



**ST. FRANCIS DE SALES HR. SEC.  
SCHOOL, BAHALPUR**



**ST. FRANCIS DE SALES**  
FATHER AND TEACHER PAR-EXCELLENCE

**PROSPECTUS**

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## PROSPECTUS

St. Francis de Sales Hr. Sec. School, Bahalpur is a Christian Minority co-educational institution, managed by the Missionaries of St. Francis de Sales popularly known as Fransalians in the Diocese of Bongaigaon. This institution established by the Catholic Church is meant primarily for the benefit of the Catholics but it is open to all irrespective of caste, creed and language. The School prepares students for Secondary School Leaving Certificate Examination under SEBA.

St. Francis de Sales Hr. Sec. School, Bahalpur envisages an educational program inspired by the Vision and Mission of our heavenly Patron **St. Francis de Sales** who considered **Knowledge as the Eighth Sacrament**. The School primarily visualizes inculcating in every child a scientific temper, a critical mind to analyse the various problems of Society and seek remedial measures and promotion of the forces of integration, secularism and democracy while upholding justice, liberty and fraternity in all matters concerning the socio-economic and cultural life of the individual and society.

St. Francis de Sales Hr. Sec. School, Bahalpur aims at an integrated human development of the students inspired by the Gospel values. The students are helped to discover their God-given talents and to work towards their fullest development. Fransalian Centre aims at developing in the child an integrated personality with a healthy mind and body, possessing strength of Character and capacity for work.

St. Francis de Sales Hr. Sec. School, Bahalpur lays stress on academic excellence, truthfulness, gentleness, mutual respect and appreciation, leadership qualities, personal hygiene and above all trust in God and man. Special attention is given to discipline and character formation by means of religious and moral instruction.

### OUR AIM

This school aims to develop in every child an integrated personality with a healthy mind and body, possessing strength of

character and capacity to work. The school lays stress on academic excellence, leadership qualities, personal hygiene and belief in God and man.

#### **OUR VISION**

A holistic society of compassionately human, spiritually enlightened, intellectually awakened, professionally skilled, socially committed and culturally integrated persons, based on the values as lived and taught by Jesus Christ and followed by Saint Francis de Sales.

#### **OUR MISSION :**

1. To provide a conducive atmosphere for intellectual development.
2. To facilitate conviction-based spiritual formation.
3. To nurture a sense of the Divine and transcendence.
4. To imbue the virtues of gentleness, compassion and optimism.
5. To impart authentic leadership training.
6. To instill wholesome professional ethics.
7. To encourage sports, games and work experience.
8. To inculcate healthy food habits.
9. To promote and extend environmental consciousness.
10. To foster a caring and human society meant to promote the marginalized, and thus equip the younger generation with the life-skills required to become

**CATALYSTS OF SOCIAL TRANSFORMATION,  
VOTARIES OF NATIONAL INTEGRATION,  
AND  
AMBASSADORS OF UNIVERSAL BROTHERHOOD.**

## **01. ADMISSION**

Admission to the school is totally at the discretion of its management. The management reserves to itself the right to run the school according to its norms and close the school if it is prevented in any way from doing so.

- 1.1.** Applications for admission may be collected from the school office from the announcement of specific dates for the distribution of forms.
- 1.2.** New admissions are made only to class Nursery. Other admissions if any will depend on the availability of seats and on the competence of the students.
- 1.3.** Application will be processed in the order of merit after an entrance test and interview. Test is to know the proficiency of the student in English and Mathematics in the standard immediately below that to which they seek admission.
- 1.4.** Information regarding admission will be published on the school notice board after the admission test.
- 1.5.** Admissions are made only on the receipt of the following documents: -
  - Birth Certificate (attested copy)
  - Transfer Certificate (original)
  - Original Mark Sheet of the last Annual Examination taken
  - Conduct Certificate from the head of the institution last attended (original)
  - Caste/Community Certificate (attested copy)
  - Medical Report
- 1.6.** A responsible person, parent/guardian who will be responsible for their regularity, conduct and fees, must accompany a student seeking admission and introduce them to the Head of the Institution personally.
- 1.7.** If the school authorities deem it convenient they may examine the new applicants and place them in the class they are found fit.

