

Introduction:

Don Bosco School, Palsanda is an unaided, minority Christian (Catholic) English Medium School for boys and girls established and administered by the Salesians of Don Bosco (Northern India), founded in 2018. As such it is a minority institution belonging to the Catholic Church. Provision is also made for the admission of non-Catholic Students. It reserves to itself the right to run the school according to its norms and close the school if it is in any way prevented from doing so.

I. Aim of the Institution

1. The aim of the Institution is to impart sound value based education by forming in the students habits of Piety, Virtue, Discipline and Self-reliance during the years of their studies, thus enabling them to be dutiful members of the Catholic Church and useful citizens of our motherland –India.

Don Bosco School, Palsanda More offers the students not only professional qualification but also a holistic human education, the possibility of building up their life based on Christian principles of justice and charity. It aims at the integral and social growth of the students, by bringing them to an encounter with their cultural, humanistic and technical heritage. It functions in the light of the Christian concept of life centered on the teaching of Jesus Christ.

2. The method of education followed in the school is the Preventive System taught and practiced by St. John Bosco- the Father and Teacher of Youth. It is based on Reason, Religion and Loving Kindness. We seek to form the youth, through education, into persons of character, competence, conscience, compassion and commitment who will foster uprightness in public life.
3. Religious Instruction: Being a Christian institution the classes of Christian Doctrine (Catechism) are compulsory for Christian students. All other students must attend classes of Moral Science/ Values and rules of conduct and daily living. A student must strive to attain qualities of mind and heart and integrate into one's life virtues such as honesty, sincerity, piety, compassion, generosity, love for nature and self-reliance.
4. Discipline: Special attention is given to ensure a high standard of morality and discipline in the school. Guardians are requested to collaborate in this with the School Authorities by insisting on regular attendance and punctuality of wards.

II. Course of Studies

5. Don Bosco School, Palsanda, prepares the students for the Indian Certificate to Secondary Education Examination of the Council for the Indian School Certificate Examination, New Delhi. Don Bosco School, Palsanda, being an English Medium School, makes every effort to teach the students to handle English effectively as a written and spoken language. All students must speak only English in the school campus.
6. Bengali and Hindi, however, are compulsory subjects as Indian Languages, in the three-language scheme of secondary education.
7. The student's personality, initiative and originality are given full scope in creative curricular and co-curricular activities and by involvement: and participation in groups and movements, sports and games.
8. Social Commitment: Don Bosco School aims at contribution to the building up of a more just and humane society by promotion systematic social education of the students. Social service projects form an integral part of the school curriculum.

III. ADMISSION

9. Applications for admissions are accepted from students of all faiths. However, Christians are given preference. Christian students must produce a Baptism Certificate.
10. Parents are asked to fill in the Application Admission Forms with the utmost accuracy. No subsequent changes will be permitted. The school does not accept affidavits to change the date of birth already entered officially.
11. A candidate who has attended a recognized school may be admitted only with a Transfer Certificate from the school he/she has last attended. Catholic students must also produce their Baptism Certificate.
12. New Candidates must be introduced personally to the Principal by the one who will be responsible for his/her conduct and the payment of fees. They will be examined on the syllabus of the class immediately below that to which they seek admission.
13. The Rector/Principal is the final authority in granting admissions and his decision is final and binding on all.

