

ST. MICHAEL'S SCHOOL

Punawali Road, Raksa, (Jhansi) 284 419 U.P.

STUDENT DIARY

Year 20..... - 20.....



Name

Class Section Roll No. Admn No.

Parents Full Name : Father

Mother

Home Address

..... Tel.

Office Address

Tel. No. Mobile

Own Brothers/Sisters 1.

Class Section

2.

Class Section

Specimen Signature of Parents'/Guardians

.....

(Father

.....

Mother

.....

Guardian

St. Michael's School

Punawali Road, Raksa, (Jhansi) U.P.

PROMISE BY THE PARENTS

To,

The Principal,
St. Michael's School
Punawali Road, Raksa (Jhansi) U.P.

Photograph

I,
(Father/Mother) of Studying in
Class Section and bearing Roll No.
Address

..... admit that I
have read all the rules and regulations of the school and am well
acquainted with them. I want my son/daughter to continue his/her
students following all the norms of the school. I will whole heartedly
co-operate with the school in the formation of my son/daughter and
in no way give cause for complaints. I also promise that we, parents,
will look after his/her studies at home. The school authorities are at
liberty to take any necessary action for the good of the school and of
the students.

Family Photograph

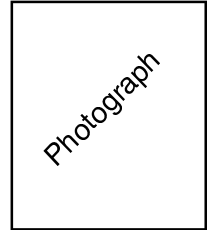
Signature of the Parents

Date

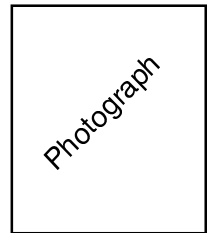
(To be signed and given back to the School)

**ONLY THE FOLLOWING PERSONS ARE AUTHORIZED
TO TAKE THE CHILDREN DURING THE SCHOOL
HOURS.**

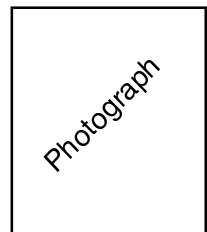
1. NAME :
RELATION :
SIGNATURE :



2. NAME :
RELATION :
SIGNATURE :



3. NAME :
RELATION :
SIGNATURE :



TO THE OFFICE FILE

Student's Name :

Date of Birth : Class : Sec.

Admission No. : Roll No.

Religion : Caste :

Mode of conveyance :

Father's Name : Sign :

Mother's Name : Sign :

Occupation :

Address :

.....

Phone : Mobile :

TO THE TEACHER'S FILE

Student's Name :

Date of Birth : Class : Sec.

Admission No. : Roll No.

Religion : Caste :

Mode of conveyance :

Father's Name : Sign :

Mother's Name : Sign :

Occupation :

Address :

.....

Phone : Mobile :

SCHOOL UNIFORM

The school uniform is to worn as specified here below during Working Days. (Collars with buttons are not allowed)

SUMMER :

Boys : White Shirt and Maroon Trousers. Black Socks and Black Leather Shoes, School Tie, Belt and I-Card.

Girls : White Shirt and Maroon Skirts up to class VII. Black Socks and Black Leather Shoes, School Tie, Belt and I-Card

WINTER :

Boys : White Shirt and Maroon Trousers. The Pullover or Sweter under the blazer must be Maroon and V-Necked. Black Socks and Black Leather Shoes, School Tie, Belt and I-Card.

Girls : White Shirt and Maroon Skirt with Maroon Slacks upto Class VII. White V-Necked for Class L.K.G.-VII. Black Socks and Black Leather Shoes, School Tie, Belt and I-Card.

Saturday : White pants, white socks and PT shoes (Canvas), coloured T-Shirts (according to the colour of the house of each student), PT shoes (Canvas) for the boys and white deep box pleated divides skirts, coloured T-Shirts (according to the colour of the house of each student), white stockings and white PT shoes (Canvas) for girls. upto class VII and white Kurta and White Shalwar with house colour chunni for girl VII-X on school days and for functions and when travelling to and from the school the students are to wear uniform.

All students should be habitually clean and neatly dresses. A student who is slovenly dresses and not in uniform, is liable to be fines or to be sent home.

NB : White Uniform must be worn on National Festivals. e.g. Independence Day, Gandhi Jayanti and Republic Day.

LIST OF THE SCHOOL HOLIDAYS

(APRIL'23 - MARCH'24)

1. Mahavir Jayanti	:	4 April, 2023
2. Good Friday	:	7 April, 2023
3. Ambedkar Jayanti	:	14 April, 2023
4. Id-UI-Fitr	:	22 April, 2023
5. Budh Purnima	:	5 May, 2023
6. Id-UI-Zuha*	:	29 June, 2023
7. Moharram	:	29 July, 2023
8. Independence Day	:	15 August, 2023
9. Raksha Bandhan	:	31 August, 2023
10. Janmashtami	:	7 September, 2023
11. Id-UI-Milad	:	28 September, 2023
12. Gandhi Jyanti	:	2 Oct, 2023
13. Dussehara	:	23 , 24 Oct, 2023
16. St. Jude Feast	:	28 Oct, 2023
15. Deepawali	:	12 - 15 Nov. 2023
17. Guru Nanak Jayanti	:	27 Nov, 2023
18. Christmas Day	:	25 Dec, 2023
19. Makar Sankranti	:	14 Jan. 2024
20. Republic Day	:	26 Jan. 2024
21. Maha Shivratri	:	8 Mar, 2024
23. Holi	:	25 March, 2024

* Subject to the appearance of the moon.

