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DRAFT TRANSLATION
EDITED
OF PRIMARY SCHOOL
SANITATION MANUAL
FOR PRIMARY SCHOOLS.

*Training Manual
for
Primary school teachers*

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CHAPTER - I

Rules for Using this Manual

Introduction :

The success of the implementation of sanitation program depends on the proper use of this manual. The teacher know how to communicate with the students. Each teacher acts as an efficient means of communication. Keeping regards on these capabilities of the teachers, the volume of this manual has been made brief incorporating only the very important relevant topics. The role of the teachers is enormous in implementing this program and hence they should know the rules to use this manual properly

Syllabi :

This training manual has been prepared for the primary school teachers. Altogether three chapters are included.

The first chapter deals with the role and behavioral change as well as skills development in communication of teachers and students in the development of sanitation, cleanliness.

The second chapter has 17 different topics. These are about how to bring in behavioral changes of the students in matters of diarrhoea, sanitary latrine, tube-well water, hygiene and environment.

The third chapter has discussed the methods on how to create awareness among the guardians and members of the school managing committees of the schools, Parent, Teacher Association to discharge their responsibilities in maintaining sanitation and cleanliness. Mention has been made about how the teacher should monitor the village sanitation scenario as well as the filling of monthly report format

Course Teaching objectives & duration :

Each lesson has been designed to achieve specific objectives. To this aim teachers may adopt more than one teaching techniques. Although there is a time limit for each lesson but the time may be relaxed

Teaching materials :

Teaching materials help both teachers & students in having the messages across. Therefore, the use of appropriate material in right time has to be ensured. The latrine & the tube-well are permanently set in the school compound. The other necessities are Badna, Bucket, Broom, Soap/ash and Poster. The teachers shall first show which materials are used in cleaning the latrine. Later they would ensure that the students demonstrate practically the knowledge they have achieved out of the lesson. Some of the activities have been illustrated

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In the posters The teachers should have clear idea about the message so that they can explain them well in the class.

Teaching Methods and Techniques :

Teachers should adopt different teaching methods, so that the students do not get bored by long lectures Use of audio visuals, discussions, group discussions and demonstration are commonly used in teaching these days. To teach about sanitation the age, experience, aptitude of the students, time and subject of teaching, are duly taken into account It is advised to follow discussion, demonstration and practical exercise.

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Discussion :

While presenting a new topic, the teachers instead of giving a long talk may write question-answers to the board and ask the students to participate in the discussions.

Group discussions :

Group discussion is very useful in getting out new ideas & opinions for the students. Usually, a team is composed of 5-10 members under a team leader the teachers ensure the participation of each member of the team.

Demonstration :

To give real ideas, the teachers show new things by displaying & explaining them practically.

Practical Exercise :

Topics that the students have to do themselves are done by practical classes. The students are taken to the fields and shown how to use sanitary latrines, tube-well & the cleaning of water tanks.

The teachers would encourage the students to use their own experiences in such practical classes. The students would be allowed to ask questions and find the answers themselves. It would enhance the confidence of the students. Since the subject is related to their day to day life, they would get interest in it and try to adopt in their personal life.

Rules to use teaching materials :

- Keep required materials with you (Poster, Flip Chart, Oresaline preparing materials, etc.) while teaching.
- Maintain the sequence of using materials
- Select suitable place for demonstrating materials
- Give time to the students to understand the importance of the content of materials.

Preparation :

The success of a teaching program lies greatly on the preparation of teachers. Teachers should know well the syllabi, study objectives, duration, teaching methods, course management and the evaluation techniques. If necessary they can hold mock lectures beforehand.

Lesson Conduction :

The objective of the sanitation program is very simple. Tube-wells & latrines are in the school compound. Students shall be taught that they must drink tube-well water, use sanitary latrine and keep the tubewell & latrine clean. They will keep their class rooms, school compound & own houses very neat & clean

Teaching Evaluation Technique :

Evaluation of teaching is helpful for both students & teachers. The teaching is effective if the objective is achieved and the students can translate their knowledge in daily life. If that fails, then the lapses have to be identified, corrected & reconducted. One success index of teaching is positive change of behaviour of the students. Only proper evaluation of teaching performance can ensure this success.

hoe kan je dit meten

Role of teachers in promotion of sanitation and hygiene within the school & in the community :

- i) Realize that sanitation program is an integral part of maintenance of health.
- ii) Impart a clear idea about the subjects and lessons for sanitation program to be studied by the students while teaching
- iii) Use easy language and encourage the students to ask questions.
- iv) Motivate the students and others to use tubewell water extensively
- v) Motivate students to use tubewell water for all purpose and ensure the maintenance of the sanitary latrine
- vi) When necessary, apply mobile oil in the nuts & bolts of the tubewell.
- ? vii) Repair tubewell immediately whenever necessary
- viii) Make the students aware to Personal cleanliness and environmental hygiene. Help them to maintain health orders. Observe their behaviour while practicing the above mentioned rules.
- ix) Distribute the duties among the students of cleaning the water tanks. The teachers would also participate and supervise such works.
- x) Keep the school latrines locked after the school time and request the local people to cooperate
- xi) Create awareness among the members of the school management committee, Teachers-Parent Association, Union Parishad Chairman, local leaders & other people about sanitation program and its effectiveness.

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Role of student in promotion of sanitation and hygiene within the school, to their family and neighbourhood :

- i) Use sanitary latrine, Never defecate in open places
- ii) Pour sufficient water after defecation
- iii) Pour Water after urination as well
- iv) Keep the water tank always filled up
- v) Keep an eye that the tube-well is not out of order.
- vi) Cooperate teachers in proper use of sanitary latrine & its maintenance.
- vii) Keep the school compound clean
- viii) Follow hygiene practices with all your family members.
- ix) Request the neighbours to follow hygiene practices.

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Roles Van
'Rotating
Youth Club'

Role of Teachers in motivating the students to adopt the habit of use of sanitary latrine and change hygienic habits to influence a healthy life.

The teacher will impart lessons of this manual regularly in the class. He/She will monitor the personal cleanliness of the students like both hands, nails, teeth, diseases in the assembly before the classes resume. She will also observe whether they are using sandle/chappal. Neatness and cleanliness will be praised and awarded in the assembly/publicly on the contrary, those who will be found unclean i.e. dirty hands, long nail, wearing dirty cloth and not wearing sandle, the teacher can call them individually and advise them. Teacher will explain the hygienic use of the school latrine. He/She will monitor whether they are using school latrine properly. If they fail to use the latrine properly teacher will sympathetically make them understand how to use it. Teacher will continue the responsibility to disseminate the messages until the students change their behaviour. The students will be asked to disseminate the messages of sanitation and use of sanitary latrine to their parents and other members of the family. He/She will monitor whether the students are able to communicate those messages. If the students fail to communicate with their family or the members of the family do not practice hygiene habits then teacher will ask the students over and again to try.

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Role of students to motivate the family, para (own locality) in promotion of sanitation and cleanliness.

- Students will set precedence keeping herself/himself clean. They will request family members & other to lead a good sanitation and hygienic clean livelihood. (PolPod)
- They will try to emphasise the usefulness of good sanitation and hygiene leading healthy and clean livelihood among the local elites, owners of the tea-stalls and peoples from all walks of life.
- They will contact different popular media e.g. actors, performers, singers, folk singers, jari-singers, canvassers. These people will effectively focus on promotion of construct and use of sanitary latrine, washing hands with soap/ash before eating and after defecation.
- Religious leaders specially Imams, Madrasah teachers, priests can also play a vital role in promotion of these messages. With this in view, student will contact them to talk about sanitation and hygienic habits so that they can motivate people to build up hygienic practices in their everyday life.

