



THE EMERALD HEIGHTS INTERNATIONAL SCHOOL

EXCHANGE BOOKLET

INDIA



India is a country where culture echoes, traditions speak, beauty enthralls and diversity delights. The civilization of India is one of the oldest in the World, spanning more than 4000 years and witnessing the rise and fall of several empires, and projecting a unique assimilation of various cultures and heritage.

As the seventh largest country in the world, India stands apart from the rest of South Asia. Bounded by the majestic Himalayan ranges in the north and edged by a spectacular coastline, surrounded by three seas, India is a vivid kaleidoscope of landscapes, magnificent historical sites and royal cities, golden beaches, misty mountain retreats. It is a land known for colourful people, rich cultures, folklore, customs, cuisines, religions and festivities.

Indore is the largest city of Madhya Pradesh state in central India. It is situated on the Malwa plateau at an altitude of 553 m above sea level and is moderately cool with an average annual rainfall of 40 inches. It is the commercial capital of the state. Indore is a cosmopolitan city, which presents a happy blend of a historical past and promises of rapid modernization. Founded in 1715, Indore rose to prominence under the Holkar dynasty.

WELCOME

I extend a warm welcome to the EHIS family. I hope this manual provides you with all the relevant information required to prepare you for the visit to the EHIS. We have formulated certain guidelines, to make your task of preparing the visit easier. The students and the teachers of the institution look forward to International Exchange Student Programme.

We appreciate the enthusiasm and the commitment that candidates show in coming to India and thereby enriching their hosts and themselves.

All Exchange Students are expected to play a full and active role in school life, including the academic programmes. Students will choose from the range of subjects offered at the EHIS. While we will cater to individual needs, we expect visiting students to participate actively both in and out of the classroom.

You may experience a range of emotions during your time at the school. A positive attitude will be vital especially if you face language difficulties.

We very much look forward to meeting you soon and hope that your stay at the EHIS will be rewarding and will set you on a path of positive personal development.



Siddharth Singh
Director



THE CONCEPT OF EXCHANGES

This is very much a part of the Round Square philosophy of leadership, training and encouraging a better understanding of youngsters for each other and their diverse cultures from all over the world. The process encourages self motivation, greater awareness and a free flow of ideas.

We at The Emerald Heights have a large capacity to host exchange students even if the schools they come from are not always able to reciprocate in equal numbers. We are able to host students with our school parents by doing so the exchange students get a better feel of the Indian Culture.

EXCHANGE DATES

RS schools worldwide do not have the same term dates or even the same examination dates. In case of The Emerald Heights the best time to visit us, is in the period from July first week to November last week. This is the time when the school campus buzzes with varied activities. We celebrate most of our festivals and cultural events in the monsoon and winter season from July to December.

We are closed towards end of December and again for the months of May and June. January to March is climatically pleasant but there are less activities as March is the examination month in India. Though, we have received exchange students at this time but there is less for them to do.

It is also our endeavour to show a bit of our country to visitors and we therefore recommend that students coming to us land in Mumbai and exit from New Delhi or vice versa. On our part we would prefer to send our students after their examinations in the period April to July, though we are open to sending them in September and October also.



ABOUT EMERALD HEIGHTS

ACADEMIC INFRASTRUCTURE

The school has laboratories for Physics, Chemistry, Biology, Mathematics, Robotics, Computer, Geography, Quizzing, MUN, Language and Grooming.

INTERNATIONALISM

Through various intercultural student and teacher exchange programs, MUN and Round Square conferences our children discover a new perspective of life. Our programs offer an exposure to the global avenues, thereby offering an opportunity to unearth the culture of other countries.

COMMUNITY SERVICE

Through various community service projects our children develop a generous disposition, nurture ethical and moral values. It makes the children sensitive to the needs of the not so privileged community.

EDUCATIONAL TOURS

These are organised every year during the summer break and are optional. While organising these tours, the kind of educational exposure given to students is kept in mind.

