

GENERAL RULES OF THE SCHOOL

1. The School uniform is compulsory on all class days and at school functions. Pupils must come to school clean and tidy.
2. Pupils must be punctual for class; those who come late or who have been absent on the previous day must bring the Late Attendance or Absence Record signed by their parent in addition to the leave letter.
3. If special classes are needed, they will be arranged with an understanding with the Principal.
4. Pupils are not allowed to interact with parents or visitors or to leave the school premises during school hours without the permission of the Principal.
5. It is forbidden to write or scribble on the walls or desks or throw paper or ink in the classroom or in any way damage the property. Penalty will be imposed for damages caused and must be paid.
6. Pupils are responsible for their own books, pens, bicycles, tiffin carriers or any other articles that they may bring to school.
7. Irregular attendance, habitual idleness, neglect of homework, disobedience and disrespect towards teachers and members of the staff or bad moral influence justify dismissal. Pupils are responsible to the school authorities for their conduct both in and outside the school.
8. Students are strictly forbidden to introduce any sort of comics, objectionable literature to the school or to purchase any article of good from unauthorised dealers.
9. Every pupil must take part in school games and other activities unless declared physically unfit or exempted by the principal.
10. Parents are requested not to enter classroom or to speak to the teachers during class hours without the prior permission of the principal. Parents who seek information or who wish to make some complaint should do so to the principal and not to the teachers.

“I have never let my schooling interfere with my education.”

Mark Twain

11. Parents are expected to cooperate in the working of the school by enforcing regularity, punctuality and discipline and by taking daily interest in their children's progress. On a daily basis, check the diary of the ward.
12. Progress reports showing the application of the pupils and their results will be given to the parents after every school examination. Parents or guardians are requested to examine the Progress Report carefully and see that their kids make a special effort to study the subjects in which they are weak. The progress card must be duly signed and sent to the school on the date specified.
13. No school business will be transacted during holidays
14. Pupils absent from any examination for any reason whatsoever will not be reexamined.
15. All correspondence addressed to pupils at School is subject to inspection.
16. Pupils who have not paid the fees will not be permitted to sit in class or to write examinations.
17. The school accepts no responsibility if through failure in wearing school uniform or in bringing books to class or signature of parents on remark written by teacher the pupil is obliged to return home during class hours. Even late comers may be sent home.
18. Attendance at official school functions like the School Day, Sports Day, Independence Day, Republic Day etc is compulsory. Absentees may be penalised
19. A written letter signed by the parent/guardian of the pupil is needed to send the pupil along with other persons during school hours.
20. Parents are requested to read the rules carefully and see that they are followed.

RULES FOR THE STUDENTS

1. Be punctual; Class begins at 9.15 a.m. Be in the class at 9.05 a.m.
2. The school uniform is compulsory on all class days. Bring the ID card and Diary every day.
3. Make sure you bring to the class pen, pencil and instrument box daily.
4. Diary should be used by the pupil every day. Write the details of home work in the diary. Parents should check the Diary regularly.
5. Only in emergency situation leave is granted. If you take leave, you have to bring a leave letter along with the diary note.
6. If you take leave for more than three days, inform the class teachers regarding the same.
7. Pay the school fees on time.
8. You should speak only English in the school campus.
9. Late attendance is not permitted. To avoid late coming start from home early. If you happen to come late, meet the principal and get the diary signed before you enter the class.
10. Come to school in proper school uniform as per the dress code.
11. Personal appearance must be neat and clean. Cultivate the habit of taking bath in the morning and the evening.
12. Comb the hair properly. Get your hair cut once in a month and in a manner befitting ordinary school children.
13. A simple watch with leather or steel strap can be worn by the students.
14. No low waist pants to the school.
15. Tuck in your shirts.
16. Girls must be neatly and modestly dressed. No tight stitching. The uniform needs to be stitched as per the specifications given.

“It is a rough road that leads to the heights of greatness.”

Seneca

“Success is not final, failure is not fatal: it is the courage to continue that counts.”

