

## PROSPECTUS

### I. AIM

1. DON BOSCO SCHOOL, Ramfalbil, is a Catholic Educational institution run by the Salesians of DonBosco. The system of education followed in the school is the method taught by St. John Bosco, a great educator of youth. It is based on a personal awareness of God, conviction, kindness and prevention of faults.
2. The institution, established by the Catholic Church, is meant primarily for Catholics, but is open to all, irrespective of religion, caste and community.
3. The aim of the institution is to impart sound education by cultivating in the pupil's habits of piety, virtue, self-reliance and discipline whilethey go through their studies; hence particular attention is given to discipline and character formation by means of religious and moral instruction.

### II. GENERAL RULES

1. The school hours (in summer) are from 8.15 a.m. to 2.00 p.m. and (in winter) from 8.40 a.m. to 2.30.. The Pupils must be present in the school premises at 8:10 a.m. & 8:35 a.m. respectively.
2. To acquire greater facility in the study of English only should be spoken in the school premises.
3. The curricular and co-curricular activities of the school are conducted through the House System provided by the School Authorities in accordance with the educational method of Don Bosco and as in other Don Bosco Schools and Isctitutions, no other sort of association or union will be allowed. The house system provides ample opportunities for an all-round education and development of the students. Don bosco School is owned and run by the Catholic Religious Community. No disrespect should be shown to articles and images of religion and worship proper to that religious group. No other external form of religious worship will be allowed in the school premises.

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*The greatest ham we do to others is by speaking ill of them.*

4. No act. Of indiscipline, insubordination and interference in the administration, disrespect to any teacher, dis-respect to any religion or community by any student shall be tolerated and the delinquent may even be expelled from the school.
5. Irregular attendance, habitual idleness, disobedience, conducts injurious to moral tone of the school justifies dismissal at any time of the year, unless a student after having been admonished corrects himself/herself. One whose sickness is liable to be injurious to others may be dismissed.
6. The school accepts no responsibility if through failure in wearing the School Uniform, on failure in/ or bringing books to class or signature of parents on remarks written by teacher in the Report Book or on the Absence Record in the calendar etc..., the pupil is obliged to return home during class hours. This school will not be held responsible if anything untoward happens when the student is sent home for the above reasons. Students will not be able to leave the school premises on their own accord. If absolutely necessary then parents have to give it in writing in the school diary.

The school cannot be held responsible for accidents, minor or serious, to pupils during the stay in the school or while taking part in sports, co-curricular activities within or outside the school premises.

7. No book periodical or newspaper of objectionable nature shall be brought into the school. Parcels and letters addressed to the students are subjected to inspection, before handing over to the students.
8. Pupils are responsible for the safe custody of their books and belongings. Ornaments and Jewellery of any kind are not allowed in the school. To prevent loss of Articles, Umbrellas, Raincoats, Tiffin-carriers etc. should be marked with the name of the child.
9. Guardians and parents are requested to make proper arrangement to collect the children immediately after school hours. Through proper care will be taken to ensure the safety of the children, the school cannot be held responsible if the student leaves the school campus on his/her own accord.

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*(Without enthusiasm there is no progress in the world-Woodrow Wilson)*

10. The School Diary is record concerning the students. Therefore, every student should take special care of the Diary and bring it to class daily. If anyone loses it, he/she should get a written authorization from the principal to buy a duplicated new Diary.
11. Any misbehavior of a serious nature that has become public knowledge is liable to bring about suspension or dismissal, even though it took place off the school premises.
12. Any damage done to the school property must be made good by the pupil concerned.  
  
No buying or selling of stamps, stickers, comic books etc. is allowed in the school. Such items as Supari, Chewing gum etc. are strictly forbidden in the school and stern measures will be taken against offenders in this regard.
13. Every child attending the school is obliged to take part in all the extra-curricular activities of the school as part of their civic training and no one will be excused expect for valid reasons. No pupils will abstain from physical exercise without the doctor's certificate.
14. Certificates, concession forms, recommendation letters etc. will be issued only after the application has been submitted to the office.
15. Being a Catholic institution no disrespect will be permitted to be shown to articles and images of religion and worship proper to our Christian faith. No other external forms of religious worship will be allowed in the school premises.
16. Catholic pupils are given religious instruction. A regular course of moral instruction is imparted to all the students.

### III. ADMISSION AND WITHDRAWAL

1. New admissions are made only to Nursery class. Other admissions if any, will depend on the availability of seats and on the competence of the student.
2. If the School Authorities deem it convenient, they will examine the new applicants and place them in the class they are found fit for.
3. Admissions are made on receipt of the following documents :
  - (a) The mark sheet of the last Annual Examination;
  - (b) Original Birth Certificate;
  - (c) Transfer Certificate;
  - (d) Conduct Certificate from the Head of the institutions last attended.
4. The persons who will be responsible for their regularity, conduct and fees must introduce new pupils personally.
5. When admitted at any part of the year, they pay the admission fee, the annual fee and the school fee for the current month.
6. The School Leaving Certificate will be issued when all dues have been paid full and on receipt of a written application from the Parent/Guardian mentioning there in the date of admission and Class and Roll No. of the pupil.
7. A fee of Rs. 100.00 will be charged whenever an application for a Transfer Certificate or for a duplicate of the same is made. A fee of Rs. 50.00 will be charged for any extract from the Register and for other Certificates.