LEADERSHIP

Every year the student council is appointed and the prefects shoulder responsibilities to enhance their leadership skills. The school conducts various inter house competitions throughout the year to ensure that children get platforms to participate and exhibit their talent and bloom.

CAREER GUIDANCE

The school runs a state-of-the-art career counseling and guidance cell which helps the students in gaining an insight into different career options. We host various foreign and Indian universities over the year.



ACADEMIC INFRASTRUCTURE

SENIOR SCHOOL

The senior school building is the oldest on campus and consists of forty nine classrooms, two lecture halls, mini auditorium, MUN center, career counseling and guidance cell, resource centre, board room, main lobby, the administrative offices and laboratories for physics, chemistry, biology, robotics and computer.

PRIMARY SCHOOL

The primary school building is endowed with various additions and upgradations, making it one of the biggest buildings on campus. The primary school has forty five classrooms, four lecture halls, central library, infirmary, laboratories for computers, Mathematics, Geography, languages, quizzing, etiquettes and a central mess with a capacity to accommodate 1000 students.

PRE-PRIMARY SCHOOL

The Emerald Heights Foundation School, this is the unique and scenic building on

campus and is a home to our tiny toddlers. The building consists of twenty four classrooms, play area, montessori laboratory, mini theatre and smart classes to infuse curiosity in young minds.

LIBRARY

The new resource centre cum library has a collection of a wide range of around fifty thousand books from across the world. The library is equipped with audio visual technology and internet facility which help the students as the teachers make the sessions highly interactive and collaborative. The library is double storied and centrally air-conditioned. It also has a small theatre for dramatics and presentation for research work.

MINI AUDITORIUM

The school has a mini auditorium which is used to promote various cultural and literary talents.



INDORE

Located on the banks of River Saraswati and River Kanh, Indore charms one with its hospitality, bustling bazaars, and unique gastronomic delights. Called the 'Commercial Capital' of Madhya Pradesh, this city is also rich in history and architecture. It has a abundant to offer to a nature lover or a tourist with an eye for architectural excellence. A perfect blend of the modern and traditional, this city has created its own vibrant and distinct identity. Perched on the Malwa plateau, the city is blessed with a pleasing weather all year round which makes it convenient to explore it throughout the year. A trading hub between the Deccan and Delhi in the 16th century, the city of Indore was initially developed by Rao Nandlal Mandloi of Kampel, a Zagirdar of the Mughals, in mid-1710. Devi Ahilya Bai Holkar, and later Holkar rulers, with their keen interest in education and planning, gave it the shape of a modern city.

RAJBADA PALACE- The seven-storeyed royal residence of Holkar dynasty, was built in 1747 AD by the founder of Holkar dynasty, Malhar Rao Holkar. The majestic structure is a blend of Maratha, Muslim and French styles of architecture and is a fine example of the grandeur and architectural skills. Burnt thrice, the last being in the year 1984, the palace was rebuilt many times.

LALBAGH PALACE- Each room of this majestic royal residence, spread over a sprawling 28 acres, speaks of the grandeur of the later Holkar rulers. An example of architectural magnificence, this palace is named thus as it once had one of the best red rose gardens in the country.

And other famous places to visit- Khajrana, Kanch Mandir, Sarafa, 56 Shops, Krishnapura Chhatra, Central Museum. Being the only city with premier institutes of Management Indian Institute of Management and Indian Institute of Technology, Indore, the traditional city with modern outlook, definitely leaves an indelible mark on its visitors.



MANDU

Most of the beautiful things in this world are hidden, enigmatic and less-known. It is as if the beauty wants to reveal itself to only those who can behold it, admire it and then cherish it.

Mandu is one such place, which is the epitome of cultural, historical and architectural heritage that our ancestors seemed to have left behind .