Winston S. Churchill

17. Cut your nails regularly and avoid using Nail Polish.
18. Bangles, wrist bands or other articles are not allowed for both Boys & Girls.
19. Special uniform to be worn on all Wednesdays.
20. Text books and note books should be covered neatly.
21. Never bring money to school unless told.
22. No chewing gum is allowed in the school campus.
23. Do not enter the class rooms of others.
24. No student is permitted to move out of the class room without the permission of the teacher.
25. Learn how to take permission.
26. When the teachers enter the class stand up and wish the teachers and in the same way thank them when they leave the class.
27. Keep the class room always clean and tidy.
28. Homeworks should be noted down in the diary and submit the same according to the teacher's instructions.
29. Make a time table of your study before you begin the same.
30. Begin and end the study with a prayer.
31. Have a regular time for rising in the morning and for going to bed.
32. While making your personal time table, keep time for relaxation and exercise.
33. Have the habit of reading daily the news papers and important magazines.
34. Maintain a personal diary and write down the new words, proverbs and idioms you learn each day.
35. Have the habit of having a handkerchief in your pocket.
36. The tiffin box must be covered with a bigger kerchief, and make sure you keep the room neat and tidy after the meals.
37. You are not permitted to bring C.D., mobile phones, pendrives etc. to school.
38. There will be occasional checking of bags by the teachers to see if the above rule is kept.
39. Students are not permitted to stick anything on the wall, black board and desks.
40. No scribbling is permitted on the desks and benches.
41. Utilise the library hours in the best way possible.
42. No student is permitted to use bad words and call nick names.
43. The declaration form of the Diary must be filled correctly in capital letters.
44. Students should come in silence for the assembly in the auditorium and after the assembly disperse in line and in silence.
45. If there is any problem among students inform the class teacher or any teacher at the earliest. Do not attempt to solve the problems by yourselves. Do not take revenge on anybody.
46. Be always polite.
47. Cultivate the habit of greeting the teachers when you meet them.
48. Daily cultivate the habit of praying for your teachers, parents and classmates.
49. Thank God for enabling you to study in Don Bosco School.
50. Pray to Don Bosco the saint of youth to guide you.
51. Do the ordinary things in an extraordinary way.
52. Remember the sayings. "What I am is God's gift to me. What I become is my gift to God." "The first impression is the best impression. The Last impression is the lasting impression."
53. Attendance on the first day after summer vacation, onam vacation, christmas vacation and pooja holidays is compulsory.

"Try not to become a man of success. Rather become a man of value."

Albert Einstein

"Our greatest glory is not in never falling, but in rising every time we fall."

Confucius

54. Every student is expected to come to school in uniform whenever there is special class.
55. Remember goodness is something very simple; always live for others; never seek one's own advantage.
56. Don't be afraid of yourself; live your individuality to the full but for the good of others.
57. To become free and responsible : that is the aim of education.
58. Do not tell lies. Always speak the truth and stand for truth whatever be the consequence.
59. Learn to be kind to the poor. Interact with the poor. To forget the poor is to forget God.
60. Every student is expected to read these tips for effective follow up of the same and for the smooth running of the school.
61. Those who go to the Mosque on Fridays must be back in time. The signature of the parents in the hand book is must for going to the Mosque.

TIPS FOR THE PARENTS

1. Pupils must be punctual; Class begins at 9.15 a.m. Pupils are requested to be in the class at 9.05 a.m.
2. The school uniform is compulsory on all class days. Pupils should bring the ID card and Diary every day.
3. Students should bring to the class pen, pencil and instrument box.
4. Diary should be used by the pupil everyday to write down the details of home work. Parents should check the Diary regularly.
5. Only in emergency situations leave is granted. If a pupil takes leave, he has to bring a leave letter along with the diary note.
6. If a pupil takes leave for more than three days, he must inform the class teacher regarding the same.

“If at first you don't succeed, try, try again. Then quit. No use being a damn fool about it.”