CHAPTER 2.0

- Lesson 1 (a) : Definition of Sanitation and Practice of hygienic habits.
- Objective : Student will be able to know about sanitation and practice the hygienic habits.
- Time : 20 minutes.
- Methods : Discussion and demonstration
- Materials : Tubewell and Latrine of the school.

Discussion Topic



Sanitation Means

To practice the habits of being healthy and keep safe from germs of harmful diseases .

It is necessary to practice the following habits .

- Use of tubewell water for all purpose
- Use of sanitary latrine properly.
- Practice personal hygienic habits
- Keep the environment clean

Why sanitation Practice ?

Open water such as Ponds and Rivers are easily contaminated with dirty, rotten things. We also contaminate the water source by washing dirty clothes, utensils, taking bath or bathing cattles. Sometimes hanging latrines are installed on the water source Urination in the water source contaminates those. contaminated water causes diarrhoea, worm, dysentery, cholera etc. Tubewell water is safe as it comes from the bottom of the soil, Drinking and uses of safe water keeps people healthy. Healthy students can give more concentration on study and other activities

Proper use of sanitary latrine keeps it clean and free of bad smell. No body likes to use unclean latrine. So, after every use users will pour water. It should keep in mind that proper use of sanitary latrine ensures healthy life, good habits.



hope we see this
manual to submit

Personal cleanliness ensures healthy life. A clean person is liked by all. Cleanliness is next to godliness. So keep your body and cloth clean always.

No body likes garbage. People have bad impression about the school authority, students or owner of the house if the school campus or houses are unclean. Dirty places are the breeding grounds for germs. Flies, rats, cockroach carry the germs and spread various diseases. To lead a healthy and clean livelihood it is essential to keep oneself clean and one's environment

Lesson Technique : During discussion talk about the four aspects of sanitation.

Take the students around, to show tubewell and latrine of the school

Technique of Learning

Assessment : Ask the students what they know about sanitation and why they will practice sanitary aspects. Try to get the expected answer from them. If they cannot answer correctly, explain the subject over again.

Lesson 1 (b) : Problems of not having latrine in school & Importance of installation of sanitary latrine in school.

Objective : The students will be able to know the problems if there is no latrine. They will also understand the importance of installation of sanitary latrine in school.

Time : 15 minutes.

Method : Discussion & Question Answer

Material : Black Board, Chalk, duster.

Discussion Topics :



Students faces a lots of problem if there is no latrine in school :

- They will defecate in open space or here & there during school hour It will cause bad smell and pollute the environment. Students may go to neighbours house for defecation or urination who will feel disturb.
- Number of absentee students specially girls will increase
- Nobody likes dirty latrine Defecation in open space or around the school spread germs of various diseases.

Importance of Installation of latrine in school :

- Students will not defecate in open space. It keeps the environment clean Use of latrine helps to attain a clean & healthy environment free of bad smell
- Various diseases (diarrhoea, dysentery, worms etc) spreads because of defecating and urinating in the open place, non-use of tubewell water.
- Students will lead a healthy life which makes them to be more energetic in reading or doing other activities.
- Use of latrine in school will keep them to practice and maintain healthy habits. They will motivate the member of their family to practice the habits.
- It is prestigious for all the people of school concern.

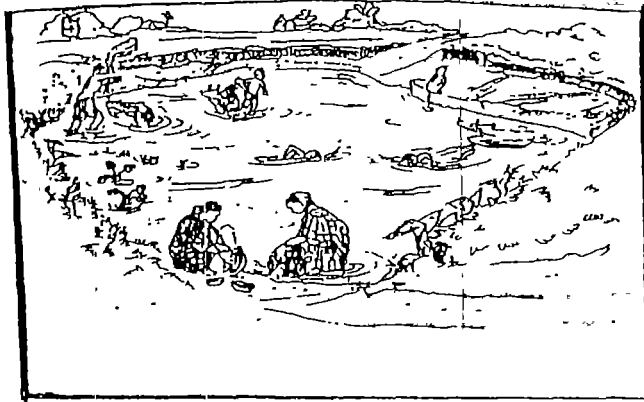


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- Lesson Technique : - Discuss and explain the problems of not having latrine in school
- Ask them about the importance of installation of latrine in school. Explain and make them understand about that
 - Encourage & ensure the participation of the students.

Techniques of learning Assessments : Ask students about the key points in the discussed topics. If they fail to respond repeat and explain again.

By dirty hands and long dirty nails, If hands are not washed properly before taking food or washed by soap or ash after defecation.	Nails are to be cut, hands are to be cleaned before taking food.
If the food is kept uncover. By stale and rotten food.	Food should always be kept covered. Taking fresh food always
Eating green vegetables, fruits without washing	Green fruits, vegetables should always be taken after washing properly.
By drinking contaminated water of canals, beels, rivers and ponds	Tubewell water is to be used in all household purposes. If it is not found, water of canal, river, ponds is to be used after proper boiling and cooling



Lesson -2 : Diarrhoea and its Prevention.

Objective : Students will be able to know :

What is diarrhoea ?

How do the germs of diarrhoea spread ?

How to prevent diarrhoea ?

How the family members and neighbours can be aware on the above issues.

Time : 45 minutes

Method : Question-Answer, Discussion, Demonstration.

Materials : Salt, Molasses, glass, spoon, pot, saline packet etc.

Discussion topics :



To have loose watery motion frequently even defecating once in subsequent amount can be defined as diarrhoea. Mucus, blood or both may be seen in the excreta of diarrhoea patient.

Defecation in open space is very harmful for health. Children excreta is more harmful than adults. It contains more pathogen than adults with same weight.



Causes of diarrhoea	Prevention of diarrhoea
Excreta in the open space can be easily mixed up with the water of canal, beel, rivers, and ponds through rain. Besides, excreta mixed up with dusts frequently enters into human body through breathing.	Everybody should use sanitary latrine.
If the excreta of children and diarrhoea patient is dropped elsewhere, those can be come in contact with the food through hens, ducks, flies and others domestic animals.	To be kept in a ditch under earth or to be dropped into the latrine

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lesjees, dit moet
uitgeleid word in
de geoes

Treatment of diarrhoea :

The simplest treatment of diarrhoea is to take oral saline to replenish the salt and fluids lost from the body. Oral saline should be taken in proportion to the defecation remitting the loss of diarrhoea patient. Oral saline should be provided just after the beginning of diarrhoea.

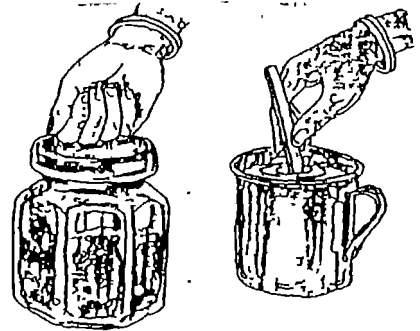
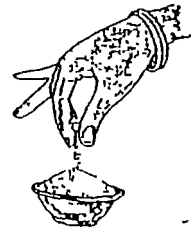
We can get oral saline in two ways · (i) Home made saline (ii) Packet saline.