The largest fortified city of medieval India with a wall encompassing it has 12 major entry gates or darwazas. Endowed with natural beauty in abundance, Mandu is at its best during the monsoon season from late-June to September. Built on a plateau of Vindhya Mountain ,around 37 miles in circumference, surrounded by a wall, ruins of this fort tells stories which span at least 14 centuries.

Mandu is unique in many sense, with palaces like the Jahaz Mahal and Hindola Mahal, lakes, attractive canals, Turkish baths, ornate pavilions, and other architectural wonders providing a glimpse of Mandu as a pleasure resort with extravagant festivities under them. At the same time it has a magnificent tomb of white marble (the architectural inspiration for Shah Jahan's Taj Mahal, two centuries later) and Jama Masjid, both of which still exist in good condition.

With most efficient rainwater harvesting system of past, the Jahaz Mahal at Mandu is known for an elaborate rainwater storage tank which not only harvested the rainwater but also provided a soothing climate around the palace. It had system of curlicues for filtering the rainwater and set of wells and baoris to store the filtered water. The water also fed two ponds (Munja Talab and Kapur Talab) at both the sides of the palace.



MAHESHWAR

An old caretaker who looks after the palace of Devi Ahilya lovingly, keeps telling the visitors to speak quietly and not to litter the place “Ahilya Bai was a Devi. This is not a Rajwada, this is a Mandir,” that’s his belief.

Interestingly the same belief was shared by Joanna Baillie, a Scottish poet and dramatist, who said this of Ahilya Bai in 1849 (published 1904):

*“For thirty years her reign of peace,
The land in blessing did increase;
And she was blessed by every tongue,
By stern and gentle, old and young.
Yea, even the children at their mother’s feet
Are taught such homely rhyming to repeat
“In latter days from Brahma came,
To rule our land, a noble Dame,
Kind was her heart, and bright her fame,
And Ahilya was her honoured name.”*

Ruling the province of Malwa for 28 years, Devi Ahilya set up her capital at the ancient city of Maheshwar on the banks of the Narmada River, built magnificent temples, divine bathing ghats, established several industries and endowed it with a place of pride on the economic and cultural map.

During her time Maheshwar became a Centre for literature and arts. She patronized many sculptors, artists and craftsmen, and helped them settle in Maheshwar.



CURRICULUM

We offer the following curriculum for all our exchange students.
They must study at least five of the following subjects:

SCIENCE

English, Physics, Chemistry, Mathematics, Biology, Physical Education and Computer Sciences

COMMERCE

English, Business Studies, Accountancy, Economics, Mathematics, Computer Sciences, Entrepreneurship and Physical Education

HUMANITIES

English, Political Science, Geography, Economics, Computer Sciences, Entrepreneurship and Physical Education

The School also offers AP courses in all subjects
and is the open test centre for SAT and AP administration.

Get Ready for the Challenge

Welcome to your home away from home. Exchange students are welcome to participate in all the school activities and experience the diverse cultural activities of the country. We love to take them out on school field trips, camping expeditions, educational excursions, school trekking, other adventurous activities. Indore and the surrounding areas has lots of opportunities for outdoor activities.





CASCADE OF SPORTS ACTIVITIES AT EMERALD HEIGHTS

CRICKET- The school has two international standard cricket grounds. We host Ranji Trophy matches every year. The school has produced good players in the past and hopes to continue the same in the future.

FOOTBALL- The school has four football grounds where we host numerous tournaments through out the year. The school football team wins various tournaments regularly and is one of the best school football teams in the country.

TENNIS- The Emerald Heights is the first school to introduce deco turf courts in Madhya Pradesh in the year 2000. Now, the school has six state-of-the-art deco turf courts and three clay courts where students are trained to excel in tennis.

TABLE TENNIS- We have built a table tennis hall with twenty five tables in the sports complex and also have placed tables in the residential houses. This is a very popular sport among students and they make full use of the facility.

