthy food that is nutritious and wholesome shall be served for breakfast and lunch.
- The menu, nutritive value and the manner of serving shall be monitored by the Food Committee and the teachers on duty.
- Students shall be trained regularly on Table etiquettes and behavior while eating.
- Healthy life style campaign shall be initiated to enable students to cut down on overeating and eating healthy as well as change their attitude and behavior towards life.
- Classes on first aid, communicable diseases etc shall be initiated for all stakeholders.
- Regular breathing exercises and yoga classes for students and teachers.
- PE classes are used constructively to build good health among the students.
- Regular meetings shall be organized for student leadership team and staff to improve & maintain the school environment.
- Students shall be regularly checked on their turnover and hygienic conditions followed. An analysis shall be done regularly student –wise, to study their health status.
- Summer maintenance and winter maintenance work shall be done regularly to ensure that doors, windows and classrooms are well cleaned.
- Ac’s are serviced every 6months so that none fall sick with respiratory issues.

➤ In chargers

- Admin department
- School leadership team
- Medical Team
- Teacher /Student committee members.

➤ **Evidences**

- Checklists/Formats/Survey forms
- Log books
- Minutes of the meeting.
- Reports and Reviews.
- Documents with regard to procedures used to serve food etc.
- PPT presentation and pictures.

✚ **BEST GREEN PRACTICES (ADMINISTRATION)**

➤ **Purpose**

The established practices shall enable all stakeholders to follow the green practices in all areas of the school functioning, so that everybody leads a happy and healthy life.

➤ **Procedures**

- Potted plants are placed in all strategic corners of the admin area, classroom areas and other vital empty corners.
- Display board borders are artistically cut and pasted using the old magazine papers.
- Students are encouraged to have a green corner in the classroom.
- Stationaries are used wisely. Marker pens / dusters / pens / used papers shall be sent to a recycled center.
- The used carton boxes are either disposed off to recycling center or used by students for artistic work.
- The waste collected in the class as well as around the school are deposited in the recycling containers.
- School shall participate in Green Campaigns that can save energy and water in the school as well as reduce waste.
- Organic garden shall be nurtured and grown by the students in every green patch seen in different corners of the school.
- Classroom Ac's / Chemical used in the labs/ artistic materials etc are checked every 6months to ensure that they are safe and healthy to use.
- UAE Tradition and culture shall be interwoven in all are areas of school functioning
- Used chart papers are disposed of wisely.
- Message boards with Green quotes and thoughts are displayed in suitable corners.
- Values such as sharing, caring and empathy shall be strongly rooted in school projects.
- Classroom audit, cleanliness audit and other kind of audit as per the requirement of the school shall be conducted.
- Meetings are conducted as and when required to study progress and review the process.

➤ **In chargers**

- Admin Department
- Green Committee members (Teachers, Students & Ancillary staff)

➤ **Evidences**

- Minutes of the meeting
- Message boards
- Surveys/Checklists & Formats
- Reports and pictures

✚ **INTEGRATION OF GREEN VALUES & LIFE SKILLS INTO THE CURRICULUM**

➤ **Purpose**

The paper will enable the teaching faculty to integrate the values into the curriculum, instruction and assessment to make students nurture and adopt best green practices.

➤ **Routines and Procedures**

- Framing the unit plans for the Academic year subject –wise by integrating the green values into it.
- Ensuring that environmental issues /concerns are suitably addressed while integrating them with the chapters.
- Connecting school activities with the teaching and develop students analyzing and questioning skills.
- School surroundings shall be used as a rich teaching learning support.
- Simple action research projects shall be taken up by the respective subject teachers to improve the school environment.
- The resources used to impart the skills shall be safe and child –friendly.
- Worksheets and assessment sheets shall have suitable questions related to green values
- Morning assemblies / in-house activities, learning activities conducted inside the classroom shall have the involvement and participation of students to groom their life skills and values.
- Teacher lesson plans, reflections and notes shall integrate the values.
- Assessment analysis shall be conducted to understand the student comprehension and improve the teaching styles.
- Home assignments shall have projects that are connected to values and lifeskills.
- Teacher orientation, workshops and meetings shall be conducted time to time.