- 1.8. Students who are found to have obtained admission by false representation will be dismissed from the School and the matter will be reported to the Inspector of Schools.
- 1.9. Admissions in the middle of the academic year is permitted only in case of: -
  - (a) Unavoidable change of Residence
  - (b) Ill Health
- 1.10. Every student seeking Readmission shall produce their progress report, which is given out during the declaration of the results.
- 1.11. No certificates of any kind will be given to students who are in arrears. For any extract or certificates of any kind from the school archives a fee of Rs. 100/- shall be paid.
- 1.12. All supplementary certificates are subject to a fee payment of Rs. 100/-

### **Boys' and Girls' Home**

- 1.13. Only the Catholic students shall be admitted to the Hostel. To avail the Hostel facilities, separate application shall be submitted to: - The Warden
- 1.14. Hostellers should take admission into the hostel on the day of school admission itself, besides paying prescribed fees.

### **02. WITHDRAWALS**

No Transfer Certificate will be issued until an application form duly filled in by the parent/guardian in person with a two weeks' notice is received and all the dues of the school have been paid (application form for TC is available at the school office).

- 2.1. Any student from Nursery to XII failing two consecutive years in the same class or fails twice in three consecutive years must discontinue his/her studies in the school and his/her TC will be issued.

- 2.2. In the event of the withdrawal of a pupil during the course of the year, all fees must be cleared for that academic year, prior to the application for TC, including the fee of the month in which the TC will be taken. For urgent cases, which may take two or three days, one month's fee is to be paid in advance.
- 2.3. Transfer certificate may not be granted to a student: -
- Who has been expelled from the school for misconduct
  - Whose fees and other dues have not been fully paid up to the end of the term
  - Whose proposed withdrawal is due to the disciplinary action taken by the Headmaster
- 2.4. Notwithstanding anything in this prospectus, for the well-being and smooth running of the school the authorities may ask a parent/guardian to withdraw his/her ward from the school without assigning any reason.
- 2.5. When the certificate is refused, the Headmaster shall state the reason of refusal in writing to the applicant.
- 2.6. A fee will be levied for a Transfer Certificate as and when it is issued.

### 03. FEE STRUCTURE

The Fee Structure as given in the prospectus shall be applicable to all those seeking admission to the St. Francis de Sales School, Bahalpur. This is an unaided minority institution and does not receive any financial help from the Government or any other agency and the only income of the school is the fee realized from the students. ***The School fees and other dues are liable to be revised periodically at any time*** to meet the growing needs of the school.

- 3.1. The tuition fee for the month of January shall be paid along the annual fees. No refund of annual or monthly tuition fees will be made for any reason whatsoever.

- 3.2. The School fees cover twelve calendar months. No reduction is made for holidays or broken periods. Students are liable to be charged full fees as long as their names are officially on the rolls.
- 3.3. Pupils failing to pay the fees for three consecutive months will have their names struck off the rolls. They may, however be, readmitted on clearing all arrears and fines.
- 3.4. Students joining or leaving the School during a term will have to pay all the fees for the full terms including the annual fees.
- 3.5. Students whose dues are not cleared completely, will be barred from examinations unless it is for due and serious reason only and with permission.
- 3.6. No bills are issued. Therefore, Parents/Guardians should see to it that the fees are **paid on or before the 10<sup>th</sup> of each month**. A fine of Rs. 50/- per month will be levied on all late payments.

#### **04. WORKING DAYS & HOLIDAYS**

The school timings shall be as notified by the school authorities from time to time. The school management reserves every right to alter the timing, add or delete class schedules. **No school business will be transacted during the holidays.**

- 4.1. There shall be no scheduled classes on Saturdays. It shall be an activity day for all co-scholastic activities, project assignments, exposure trips, coaching, remedial classes etc. The students may come to school as per the requirement and information given by the teachers.
- 4.2. All Saturdays shall remain a working day for the school faculty to plan, to execute and monitor the above mentioned co-scholastic activities.
- 4.3. If however holidays/cancellation of classes occurs twice during the week then Saturday will be a working day with the routine of the first day on which classes were not held.