Examination Schedule

I Term Test :

May 1st Week (Begins)

I Term Test A:

1st Week of September 2023

I Term Test B:

4th Week of November 2023

II Term Test

1st Week of March 2024

New Academic Session : 05th April 2023

Summer Vacation : 13 May 2023 to 24th June 2023

Activities
L.K.G. - U.K.G.

Month	Activity
April	Collage, Hindi-English Hand Writing, Colour Day-Red.
May	Making Caps and Masks for fun day, Card Making Mother's Day. Colour Day-Green.
July	Making Sticks Puppets / Paper Boats. Colour Day-Yellow.
August	Rakhi Making, Flag Making (Independence Day Celebration), Patriotic Song, Colour Day-Saffron (Revise White/Green).
September	Teacher-My Guide, Colour Day-Pink.
October	Grand Parent's Day, Origami Paper Cutting, Diya & Candle Making, Colour Day-Yellow.
November	Bhajan Competition on Children's Day, Colouring Competition, Colour Day-Yellow. (Rani Laxmi Bai Anniversary)
December	Decoration of Christmas Tree, Colour Day-Silver.
January	Ribbons Badges for Republic Day, Shape Day (Eatable with Different Shapes), Leaf Printing, Colour Day-Golden.
February	Annual Function Preparation.
March	Hand Printing (Holi Activity), Activities Week after Final Exam (Dance, Art and Craft, Projector Watching Cartoon Movies).

Activities Ist to VIIIth

Month	Activity
April	Covering of Note Books, Bhangra Competition, Hindi and English Colligraphy Competition.
May	Mother's Day, Sharing Party.
July	Activity with Leaves and Flowers, Drawing Competition, Hindi Essay Competition.
August	Rakhi and Mehndi Making, Independence Day, English Debate Competition.
September	Teacher's Day, Card Making, Spray Painting, Hindi Debate Competition, Model Making with Thermacol.
October	Grand's Parent's Day, Diya Decoration, Rangoli Making.
November	Children's Day, Sports Week, English Essay Competition.
December	Christmas Day Celebration, Christmas Tree (Making with Thermacol), Cap Making, Mask Making, Sharing Party.
January	Kite Making, Republic Day.
February	Basant Panchami, Making of Yellow Flowers, Annual Function.
March	Holi Activity, Rangoli (With Flowers and Gulal), Food Activity, Activities Week (Dance, Art and Craft, Mehndi, Rangoli, Projector Watching Cartoon Movies.)

PLEDGE

India is my Country

All Indian are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it and give my parents, teachers and all elders respect and treat everyone with courtesy.

To my country and my people I pledge my devotion.

In their well being and prosperity alone lies my happiness.

JAI HIND!



राष्ट्रीय गान

जन गण मन अधिनायक जय हे,

भारत भाग्य विधाता

पंजाब, सिन्धु, गुजरात, मराठा,

द्राविड़ उत्कल, बंग

विन्ध्य, हिमाचल, यमुना, गंगा,

उच्छल जलधि तरंग

तब शुभ नामे जागे,

तब शुभ आशिष मांगे,

गाहे तब जय गाथा।

जन गण मंगल दायक जय हे

भारत भाग्य विधाता।

जय हे, जय हे, जय हे,

जय जय जय जय हे।



Rabindranath Tagore

वन्दे मातरम्

वन्दे मातरम्!
सुजलां सुफलां मलयजशीतलाम्
शस्यश्यामलां मातरम्!
वन्दे मातरम्॥

शुभ्र ज्योत्स्नां पुलकित यामिनीम्
फुल्ल-कुसुमित-द्रुमदल - शोभनीम्,
सुहासिनीम्-सुमधुर-भाषिणीम्,
सुखदाम् वरदाम् मातरम्॥
वन्दे मातरम्॥

कोटि-कोटि भुजैर्धृत खर करवाले।
अबला कैनो मा एतो बोले?
बहुबलधारिणी नमामि तारिणी
रिपुदल वारिणी मातरम्।
वन्दे मातरम्॥

त्वं हि दुर्गा दशप्रहण धारिणी
कमला कमलदल विहारिणी
वाणी विद्यादायिनी नमामि त्वां
नमामि कमलाम् अमलाम् अतुलां
सुजलां सुफलां मातरम्।
वन्दे मातरम्॥

श्यामलां सरलां सुस्मितां भूषितां
धरणी भरणी मातरम्।
वन्दे मातरम्॥

PRAYER BEFORE CLASS

O God, / my Father, / you are the source of / all knowledge and truth. / I believe / that I am now / in your presence. / Help me to study / my lessons well. / Enlighten my mind, / strengthen my memory / and guide my will, towards what is right. / Make me good, / honest, / obedient, / kind and helpful to all. / Grant, that I may / never offend you, / in my thoughts, / words or deeds. / I ask you / to bless me, / my parents, / teachers, / friends / and everyone. / I want to be a credit / to my parents, / teachers and all who are / helping to educate me.