BADMINTON- The school has nine badminton courts with wooden flooring in the sports complex. The school team performs well in this racquet and shuttle game.

SQUASH- The school has six glass back squash courts. The squash team has created a position for themselves at the national level.

SWIMMING- The school has a twenty five metres swimming pool and the depth ranges from 4 to 16 feet. The school believes that swimming can help save a life someday, keeping this in mind it is compulsory for all the students to learn swimming.

BASKETBALL- The school has four hard courts and two turf courts. The school teams have constantly performed well in state and national level tournaments.

VOLLEYBALL- The school has three volleyball courts and the students participate in all the tournaments associated with the sport.

CHESS- The school has a computerized chess room with the latest software. We know that playing chess keeps the mind sharp, keeping this in mind chess is compulsory for all junior classes. The school team has consistently performed well at all levels.

RUNNING TRACK- The school has built state-of-the-art running track of 400m. We are one of the few schools in India to provide infrastructure for athletics.

GYMNASIUM- The school has gymnasium with all the latest machines for weight training and cardio exercises. This is used by senior students.

SKATING VELODROME- Keeping alive our international standard and our tradition of giving our students the best of the facilities we have recently introduced Skating Velodrome. The students regularly participate in national level skating competitions.

NCC- The school has two wings of NCC, The Air Wing and The Army Wing. Every session students enroll for NCC and are trained for two years followed by an NCC camp. The cadets are given basic military training in small arms. The goal of the organization is to engage and groom the youth of the country into disciplined and patriotic citizens.

OTHER SPORTS- The school also has facilities and regular classes for Billiards, Golf, Handball, Gymnastics, Judo, Yoga, Taekwondo, Throw ball, Net ball, Shooting Hockey, Roller Hockey

OTHER DISTINGUISHING ACTIVITIES- Adventure Park, Dance, Instrumental Music, Vocal Music, Art Studio, Craft Studio, Sculpture Studio and Digital Art Studio



EMERALD HEIGHTS STUDENT GUIDELINES AND EXPECTATIONS

Below are a few things that you need to consider carefully and understand.

While on the exchange you are acting as an ambassador for Round Square and more specifically your school and country. This is a position not to be taken lightly, as your time spent with host schools leaves a lasting impression and one that will affect future project proposals. To help you with this, read and understand the following points and why they are in place.

- a) Students must abide by the regulations of the host school concerned.
 - b) The student must act positively as a member of the school and fulfill responsibilities and perform duties appropriate to his or her age.
 - c) While visiting the host country, the student must abide by its laws.
 - d) The student may be permitted to travel only when a staff member, host parent, accompanies him or when participating in an organised trip.
- e) Students must have comprehensive travel and medical insurance for the duration of the exchange.
 - f) Students must be present for all meals. A special diet will be provided to exchange students on request.
 - g) Discipline matters must be reported to the President, Principal, RS Rep or YRS Rep.
 - h) Illness or any injury must be reported to the nursing assistant.
 - i) If a student engages in any of the following acts during the period of the stay, he/ she may jeopardise the continuation of his/her role in the school and it may be decided that the best course of action by the host school would be to return the student to his/her school. Only the Head of the school has the power to send away a student from the school in case of persistent intolerable behaviour.

At any other time it is with the permission of the parent.



THIS MAY INCLUDE THE FOLLOWING:

- 1** Driving a motorcar or motorcycle without permission.
.....
- 2** Regular absenteeism from class without appropriate reason.
.....
- 3** Possession or use of a narcotic drug.
.....
- 4** Drinking alcoholic beverages or smoking.
.....
- 5** Breaking other published or explained rules and regulations of the host school.
.....
- 6** Unless they are given official permission, from RS or YRS Rep, to go elsewhere they will not leave the campus.
- 7** Since cultural differences do exist, understanding and tolerance are very important traits that you must demonstrate always.
.....
- 8** At the end of the day – common sense rules.