#### **IV. ABSENCE AND LEAVE**

1. Staying away from school without leave is not tolerated except when the cause is sudden illness or other unforeseen circumstances. No leave of absence is sanctioned nor is a pupil allowed to go away from school during school hours. Such reasons as birthdays, excursion, festivals, urgent business, time to study for examinations etc. are not considered sufficient reasons for leave. Whenever leave has been sanctioned, the fact will be recorded in the Regularity Record.
2. After an absence from class, pupils must bring the reasons for the absence duly entered in the Regularity Record. An authentic medical certificate should support absence from school on medical grounds.
3. Prior leave must be obtained for religious ceremonies or special occasions. A leave granted must be recorded in the Regularity Record under Prior Leave in the Calendar.
4. Pupils must re-join the classes after the holidays on the re-opening day itself. Any breach of this rule without prior written application will be considered an offence and is punishable. A fine of Rs. 50/- per day will be levied for late arrival. Moreover any student arriving later than a calendar week after the re-opening of the school is liable to forfeit the seat.
5. A pupil who has been absent for 15 calendar days without due authorization from the Headmaster will have his name struck off the rolls and may be re-admitted.
6. Pupils, whose unauthorized absences are above 10 percent of the working days of the school, may not be allowed to present themselves for the promotion examination. Pupils who do not have at least 85% attendance may not be able to appear in the Half-yearly/promotion Examination.
7. Late arrival to school is a breach of discipline. A student who comes late to school must enter the date and time of arrival into Regularity Record under Regularity Record- V 'Late'. Late arrivals may be punished each time. Student who comes late habitually may be sent back home.

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*We can always be a winner, if we have the will.*

8. Re-admission to class for absentees and latecomers is granted when they show the teacher in-charge the Regularity Record duly countersigned by the Headmaster/Asst. Headmaster.
9. No child is allowed to leave the school premises except on the strength of a letter of authorization from his/her parents/guardian and that too for weighty reasons.
10. Parents/'Guardians are requested to affix specimen signature in the space indicated in the calendar. No other signature will be accepted on the Regularly Record. Report book etc.

## V. VACATION

*There are three vacations during the year:*

1. Summer Vacation (June-July)
2. Winter Vacation (December-January)
3. Third term Vacation (March-April)

## I. EXAMINATION & PROMOTION

1. To secure promotion, one must obtain pass marks in all the subjects. The results obtained in the tests and Half-yearly examination will be taken into consideration for promotion.
2. Reports of terminal examination and unit tests are given in the pupil's report un-singed will not be admitted in the class.
3. Promotion is decided at the teacher's meeting. Hence results are final and cannot be re-considered. Answer scripts of the final are not shown to students.
4. A pupil who fails in any one of the major/core subjects or in two minor subjects is considered to have failed.

*'Winner never quitter never wins'*

5. Anyone using unfair means in examinations/tests will be debarred from further examination. He/she will be declared to have failed any may even be expelled from the school.
6. Pupils who fail badly in the Promotion Examination may be asked to leave the school as being either unwilling or unable to study. In no case, however will a student be allowed to repeat the same class for a third time. A student who fails twice in three years must be withdrawn.

**"God helps those who help themselves"**

## VII. FEES

1. The school fees cover twelve calendar months. No reduction is made for holidays or broken periods. Pupils are liable to pay fees as long as their names are officially on the rolls.
2. Pupils failing to pay fees for three consecutive months will have the names truck off the rolls.
3. Pupils joining of leaving the school during any term will have to pay the tuition fee of the month and the annual fees. Absence from examination does not mean examination from examination from examination fees.
4. No bills are issued. Therefore parents/guardians should see that fees are paid on or before the 15th of each month.
5. Pupils whose dues are not cleared completely will be debarred from examination.
6. The school fees and other dues are liable to be revised every year.

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If we want to succeed in life, the first thing what we must do is we must be sure of ourselves that we can be successful.