PRAYER AFTER CLASS

Almighty God, / I thank you / for all your favours / and blessings
/ of this day / especially for having / helped me to remember / what I
have learnt. / Give me courage / to speak the truth always / and to be
honest / in my work and play. / Help me to be generous / and to share
with others / what I have received from you.

THE LORD'S PRAYER

Our Father, / who art in heaven, hallowed be thy name. Thy
kingdom come. Thy will be done / on earth, / as it is in heaven. Give
us this day / our daily bread, / and forgive us / our trespasses, / as
we forgive / those who trespass against us / and lead us / not into
temptation / but deliver us / from evil.

GIVE ME JOY

1. Give me joy in my heart, keep me praising,
Give me joy in my heart, I pray,
Give me joy in my heart, keep me praising,
Keep me praising 'til the end of day.

Sing hosanna, sing hosanna,
Sing hosanna to the King of kings!
Sing hosanna, sing hosanna,
Sing hosanna to the King.
2. Give my oil in my lamp, keep me burning,
3. Give me love in my heart, keep me serving,
4. Give me peace in my heart, keep me Resting.

MORNING PRAYER (R. TEGORE)

Ref. : I have come to there to take my touch
Before I begin my day.

1. Let the eye rest upon my eyes for a while.
2. Let me take to my work the assurance of thy comradeship, my friend.
3. Fill my mind with thy music to last through desert of noise.
4. Let thy love's sunshine kiss the peaks of my thoughts and linger in my life's valley where the harvest ripens.

THIS IS MY PRAYER (R. TEGORE)

Ref. : This is my prayer to thee, my Lord:
Strike, Strike at the root of penury in my heart.

1. Give me the strength lightly to bear my joys and sorrows.
2. Give me the strength to make my love fruitful in service.
3. Give me the strength never to disown the poor or bend my knees before insolent might.
4. Give me the strength to raise my mind high above daily trifles.
5. Give me the strength to surrender my strength to thy will with love.

PRAYER FOR OUR COUNTRY (R. TEGORE)

Ref: Into that heaven of freedom, my Father, let my country awake!

1. Where the mind is without fear and the head is held high.
2. Where knowledge is free,
3. Where the word has not been broken up into fragments by narrow domestic walls.
4. Where words come out from the depth of truth.
5. Where tireless striving stretches its arms towards perfection.
6. Where the clear stream of reason has not lost its way into the dreary desert sands of dead habit.
6. Where the mind is led forward by thee into ever widening thought and action.

IN NEED OF LIBERATION

***The world stands in need of liberation, my Lord,
It still has to feel your power.
The blind and the deaf, the dumb and the maimed,
All need to feel your healing touch.
The world stands in need of liberation, my Lord.
It still has to learn to love.***

1. There are those who have eyes but refuse to see the inhumanity that's done.

There are those who have ears but refuse to hear the cries of those in agony.

2. There are those who have mouths but refuse to speak against injustice done to some.

There are those who have hands but refuse to reach them out in love and charity.

3. There are those who have talents they do not use to build a true community. And we know that we all have the talent to love but leave it buried in ourselves.

MAKE ME A CHANNEL OF YOUR PEACE **(Prayer of St. Francis of Assisi)**

Make me a channel of your peace,
Where there is hatred, let me bring your love.
Where there is injury, your pardon, Lord.
And where there's doubt, true faith in you.

**Chorus : Oh, Master grant that I may never seek
So much to be consoled as to console,
To be understand as to understand,
To be loved as to love with all my soul.**

Make me a channel of your peace,
Where there's despair in life, let me bring hope.
Where there is darkness, only light
And where there's sadness, ever joy.

Make me a channel of your peace.
It is in pardoning that we are pardoned.
In giving to each one that we receive.
And in dying that we're born to eternal life.

BIND US TOGETHER

Chorus :

Bind us together, Lord
Bind us together
With cords that cannot be broken
Bind us together, Lord
Bind us together
Bind us together in Love

1. There is only one God,
 There is only one King
 There is only one Body,
 That is why we sing.
2. Fit for the glory of God,
 Purchased by His precious Son
 Born with the right to be free
 For Jesus the victory has won.
3. We are the family of God
 We are the promise divine
 We are God's chosen desire
 We are the glorious new wine.

WE SHALL OVERCOME

- 1 We shall overcome, (2)
 We shall overcome one day,
 Oh deep in my heart I do believe,
 We shall overcome some day.
- 2 W'll walk hand in hand.
- 3 We shall live in peace.
- 4 Truth shall make us free.

KEEP ME

1. Keep me in the hollow of your hand
 Lead me through this wild and stormy land
 You who guide my feet
 Though the pathway may be steep
 Keep me in the hollow of your hand

**Chorus: Keep me, keep me day by day
 Guide me guide me all the way
 Never Never let me stray
 Keep me in the hollow of your hand**

2. Keep me in the centre of your will,
 All your plans for me may I fulfill

As I go my way help me Lord from day to day
Keep me in the centre of your will.

3. Keep me in the circle of your love,
Looking down to comfort from above
Help me see your face as I pray for daily gift
Keep me in the circle of your love.

SHOWERS OF BLESSING

There shall be showers of blessing
This is the promise of love
There shall be seasons refreshing
Sent from the savior above

Chorus:

Showers of blessing
Showers of blessing we need
Mercy drops round us are failing
But for the showers we plead.
There shall be showers of blessing
Send them upon us, O Lord,
Grant to us now a refreshing.
Come and now honour thy word.