MANAGING EVERYDAY AFFAIRS AT EMERALD HEIGHTS

UNIFORM

Please check your uniform before you leave the Boarding / Home in the morning. It should be clean, ironed and as per regulations. Shoes should be polished, and missing buttons and opened out stitching should be attended to personally.

Boys should maintain a reasonable length of hair and have regular haircuts. Long side burns or long hair at the back of the neck are not permitted. Beards or stubble growth are not allowed and regular shaving must be done as necessary. Finger nails must be kept clean and clipped short.

When going out of the campus, the regular prescribed uniform must be worn by all the exchange students.

ELECTRONIC DEVICES

Exchange students are allowed to use school facilities to send and receive E-mails or Skype with their parents and friends. All students are expected to use computers responsibly. To protect the school network, it is not permitted to download games and programmes or put copies of games in the school computers. To protect you, chat rooms, pornography and other unsuitable sites

are forbidden. The school server records sites visited and regular checks are made to make sure the rules are followed.

ACADEMICS

The school staff will assist the exchange students in the beginning to select the most suitable subject combination. The students will get an opportunity to visit classes before choosing their suitable subjects. An individual time table is always made for the exchange students. After a comfort level is reached the exchange students are expected to attend all the classes and participate in all other class activities, projects, home assessment etc. The students are also expected to participate in inter-house literary, cultural and sports activities. The students are also expected to participate in inter-school activities as per their abilities and their interests.

SUPPORT

The school provides all possible support all throughout the stay. The RS Rep, host family and the boarding staff will support and take care of the student during the stay. The school appoints a counselor for every exchange student to understand and explain intercultural differences to the students.



MONEY MATTERS

During the course of their stay the exchange students are not liable to any tuition, school outing or boarding fee. It is for the student and the biological parents to decide about the amount of money to be spent. The students are suggested to shop for souvenirs or Indian handicraft during their stay preferably when they go out with their host families. Most of the currencies can be exchanged in Indore but the students are advised to carry ATM/Credit Card which may be VISA or Mastercard. Foreign currency can be exchanged for Indian Rupees at all International airports.

TRAVEL MATTERS

The school provides all necessary documents for obtaining visa. The student needs to share the travel arrangements as soon as possible. The students are advised to share mobile numbers, email ids, so that the RS Rep is aware of the whereabouts. All exchange students will be received by a member of Emerald Heights staff, host family and host sibling at the Indore airport. All this is done by prior arrangements through the RS Rep.

PACKING LIST

The student will be furnished with all school supplies including text books,

exercise books, note books etc. along with stationery and backpack. School and sports uniforms along with shoes and school swimming costume will be provided to all exchange students. Toiletries and utility items will also be provided by the school.

The exchange student can carry their personal clothes like a couple of T-Shirts, Jeans, Track Suits, Sweat Shirts, Night Clothes and shoes.

WEATHER

Indore generally is a warm place. In winter season ranging between November to February the temperature remains between 20 to 30 degree Celsius whereas in summers it may go to as high as 40 degrees. July August and September are the months of moderate rainfall.

EXCHANGE FORM

Once the exchange has been confirmed the students need to complete attached Exchange Student Application form and mail it to the RS Rep.

MEDICAL INSURANCE

The exchange students are expected to take a travel and medical insurance before they leave their country.



FOR THE PARENTS

The parents should be totally involved in the preparations of the child embarking on exchange programme.

During the process they should read all the exchange material and participate in the entire process of Visa. They should be looking into the packing list carefully and keep copies of all the documents like prescriptions, visa, passport. They should also speak with the local school administration extensively and attend all orientations if organized before the child's departure. They should also study about the host country to gain perspective on the student's experiences abroad. They should limit their communication with the student so that he is involved and is comfortable in the daily life in the host country and quickly moves out of the homesickness span. This helps exchange students integrate into their host country's

culture. The members of the school community can answer questions and provide support if necessary. Parents or guardians should stay in touch with the RS reps while their child is on the exchange programme.