W.C. Fields

7. Pay the school fees on time.
8. Students should speak only English in the school campus.
9. Insist with your children to make a daily time table of study and follow them up with read to the same.
10. Insist with your children to rise up early in the morning and they must be told to take bath in the morning as well as in the evening.
11. House uniform must be worn on all Wednesdays.
12. The Declaration form of the Diary must be filled correctly in capital letters. If there is any change in your contact number, inform the school.
13. After every Exam check whether your child had got all the answer papers and they must show them to you and you must sign the answer papers. The answer papers need to be returned to the teachers.
14. All the text books and note books must be covered neatly.
15. Strict followup of your children, with regard to their studies and their character is very essential.
16. For the sake of the above mentioned details meet the class teacher and other teachers in the school during afternoon interval or in the evening at 3.30 p.m.
17. If you come to know there is some problem consult the teachers and clarify the same at the earliest.
18. If a parent wants to clarify a problem with the parent of another student it is always better to meet the Principal and he solves the problem for you. Your direct attempt in solving the problem with the concerned parent can make the situation worse unless you do it with prudence.
19. Boys should comb their hair neatly, no spike or other style of haircut is permitted.
20. Kindly avoid pocket money to your children and check their bags regularly for an effective follow up of them.

“No one understands that you have given everything. You must give more.”

Antonio

21. Snacks and sweets are not allowed in the school. Sweets may be distributed to the classmates of the student on birthdays.
22. Children may get into the bad habit of stealing money and so parent must take the necessary steps to prevent such a thing.
23. Parents are not allowed to meet the teachers in the class room.
24. For parents to meet the children during class hours the parents must meet the Principal and get the necessary permission.
25. Guidelines given from the school must be followed by parents.
26. If any student wants to leave the school during class hours, parents need to come directly and take permission from the Principal and get the diary signed. The watchman will demand the same to see if it has been signed.
27. Students are not permitted to touch the smart board. If any damage is caused the entire cost for the repair must be paid by the culprits.
28. Insist with the students to pray daily. Let them begin and end their studies with a prayer.
29. The children must be taught the habit of always having a handkerchief in their pocket.
30. The tiffin box of your children must be covered with a bigger kerchief.
31. Insist with the children to have the habit of reading newspapers daily.
32. The students are not permitted to bring C.D., mobile phones, pendrives etc to school.
33. Inform your children to report the problems to the teachers or the Principal instead of solving the problems by themselves.
34. Inform your children to be always polite. Inculcate in them respect for elders and the teachers.

35. After the exam, every parent will be called to meet the Principal and the class teacher to get a first hand information of their children's performance in studies and character.
36. Inculcate in your children the habit of daily evening prayer with the family.
37. Teach your children to live a God centred life. He is the beginning and He is our ultimate goal.
38. We endeavour to give your children a holistic education. Hence encourage them to take part in the various activities in the cultural, sports and social work fields besides the studies.
39. Every parent is expected to read these tips and other details for an effective follow up of your children.

GUIDELINES FOR THE TEACHERS

A. INSTRUCTIONS FOR THE CLASS TEACHERS

1. Check the School diary and demand the leave letters from the absentees of the previous day, immediately after taking the attendance.
2. See that the students bring the School diary and ID Card everyday.
3. See that the students are neatly dressed.
4. Students must wear belts.
5. See the students have the House Banians on Wednesdays.
6. See if the students have combed the hair properly and get haircuts as and when required. *Demand proper and decent hair style and avoid modern fashionable hair cut.
7. Insist on good manners, in wearing innerbanians, inserting the shirt properly and to have a hand kerchief.
8. Check the cleanliness of the classroom. No bits of paper should be found on the floor, make them pick up.
9. Take care that students speak English in the school campus.

“God gives every bird its food, but He does not throw it into its nest.”

J.G. Holland

“Only a generation of readers will spawn a generation of writers.”

Steven Spielberg

10. Try to meet personally each student of your class and be a counsellor and guide and maintain a diary for the same.
11. Remind the students about the surprise checking of bags and do it occasionally.
12. The parents are not allowed to meet teachers while taking class, Please do the needful.
13. The class teachers should remind the, students not to wish the teachers on the verandah when they return to class after assembly.
14. Get the Attendance Register up to date, giving all the necessary details. The details will be informed to you by the one in charge.
15. All the Leave letters and Medical certificate of students are to be filed up. Get the necessary files from the office for the same.
16. The class teachers should report to the Principal the students who are likely to fail. We need to follow them up closely. The various subject teachers also need to identify such students in their subject and do the needful.

