

DON BOSCO SCHOOL, KOKAR, RANCHI

SCHOOL CODE: JH 090

INSTRUCTIONS TO TEACHERS/STUDENTS FOR ONLINE STUDIES DURING COVID-19 LOCKDOWN

1. The study materials provided to the students are additional help to them apart from the content material of Extramarks, Ratnasagar and Pearson.
2. The **name list** for each class and section, the **name** and the **contact number** of **class teachers** and **subjects teachers** are uploaded in the website.
3. The **study material** prepared by the subject teachers and the new **class routine** will be uploaded in the school website. Each subject teacher is strictly recommended to be available to the students for clearing the doubts and offering clarifications. Apart from the time schedule of class routine the students can interact with the subject teachers via phone call or WhatsApp messages from 5.00 pm to 7.00 pm.
4. The subject teachers can upload topics for the daily study accompanied by audio explanation or relevant video clips on some particular topic.
5. Students and Teachers are allowed to interact only during the class routine time schedule and from 5.00 to 7.00 pm. Teachers/students are strictly prohibited to interact after 7.00 pm.
6. **The class teachers will form the group WhatsApp after having received the phone calls from the students. The group will include the subject teachers, Principal, Vice Principal and the School Coordinator.**
7. The class teachers will be the Admins of each WhatsApp group.
8. The teachers and students are recommended to interact only on study and subject matters. They are strictly forbidden from discussing personal matters.
9. The students of the primary section can interact with the teachers under their parental guidance.
10. Uploading indecent videos or texting vulgar comments will be severely dealt with.
11. The students are expected to take down notes after following the online studies. They will be assessed on the basis of the notes prepared.
12. The students and the teachers are welcome to give their feedback to the School Coordinator.