IV. Regularity Record (Absence, Leave, Late Arrival)

14. School begins with the Morning Assembly and students must be in time for it and be present at the venue of the Assembly. It is advisable that students reach school at least ten minutes before the scheduled time for the Assembly. Students go to their respective classrooms in silence from the Assembly, according to their classes.
15. Attendance: the purpose of regular attendance is to inculcate in the students, traits of punctuality, regularity and academic discipline. To be eligible for the promotion, a student must have minimum of 95% attendance. Absence from the school without leave is not tolerated, except when the cause is sudden illness or unforeseen circumstances, in which case information must be given at the earliest.
16. Attendance on the first and last working days of every term as well as Report days is compulsory. Parents are requested to plan their vacations in accordance with the school Calendar.
17. After an absence from school the reason for the absence must be entered briefly in the regularity Record under "Absent" in the school calendar. Reasons of a private nature must always be submitted in a letter. Parents/Guardians should give a prior intimation to the school on the Third day of their ward's absence if he is likely to be absent for a longer duration.
18. A student returning to school after suffering from an infectious or contagious disease should produce a doctor's certificate permitting her/him to do so.
19. Students who require medical attention during school hours may be sent by the teacher to the sick room with an entry by the Principal or Vice-Principal in the infirmary record.
20. Students suffering from the following diseases must observe the prescribed period of quarantine before returning to class: a) Chicken Pox: till the crabs fall off completely; b) Mumps- 22 days; c) Measles- Two weeks after rash disappears; d) Whooping Cough- 4 weeks; e) Jaundice- 6 weeks.
21. Leave for going out of station should be approved prior to proceeding on leave.
22. In case of an emergency, parents are to inform the school and report to the principal or in his absence his delegate.
23. If an unauthorized absence from school exceeds 15 calendar days, the student's name may be struck off the rolls, and he/she may not be readmitted to the school.

24. An absence due to illness for three or more days, besides being entered in the Regularity Record under 'Absent', must be accompanied by a Medical Certificate/Doctor's prescription. For an absence of 3 or more days 'leave' must be taken from the school.
25. Leave for religious ceremonies, wedding of very close relative or special occasion must be obtained beforehand.
26. An absence for reasons as birthdays, excursions, festivals, wedding, time to study for an examination, is not considered sufficient.
27. A leave granted, must be recorded in the Regularity Record under 'Leave', in the calendar. This must be signed by the principal or the one delegated by the principal.
28. Early departure: It is availed when there is an emergency at home or when a student gets sick in the school. It is not granted to those who come from home, sick or those who ask for early departure after the unit tests.
29. In case, a child falls sick/meets with any accident in the school premises, he/she can be helped with immediate first aid only. The parents will be informed and are expected to come to attend to their ward immediately. It is important to give the correct contact numbers in the diary and update it whenever there is a change.
30. Late arrival at school is a breach of discipline. A student who comes late to school, must enter the date and time of arrival in the Regularity Record, under "Late".
31. Mark will be deducted for every late arrival. Ten late arrivals will result in a 'Parent call'.
32. It is mandatory for a student to attend the school on day's marked "Compulsory attendance". Defaulters will invite a penalty as decided by the Principal. In case of sickness/eventualities the matter must be notified to the Principal with relevant documents on the same days.
33. Parents must collect Report cards on the specified date from the Class Teacher on failing to collect the Report card on the stipulated date fine may be levied.
34. The name of students, who fail to be present without written permission for the first day of the scholastic year or after the long holidays, will be deleted from the class list. The process of Re-admission has to be done for the name to be enrolled again.

V. SCHOOL FESS: (SEE FEE BOOK)

35. The School fees cover twelve calendar months and may be paid in monthly installments or in advance. No reduction is made for holidays or broken periods. Students are liable to be charged full fess as long as their names are officially on the rolls. Fees once paid will not be refunded.
36. The fees, if paid monthly, must be paid on or before the due date(18th of the month), failing which a late fee of Rs.50/-will be levied up to the end of the month thereafter Rs.30/- per month cumulatively. Due dates are clearly indicated in the School calendar. Fee defaulters may not be allowed to attend the class if fees are not cleared during the same month.
37. Fees for the holiday months must be paid in advance before the school closes. All dues must be paid before the school year ends.
38. The school reserves the right to increase the fees at any time of the year if an increment is considered necessary. Ten Percent annual increase in the tuition fee or any other fee is normal.
39. Payment of Fees: Parents must pay the school fees before 18th of every month. School fee must be paid in the School office fee counter.

VI. School Uniform

The school uniform is a sacred and prized possession of a student. It symbolizes the ethos and culture of the school, of which the student is an integral part. Any violation of its sanctity calls for firm disciplinary action such as suspension, termination etc. hair colouring, using styling gel and fashionable hair cults/ cuts, applying 'Mehendi' are not allowed in school.

40. Every student must wear daily a clean, neat, complete and correct uniform. Parents must take special care to see that students leave home in full uniform. Girls will use only black hair bands/blue ribbon to tie their hair. Boys need to have a neat short haircut

(No mushroom cut, army cut etc.)