## VII. SCHOOL UNIFORM

School uniform includes school dress along with belt, tie, n sweater (half/Full), blazer, socks, shoes, school bag, badge etc. It is mandatory for every student of the school to have the complete uniform as required. List is given below:

| Sl. No. | Particulars                                       | Quantity |
|---------|---|----------|
| 01      | Pant/Skirt (Smoke Grey)                           | 2 No.    |
| 02      | White Pant/Skirt (for Wednesday & Saturday)       | 1 No.    |
| 03      | Shirt ( White with the school badge stitched)     | 2 No.    |
| 04      | House T-Shirt (House wise different colour)       | 1 No.    |
| 05      | Sweater (1 Full, 1 Half) of Green with r/y border | 2 No.    |
| 06      | Slags for Girls (Black) for Winter Season         | 1 Pair   |
| 07      | Blazer (Only for Class VIII to X)                 | 1 No.    |
| 08      | Black Shoes                                       | 1 Pair   |
| 09      | White Shoes (for Wednesday & Saturday)            | 1 Pair   |
| 10      | Socks (   | 1 Pair   |
| 11      | White Socks (for Wednesday & Saturday)            | 1 Pair   |
| 12      | Tie   | 1 No.    |
| 13      | Belt  | 1 No.    |
| 14      | Hair Band (only Black), Ribbon (acc. to House)    | 1 Pair   |
| 15      | Identity Card                                     | 1 No.    |

### FOR WEDNESDAYS AND SATURDAYS:

White Trousers, White Skirts

And

PT Shoes, white socks, school belts and school jersey.

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(What you are when nobody is looking, is what you really are.

Rushmorth M. Kidder)

## LIBRARY RULES

- The school provides excellent Library facilities. There are over 5000 books in the Library. Important journals and magazines are subscribed regularly. Students are encouraged to use the library not only for borrowing the books but also for doing reference work.
- Students, who wish to avail themselves of library books, should enroll themselves as members of the library, after which Library cards will be issued to them.
- Only on the production of the library cards, will a student be permitted to select books.
- Students are not allowed to keep any books borrowed from the library for more than one week. A fine of Rs. 10.00 per day will be levied on all late returns.
- If a book is damaged or lost, the student will have to make good either the loss or the damage. Books borrowed from the library should not be passed on to anyone else.
- Absolute silence is to be maintained in the library.
- Only pen and note-book will be allowed to be brought into the library. Bags, water bottles etc. Will not be allowed.
- Students are not permitted in the library except during the stipulated period. Exceptions need special permission.
- Students should enter and leave the library premises in orderly and disciplined manner.
- Students are expected to put the books in the same place from where they were taken.

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(Do the right thing, it will please some people and astonish others.)

*Mark Twin)*

## GUIDELINES FOR STUDENTS

- Read this school diary carefully and bring it to school everyday. Make a note in it of anything important to you.
- This is your school. Keep it clean and tidy so that you and others may be proud of it.
- Converse in English. Encourage your friends to do the same.
- Aim at full attendance and unfailing punctuality.
- Inculcate good values and imbibe good qualities of honesty and sincerity.
- Work hard and do well in every field. Your parents, society and the nation expects a lot from you.
- Do not leave the classroom or school compound without prior permission.
- Always behave in such a way, that your parents and teachers feel proud of you.
- Take care of the school property. This is your second home.
- Read good books and cultivate good manners.
- Be systematic in everything you do.
- Make your schedule, allotting time for work as well as play.
- Read the newspapers daily. It will keep you aware of what is needed in the highly competitive world of today.
- Never give up till you succeed. Untiring effort is the need of the hour.
- Each one has been created for a definite purpose. So identify your talent/ interest and develop it relentlessly.

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He who restrains his anger overcomes his greatest enemy.

- Latin Proverb

## ***DON BOSCO***

### ***Advice for Students***

- ❖ Use time well. Do not waste time.
- ❖ Practice moderation in eating.
- ❖ Avoid bad companions.
- ❖ Choose studious boys and girls as friends.
- ❖ Avoid day-dreaming. Keep your mind on your books when studying.
- ❖ Above all, PRAY.

## **SECURE 99%**

- ❖ **Do prepare a subject-wise time table.**
- ❖ **Stick to the time schedule.**
- ❖ **Provide for a break every two hours.**
- ❖ **Take sufficient fluids in between.**
- ❖ **Go through the whole text once and underline important points.**
- ❖ **Study with concentration.**
- ❖ **While reading a book underline those words with a pencil whose meaning you do not understand to refer later to a dictionary.**
- ❖ **Pay more attention to the subject in which you are weak.**

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*More than 10 days of absence required the permission of the Headmaster.*

## TO THE MONITORS

1. Monitors must be as far as possible exemplary in conduct and industrious in their studies.
2. They must be able to command respect in the class.
3. They are appointed for all assistance in the class, e.g. maintaining discipline, collecting or distributing books, attending to cleanliness and neatness of the classroom, bringing charts, maps, reporting to concerned authorities about various needs of the class.
4. They must rub out the writing on the black board immediately after each period.
5. The monitor will write each day on the black board the date and the number of students present out of the total in their class. The monitor will be responsible for all happenings in the class during the absence of the Teacher.
6. It is imperative on all monitors to report to the principal, the teacher-in-charge or the Class Teacher any breach of discipline noticed even during the recess.
7. In the event of a Teacher being absent, they must inform the Office within the first three minutes from the commencement of the periods.
8. A class monitor should Remember that discipline in the classroom is an important aspect of learning. He/She is responsible to maintain the discipline in the classroom.

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*nature has enough every man's needs but not every man's greed.*

*-M. K. Gandhi.*