➤ **In chargers**

- School leadership team

- Academic team

➤ **Evidences**

- Minutes of the Meeting
- Student work
- Teacher documents
- Reports / pictures

➤ **CLASSROOM MANAGEMENT SKILLS**

➤ **Need and Cause**

The policy paper shall enable students to take positive actions and adapt acceptable behavior patterns that can bring joy and happiness to themselves and those around.

➤ **Routines & Procedures**

- The school shall have the star class of the month to build in the best behavior among all students.
- The reward and sanction system are implemented in every class for students to be the best in their expected behavior.
- Teachers and students shall be trained to use courteous and polite language.
- Sanctions shall be provided in form of cards /memos /suspension letters if the students do not follow the code of conduct and the norms as specified by the school.
- Noise level of the class shall be monitored to be meaningful and purpose driven and suitable signs shall be used in KG and primary to lower the noise level.
- No child shall be made to stand outside the class, even if he or she deviates from the behavior.
- The dos & don't's are placed in every classroom.
- Students shall be given ample opportunities to express their views and thoughts with decorum.

➤ **In chargers**

- Slt members
- Academic Team

➤ **Evidences:**

- Minutes of the meeting
- Charts
- Certificates
- Criteria's used to measure the qualities

- Reports and Pictures

DISASTER MANAGEMENT

➤ Purpose

The Policy paper shall enable all stakeholders to take measures as specified at the time of any kind of disaster.

➤ Routines and Procedures

- School shall maintain proper disaster management equipment's to carry out standard emergency procedures.
- A sense of urgency shall be created by using effective communication system.
- The evacuation plan at the time of any disaster is stuck behind the door of each classroom as well as in the labs and other vital areas.
- All stakeholders are taken on a rigorous training to ensure that everybody knows the plan of action when there is an untoward situation.
- Pseudo practice shall be conducted thrice a year for all classes by ringing the bell and observing if students are evacuating as per the practice.
- The medical team are trained and allotted suitable placements.
- Nobody shall be made to re-enter the building until the 'all-clear' order is given.
- Visitors to school must sign in at administration office so that, in the event of a fire or an emergency in the school, it can be ascertained they have evacuated the building.
- Pupils shall be instructed not to take personal property such as bags, coats etc to the assembly points during the evacuation.
- Special care shall be given to children with physical and mental disabilities.
- Students and staff are educated on the kind of Disasters that can occur and the procedures to be followed during that time.

➤ In chargers

- Admin Department
- Disaster management Team

➤ Evidences

- Minutes of the Meeting.
- Reports /Pictures
- Training materials
- Practice schedules and duty Lists

CAMPAIGNS /PROJECTS AND ACTION RESEARCH POLICY

➤ **Cause and Need**

The procedures will enable all stakeholders to take up projects, campaigns and research that are connected to the needs of the school and society. Stringent procedures are used to ensure that there is participation and production.

➤ **Routines & Procedure**

- School shall encourage the staff and students to take charge of campaigns and projects that are relevant and connected with curriculum as well as enrich knowledge on leading a healthy life.
- The team working towards the projects shall have clear guidelines from the respective staff
- A positive work environment shall be created, so that the project members are active and able to do their work at ease.
- Meetings and workshops are conducted time to time for updating and making the systems and procedures clear to those working with the projects.
- Flexible strategies shall be set for each project, so that students and staff workout with procedures that are productive and useful to all at school and the society.
- Student leaders with their team shall be selected for each project every year to brainstorm, research and execute the projects and campaigns.
- Display boards are allotted for the project and campaign work to be displayed.
- Graph analysis shall be derived to understand the qualitative and quantitative data.
- School shall participate in Community related projects to win awards as well do good to the society.
- An exhibition shall be hosted for the parent community and the visitors to view and understand the work done by the students.