GOD IS SO GOOD

1. God is so good, God is so good.
God is so good, He's so good to me.
2. God cares for me.....
3. God leads me on.....
4. I'll do his will.....
5. Jesus in Lord.....
6. I'll trust in Him.....
7. I'll sing his praise.....

THY LOVING KINDNESS

1. Thy loving kindness is better than life. (2)

**My lips shall praise thee, thus will I bless Thee.
I will lift up my hands into Thy name (2).**

2. The skies are telling the glory of God.....
3. Thy word is spoken, Thy message is heard.....
4. I will recount, Lord, Thy wonderful deeds.....
5. The Lord brings justice. He raises the poor.....
6. The Lord is goodness, His wisdom is great.....
7. Thou art forgiving. Thy mercy is sure.....
8. Happy the people, who call on his name.....

LORD, WE PRAY FOR GOLDEN PEACE

**Lord, we pray for golden peace,
Peace all over the land,
Let us dwell in liberty,
walking hand in hand.**

1. Banish fear and ignorance, hunger thirst and pain
Banish hate and poverty, Let no one live in vain.
2. Keep us all for ever more, one in love and grace,
Wipe away all war and strife, Give freedom to each race.
3. Let Your Justice reign supreme and Righteousness be done
Let Goodness rule the Hearts of all, Evil be overcome.

GOD STILL LOVES THE WORLD

1. Every tiny star that twinkles in the night sky,
Every drop of morning dew,
Every spark of fire blazing in the furnace,
Every captivating view,
Every rainbo in the sky,
Every pretty butterfly,
Tells the fascinating news to those who dare to hope,
And the Message is:

**GOD STILL LOVES THE WORLD.
GOD STILL, STILL LOVES THE WORLD.**

**SO THROW YOUR INTO HIS HANDS.
DAY BY DAY DISCERN HIS PLANS:
GOD IS PASSIONATELY BUSY LOVING YOU AND ME!**

2. Every ocean wave that breaks upons the sea-shore,
Every stalk of golden wheat,
Every silver stream that gushes down the mountain,
Every drop of honey sweet,
Every eagle flying high,
Every worm that wriggles by.
3. Every man and woman pledged in love forever,
Every little new born child,
Every voice in favour of a neddy neighbour,
Every radiating smile,
Every hand that offers love,
Every surging flow of blood.

सारे जहाँ से अच्छा

सारे जहां से अच्छा हिन्दोस्तां हमारा-हमारा।
सारे जहां से अच्छा
हम बुलबुलें हैं इसकी, ये गुलसिताँ हमारा॥
सारे जहां से अच्छा

1. पर्वत वो सबसे ऊँचा, हम साया आसमां का ।
वो संतरी हमारा, वो पासबां हमारा ॥
सारे जहां से अच्छा.....
2. गोदी में खेलती हैं इसकी हजारों नदियाँ ।
गुलशन है जिनके दम से, रश्के जिगर हमारा ॥
सारे जहां से अच्छा.....
3. मजहब नहीं सिखाता आपस में बैर रखना ।
हिन्दी हैं हम-3, वतन हैं, हिन्दोस्तां हमारा ॥
सारे जहां से अच्छा.....

होंगे कामयाब

हम होंगे कामयाब, हम होंगे कामयाब, हम होंगे कामयाब एक दिन,
हो हो मन में है विश्वास पूरा है विश्वास, हम होंगे कामयाब एक दिन।
होगी शान्ति चारों ओर, होगी शान्ति चारों ओर, होगी शान्ति चारों ओर एक दिन,
हो हो मन में है विश्वास पूरा है विश्वास, होगी शान्ति चारों ओर एक दिन।

हमको मन की शक्ति देना

हमको मन की शक्ति देना, मन विजय करें
दूसरों की जय से पहले खुद को जय करें।

हमको मन की शक्ति देना.....

1. भेदभाव दिल से साफ कर सकें दूसरों से भूल हो तो माफ कर सकें।
झूठ से बचे रहें सच का दम भरें। दूसरों की जय से पहले खुद को जय करें।

हमको मन की शक्ति देना.....

2. मुश्किलें पड़ें तो हम पर इतना कर्म कर, साथ दें तो धर्म का चलें तो धर्म पर
खुद से हौंसला रहे, बदी से न डरें, दूसरों की जय से पहले खुद को जय करें

हमको मन की शक्ति देना.....

इतनी शक्ति हमें देना दाता

इतनी शक्ति हमें देना दाता, मन का विश्वास कमजोर हो न।
हम चलें नेक रस्ते पे हमसे, भूलकर भी कोई भूल हो न॥

हम चलें

हर तरफ जुल्म है बेबसी है, सहमा-सहमा सा हर आदमी है।
पाप का बोझ बढ़ता ही जाए, जानें कैसे ये धरती थमी है॥
बोझ ममता से तू ये उठा ले, तेरी रचना का ये अन्त हो न।

हम चलें

हम अँधेरे में हैं रोशनी दे, खो न दें तुझको ही दुश्मनी से।
हम सजा पायें अपने किये की, मौत भी हो जो सह लें खुशी से॥
कल जो गुजरा है फिर से न गुजरे, आने वाला वो कल ऐसा हो न॥

हम चलें

St. Michael's School

Foundation History :

St. Michael's School is a Minority institution co-educational English Medium School. This institution was established in the year 2012 by the Roman Catholic Diocese of Jhansi, to cater primarily to the education of all the communities irrespective of caste, creed or religion. The school is owned, and managed by the Roman Catholic Diocese of Jhansi. Rt. Rev. Peter Parapullil the Bishop of Jhansi is the Patron & the President of all our Educational Institutions.