Home made saline :

- Wash hands with safe water
- Take $\frac{1}{2}$ sher safe water (Tubewell water or cold boiled water) in a pot
- Mix one fist molasses
- Mix a pinch of salt
- Mix salt, Molasses & water with a spoon

Packet saline :

- Wash hand with safe water
- Take $\frac{1}{2}$ sher safe water (Tubewell water or cold boiled water).
- Open the saline packet and pour the powder in the water
- Mix properly with the spoon.
- Once prepared it can be taken upto 12 hours.



*in emergency
any water*

Amount to be taken :

After each loose motion give saline as following doses :

<u>Age</u>	<u>Amount</u>
Less than 2 years	50-100 Milliliter ($\frac{1}{2}$ - 1 cup)
2-10 years	100-200 Milliliter (1-2 cups)
10 years & above	2 cups

Food to be taken by the diarrhoea patient :

- Normal diet according to age.
- Breast feeding
- Children should be encouraged to take as much food as they can eat.
- Give hot food 6 times a day to the children
- Students will discuss about the causes & prevention of diarrhoea, with their own family and neighbours They will demonstrate the steps for the preparation of saline.

Use of Saline :

It is necessary to create awareness among the people to prepare & use saline Students can do this task in leisure time.

Lesson Technique

:



- Explain the causes and prevention of diarrhoea in the class.

- Demonstrate the steps for the preparation of saline.

- Help the students to prepare saline in hygienic way.

- Advise students to disseminate the message of causes & prevention of diarrhoea to their family members & neighbours

Technique of

Learning Assessment

:

- Ask question about the discussed subjects.

- Keep a watch on the students who practice the preparation of saline. If they fail to answer or miss the sequence of preparation of it then repeat & explain the whole subject over again

Lesson 3 (a) : Definition of Sanitary Latrine

Objective : Students will be able to know and explain about sanitary latrine.

Time : 30 minutes

Method : Discussion and demonstration

Material : Latrine of the school

Discussion Topic

Sanitary latrine means that there is a pit in the ground, so that all excreta can be kept inside and there is a platform with a hole on the pit so that children and adult can squat easily when defecate.



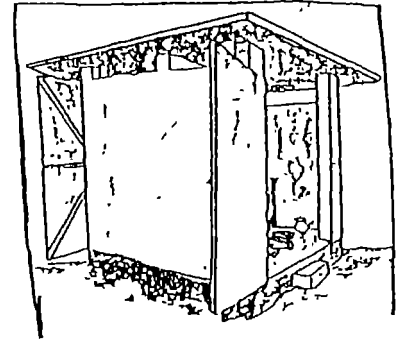
Sanitary latrine does not :

- spread the germs of diseases
- pollute environment
- reveal the excreta
- spread bad smell of excreta
- allow mosquitoes, flies, insects, poultry and other animals to go near excreta

Unhygiene latrine means the latrine where children or adult defecate in the open or a latrine where the excreta remains open on the surface of the ground or hanging over a pond or river.

Unhygeinic latrine:

- easily spread the germs of disease.
- pollute environment
- excreta remains open
- spread bad smell of excreta
- excreta comes in contact with mosquitoes, flies, insects, poultry & other animals
- makes people to be sick e.g. diarrhoea



Hanging Latrine :

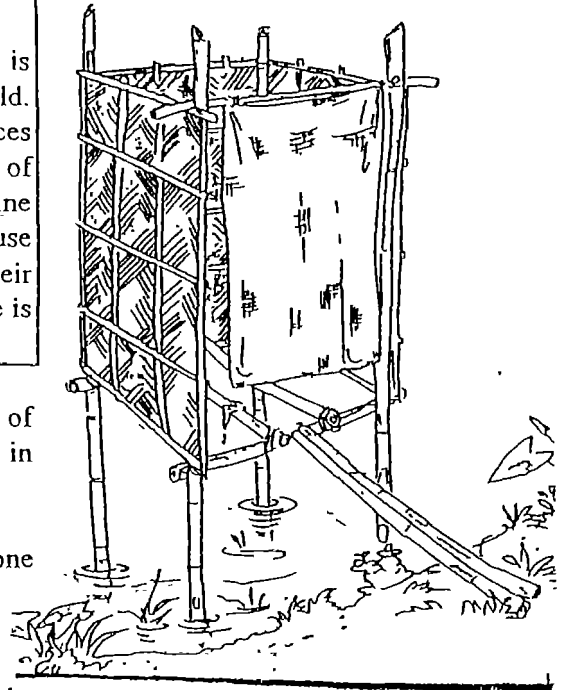
Hanging latrine means the latrine which is hanging over the river or canal or beel or field. The students may not have seen it. Water sources easily contaminated by the fallen excreta. Users of that water becomes sick So, the hanging latrine should not be used Advise students not to use hanging latrine Ask them to request their neighbors not to use that type of latrine. If there is any demolish it.

Lesson Technique : - Take the students to the latrine of the school and show them in small group

- Explain the discussed topic one by one.

Techniques of

Latrine Assessment : - Ask question to a few to the students to check their level of understanding If they fail to respond correctly, explain it over again



Lesson 3 (b) : Importance of using Sanitary Latrine

Objective : Students will be able to know and explain about the importance of the use of sanitary latrine.

Time : 30 minutes

Method : Question-answer & discussion

Material : Blackboard, chalk & pictures relevant to the lesson.

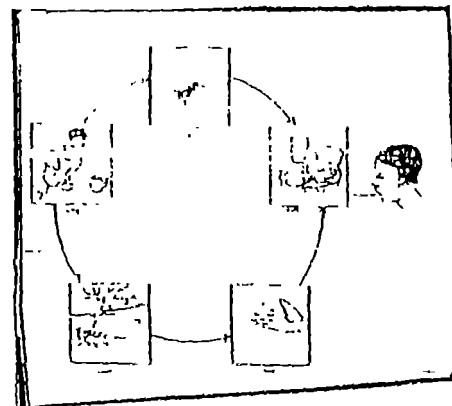
Discussion Topic :



The germs of diarrhoea, dysentery, worms and many other diseases are transmitted to others through the excreta. When flies, mosquitoes sit on excreta they carry germs and spread it by sitting on uncovered food. If we walk bare footed hook worms may enter our body through the bare skin. Besides, if we defecate or urinate in the open space it pollutes water sources. Drinking this water causes diarrhoea, dysentery, worms & various other diseases.

Use of sanitary latrine ensures :

- Non-spread of diarrhoea, dysentery, worms and other diseases
- Purity of air and water
- Clean environment
- Cleanliness of premises of homes and school.



Lesson Technique

- Review the main points of the previous lesson and check whether they can recall/remember those points.
- Ask them where they defecate during school hours and whether they face any difficulties in this respect.
- Draw the picture of the right side on the blackboard & discuss that, defecating in open will spread diarrhoea, dysentery and worms
- Explain the importance of sanitary latrine.
- Take assurance from the students that they will use the latrine of the school during school hours

Technique of Learning Assessment

- Ask questions and try to get the correct answers from them. If they fail to respond correctly discuss the subject over again.

Lesson 3 (c) : Definition of water seal latrine, the steps to construct and buying of slab, pan & ring.

Objective : Students will be able to understand :

- how to install Waterseal latrine
- where to buy the slab with pan and ring.

Time : 45 minutes

Method : Question-answer, discussion & demonstration.