B. INSTRUCTIONS FOR THE SUBJECT TEACHERS

1. The students bring back their answer sheets of examinations duly signed by their parents and show you.
2. The class room is clean, tidy and orderly.
3. The students speak English in the class and during recreation.
4. The teachers reach the school on time.
5. The teachers reach the class on time after the break in the morning and afternoon.
6. Remind students not to bring any C.D., Mobile phones, pendrive etc.
7. Avoid sitting down and taking class except when you check note books or substitute a teacher.
8. Avoid sticking anything on the wall or blackboard. We insist the same with our students too. Make sure that no scribbling is done on the desks and benches. Insist this with our students and follow up the same.
9. Be a counsellor and a guide to the students.
10. Place will be assigned for a few teachers regularly to follow up the students in the auditorium during the programmes and in the auditorium during the programmes and in the church during the Holy Mass. Kindly follow up the same. (If you cannot be present find a substitute)
11. When you substitute the Physical Education Teacher and take the students for drill, make sure that you are with them in the ground.
12. When you substitute periods other than drill and want to take the students for drill, kindly get the consent of the Principal.
13. Take your Chalk Box with you as you go to class. (If you don't have one inform the office and get it.) "During the last period ask the leader of the class to pick up all the chalk pieces are left in the class rooms while you leave the class rooms.
14. Check regularly the diary and see if the signatures, anything written by you or the Principal are countersigned by the parents.
15. Use the Audio Visual aids and Teaching aids, for effective teaching.
16. Language teachers must insist with the students to read library books and follow up on the same.
17. Science teacher should make use of the lab whenever needed.
18. All the teachers are encouraged to use the C.D. available to make your class more interesting for the students.
19. Leave letters of teachers need to be submitted one time to the office.
20. Be just and fair when you evaluate the answer papers.

“Great is the human who has not lost his child like heart”

Paulo Coelho

“True love and real trust form the real basis of team work.”

St. Arnold Janssen

21. Kindly be present in the play ground during the recreation of the Students. Follow up the assignments given for the same.
22. Each teacher need to meet the Principal once in two months and give a written report of the problematic students of each class.
23. Submit the lesson plans on every Monday to the Principal's office.
24. Once in a term ask the students to write an evaluation of your class. This will enable you to understand them and do the needful. (4th week of July, 4th week of October & 4th week of January)
25. There will be periodical supervision of your classes by the Principal. Supervision diary, Lesson plan diary, Factual diary etc. of each teacher is maintained by the Principal in his office for further reference to the higher authorities. Hence do the needful on time.
26. Kindly keep the Mobiles in silent mode as you go to the class. Attending the calls during the class hours, is not permitted.
27. The catechism teachers need to take occasionally throughout the year your students to the church or in front of the grotto for Rosary and prayer meetings. The Moral science teachers should give your students an experience of prayer during your class.
28. Have an understanding with the Principal before you call parents.
29. Above all let us pray for our students and for the members of the staff.
30. Respect every child, and everything that he holds dear.
31. First Friday Holy Mass will be organized class wise, with offertory procession. Readings will be seen to by the students of that class. The concerned teachers need to follow up the same.
32. Teachers may undertake private tuitions for students who do not belong to our school. If teachers need to take tuitions for students of our school it can be done only with the explicit permission of the principal.

“You will meet foreign people but in God we are all brothers and sisters.”

St. Arnold Janssen

33. Teachers are strictly forbidden to impose fines, on the pupils and they are urged not to collect any money or organize any collections whatsoever from the pupils without the previous permission of the Principal.