Mission

Faith, Knowledge & Virtues विश्वास, ज्ञान एवं सद्गुण

St. Michael's School is a nurturing ground for a holistic development which aims to cultivate a stimulating environment and vibrant learning community that promotes the students to be constructive contributors to the society by being receptive, reflective and creative.

Vision

Inspired to learn, empowered to excel

To ignite the passion for learning and ensuring that every student develops the skill, knowledge and attitude so as to become productive, reliable, compassionate and responsible citizen of India.

Core Value

Faith on God

Love for fellow beings

Commitment and passion

Embrace innovation

Make a difference.

School Hours

Summer	:	07:30 am	to	01:45 pm
Recess	:	10:00 am	to	10:20 am
Winter	:	08:30 am	to	02:00 pm
Recess	:	10:30 am	to	10:50 am

To be Noted :

1. This is a minority institute established by the minority Christian Community.
2. Do not fail to furnish a signed note of explanation in the diary through your son/daughter each time the latter arrives at school late or returns to school after a leave of absence.
3. Change of address must be immediately communicated to the Principal.
4. The date of PTM (Parents-Teachers Meeting) will be informed and it is mandatory for the parents/guardians to attend it without fail.
5. Office Hours : 07:30 am to 10:00 am and 10:45 to 12:30 pm.
No school business will be transacted after the school hours and on holidays.

Special Attention : To Parents & Students

- Students must be regular and punctual.
- Clean school uniforms must be worn and shoes must be polished.
- Each student must carry School Diary and Identity Card daily.
- Mobile phones are strictly prohibited in the school campus.
- Strict discipline and decent behavior must be observed in the school campus.
- Advance leave application countersigned by guardian is mandatory for non-attendance of classes.
- Valid Medical Certificate must be submitted for absenteeism on medical grounds.
- A student may be required to take re-admission in case of persistent absence from the school.
- Tuition Fees must be paid in time failing which student will be liable to pay. Late Fee by his/her respective parents as otherwise result cards will not be given.

NOTE : VIOLATION OF ANY OF THE AFORESAID CLAUSES MAY RESULT TERMINATION FROM THE SCHOOL.

- विद्यार्थियों को सही समय पर नियमित रूप से विद्यालय आना अनिवार्य है।
- स्कूल यूनीफॉर्म धुली हुई पहनें और जूते साफ-सुथरे और पॉलिश किये जाने चाहिए।
- हर छात्र के पास विद्यालय की डायरी एवं पहचान-पत्र अवश्य होना चाहिए।
- विद्यालय परिसर में मोबाइल लाना प्रतिबंधित है।
- छात्रों विद्यालय परिसर में अनुशासित और सद्-व्यवहार करना आवश्यक है।
- विद्यालय से अनुपस्थित रहने के लिए संरक्षक के हस्ताक्षर सहित अग्रिम प्रार्थना-पत्र देना अनिवार्य है।
- बीमारी के कारण विद्यालय से अवकाश लेने के लिए मेडिकल प्रमाण-पत्र प्रस्तुत करना अनिवार्य है।

- दीर्घकालीन अनुपस्थिति के कारण विद्यालय में पुनः प्रवेश लेना अनिवार्य होगा।
 - निर्धारित समय पर शिक्षण शुल्क जमा करना अनिवार्य है। ऐसा न करने पर विलम्ब शुल्क के साथ ही शुल्क लिया जायेगा। ऐसा न करने पर विद्यार्थी का रिजल्ट कार्ड रोक दिया जायेगा।
 - विद्यार्थी को अपने संरक्षक-अध्यापक मीटिंग में उपस्थित रहना अनिवार्य है।
- नोट-** उपरोक्त नियमों का उल्लंघन करने पर विद्यार्थी को विद्यालय से निष्कासित किया जा सकता है।

ATTENDANCE

1. Regular attendance is expected of every student and no student shall absent himself/herself from his/her class without the prior permission of the Principal.
2. Leave Application for three or more days should be sent to the Principal for Approval.
3. If prior permission for leave cannot be obtained for reasons beyond control, a written information signed by the parent/guardian should be sent to the Principal by hand on the first day of absence. When the student rejoins the school the parents should write the reason for absence with a plea to grant the leave for the days absent on the prescribed sheets in the diary.
4. Every student should be present in the school on the reopening day.
5. After a month's continuous absence without intimation, the absentee's name will be struck off the school register. If re-admitted he/she is required to pay re-admission fee of Rs. 500/-.

ADMISSION

Admission to this school is restricted to the seats available. Admission are open to all students without any distinction of class or creed.

EXAMINATION

1. The Portions and Time-Table is given ten days before a Test/ Examination.
2. Pupils absent for any reason are not re-examined. Absence from from the whole examination involves a total loss of marks. Absence from one or more subjects involves the loss of marks for those subjects.
3. Serious misconduct or any malpractice disqualified the student from the whole exam.
4. In case of an unforeseen holiday, the test/examination of the day will be conducted after the last paper as per the time table.