Material : Model of a Waterseal latrine

Discussion Topic :



Waterseal latrine is a low cost and a type of latrine which is installed :

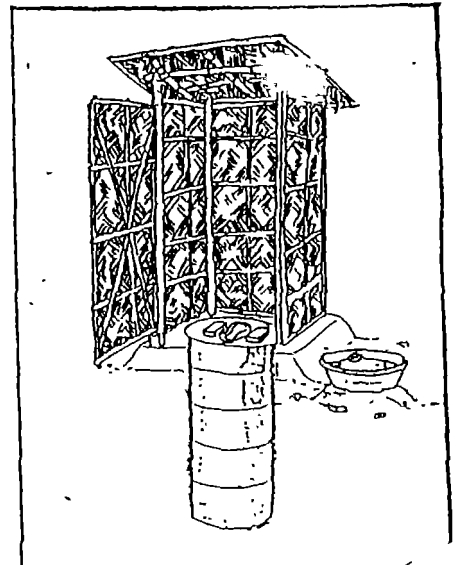
- Firstly by digging of hole.
- Ring should be placed properly on the hole
- Slab is to be placed properly over the ring on the top of the ring.
- The latrine can be cleaned easily
- When the pit is filled up with excreta, the ring and the slab can be placed in another place in the same way

Where Water-seal latrine is to be installed :

- In the backyard of the homestead, on the top of the hard soil.
- In sandy soil, atleast 10 meter or 21 hands lengths away from tubewell, well and ponds.
- In clay soil it should be 3 meter or 6.5 hands lengths away from tubewell, well and ponds
- Away from drain or ditch

How to construct Water-seal latrine?

- To dig a hole draw its circumference
- Place the ring where the latrine is to be installed.
- Mark the inside circumference of the ring with a stick.



Lesson 3 (d) : Definition of Pit latrine and steps to construct.

Objective : Students will be able to know how to install pit latrine and steps to construct

Time : 45 minutes.

Methods : Question-Answer, Discussion & Demonstration.

Material : Poster of pit latrine, Model of pit latrine.

Discussion Topic :



Advise the parents and the guardian of the students who have no sanitary latrine to make pit latrine and use it in a hygienic way

What is pit latrine ?

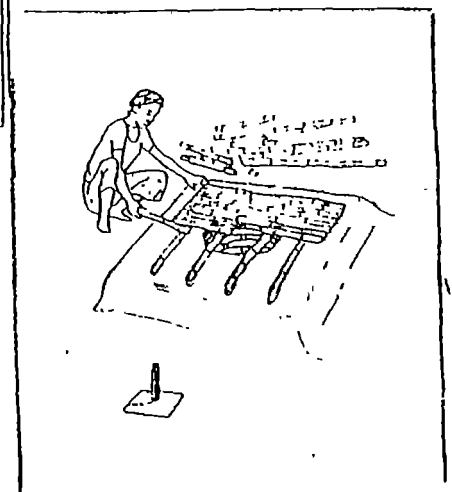
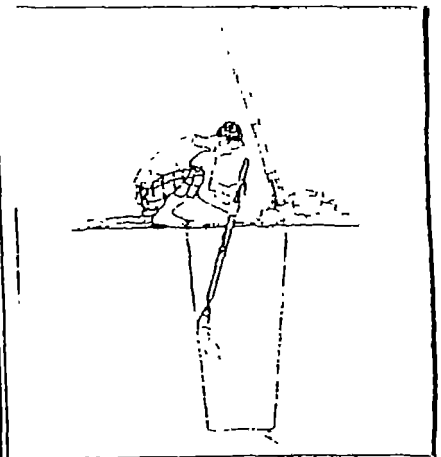
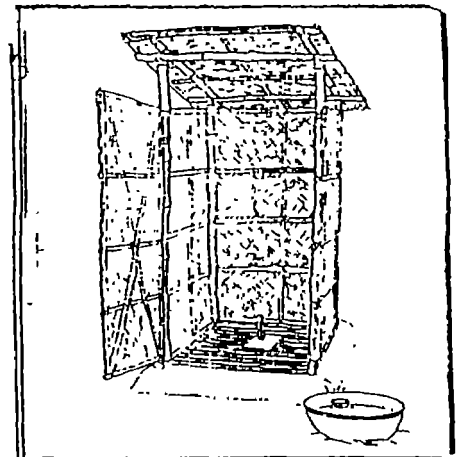
- This can be made by oneself
- It can be built by digging hole in the soil.
- Excreta remains covered.
- It can be made with easily available materials and tools (i.e. bamboo, wood, string branches, pillar, spade, shovel, basket, rope etc.)

Where to install pit latrine ?

- Near the homestead, on the top of the hard soil.
- Away from tubewell, ponds, wells and drains.

How to make the pit latrine ?

- The pit will be 1.5 hands length.
- Its depth will be 2 meter or 4.5 hands length
- If soil is soft bamboo reinforcement should be used to prevent the pit from collapsing
- Make a small embankment around the pit
- Make a platform with bamboo wood or string branches, take care not to keep gap in the joints
- There should be a opening of 18 centimeter (9 fingers) by 27 centimeter (14 fingers) in the centre of the platform
- The platform should be placed on the pit in such a way that the opening is in the centre of the pit.



- Make a pit 4 cm. or 2 finger smaller than the drawn circumference. The measurement of the inner diameter should be 61 cm. of 1 (one) hand 8 fingers wide.

- Remove soil from the hole by the shovel. Make a hole of 2 meter or 4.5 hand deep.

- Dress the soil by the shovel around the hole.

What to be done when the water-seal latrine is filled up?

- After 18 months when the latrine is filled up construct a new latrine besides the previous one.

- Use the ring and slab of the previous one.

- Excreta covered by the soil for long time becomes manure which is free from bad smell. The manure can be used as fertilizer for crop.

Where to buy slab, pan & ring?

- From the Department of Public Health Engineering

Lesson Technique

- Review the previous lesson to know about the mastery of lesson.
- Make them understand the water-seal latrine showing the picture
- Discuss where and how the water-seal latrine can be installed
- Explain what they will do when the latrine is filled up.
- Take the students to a water-seal latrine and discuss
- Help the students to study the model of a water-seal latrine.

Technique of

Training Assessment

- Ask student and try to get the correct answer from them about where to install water-seal latrine, how to install it and what to be done when the latrine is filled up.

- A lid with a handle is to be used for covering the opening

What to be done when the pit is filled up ?

- Stop use of latrine if the pit is filled up with excreta
- Make another latrine in the same way about 2 meters away from the old latrine.
- The old pit should be completely covered with the soil or ash.
- Excreta covered by soil becomes manure after six months, it can be used for the production of crops, vegetable cultivation

What will we do ?

- We will make sanitary latrine. If we do not have enough fund to make a water-seal latrine we will make a pit latrine
- We will tell other members of the family and neighbourhood people to use the latrine properly
- We will take care of the family and neighbourhood people to use the latrine properly
- We will take care of the latrine.
- We will repair it on due time when necessary.
- We will help the children to use it from their childhood

Lesson Technique

- Make the student understand the pit latrine showing the picture.
- Discuss where and how the pit latrine can be installed and explain what they will do when the latrine is filled up.
- Take the students to a pit latrine and discuss.
- Help the students to study the model of a pit latrine.

