

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.

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

Seneca

GUIDELINES FOR THE RELIGIOUS LIFE OF MEMBERS OF OTHER RELIGIONS IN SALESIAN INSTITUTIONS

1. Everyone is to be free to follow the religion of one's choice.
2. No one is to be forced to follow anything that is contrary to one's conscience.
3. Each staff/ student/ beneficiary in our institution has the right to grow up in the religion of one's choice.
4. Regular common prayers may be conducted (e.g. during assembly, on the occasion of social and religious festivals) in which all shall participate at least by a respectable presence.
5. Members of other religions are forbidden to put up statues, fix pictures, build shrines, or hold pujas/prayers (or similar religious services) which are specific to their religions within our premises.
6. Those attending our institutions shall follow the dress code made known by the institutions. They shall in all circumstances show respect to our religion.
7. No one belonging to another religion is to be forced to participate in specifically Christian religious services like Holy Mass, Benediction, Rosary, etc.
8. Those who want, of their own free choice, to participate in specifically Christian religious services like Holy Mass, Benediction, Rosary, etc. , to the extent to which it is allowed by the particular Catholic rite in which the liturgy is celebrated, are not to be discouraged from doing so. If they are minors, a letter signed by the parents/guardian stating that they have no objection to their child participating in Christian services will be procured and kept in the file of the child.
9. Normal efforts will be made by our institutions (schools & colleges) to provide in the library books that will enable followers of other religions to study their own scriptures and religious traditions.

"Tell me and I forget. Teach me and I remember. Involve me and I learn."

Benjamin Franklin

10. We consider it a privilege and joy to bear witness to Jesus Christ and to explain to others our faith and to do so with gentleness and respect (cf. 1 Peter 3:15).
11. We affirm that, while it is our responsibility to witness to Christ, conversion is ultimately the work of the Holy Spirit (cf. John 16:7-9; Acts 10:44-47). In this sense, we do not convert anyone. We recognize that the Spirit blows where the Spirit wills in ways over which no human being has control (cf. John 3:8). We are happy to welcome into our religion anyone who asks for it after having fulfilled all the legal requirements.

"It is not what is poured into a student that counts but what is planted."

Linda Conway

RULES FOR THE STUDENTS

1. Be punctual; Class begins at 9.45 a.m. Be in the class at 9.45 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, 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.

"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.

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

Albert Einstein

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.

"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 9.45 a.m. Pupils are requested to be in the class at 9.35 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.

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

J.G. Holland

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.

"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. 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 at 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.

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

Paulo Coelho

C. 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.



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

St. Arnold Janssen

TIME TABLE

Ordinary DAYS	9.45 to 10.25	PERIOD 1	10.25 to 11.05	PERIOD 2	INTERVAL 10 MINUTES			02.35 to 03.10	PERIOD 7	03.10 to 03.50	PERIOD 8			
	9.45 to 10.25	9.45 to 10.25	10.25 to 11.05	11.05 to 11.55	PERIOD 3	11.15 to 11.55	PERIOD 4	11.55 to 12.35	PERIOD 5	01.05 to 01.45	PERIOD 6	01.45 to 02.25	02.35 to 03.10	03.10 to 03.50
Friday														
MON														
TUE														
WED														
THU														
FRI														
SAT														