- 4.4. There are two vacations during the year (summer vacation in July and winter vacation in Jan-Dec). Parents/guardians are requested to make use of the vacations to attend to all extra activities of their wards (like medical check up, attending ceremonies etc) and avoid being absent during the class days.
- 4.5. All other holidays are as notified in the school diary. These holidays/vacations are not to be extended or anticipated.
- 4.6. A student who is absent on the day before or on the day after these holidays/vacations without prior permission may have his/her name removed from the rolls. They may be readmitted at the discretion of the school authorities if there is a vacancy and on payment of the usual admission fees.

#### **05. LIBRARY, REFERECNE LIBRARY & READING ROOM**

Students should form a habit of reading. They must take proper care of the School library books, magazines, newspapers and other periodicals.

- 5.1. All without exception shall obey the library rules that are displayed in the Reading room and submit to the directions of the Librarian. No one shall enter the library without proper identity card.
- 5.2. Perfect silence must be observed in the Reading Room and Reference library. The materials for reading should be handled carefully so as to avoid any damage.
- 5.3. Library books shall be issued once a week. They shall neither keep the books with themselves more than one week nor exchange the library books with their companions.
- 5.4. When taking a book, if any defect is noticed, it should be brought to the notice of the Librarian. If a book is lost or damaged, 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.

- 5.5. Before leaving the room the students should see that all books, journals and newspapers are returned to their proper places.
- 5.6. Students should not take away or destroy anything belonging to the library. If, any damage is caused to the books or journals, compensation should be paid.
- 5.7. Reference Library is a place of serious study. Students of V to XII who wish to increase their knowledge in any subject may make use of it. No one shall take out nor trace and make any markings on the books of Reference Library.

#### **06. COMPUTER LAB, AUDIO-VISUAL LAB & LABROATRY**

Students shall develop a taste for experiments in the field of modern science and technology with the help of modern gadgets. The labs are a place of learning and serious work.

- 6.1. Strict silence and proper discipline shall be maintained in the computer labs, audio-visual labs and laboratory. Students shall take nothing into the computer lab or other facilities.
- 6.2. Students shall remove their shoes before entering computer and audio-visual labs, as dust is the greatest enemy of them.
- 6.3. Students shall promptly obey the teacher in-charges or the lab attendants. Any defect, breakage or damage to the equipments and apparatus shall be reported immediately to the person concerned so that prompt action can be taken.
- 6.4. Neither students nor teachers shall take out any audio-visual equipments and laboratory apparatus without the explicit written permission of Headmaster.

#### **07. CO-CURRICULAR ACTIVITIES**

Education of children will remain incomplete without Co-Curricular activities. Co-curricular activities such as sports and games, both indoor and outdoor as well as other intellectual

contests like debates, quiz competitions and cultural activities are part of the school curriculum. It is of paramount importance for the students to take active interest in these items.

- 7.1.** As per the guideline and the new scheme of evaluation, students shall be encouraged to take part in one of the non-scholastic subjects (Games, Music, Dance, etc.) depending on their personal aptitude. Special coaching shall be arranged after the school hours or on Saturdays. Students who enrol themselves to attend the special coaching are expected to pay the fees as per the requirement.
- 7.2.** In order to promote the talents of the students, the school envisages to materialise various clubs and associations in the coming years like Science Club, Literary Associations, Fine Arts Club, Scouts & Guides, NCC, Martial Arts, Young Student's Movement (YSM) and Junior Red Cross etc.
- 7.3.** The ability to accept gracefully defeat in a competition is a sign of self-discipline and human maturity. Hence even a personal defeat can contribute to the positive development of one's personality. These activities will show forth leadership qualities of students.
- 7.4.** The students should be made to see the positive side of House system and actively participate in the competition and other activities. Every class is divided into 4 (four) groups having its own leaders. Later, these groups are put together into 4 (four) houses under a Captain and Vice Captain with 2 (two) teachers as animators.
- 7.5.** The students shall be encouraged to participate in competitions and other sports events at the local, district and state level.
- 7.6.** If students are selected to represent the school either individually or collectively in some competitions, they are bound to follow the guidelines given either by the Principal/Headmaster or the Teacher-in-charge.

## **08. PUBLICATIONS**

Developing literary tastes is equally important as compared to developing the physical growth of the individuals. The school magazine is an important mode of giving an outlet to the feeling of students. The country needs writers, philosophers, poets, creative minds etc. It is possible only if we develop literary tastes of the student from the beginning stages when their minds are very fertile.