Technique of Learning Assessment

- Ask students and try to get the correct answer from them about what is pit latrine, how to construct it, what to be done when it is filled up. If anyone fails to answer explain it over again

Lesson 3 (e) : Proper Way of using Sanitary Latrine

Objective : Students will be able to know the proper way to use sanitary latrine and practice it daily.

Time : 30 minutes.

Method : Discussion, question-answer & demonstration.

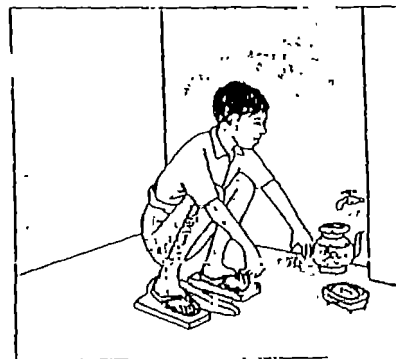
Material : Posters & latrine of the school

Discussion Topic :

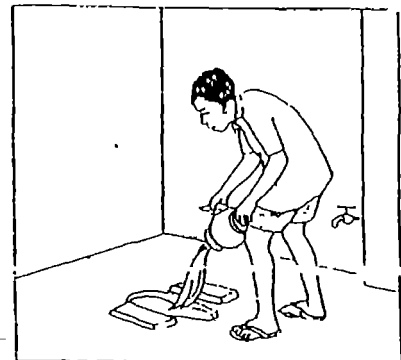
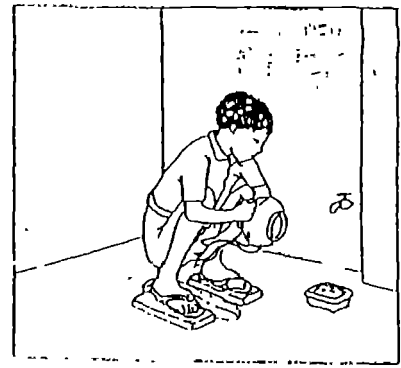


Rules for properly using the sanitary latrine are:

- Go to latrine with sandals
- Squat on the foot rest
- Sit with your back towards the hole of the latrine
- Pour a little amount of water in the pan before each use.
- If the pan is moistened with water the excreta will go easily to the surface without sticking in the pan.
- Holding the badna with right hand.
- Open the tap with right hand



- After defecation pour 3 pots of water. So that next user will not face any difficulty. People likes to use the latrine which is free from bad smell and clean. Clean latrine is comfortable and free of germs.
- Boys and girls will use their respective latrines.



- Lesson Technique :
- Review the previous lesson to know about the students level of memory.
 - Try to know from them about the ways of using latrine and how to squat
 - Hang the poster in a common place where everybody can see. Ask the students to tell what they can see in the poster
 - Explain them the subject of discussion
 - Take the students to latrine, ask them to demonstrate the rules of using latrine properly

- Technique of Learning Assessment :
- Check their understanding capacity by asking question to a few of the students.

Lesson 3 (I) : Maintenance of Sanitary Latrine

Objective : The students will learn and will be able to maintain the latrine themselves.

Time : 45 minutes.

Method : Discussion & practical exercise

Material : Posters, latrine of school, Broom, Bucket & Water.

Discussion Topic :

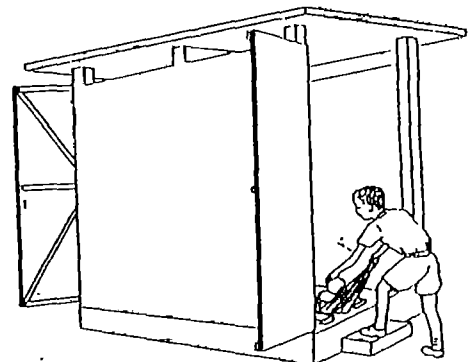
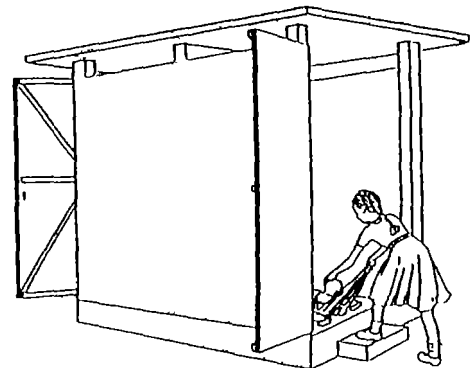


Proper maintenance of Sanitary latrine requires :

- To be cleaned daily with broom & water.
- If a hard stick or any hard object is used it may break the water seal. If the water seal is broken it can no longer be called a sanitary latrine. Because it will spread bad smell. Mosquitoes, flies and other insects will enter and spread diseases.
- Inform the DPHE mechanic if excreta floats on the pan.
- Boys and girls will clean their own latrine. Teacher will motivate students to clean the latrine taking part with them.

How to maintain the pit of the school latrine?

- There is a junction of pipe between the two pits and the latrine. Excreta run through one of the pipes from the latrine to the inspection chamber. Two separate pipes are connected to the two pits from the inspection chamber. One of these pipes are closed with a gate valve. So that excreta can run only to one of the pits through the open pipe. When one of the pit is filled up the pipe connected to the pit is closed down and the other pipe opened so that the excreta can run to the second empty pit. Excreta in the first pit will decompose within six months into soil. At one stage the soil of the pit should be taken out so that the pit could be used again. Subsequently and automatically the two pits are to be used.



- Lesson Technique : - Review the previous lesson to check the level of remembrance.
- To start discussion, ask the students about cleaning the latrine
 - Hang the poster in the classroom
 - Ask them what they can understand about the poster
 - Explain them the subjects of discussion.
 - Take the students to the latrine and demonstrate and tell them to exercise in the same manner.

- Technique of Learning Assessment : - Ask them how the latrine should be cleaned.



Lesson 3 (g) : Importance of Washing Hands before eating, handling food & after Defecation

Objective : The students will be able to understand and explain the importance of washing hands as and when necessary

Time : 15 minutes

Method : Discussion

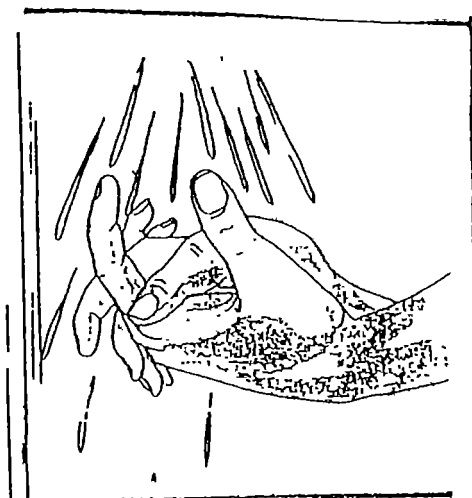
Material :

Discussion Topic :



Germ of diarrhoea, dysentery, worms and different diseases come out with excreta from the effected sick person

- If hands are not washed properly eggs of worms remain in hands and nails.
- Germs spread from the dirty hand while eating
- If hands are washed properly
- There will be no bad smell.
- Germs of different diseases persisting in our hands will be destroyed.



- Lesson Technique :
- Ask the students whether they wash their hands after defecation and urination
 - Ask them about the importance of washing hands after defecation and urinating.
 - Make them understand clearly about the subjects of discussion.

Technique of Learning

- Assessment :
- Ask questions to check their level of understanding

Lesson 3 (h) : Washing Hands with soap/ash.