Children must wear black, rubber soled shoes of running material. Girls may wear small unobtrusive earrings and no dangles. Nail polish or Mehendi is not to be applied. Girls in secondary school must wear black bicycle slacks under their school uniform.

Uniform is compulsory for all school activities, both curricular and co-curricular, on instruction days as well on non-instruction days. On PT days the students are to wear their colourful Jerseys. Defaulters may receive appropriate penalties. Whenever the complete or correct uniform cannot be worn, parents must seek permission to attend school through an entry in the Dairy under “Uniform”.

41. The specifications regarding uniform must be strictly adhered to by parents/ guardians and students. No one is allowed any liberty in this regard. The uniform will be as follows:

a) For Ordinary days

Boys:

- Grey Shorts with pleats (for summer), Grey full pants with pleats (for winter)
- White Shirts with half sleeves (for summer), full sleeves (only for winter)
- DB monogram stitched on the pocket on the left side of the shirt.
- Maroon Tie.
- Belt supplied from the school.
- Plain black shoes with laces and white socks.
- White canvas shoes on PT days.

Girls:

- Grey knee length skirts with loops for belt and grey leggings.
- White shirts with half sleeves (for summer), full sleeves (only for winter)
- DB monogram stitched on the pocket on the left side of the shirt.
- Maroon tie.
- Belt supplied from the school.

- Plain black shoes with buckles and white socks.
- White socks.
- White canvas on PT days.
- Black elastic hair band/ sky blue ribbon (if needed)

b) For Winter

Boys:

- Grey trousers
- White shirts with full sleeves.
- Grey jackets (supplied from school only)
- Plain light grey pullover (supplied from school only)

Girls:

- Grey skirt with thermo cot pants grey colours.
- White shirts with full sleeves.
- Grey jackets (supplied from school only)
- Plain light grey pullover (supplied from school only).

c) For sports day: (For All)

- Vest to be bought from the school
- Uniform trousers/skirts
- White canvas and plain white socks

42. To ensure uniformity, the following items of the uniform must be obtained from the school only; the grey trouser material and skirt material, the DB monogram, the maroon tie, and the belt. **NO OTHER SHADES OF MATERIAL WILL BE ALLOWED.**

VII. SCHOOL HOURS

43. Class hours are as follows:

7:30 AM – 12:45 PM

44. Office hours: the principal can be interviewed from 09:30 am to 11:00 am or any other time by prior appointment.

45. School Stationary will be available from 9:00 am to 10:00 am on working days.

46. No school business will be transacted on holidays, 2nd Saturday or during vacations.

VIII. ASSESSMENTS AND PROMOTION

47. Promotion at the end of the year will be based on the attendance, Continuous Assessment (200 marks) in every subject, on the work done during the year and the overall conduct record.

The periodic assessments held during the year are notified in the school calendar.

48. For candidates who fail to secure promotion, there is no arrangement for Re-Examination or Promotion on trial.

49. The result of the Final Assessment is final and cannot be changed.

50. A minimum of 95% attendance is absolutely essential for promotion at the end of the year.

51. A student, who fails to secure promotion, may be asked to leave the school. In no case, however, he/she is allowed to repeat the class for a third time. Also a student who fails twice in three consecutive years may be asked to look for alternatives.

52. Students will be promoted based on their performance in the continuous evaluation. They must obtain 40% marks in all subjects to be promoted.

53. Failure to appear at any assessment can seriously affect a student's academic progress and promotion.

54. Breach of any of the regulation of conduct at examinations or indiscipline in or outside the hall or the use of unfair means, even if discovered subsequently, will merit the

cancellation of that particular paper and the student concerned will be awarded a zero. He will also be given a general remark stating the facts of the incident.