- 8.1.** In order to make the students to realize the educational value of News Letters, Magazines, etc., and to instil in them a genuine interest in these activities the Centre shall publish News Letters quarterly/bimonthly.
- 8.2.** The students of V to X and staff shall contribute articles, essays, stories, etc. As it carries news of the schools it becomes a permanent record of things. It helps in establishing the popularity of the school far and wide.
- 8.3.** This activity serves as a link between the school and the community. Hence, every effort shall be made right earnestly to popularise this activity in the school programme.

## **09. STUDY TOURS & EXCURSION**

Real knowledge cannot be acquired fully in the classroom situations. Visiting different places of historical significance, cultural or agricultural value certainly adds to the knowledge of the students. These types of activities broaden their outlook and the knowledge acquired by the students in this way through real life situations helps them to group things in a better way.

- 9.1.** For useful learning, students require experience with the raw material of life. They enjoy these activities and learn to make use of the leisure time in some useful activity.
- 9.2.** They supplement the class work considerably. The students learn through direct experiences. The knowledge gained in this way, is better acquired and retained for a longer time.

- 9.3. They add to the mental and social development of the children. They help in developing the qualities of leadership amongst the students.
- 9.4. They add to the variety in school programme. The monotony and routine work of the school are changed. The Participation in such activities encourages and refreshes the students and the staff.
- 9.5. Excursion to places of natural beauty develops the aesthetic sense in the youth. They are enabled to appreciate goodness, beauty and truth.
- 9.6. The students are disallowed and discouraged to arrange picnics, parties, other celebrations, etc., by themselves. But they are encouraged to participate in them as and when arranged by the school management.

## **10. CHARACTER FORMATION**

Character Formation is one of the important objectives of education. An important aspect of formation is self-discipline, which gives a person mastery over oneself. A human person should not become a slave of his/her emotions, whether it is anger, hatred, violence or allurements of sensuality.

A Person can obtain self-discipline. By self-discipline one becomes a real human person.

- 10.1. For the sake of developing right human values in one self and also for the well being of our society, it is of importance that the students should develop social awareness through visits to Slums, Jails, Hospitals, Home for the Aged and Disabled, etc. When the management arranges and organizes such programs the teachers and students should co-operate whole-heartedly.
- 10.2. As the students grow into puberty, it is natural to develop in them curiosity regarding sexual matters and attraction towards the opposite sex. The students shall be helped to control these instincts in the spirit of self-discipline by providing Sex/Moral/Value Education.

**10.3.** The students shall avoid unbecoming behaviours, such as obscene gestures, use of vulgar language, improper physical contact with other persons especially the opposite sex, writing of love letters and bringing of pornographic materials to the school.

## **11. TESTS & EXAMINATION**

The academic year shall be divided into 4 semesters and as such four Examinations will be held in a year. When the report card is sent to the parents/guardians, it must be signed by them and returned to the School promptly (within two days).

**11.1.** Attendance of all examination is compulsory. Exception is granted only on medical grounds. Students absent from examinations without grave reason will be considered as having failed.

**11.2.** No re-examination will be held for the absentees. In case of illness, medical certificate is to be submitted.

**11.3.** For the Half Yearly and the Annual examinations all subjects will be considered but for the 1<sup>st</sup> Term and Mid-Term only the core subjects will be considered.

**11.4.** The Core subjects are the following: -

- Mathematics, Mental Arithmetic, Social Studies, Science
- English I, English II, Assamese, Hindi

**11.5.** From Class IX & X, there will be assignment and group activities for Moral Science, instead of examinations.

**11.6.** The marks awarded to a student for the following subjects will be converted into Grades on a **9 point scale**. If a student secures 'E' grade, will be declared "**Fail**" even if he /she passes in core subject.