Objective : The students will wash hands with ash/soap after defecation.

Time : 30 minutes.

Method : Discussion, demonstration & exercise.

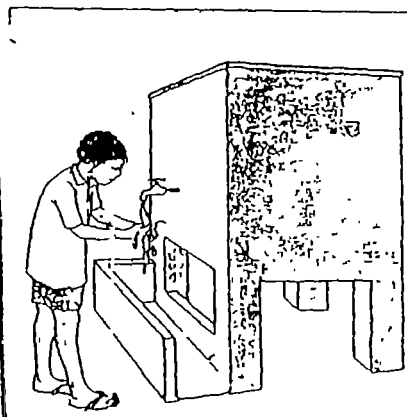
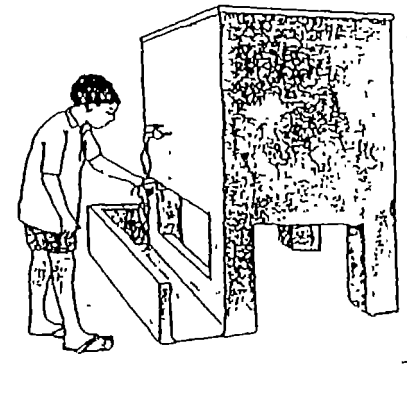
Material : Soap/ash, badna full of water & Posters.

Discussion Topic :



At the time of washing hands :

- Open & close the tap with right hand
- Use soap or ash in left hand
- Wash left hand with sufficient water
- Then wash both hands rubbing vigorously
- After defecation at your homes, wash the hands in the same manner.
- Teach your younger brothers and sisters the proper way of washing hands.



- Lesson Technique :
- Review the previous lesson through questions.
 - Ask the students what they use for washing hands after defecation
 - Hang the poster in such a place where every body can see it. Discuss on the subjects of poster.
 - Explain the subjects one by one.
 - Take the students to the place of washing hands, demonstrate yourself the right way of washing hands.
 - Ask them to exercise washing hands in the demonstrated way
 - If they cannot do it correctly, show it again.

Technique of Learning Assessment :

- Check their level of understanding by asking questions

Lesson - 4 : Personal cleanliness

Objective : The students will learn about personal hygiene & practice it.

Time : 30 minutes

Method : Discussion & exercise.

Material :

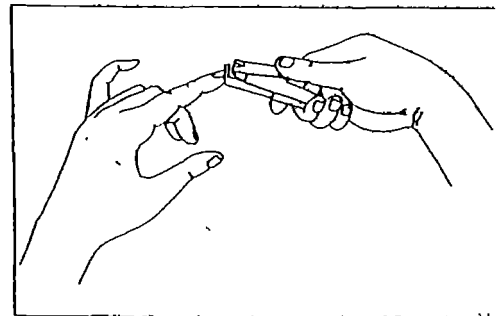
Discussion Topic :



It is important to practice the habit of personal cleanliness from the very childhood for keeping healthy. Personal cleanliness means to keep your face, teeth, tongue, nails, hair, skin and clothes clean.

Personal cleanliness :

- Always keep your teeth, hair and clothes clean
- Regularly cut and clean your finger and toe nails
- Long nails carry germs of different diseases. These germs may enter our bodies through food when we eat



- Lesson Technique :
- Review the previous lesson to know their level of memory.
 - Ask them questions about personal cleanliness.
 - Praise them for correct answer.
 - Discuss the subjects one by one.
 - After discussion ask the students to see whether their hands, nails, hair, teeth and clothes are clean also see it for yourself.

Technique of Learning

- Assessment :
- Ask questions and try to get the correct answer from them

Lesson - 5 : Environmental cleanliness

Objective : To enable the students to know and practice the habit of environmental cleanliness.

Time : 30 minutes

Method : Discussion & exercise

Material : Poster

Discussion Topic :



What to be done for environmental cleanliness at homes and School :

- Keep the classroom, school premises, playground, and your house clean.
- Discard the waste and garbage in a definite pit.
- When the pit is full, cover with soil and dig a new one.



- Lesson Technique :
- Review the previous subjects of discussion
 - Give them the idea about environmental cleanliness and tell them about subjects of discussion
 - Clean the classroom and playground by the students under your supervision. Participate with the students to encourage them

Technique of Learning

- Assessment :
- Try to get the correct answers from them by asking questions.

Lesson - 6(a) : Tubewell water.

Objective : Students will be able to know the problems if there is no tubewell in the school.

Students will realize the importance of tubewell.

Time : 15 minutes

Method : Question-Answer, discussion.

Material : Tubewell of the school.

Discussion Topic :

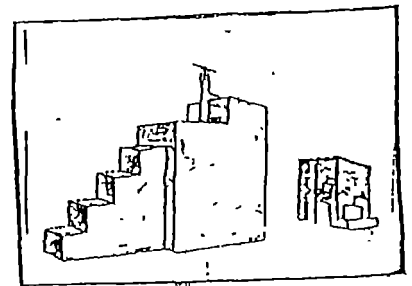
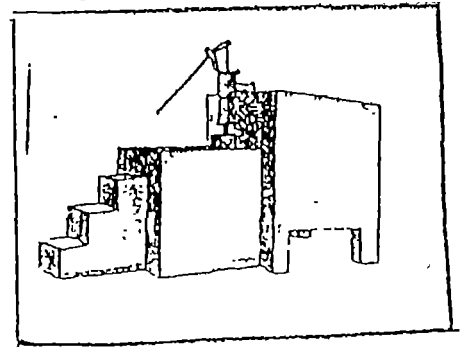


Students will face the following problems if there is no tubewell in the school :

- They will drink water from well or other water sources which is not safe. Drinking of unsafe water causes various types of diseases.
- They will go to neighbours house and create disturbance.
- They will keep themselves dirty after defecation because of the scarcity of water.
- Latrine will be unclean
- Hands will be unclean and Dirty Unclean hands helps to spread diseases.
- Water of the near by pond may be polluted by washing unclean/dirty hands or using after defecation.

Importance of Tubewell in school :

- Students will drink water.
- They will clean Latrine.
- They can use water after defecation.
- Students will be aware of the use of tubewell water for all purpose



Advantage of the installation of tubewell in school :

- Teachers will drink water & use for other purposes.
- Students can use water whenever necessary
Safe water protects people from various diseases. Healthy students can give more attention in study.
- Students will not disturb the neighbour for water
- They will feel free and enthusiastic to attend school.
- Image of the school will be enhanced.

Lesson Technique · Review the key points of the previous session

Ask them about the problems if there is no latrine in school.

Explain the subjects one by one.

Technique of Learning

Assessment : Ask questions on the subjects discussed. If they fail to answer correctly explain it over again

Lesson - 6(b) : Use of Tubewell water.

Objective : The students will be able to know that
They should always drink tubewell water

Students will use tubewell water for washing hands, mouth and face, fruits before eating, and washing dish, glass and other utensils before use.

Students will request their friends and family members to use tubewell water.

Time : 20 minutes

Method : Question-answer and discussion.