PROMOTION

1. Progress reports will be issued after SA, and SA, exam during the academic year.
2. Promotion to the next class will be determined on the marks obtained during the year and the all round progress of the pupil. Answer papers shall not be given to Parents/Guardians.
3. Promotions are decided by the Principal in consultation with the teachers. Promotion once decided, will not be reconsidered.
4. Absence from examination without leave and the reopening of classes after holidays will be viewed seriously. In the case of illness a medical certificate should be submitted.

* The criteria for Admission and Promotion, the Course of Study and Examination are subject to modification as per the amendments in Right to Education Act.

COURSE OF STUDY

St. Michael's School follows the syllabus of CBSE, New Delhi based on the Continuous and Comprehensive Evaluation (CCE) Scheme that covers all the aspect of a student's learning.

Continious means regular assessments, frequency of unit testing, analysis of learning gaps, applying corrective measures,

retesting and giving feedback to teachers and students for their self-evaluation etc. Comprehensive on the other hand attempts to cover both the scholastic and co-scholastic aspect of a student's growth and development with both these aspects of the evaluation assessed through formative and summative assessments.

CCE IN PRIMARY & MIDDLE SCHOOL

In 2004, CCE was implemented in primary classes I-V (Vide Circulars No. 5/18/25/04). At this stage the assessment focused on the positive aspects of a child's development. Accordingly Achievement Records for the Primary (Classes I-V) were developed and recommended to schools with the objective of facilitating holistic learning. As a follow up, the Board decided to extend CCE to classes VI-VIII in 2006 (Circular No. 2/06).

ASSESSMENT

There will be four formative assessments with a weight age of 10% each.

There are two Summative Assessments (SA1 and SA2) with a weight age of 30% each.

First Term : FA1 (20%) + FA2 (20%) + SA1 (60%) = 100%

Second Term : FA3 (10%) + FA4 (20%) + SA2 (60%) = 100%

FORMATIVE ASSESSMENT

Formative Assessment can be carried through multiple modes of assessment such as Assignments, Quizzes, Puzzle time, Cross Words, Debates, Group Discussions, Projects and only one Pen and Paper test. It may be clearly communicated that all Projects and Assignments must be done as group activities within the class and school time only. The other modes of assessment must be part of classroom interactive activities.

SUMMATIVE ASSESSMENT

The Summative Assessments is a written, end of the term examination which may consist of objective type (Multiple Choice Questions - MCQs) true/false statements, match the following, fill in the blanks, very short answer type and application oriented questions.

TENTATIVE EXAMINATION SCHEDULE

No.	Nam of Exam	M.Mark	Weightage	Tentative Schedule
1.	Unit Test I/FA ₁	20	20%	1 st Week of May
2.	Unit Test II/FA ₂	20	20%	2 nd Week of August
3.	Half Yearly Exam/SA ₁	60	30%	2 nd Week of November
4.	Unit Test III/FA ₃	20	20%	Last Week of November
5.	Unit Test IV/FA ₄	20	20%	Last Week of February
6.	Annual Exam/SA ₂	60	30%	2 nd Week of March

ST. MICHAEL'S SCHOOL : EXAMINATION SCHEDULE

SYLLABUS PORTION	
FA-1 : Month of May (1st week begins)	FA-1 [15%] 20 Marks
FA-2 : August (2nd week)	FA-2 [15%] 20 Marks
SA-1 : November (2nd week half yearly exam)	SA-1 [20%] 60 Marks
FA-3 : November (Last week)	Total = 50%
FA-4 : February (Last week)	FA-3 [15%] 20 Marks
SA-2 : Annual Exam in the Month of March (2nd week)	FA-4 [15%] 20 Marks
	SA-2 [20%] 60 Marks
	Total = 50%

DISCIPLINARY REGULATION FOR STUDENTS

1. Every student is required to possess and read the Student's Diary which must be brought to the school every day. Ignorance of the rules will not be accepted as an excuse.
2. Students must be present everyday for the morning prayer and assembly at 07:30 am (Summer) 08:30 am (winter)

(The School Gate will be closed During Assembly)

Even if, residing far from school, no excuse will be accepted for persistent late coming. Habitual late comers will have to return home and **incidence of coming late more than three times in a month will invite a fine.**

3. No student is allowed to leave the school during working hours without the written permission of the Principal.
4. Students must refrain from entering the other classrooms/ restricted workrooms and staff room, prohibited areas and no entry zones/ places within the school without prior permission.
5. After class hours no student is expected to remain in the campus unless there is a function/programme or rehearsat/ games practice.
6. **Everyone is expected to speak in English in the school.**
7. Preparing daily lessons, Home and Class assignments must be the prime duty of every student. They are expected to be dilligent in study and work and submit all assignments in time. Students will not be allowed to appear for examination. If the assignments/projects are incomplete and submitted within the time period.
8. Strict silence in the classrooms and orderlines in the varandahs is to be maintained during school hours. No one is allowed to bring to school any object which would prove a source of distraction.
9. Personal hygiene and cleanliness is expected from every student.
10. Care of school property and cleanliness of the school

premises is the duty of the student. They are asked not to deface the walls or run the furniture. Dustbin and baskets are provided for waste paper. Damage to school property of premises has to be paid for.