- Rhymes, Drawing / Painting, Hand Writing, Conversation, Dictation,
- Environment Science, General Knowledge, Computer, SUPW
- Co-curricular Activities

Sl. No.	Grade	Marks	Remarks	Points
01	A1	91 – 100	Out Standing	10
02	A2	81 – 90	Excellent	09
03	B1	71 – 80	Very Good	08
04	B2	61 – 70	Good	07
05	C1	51 – 60	Fair	06
06	C2	41 – 50	Average	05
07	D	33 – 40	Below Average	04
08	E	00 - 32	Poor	03

11.7. Dishonest practice like copying is considered a serious violation of examination rules. Such students will not be allowed to continue the examination and his/her result will be withheld. He/she can be expelled from the School, if the School authority so wishes.

11.8. A student may be debarred from any examination for any of the reason given below: -

- a) Giving or taking dishonest practice in the examination
- b) Non-payment of prescribed fees
- c) Suspension from the School caused by any unbecoming activity in the School

11.9. Anyone using unfair means in examinations will be debarred from further examinations and will be declared to have failed at the end of the year and in extreme cases will be expelled from the school.

## 12. PROMOTION CRITERIA

12.1. Parents must examine carefully the report card and do all in their power to help their children to improve their weak subject and to correct any other fault in the light of the remarks passed by the School.

12.2. Promotion is decided on the marks obtained throughout the year combined with the Final examination. **In all**

**questions of promotion or failure the Principal's decision is final.**

- 12.3. If a student does not have 80% of the attendance, he/she will not be promoted.
- 12.4. 20% of the 4<sup>th</sup> Semester (Annual Examination) marks are reserved for various tests and examinations held during the year.
- 12.5. To secure promotion one must obtain pass marks in all the subjects. The results obtained in the 1<sup>st</sup> Semester (First Term); 2<sup>nd</sup> Semester (Half yearly) and 3<sup>rd</sup> Semester (Mid-Term) Examinations will be taken into consideration for promotion.
- 12.6. No children will be promoted unless they obtain in the examination the percentage required by the rules of the school. However, those children who fail to obtain the required percentage will be considered by the examiners in the light of the result of other examinations and general run of work thought out the year.
- 12.7. For a student to pass 40% marks should be obtained for all compulsory subjects.
- 12.8. The results given in the Report Card is final and there should not be any alteration of marks or remarks as entered in here.
- 12.9. Pupil who fails badly in the promotion examination may be asked to leave the school as being unwilling or unable to study.
  - A student who fails twice (2) in three (3) years must be withdrawn.
  - In no case, however, will a student be allowed to repeat the same class for a third time.



## **ADMISSION DETAILS**

1. New admission is made only in class Nursery. Other admissions if any, will depend on availability of seats and on competence of the student.
2. After the submission of application to classes a test will be conducted in due course of time to know the proficiency of the student in English, Science and Mathematics. The result of the test will be published.
3. Admission is made only on receipt of the following documents-
  - a. Copy of the Birth Certificate.
  - b. Transfer Certificate
  - c. Copy of the Final result of class he/she studied.
  - d. Health certificate of the student.
4. The application form for entrance test can be collected from the office.
5. Tuition fee and other related fee should be paid through the counter of the school or through online every month. Monthly fee has to be paid by 15<sup>th</sup> of every month. Rs. 10 shall be levied as fine if the fee is not paid by 30<sup>th</sup> of every month.
6. Books and stationery items will be issued on all working days.
7. The school fees must be paid for twelve calendar months.
8. Pupil failing to pay fees for three consecutive months without prior information will have their names struck off the roll without any notice.
9. A pupil joining or leaving the school during any term will have to pay all the fees of the whole year, including the annual fees. Absence from an examination does not mean exemption from examination fees.
10. Pupils whose dues are not cleared completely will be barred from sitting for the examinations.
11. Transfer Certificate will be issued only when all dues have been paid in full and on the receipt of the duly filled application form from the parents or guardians.