➤ **Responsibility**

- Academic leaders
- Committee members

➤ **Evidences**

- Budget
- Proposal and action plan
- Student work
- Minutes of the meeting.
- Records of analysis /pictures / reports

➤ **SCHOOL TRANSPORT POLICY**

➤ **Purpose**

The steps and guidelines established will enable the stakeholders of the school to board ,travel safety.

➤ **Routines and Procedures**

- Clear instructions are layed down to all stakeholders on the rules and regulations followed by ASPAM school.
- Students shall be monitored not to enter the bus hastily or play in the bus area.
- Rules are displayed in the bus, so that students read and follow the given instructions.
- Bus coordinator shall supervise every day the cleanliness maintained inside the bus.
- Students shall be educated on the danger zone seen around the bus.
- Staff travelling in the bus are given adequate instructions to take charge of the students.
- Bus monitors are allotted for each bus, so that they take charge of all students.
- Students shall be instructed not to distract the attention of the driver by playing in the bus or moving around.
- Students shall be instructed not to stick out their heads and hands outside the window while the bus is moving.

➤ **BUS DRIVER AND THE NANNIES**

- Drivers shall be given adequate tips and guidelines on speed limit, use of hazard flashes, adjusting of rear view mirror, not using the mobile phone or radio while driving
- Nannies shall have a workshop and talk programs time to time on their role in the bus.
- All buses shall have a first aid box and fire extinguisher in the bus. Nannies shall be trained on the first aid to be done in the bus, in case of untoward situation.
- The golden rules of the Emirates Transport shall be displayed in a suitable corner for the bus drivers and nannies to take charge of duties as given.
- Meeting calendar shall be framed to discuss on challenges, opportunities and any other area of concerns.
- Annual performance appraisal shall be done for the cleaners, nannies and drivers.
- Best practices such as displaying the drive of the month or ancillary staff of the month will be followed with proper evaluation checklists.
- Transport department shall excel in their performance and apply for the RTI award in the Emirates to show that they are the best.
- Annual reviews, reflections shall be done time to time to improve process and procedures.

➤ **Responsibility**

- Admin Department

➤ **Evidences**

- Display board with the golden rules
- Minutes of the meeting.
- Reports /pictures
- Reviews and action plan

✚ **HOUSEKEEPING – MAINTAINING CLEANLINESS & HYGIENE**

The procedures shall enables the House Keeping department to adopt best practices that can keep the surrounding clean and hygienic at all times.

➤ **Routines and Procedures**

- Staff and students shall be clearly explained on the hygiene standards that needs to be maintained in the corridors, classrooms, washrooms, play areas etc.
- Wash room shall have a display board with instructions for students and staff.
- The cleaning schedule shall be displayed in the washrooms.
- Checklists are used every month to check for cleanliness and hygiene
- Deep cleaning and surface cleaning are balanced as per the requirement.
- A separate cupboard is maintained with all the required materials or cleaning.
- Washrooms including closets sink, and floors are disinfected every day.
- Utility mops are washed and sun dried every day.
- Meetings are conducted with the staff by the Admin Department
- Regular inspections are done by the AO and the other in charges.
- Annual Reviews are done to study the progress/challenges and frame action plan for improvement.

➤ **Responsibility**

- Admin officer
- Foreman
- Helpers/Cleaners

➤ **Evidences**

- Cleaning Schedules
- Minutes of the Meeting
- Reports /Pictures
- Annual Reviews and appraisal forms.

CONCLUSION

The procedures that are set has taken into consideration the requirements of **Ministry of Education, Sharjah**. It shall be reviewed year after year to improve practices as per the expectations and recommendations so that excellent operational procedures are used in all areas of school development and improvement.