C. CLASS ROOM MANAGEMENT

1. No student must be allowed to sleep, put the head on the desk or sit in an awkward position during class hours. *If a student is sick, send him or her to the office with a note in the diary. The sick student will be provided place to take rest.
2. Demand silence and attention from the students. * Before starting your class, create a platform to begin your class. Before you begin your class, make the students stand straight and make them pray in silence. This will also set them to a serious tone. Have all your students under your eye, do not be stuck to the board turn and look around, call up students occasionally who are not attentive and are careless.
3. Demand the students to sit erect and take a correct posture. Do not allow them to lean back on to the desks. Do not allow them to put their elbows on the desks that are behind.
4. Make sure that the students don't study any other subject or do any other work not connected to the subject your teach.
5. Follow up every student especially those who sit on the back benches.
6. See that the class room is kept clean, tidy and orderly.
7. Assignments and home works to be given regularly. * Check the note books of students to ensure that all the notes given are written well and are made up to date.
8. Follow the preventive system and avoid all corporal punishments. If any corporal punishment is given, report of the same has to be submitted to the educational office * As a punishment do not keep the students stand outside the class, * Students can be made to stand behind the class and let them follow the class.

“Put your heart, mind, intellect and soul even to your smallest acts. This is the secret of success.”

Swami Vivekananda

(Making them stand in front of the class will only be a source of disturbance for you, the teacher and the students alike.)

9. Have an understanding with the Principal and send occasionally the problematic students of your class to the Principal. Any delay in doing so will only create more unrest (restlessness) and indiscipline.

D. MORNING ASSEMBLY

1. The class teachers should stand in front and help in enabling the students to stand in line. * Once the assembly begins, the class teachers can stand either in the middle or behind to the auditorium. *Some class teachers should stand in the middle to attend to any eventuality. (This list will be made known to you.)
2. Every class teacher should reach the class room before the students after the assembly. (This will enable better discipline and order.)
3. The nonclass teachers will help by remaining in different places to see that students move in silence to their class room. (The one incharge will allot such places for the nonclass teachers.)
4. All the teachers must be present for the assembly without fail.

E. EXAM INVIGILATION

1. The students write their names and register number on the question paper.
2. The students do not write any answer on the question paper.
3. The students write the answers with good hand writing.
4. The students draw a line after every answer.
5. The students draw a margin on each page of the answer sheets.
6. The students do not exchange among themselves pencil, ruler, etc.

7. Remind the students to check if they have any bit of paper or manuscripts in their pockets, instrument box or their place, Later on, check if needed.
8. Prevent copying Prevention is better than cure.
9. The exam board will make sure that a teacher is in each floor for the first 20 minutes of the exam for the invigilators to refer to the exam board if anything is required (Question paper, Answer sheet and explanations to any questions, etc.)
10. The exam board will report when all the invigilators have gone to the exam halls to begin the prayer.
11. Kindly avoid sitting down while invigilating.
12. The exam board will make a list of absentees of the exam and report to the Principal each day.



“Society is like salt water, good to swim in but hard to swallow.”

Arthur Stringer

“Life shrinks or expands in proportion to one’s courage.”

Anais Nin

TIME TABLE

Ordinary DAYS	9.30 to 10.10	PERIOD 1	10.10 to 10.50	PERIOD 2	11.00 to 11.40	PERIOD 3	11.40 to 12.20	PERIOD 4	12.50 to 01.20	PERIOD 5	01.40 to 02.20	PERIOD 6	02.30 to 03.10	PERIOD 7	03.10 to 03.50	PERIOD 8	
	9.30 to 10.30	10.30 to 11.00	11.10 to 11.40	11.40 to 12.10	11.10 to 11.40	11.40 to 12.20	11.40 to 12.10	12.50 to 01.20	01.20 to 01.50	01.50 to 02.20	02.20 to 02.50	02.00 to 02.30	02.30 to 03.50	02.55 to 03.30	03.30 to 03.50		
Zero Hour																	
Friday	9.30 to 10.10		10.10 to 10.50		11.00 to 11.40		11.40 to 12.20		01.50 to 02.20		02.20 to 02.50						
MON																	
TUE																	
WED																	
THU																	
FRI																	
SAT																	
INTERVAL 10 MINUTES																	
LUNCH 40 MINUTES																	
INTERVAL 10 MINUTES																	