## GENERAL RULES

1. School Hours :
  - a. From Monday to Friday: 8:00 am - 2:00 pm.
  - b. Saturday - : 8:00 am to 12: 50 pm.
  - c. Holidays : Sunday and First Saturdays, National Holidays & State Holidays as mentioned in school Hand Book.
  - d. If there is a sudden or emergency holiday on any working days, depending upon the need, first Saturday will be a working day and even other Saturday classes will be extended till 2.00 pm.
2. English is used as the official language of communication in the School Campus, to acquire greater confidence and fluency in the study of the language.
3. Any damage done to the school property must be repaired or compensated by the pupil.
4. This institution is established by the Catholic Church. It is a minority institution primarily to educate the children of its community, but it is also open to all, irrespective of religion, caste or 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.
5. No act of indiscipline interference in the administration, disrespect to any teacher and to any religion or community by any student shall be tolerated and delinquent may even be expelled from the school.
6. Irregular attendance, habitual idleness, disobedience and conduct injurious to moral tone of the school, justify dismissal at any time of the year, unless a student after having been admonished corrects himself/herself.
7. Guardians and parents are requested to make proper arrangements to collect the children immediately after school hours. Though proper care is taken to ensure safety of the children, the school cannot be held responsible if a

student leaves the school campus on his/her own accord or any accident, minor or major, to pupil during their stay in the school or while taking part in any activities of the school.

8. No magazines, paper or books other than school textbooks may be brought to the school without permission of the Principal. Parcels and letters are subject to inspection.
9. Parents and Guardians are not allowed to see their children or meet teachers during class hours.
10. Every child must be in clean and full uniform daily.
11. All the communication and correspondence relating to the school should be addressed to the Principal only.
13. All promotion to the next class will be according to the instruction given in the Handbook. Parents/Guardians who wish to meet the teachers can do so on Saturdays from 12 noon to 12.30 pm (Preferably on last Saturday of the month).
14. The school diary is a record concerning the student. Therefore, every student should take care of the diary and bring it to class daily. If anyone loses it, he/she should get a written authorization from the Principal/ Headmaster to buy a duplicate diary.
15. Student of this school are not encouraged to take private tuitions outside the school from the teachers of SFS School.
16. The school does not recognize student's union nor any union activities are permitted within the school premises.
17. Students are strictly forbidden to organize strike or incite others to strike or to bring external elements that can destroy peace, harmony and effective running of the School. They shall be abstained from any act, which is likely to damage the reputation of the School.
18. Any student who comes to school without the prescribed uniform or whose uniform is dirty or untidy will not be allowed to attend classes or may be allowed to attend classes, but will be marked absent.

19. Girls shall not wear ornaments and jewellery like rings, earrings, chain, bangles or the use of cosmetics such as lipsticks, nail polish etc. Girls are to tie their hair properly and not to let it loose.
21. Unconventional hairstyle, any make-up that degrades the uniform of the pupil will not be tolerated.
22. Boys must have a proper hair cut. Long hair, long nails, ear rings, chains, watches, inprinting tatoos, unconventional hair styles are not permitted.
23. Students are not allowed to wear baggy trousers.
24. The length of the skirts should be below the knee.
25. Those students who come to school early should sit and study in their classrooms or should be in the reading room.
26. A pupil who has been absent for 15 calendar days without due authorisation from the Principal will have his / her name struck off from the rolls and stand withdrawn.  
Students must not absent themselves from the school on days prior to holidays and examinations. Students must rejoin classes after the holidays on the re-opening day. Any breach of this will be considered a grave offence. Moreover, any student arriving later than a calendar week after the re-opening of the school is liable to forfeit the seat.
27. Parents should not hand over the tiffin to the staff both teaching and non-teaching or to the students, to be distributed. They can bring during break time (outside). No food items to be taken to classroom.
28. The Parents are not allowed to get inside the school to drop and to pick children in the morning and evening.
29. No student is allowed to bring mobile or any electronic gadgets to the school without prior permission. If it is brought without permission it will be confiscated and will not be returned.
30. No student is allowed to go home during school hour except in case of emergency. In such causes, the parents need to come to pick up the child.

## **ABSENCE AND LEAVE**

1. No pupil should absent himself/herself without obtaining prior leave unless it is a sick leave. Reasons such as birthday, excursions, festivals, urgent business, work at home are not considered as sufficient reason for leave. Whenever leaves have been sanctioned, the fact will be recorded in Regularity Record. However, evidence for leave is to be submitted on the very first day when he/she returns to the school.

Evidence for Medical Leave and other matters include the following.