Material : Tubewell of the school

Discussion Topic :



Tubewell water is safe

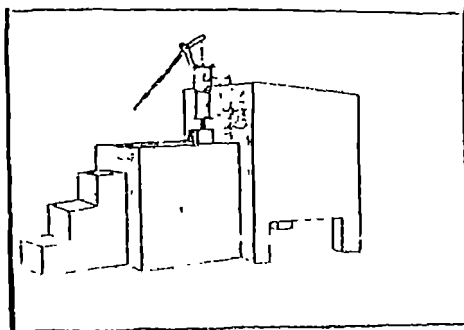
Use of tubewell water will save one from various diseases

Use tubewell water for all purposes specially for :

- * Drinking
- * Washing hands, mouth and face.
- * Washing fruits before eating
- * Washing dish, glass and other utensils.

Students will fill the tank with tubewell water.

Students will request their friends and family members to use tubewell water for all purpose.



Lesson Technique : Review the main points of previous session
Ask them for which purposes would tubewell water be used

Explain them the subjects one by one.

Technique of Learning

Assessment : Ask questions on the subjects discussed. If they cannot reply correctly, explain the whole subject over again.

Lesson - 6(c) : Maintenance of the School Tubewell and water Tank of the school.

Objective : Students will maintain tubewell and water-tank under the supervision of teacher.

Time : 20 minutes

Method : Discussion and practical exercise.

Material : Bucket and Broom.

Discussion Topic :



Maintenance of Tubewell of the school :

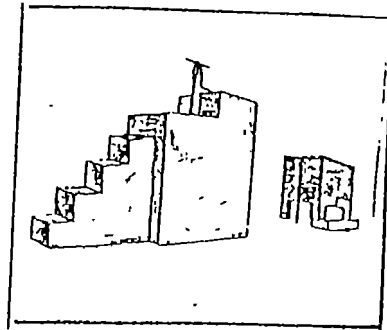
- Don't handle the tubewell unnecessarily.
- Don't drop anything inside the tubewell
- Students will close the tap of the water tank as soon as they finish their work.
- Students will not climb on the water tank.

To maintain the tubewell properly :

- Don't touch the spout or handle of the tubewell with unclean hands
- Clean the platform with water and broom occasionally so that mosses cannot grow
- Clean the drain of the tubewell in the same manner.
- The students will take care that there are no water logged around the platform

How to clean the water tank of the school :

- Water tank of the school is to be cleaned once a week.
- Open the tower opening of the tank and make the tank empty.



- The inner walls and the floor has to scrubbed with water and brush so that moss can not grow inside the tank.
- When the scrubbing is completed open the lower opening through which the water will drain out Pour sufficient water so there is no trace of moss in the tank
- The upper lid is to be closed tightly, so that dust, leaves or other particles can not fall into the water tank

Lesson Technique : Review the main points of the previous session.

Explain the subjects of discussion one by one

Take the student to a tubewell and demonstrate the cleaning technique Then ask them to do it practically.

Technique of Learning

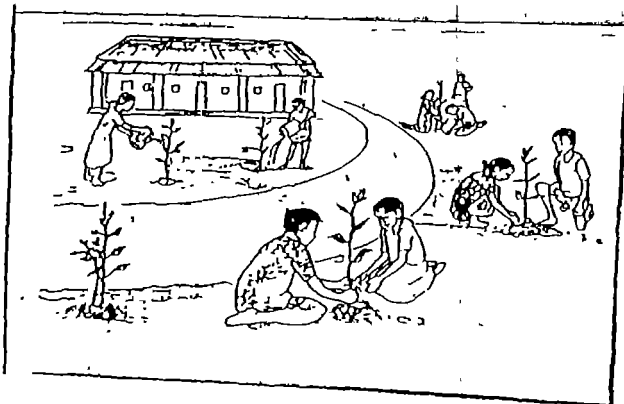
Assessment : Ask questions on the discussed. If the students cannot reply correctly, discuss it again

- Lesson - 7** : **Environment & Tree Plantation.**
- Objective** : Student will be able to acquire knowledge on environment and they will be encouraged to plant sapling in their homestead.
- Time** : 45 minutes
- Method** : Question-Answer, discussion and practical exercise.
- Material** : Field of the school, classroom and sapling.

Discussion Topic :



Environment is the overall physical circumstances around us like air, water, hills, mountains, forests, animals, mineral, environment comprises of all living beings along with the objects which are essential for our livelihood. These are trees, water and animals around us. We carelessly handle all these resources. We frequently destroy the trees which causes an imbalance of the ecology. Tree not only provide oxygen for us but it also helps to prevent draught, erosion, flood protection, production fruits and crops etc. That is why, all of us should make efforts to protect the environment as well as tree plantation.



How to keep the school environment clean :

- By cleaning : Unclean school premises/ campus, classroom and furnitures can spread germs. So, we should keep those clean.
- Defecation/urination in open space pollutes the environment of the school. So, to avoid it use sanitary latrine
- Avoid water logging : Drainage system should be mentioned in good condition to prevent water logging in the field or campus the school. Regularly clean the drain.

Where to plant sapling :

Students will plant saplings in school premises surroundings according to the advice of their teachers. Besides, students will engage themselves to plant saplings in their homestead as per their parents' advice. Students will also encourage neighbouring people to plant more sapling.

Lesson Technique : Explain briefly the usefulness and necessity of environment protection and tree plantation. Try to motivate students to plant sapling in school, and homestead areas. Advice to motivate people so that people can be encourages to plant sapling in their homestead areas.

Help students to defecate or urinate in proper place and to prevent water logging. Explain about the importance of the cleanliness of school campus.

Help to plant sapling, clean classroom and surroundings.

Teacher will ask students whether they have planted sapling and motivated neighbouring people regarding this

**Technique of Learning
Assessment**

Take the student to the platform of a tubewell and demonstrate the cleaning technique. Then ask them to do it practically.

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CHAPTER-3.0

Discussion Topics for the school Managing Committee & Parent, Teacher Association on Sanitation and cleanliness

Subjects to be discussed in the meeting by the teacher to the SMC & PTA about tubewell and sanitation.

- What is sanitation, what are the importance and impact of it.
- Use of Tubewell water for all purpose and the maintenance of tubewell
- Use and maintenance of water seal latrine and the technique of making a pit latrine.
- To tell all the members of the family and village to use sanitary latrine.
- To tell the members to use always ash/soap for washing hands after defecation and to disseminate the message to other
- To discard waste and garbage in a specified pit.
- To keep themselves, their family members and the neighborhood hygienically clean.

Why latrine and tubewell is installed in school ?

- Students and teachers faces a lot of problems if there is no latrine & tubewell in school. The students will defecate in open space which causes bad smell and pollute the environment. They will keep themselves dirty after defecation because of the scarcity of water. Besides this they suffer a lot for the drinking water. Due to this they become sick and can not give attention in study. They go to neighbours house daily for drinking of water or defecation. Naturally neighbour feel disturbance. Students specially girl students of upper classes do not attend school.
- Tubewell and Latrine is installed in the school to help the students to attain a healthy life and to be enthusiastic to attend the school. Students will use these tubewell & latrine properly and maintain these under the supervision of the teacher

Responsibility of the SMC & PTA.

How to deliver the message :

The member of these Committee are respectable citizens. You have acceptability and leadership in your locality and you are responsible and

influential. The local people respect you. You have to understand/ realize that the latrine and tubewell are set up to maintain a hygienic life. The first important thing to lead a hygienic life is safe drinking water & hygienic latrine. It is to be borne in mind that these things are given for your children. We need your cooperation for the maintenance of these things. The students of the school will learn the proper use of latrine and keep it clean. The latrine will be locked after school hour for the proper use of latrine. If the latrine is unlocked any body can make it unclean. If it so, students will face problem.