11. No books, newspaper or magazines other than those needed for class work will be allowed without permission from the Principal **Slam books are strictly forbidden.**
12. Students who lose library books or break laboratory equipment will have to make good the loss. They also must pay for damaged, defaced, loss of pages, mutilation and any other damage discovered on return of books and articles as per actuals.
13. **Students must look after their own belongings/cycle. The school is not responsible for the lost articles.**
14. **Cell Phones, any kind of electronic gadgets and valuable articles are strictly prohibited in the school premises. If a student is found in possession of any article, he/she is liable to be suspended from school. The Management has the right to check the belongings of any student in case of suspicion.**
15. The students shall not entertain strangers/visitors in the school premises at any time.
16. **Students indulging in immoral acts of any kind, acts against public sanitation, resorting to violence, acts calculated to cause public nuisance, public disturbance, communal troubles or breach of public peace will constitute a major offence against discipline.**
17. Students must be polite in their speech; courteous in manner and gentle with one another. They are expected to grow in refined, mature conduct and self discipline. They must respect all their teachers/administrative and supportive staff and co-operate with the School Leaders, House Captains and Class Prefects.
18. Student must be present for all activities/programmes/functions conducted by the school. They must be regular and punctual habitual absence, idleness and dismissal.

19. Student must attend Seminars, Workshops, Orientation Programmes and Special classes on Saturday/Holidays or whenever they are arranged by the school. **Absenting from these sessions without a genuine reason will result in serious action and a fine.**
20. a) If a student is likely to be absent for more than a week due to illness, the principal must be informed immediately.
- b) No child suffering from an infectious or contagious disease will be permitted to attend school, unless he/she produces a medical certificate, stating that he/she is free from infection.
- c) If a student is suffering from any serious/chronic illness, the parents have to bring it to the notice of the Principal and Class Teacher without delay. Parents have to leave details of what measures are to be taken/medicines to be given/emergency contact no./with the Principal in case any emergency arises, failing which the school will not be held responsible.
- d) A Medical Certificate and relevant records are to be submitted for exemption from sports, games, campus activities, picnics etc.
21. No student or staff member will be called to the telephone during school hours. Urgent messages, however, will be conveyed to them.
22. Every student is expected to carry packed lunch. No student will be allowed to leave the school premises during the lunch break. As per police guidelines, no lunch baskets can be delivered at the school gate.

FORM OF APPLICATION FOR TRANSFER CERTIFICATE

Date

To,

**The Principal
St. Michael's School
Punawali Road, Raksa (Jhansi)**

Dear Father,

Please furnish me with leaving certificate for my child/ward.

The necessary particulars are given below :

Name _____ Surname _____

Admission No. _____

Class in which studying _____

Date of Admission to this school _____

Last date of attendance _____

Reason for leaving _____

Address _____

Phone No. _____

Mother's Name

Signature _____

Father's Name

Signature _____

MODEL OF LEAVE APPLICATION

To,

The Principal

St. Michael's School

Punawali Road, Raksa (Jhansi)

Sir,

With due respect I beg to say that I am suffering from fever (or any other reason) since yesterday. Therefore, I am unable to attend the school today. Please grant me leave for today i.e. (Date)

Your's Obediently

Name :

Class

Date :

Parents Signature

ST. MICHAEL'S SCHOOL

CHRONICLE

YEAR : 20____ 20____

HOME WORK / ASSIGNMENT	
Subject	Date.....
Subject	Date.....
Subject	Date.....

HOME WORK / ASSIGNMENT	
Subject	Date.....
Subject	Date.....
Subject	Date.....

HOME WORK / ASSIGNMENT	
Subject	Date.....
Subject	Date.....
Subject	Date.....

HOME WORK / ASSIGNMENT	
Subject	Date.....
Subject	Date.....
Subject	Date.....

Syllabus for FA-1	
ENGLISH WRITTEN	
ENGLISH ORAL	
HINDI WRITTEN	
HINDI ORAL	
MATHS WRITTEN	

Syllabus for FA-1	
MATHS ORAL	
RHYMS HINDI	
RHYMS ENGLISH	
HINDI LITERATURE	
HINDI LANGUAGE	

Syllabus for FA-1	
ENGLISH LITERATURE	
ENGLISH LANGUAGE	
MATHS	
SCIENCE	
EVS	

Syllabus for FA-1	
SST	
GK	
MORAL	
COMPUTER	

HOME WORK / ASSIGNMENT	
Subject	Date.....
Subject	Date.....
Subject	Date.....

HOME WORK / ASSIGNMENT	
Subject	Date.....
Subject	Date.....
Subject	Date.....

HOME WORK / ASSIGNMENT	
Subject	Date.....
Subject	Date.....
Subject	Date.....

HOME WORK / ASSIGNMENT	
Subject	Date.....
Subject	Date.....
Subject	Date.....