- a. Genuine Report of a Registered doctor with proper date, seal, signature and phone number.
  - b. Copy of the Payment voucher and prescription are to be attached along.
  - c. Other Occasions-Invitation cards, photographs, travel tickets etc.
2. Hundred percent attendance in the school is appreciated. Because for a student being absent even for a single day can cause immense hardships in effective Learning process.
  3. If it is noticed that mass bunking of the school willfully to avoid attending the classes, important scholastic and co-scholastic activities, extra classes, guest lectures etc, will lead to fine not exceeding Rs.300/- Per day along with other disciplinary actions, to the extend of expulsion from the school.
  4. Leave must be obtained in writing application from parents or gurdians in the prescribed leave records and must be signed by the Principal / Headmistress / Co-ordinator.
  5. Late arrivals in the school shall be fined Rs. 50/ or above as given in the disciplinary chart.
  6. No child is allowed to leave the school premises without the permission of the Principal.
  7. No pupil will be allowed to sit for UT1, UT2, HY and final exam if the attendance during the year is below 93%, in the respective semesters.

## **DISCIPLINARY ACTION AGAINST STUDENT**

Students are expected to follow the rules and regulations of the school. If there is a significant violation of the rules of the school by any student, the school administration has to take action. This is important for the good of the institution.

The Principal/VP/Co-ordinator/Class teacher is the competent or the sole authority to inflict just and appropriate punishment on a student. As a rule, the following steps are taken to discipline the students.

1. For minor violations of any rule, the class teacher corrects the students with a mild scolding and then warning not to repeat the mistake. In case of non-compliance minus points will be given according to the rule given in the school diary
2. If the student or a group of students repeat the same mistake or commit a serious offence, they will be sent to the Principal/VP/ Co-ordinator, who will correct them sternly.
3. Gentleness, loving kindness, persuasion, patience and counselling take the place of corporal punishment. The spirit of St. Francis de Sales shall prevail in the education institution.
4. In the absence of the class teacher and the Principal/ VP/ Co-ordinator / any teacher of the school is entitled to correct and even punish moderately, if the situation demands.
5. If a student commits a serious offence or if he/she repeatedly breaks the rule of the school the Principal / VP/ Co-ordinator will call the Parent/Guardian of the student to his/her office and explain to them the gravity

- of the matter and in their presence warn the student not to repeat the offence.
6. The following punishment may be inflicted for major offence:-
    - i. Fines not exceeding Rs. 2000/-
    - ii. Suspension from the school for a period not exceeding 30 days
    - iii. Rustication for a period not exceeding 2 months
    - iv. Forfeiture / withdrawal or cancellation of Scholarships and other privileges.
  7. If a student commits a very serious offence, the Principal/ VP can suspend him/ her from the school. Suspension is used for serious reasons.
  8. If a student, even after a repeated suspension does not reform himself/ herself, he/she may be expelled. The measure of expulsion is taken only in the case of very grave offences, when there is no reasonable prospect of change and moral reformation of the offending student and where the retention of such would be injurious to the morals of other students or undermine the discipline and reputation.
  9. In case of rustication or expulsion, the head of the school shall place the matter in the hands of the Disciplinary Committee. If the Disciplinary Committee decides on rustication or expulsion, the order must be drawn up in the appropriate form.
  10. The Principal / VP shall forward a copy of the order of rustication or expulsion to the parent/guardian of the student concerned.
  11. Before expelling a student from the School, he /she will be given an opportunity to present his/her explanation to the case in question.

## **POINTS FOR STUDENTS TO REMEMBER**

1. Never neglect the lesson or homework assigned. If you do so, it is like missing a train that you can never catch afterwards.
2. Always revise the work done in class.
3. Consider tuition as social evil. Avoid it by concentrating and participating in the class.
4. Never postpone what you can do each day.
5. Be enthusiastic in doing everything. Live well by doing everything well.
6. Daily show your school diary to your parents and get them to sign any remarks.
7. Make friends with studious companions. They will help you by words and example.
8. Take part in games. Recreation serves to refresh your mind and gives you new energy for study.
9. Do not flinch in the face of difficulties in your studies. Remember, a prayer to God for light will always help. Your teacher will help you too.
10. Refer the school diary for the additional rules and regulations.

## **EXAMINATION GUIDELINES:**

1. Minimum pass marks for each subject is 40%
2. There will be two unit tests (50 marks) for each subject in both the semesters.
3. There will be weekly test in each week and all the subjects are covered twice in each semester.