55. A student who has made arrangements to obtain unfair help in connection with question papers from any person or any agency is liable to have his result in the examination cancelled as a whole. Candidates who are detected giving or obtaining, or attempting to give or obtain, unfair assistance, or who are otherwise detected in any dishonesty whatsoever, will be debarred from the examination.
56. Student guilty of disorderly conduct or responsible for causing any kind of disturbance in or near the examination hall is liable to be refused admission to subsequent papers.
57. A student is not expected to have in his/her possession any book, notes or papers whatsoever during the examination.
58. A student who has missed the second term examination due to sickness and leave has been sanctioned against a written application on the day of examination with proper medical certificate, will be awarded 75% of the total marks secured in the first term examination of the subject under consideration.
59. No consideration can be made if the candidate misses the assessments in both terms.
60. There is no arrangement for “re-examination” or promotion on trial.
61. A student who fails to secure promotion may be asked to leave the school. In no case, however, will he/she be allowed to repeat the same class for a second time. A student, who fails twice in three consecutive years, must be withdrawn.
62. The reports must be collected by the Parents on the stipulated day. A defaulter may be penalized through a fine/and may not allowed to attend school, until his/her report is collected.
63. In all questions of promotion or failure, the Rector’s decision is final.

IX. CRITERIA FOR PROMOTION

64. Promotion is based on the whole year's performance.
65. Normally a student should pass in all subjects she/he may be considered for promotion even if he/she fails in one of the subjects others than Moral Science/Catechism, English, second language.
66. Primarily section: Students of Classes LKG to IV will be promoted based on their performance in the continuous Evaluation.
67. Students of class V are evaluated through a combination of continuous assessments. They must obtain 40% mark of D grade in all subjects to be promoted.
68. Secondary Section:
- a) Classes VI to IX: Promotion is based on the two Assessment and (unit Tests and class tests, written Assignments Book Reviews for English) Internal Assessment for Moral Science will be based on "contact Record".
 - b) The final tabulation of 100 marks will comprise of 30% form the 1st Assessment, 30% from the unit Tests and internal Assessment combined and 40% will be from the Second Assessment. A Student must obtain 40% in this tabulation.
69. A student must score 60% marks in Moral Science/Catechism, General Knowledge, Physical Education and SUPW (IX). He must obtain 40% in all other subjects according to the final tabulation procedure.
70. Grades:
- | | | |
|-----|---------------------|------------|
| A+: | Exceptional : | (96-100) |
| A: | Excellent : | (90-95) |
| B: | Very Good : | (80-89) |
| C: | Good : | (65-79) |
| D: | Fair : | (56-64) |
| E: | Satisfactory : | (56-64) |
| F: | Needs Improvement : | (Below 40) |

71. Conduct marking scheme: There shall be an aggregate of 50 marks every term allotted to the CMS for every student. Under this marking scheme infractions shall attract negative marks as specified, which will be adjusted against the student's marks in Moral Science.

X. PRIVATE TUITION

72. As a policy the school forbids all private tuitions, as the pupil should be able to progress in his/her work as a result of good reaching.
73. Private tuitions are not to be taken by Don Bosco School Teachers, since that will interfere with the proper execution of their school duties, including the preparations of lessons at home and the correction of exercises. A student who takes tuition from his/her own teacher may be dismissed from school.

XI. VACATIONS

74. Vacations are specified in the school calendar. These holidays may not be anticipated or extended. Unauthorized absence on the last day before vacation and delays in returning to school will mean "re-admission" to the school.
75. In view of the required number of working days as prescribed by the council, unscheduled holidays will be made up with classes on Saturdays and when required.

XII. WHITDRAWAL AND DISSMISSAL

76. The Transfer Certificate will be issued only on receipt of a written application signed by the parents and personally handed over to the Principal b the parents of the student. Before withdrawing a student from the school a month's fee is lieu of notice. Those who take T.C. after the month of June are required to clear the whole year's fees. No Certificate will be issued until all dues to the school have been paid in full.
77. Any student failing two years in succession in the same class or failing twice in three consecutive years, will have his/her name struck off the rolls and a Transfer Certificate will be granted. A student who has been dismissed from the school is not readmitted. A student, who has taken T.C. except in the case of Transfer of residence, will not be readmitted to the school.
78. Students whose attendance is irregular, who do not pay their fees, who are habitually late or absent, lazy or disobedient, whose conduct is injurious to the moral tone of the school or incompatible with good discipline may be dismissed.

79. Any Certificate from the school will cost Rs.50/-. However, Transfer Certificate will cost-100/-.
80. Notwithstanding anything in the Prospectus, the Principal may, at his absolute discretion, request any parent at any time to take his/her ward out of the school. As a rule, a student who is dismissed/taken Transfer Certificate is re-admitted.
81. The Rector's Decision is final in all cases of dismissal or withdrawal.