The school strives to create and maintain a safe atmosphere for the exchange students through a support structure.

All schools have RS and YRS Reps who maintain a regular contact with the exchange students. We at Emerald Heights International School assign two counselors to the Exchange students. One is a local student counselor and the other is a teacher counselor. They are both in regular contact with the exchange students and curate regular reports on their meetings with the exchange students.



CONTACT



THE EMERALD HEIGHTS INTERNATIONAL SCHOOL

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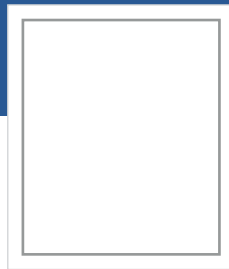
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STUDENT EXCHANGE FORM

General Instructions:

- i) *Print and fill the form completely.*
- ii) *The filled and scanned copy of the form should be received by the school before the arrival of the exchange student.*



SECTION A: PERSONAL INFORMATION

NAME

.....

GENDER

.....

NAME OF THE SCHOOL

.....

COUNTRY OF BIRTH

CITY OF BIRTH

.....

PASSPORT NUMBER

PASSPORT EXPIRY DATE

.....

NATIONALITY

GRADE STUDYING IN

.....

HOME ADDRESS

.....

HOME TELEPHONE

.....

FATHER'S NAME

.....

MOBILE No.

.....

E-MAIL ID

.....

MOTHER'S NAME

.....

MOBILE No.

.....

E-MAIL ID

.....

TEACHER IN CHARGE

.....

MOBILE No.

.....

MAIL ID

.....

SECTION B : MEDICAL INFORMATION

1. Are you allergic to the following:

i) Any medication : _____

ii) Any food : _____

iii) Any pet : _____

2. Please list if you have had any of the following (including the dates

i) Injuries : _____ ii) Fracture : _____

iii) Surgery : _____ iv) Hospitalization : _____

v) Tetanus injection : _____ vi) Hepatitis B : _____

3. Any history of the following, Please check if applicable:

☐ Chicken Pox ☐ Mumps ☐ Diabetes ☐ Asthma ☐ Heart Condition

SECTION C : DOCTOR'S HEALTH CERTIFICATE

I have examined _____ and find him/ her to be in good health and able to participate fully in all programs at The Emerald Heights International School.

If there are any restrictions or exceptions, please specify:

Date: _____

Name and Signature of the Doctor

SECTION D: MEDICAL TREATMENT AUTHORIZATION AND LIABILITY RELEASE

I the undersigned parent or guardian, give consent to The Emerald Heights International School and its employees to provide or arrange for the provision of any necessary or emergency medical treatment for my son/daughter; and release the school and its employees from any and all claims and liability arising in any way out of its exercise of its authority. I give permission for the health centre and its staff to administer/ provide all necessary treatment required.

I understand and agree that all medical bills will be forwarded to me or my insurance company, and that it is my responsibility to see that such bills are paid.

I agree that the relationship and resolution of any and all disputes arising from medical treatment provided shall be governed by and constructed in accordance with the laws of the State of Madhya Pradesh, India. Furthermore I agree that if I commence any legal proceedings with respect to medical treatment provided, it will be done so only in the state of MP, India. This consent will remain in effect unless and until it is revoked by me in writing. I declare that the medical information provided is complete and accurate to the best of my knowledge.

Date: _____

Parent/Guardian

SECTION D: PARENT CONSENT FORM

I hereby give permission to my ward _____ From (Name of the School) _____ to go on an exchange program to The Emerald Heights International School, Indore (MP), India.

From (dates) _____ to _____.

Name and Signature of Parent (Father/ Mother)





THE EMERALD HEIGHTS INTERNATIONAL SCHOOL

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KNOWLEDGE PARTNERS