This latrine is for your children. Your children will be benefited if the latrine is properly used and cleaned. This latrine has its capacity. If it is used by too many people, the pit will be filled up before time. So, only the students and teachers of the school will use it. The latrine should not be used during marriage ceremony or social occasions.

Responsibility for the maintenance of latrine and tubewell :

The tubewell & the latrine of the school is installed for the students. Their responsibility is to use and maintain them properly. So, under the guidance of teachers they will clean the latrine everyday with broom and water, unclean latrine spreads germs & bad smell. Every one likes to use a clean latrine. Flies are attracted of unclean latrine. Flies will sit on the food. Thus they will contaminate the food by spreading the germs stuck on their body. People get sick taking those food. Girls and boys will clean their latrine as a duty. Care should be taken for the maintenance of tubewell. Tubewell water directly goes to the water tank. Students will clean the water tank too with the help of the teachers. They should also fill up the water tank with the help of the teachers.

Monitoring in Village by the Teacher about Sanitation

At least one teacher will monitor a specific area once in a month

Issue to be Monitored

Sanitary Latrine

- Whether all the households have sanitary Latrine
- Where they defecate
- Where they urinate

The teacher will advise them (who have no latrine) regarding installation, use and maintenance of sanitary latrine, and make them motivated to use it.

Tubewell Water

- Who own Tubewell ?
- Whether they use tubewell water in their everyday household activities
- What about the others who don't have any tubewell. Wherefrom they procure tubewell water

Advise to use tubewell water in all their domestic purpose.

Personal Cleanliness

- Who wash their hands after defecation using ash or soap
- Cut their nails regularly
- Use sandals in latrine
- Keep their houses, furniture, cloths clean

Tree Plantation

- Who have planted saplings in their homestead ?
- No. of sapling planted this year ?

The teacher will advise them to plant saplings who have not yet planted those.

Remember :

Monitoring Reporting

Formats for school and village monitoring reporting have been given Teachers are advised to fill up both the formats and place those to the office of the Thana Education Office in monthly meetings

Monthly Report on School improvement Sanitation & hygiene in School

Name of School :

Village :

Union .

Thana :

Class	No. of Total Students	No. of students using sanitary latrine in their households				No. of saplings planted in the school premises	No. of green saplings out of the total saplings planted	Personal cleanliness (nails, teeth, cloths) percentage of the students	Comments of the class Teacher
		Pacca	Water-seal	Pit with cover	Total				
I									
II									
III									
IV									
V									
Total									

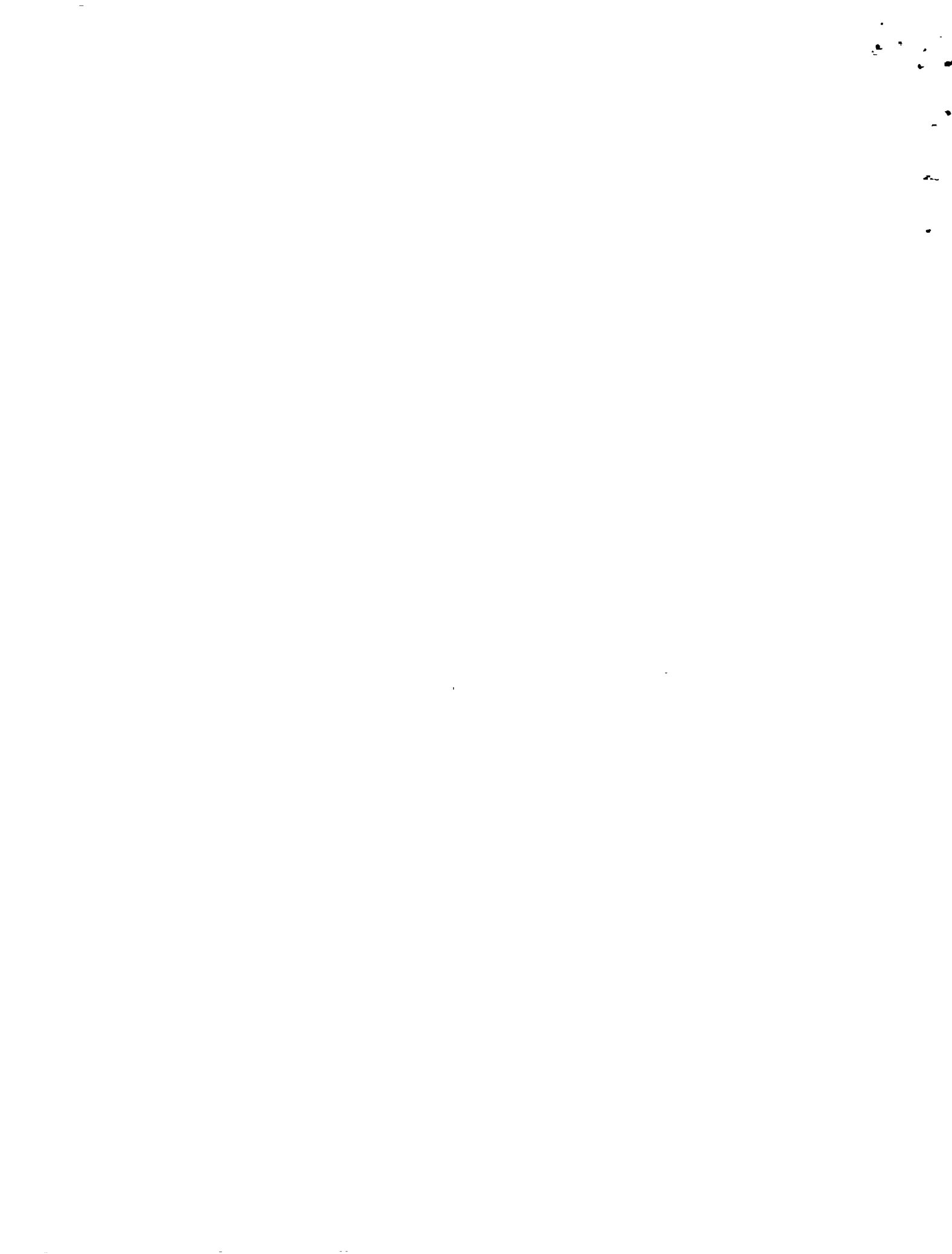
Comments of the Head Teacher

Signature of the Class Teacher _____

Date : _____

c.c.

1. Thana Education Officer.
2. File.



Monitoring in Village by the Teacher about Sanitation

Name of Village :

Union :

Thana :

District :

Division :

Sanitary Latrine	Answer	Tubewell water	Answer	Personal cleanliness	Answer	Tree plant	Answer
- Whether all the households have sanitary Latrine.		- Who own Tubewell ?		- Who wash their hands after defecation using ash or soap.		- Who have planted saplings in their homestead ?	
- Where they defecate.		- Whether they use tubewell water in their everyday household activities.		- Cut their nails regularly.		- No. of sapling planted this year ?	
- Where they urinate.		- What about the others who don't have any tubewell. Wherefrom they procure tubewell water.		- Use sandals in latrine.			
				- Keep their houses, furniture, cloths clean.			

Comments of the Head Teacher

Signature of the Class Teacher : _____

Date . _____

c.c.

1. Thana Education Officer.
2. File.