Syllabus for FA-2	
ENGLISH WRITTEN	
ENGLISH ORAL	
HINDI WRITTEN	
HINDI ORAL	
MATHS WRITTEN	

Syllabus for FA-2	
MATHS ORAL	
RHYMS HINDI	
RHYMS ENGLISH	
HINDI LITERATURE	
HINDI LANGUAGE	

Syllabus for FA-2	
ENGLISH LITERATURE	
ENGLISH LANGUAGE	
MATHS	
SCIENCE	
EVS	

Syllabus for FA-2	
SST	
GK	
MORAL	
COMPUTER	

HOME WORK / ASSIGNMENT	
Subject	Date.....
Subject	Date.....
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HOME WORK / ASSIGNMENT	
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HOME WORK / ASSIGNMENT	
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Subject	Date.....
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HOME WORK / ASSIGNMENT	
Subject	Date.....
Subject	Date.....
Subject	Date.....

Syllabus for SA-1	
ENGLISH WRITTEN	
ENGLISH ORAL	
HINDI WRITTEN	
HINDI ORAL	
MATHS WRITTEN	

Syllabus for SA-1	
MATHS ORAL	
RHYMS HINDI	
RHYMS ENGLISH	
HINDI LITERATURE	
HINDI LANGUAGE	

Syllabus for SA-1	
ENGLISH LITERATURE	
ENGLISH LANGUAGE	
MATHS	
SCIENCE	
EVS	

Syllabus for SA-1	
SST	
GK	
MORAL	
COMPUTER	

HOME WORK / ASSIGNMENT	
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HOME WORK / ASSIGNMENT	
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HOME WORK / ASSIGNMENT	
Subject	Date.....
Subject	Date.....
Subject	Date.....

Syllabus for FA-3	
ENGLISH WRITTEN	
ENGLISH ORAL	
HINDI WRITTEN	
HINDI ORAL	
MATHS WRITTEN	

Syllabus for FA-3	
MATHS ORAL	
RHYMS HINDI	
RHYMS ENGLISH	
HINDI LITERATURE	
HINDI LANGUAGE	

Syllabus for FA-3	
ENGLISH LITERATURE	
ENGLISH LANGUAGE	
MATHS	
SCIENCE	
EVS	

Syllabus for FA-3	
SST	
GK	
MORAL	
COMPUTER	

HOME WORK / ASSIGNMENT	
Subject	Date.....
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Subject	Date.....

HOME WORK / ASSIGNMENT	
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HOME WORK / ASSIGNMENT	
Subject	Date.....
Subject	Date.....
Subject	Date.....

Syllabus for FA-4	
ENGLISH WRITTEN	
ENGLISH ORAL	
HINDI WRITTEN	
HINDI ORAL	
MATHS WRITTEN	

Syllabus for FA-4	
MATHS ORAL	
RHYMS HINDI	
RHYMS ENGLISH	
HINDI LITERATURE	
HINDI LANGUAGE	

Syllabus for FA-4	
ENGLISH LITERATURE	
ENGLISH LANGUAGE	
MATHS	
SCIENCE	
EVS	

Syllabus for FA-4	
SST	
GK	
MORAL	
COMPUTER	

HOME WORK / ASSIGNMENT	
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Subject	Date.....
Subject	Date.....

HOME WORK / ASSIGNMENT	
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HOME WORK / ASSIGNMENT	
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HOME WORK / ASSIGNMENT	
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Subject	Date.....
Subject	Date.....

Syllabus for SA-2	
ENGLISH WRITTEN	
ENGLISH ORAL	
HINDI WRITTEN	
HINDI ORAL	
MATHS WRITTEN	

Syllabus for SA-2	
MATHS ORAL	
RHYMS HINDI	
RHYMS ENGLISH	
HINDI LITERATURE	
HINDI LANGUAGE	

Syllabus for SA-2	
ENGLISH LITERATURE	
ENGLISH LANGUAGE	
MATHS	
SCIENCE	
EVS	

Syllabus for SA-2	
SST	
GK	
MORAL	
COMPUTER	

HOME WORK / ASSIGNMENT	
Subject	Date.....
Subject	Date.....
Subject	Date.....

HOME WORK / ASSIGNMENT	
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HOME WORK / ASSIGNMENT	
Subject	Date.....
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Subject	Date.....

HOME WORK / ASSIGNMENT	
Subject	Date.....
Subject	Date.....
Subject	Date.....

TEACHER'S REMARKS

Date	Remarks	Parent's/Guardian's Signature

TEACHER'S REMARKS

Date	Remarks	Parent's/Guardian's Signature

PRINCIPAL'S REMARKS

Date	Remarks	Parent's/Guardian's Signature

PRINCIPAL'S REMARKS

Date	Remarks	Parent's/Guardian's Signature

PARENTS' REMARKS

Date	Remarks	Parent's/Guardian's Signature

PARENTS' REMARKS

Date	Remarks	Parent's/Guardian's Signature

PUNCTUALITY RECORD

[illegible]

HOME WORK RECORD

[illegible]

HOME WORK RECORD

[illegible]

LEAVE RECORD

Date of Sanction	Number of Days Leave	Date (s) of Sanction	Parent/ Guardian's Signature	(To be entered in Ink only - one line for each request)	Principal/ Class Teacher Signature

LEAVE RECORD

Date of Sanction	Number of Days Leave	Date (s) of Sanction	Parent/ Guardian's Signature	(To be entered in Ink only - one line for each request)	Principal/ Class Teacher Signature

CLASS TIME TABLE

DAYS	1st Period	2nd Period	3rd Period	4th Period	RECESS				5th Period	6th Period	7th Period	8th Period
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												