

## **ABOUT US**

St. Joseph's School, Badarpur is a Christian Minority Educational Institution established and administered by the Catholic Church primarily for the education of the Catholic Children and for others to the extent possible, without any discrimination against caste, creed and colour. It is an unaided English Medium School. Good values such as honesty, love, hard work, etc. are taught in order to develop the moral and spiritual values in the children. Physical education is compulsory for all to build up a healthy mind and body. The students are prepared for the High School Leaving Certificate under Board of Secondary Education, Assam (SEBA).

## **Objectives**

The Chief aim of the school is to teach the students and to discover and develop their mental, social, moral and spiritual potentialities so that they grow up along with education, also as responsible members of the society.

It strives to promote patriotism, spirit of national integration, pride in our cultural heritage and a scientific outlook. Fellowship, team spirit, service and dignity of labour are given importance along with intellectual pursuits.

## **CODE OF CONDUCT**

1) The school aims to form students as good citizens of our country. Hence the students are expected to show respect to school authorities and teachers, to demonstrate honesty in speech and act, to be helpful to the children and the elderly, to respect members of all religions and communities, and to respect Mother nature. Every care is taken to ensure a high standard of morality and

discipline in the school. Guardians are requested to collaborate in this cause with the authorities of the school

2) Students are expected to be regular for classes and punctual. They should come to school with proper uniform. Permission should be sought to enter the class if the student is not in day's uniform for valid reasons.

3) Students are expected to bring along with them school diary to school every day.

4) The parents will be informed periodically of their children's progress in studies and behaviours. The report should be signed by the parents and be returned to the school authorities without fail within 3 working days.

5) No act of indiscipline, insubordination, interference in the school administration, to any teacher in word and action, by any student will be tolerated and the delinquent may even be expelled from the school.

6) Students should keep the classrooms and surroundings clean. No one should write on the furniture or walls or damage any school article. Damage by accident be reported to the Headmistress at once. Any damage caused to school property or to the property of another student must be made good.

7) English is the only Language to be spoken in the school premises.

8) Students are barred from bringing electronic gadgets, mobile phones, unauthorised CDs, cameras, fancy watches, gold ornaments, money and other valuable goods to school. The school authorities have right to seize such property and not to return them to the owner. The school is not the responsible for the loss of any article.

9) No funds for any purpose shall be raised without the permission of the Headmistress. Students are not to form any union or association.

10) All students are expected to participate in all the school activities assigned to them. Exemption due to sickness can be granted by the Headmistress provided there are genuine reasons supported by valid documents.

11) The school authorities have right to scrutinise all letters and correspondence addressed to the students.

12) All students must leave the classrooms at the interval period and at dismissal. Exit in a disciplined way without pushing or running on corridors or staircases.

13) No one should run, shout, play or whistle on the verandahs, classrooms or staircases during the school hours.

14) Children who celebrate their birthdays are not encouraged to distribute sweets during the class time. If someone wants to do so, they should do it during the Tiffin break.

### **Admission and Withdrawal**

1) New Admissions are made only to K.G. I. Admissions to other Classes if any, will depend on the availability of seats and on the competence of the students. Transfer Certificates and Good Conduct Certificates must be produced by all who have previously attended any school.

2) A pupil who joins fresh has to produce an official Birth Certificate in support of the date of birth entered in the Admission Form.

3) Parents and Guardians are asked to fill in the Admission Form with the utmost possible accuracy. No subsequent changes will be permitted for any reason whatsoever.

4) Transfer Certificate will be issued when all the dues have been paid in full and on receipt of a written application from the parents/guardians mentioning the name, Class, Roll No. and Admission No. of their ward, along with the prescribed fee.

5) The School authorities reserves the right to compel parents to withdraw their child if their progress in studies is not satisfactory or their attendance is irregular or their conduct is harmful to other students or their fees are not paid on time.

## **Examinations & Promotion**

- 1) Unit Tests and Terminal Examinations are conducted regularly Pupils absent for an examination or test for any reason are not re-examined. In case of illness, Doctor's Certificate must be produced.
- 2) Anyone using unfair means in examinations will be debarred from further Examinations.
- 3) Progress Report Card duly signed by the Parents/Guardians should be returned within three days of its issue.
- 4) The result declared at the end of the year is final, and will not be reconsidered. Answer scripts of the final exams are not shown.
- 5) Sick children should neither be sent to school nor for the examinations.

## **SCHOOL FEE**

- 1) School fees are paid for 12 (twelve) months. Fees for the holiday months are to be paid in advance.
- 2) Fees shall be paid on or before 20th of each month. After the due date, a late fee of Rs. 10/- is charged per month.
- 3) Annual fee shall be paid along with the Tuition fee of the first month of the new academic session.
- 4) Any pupil whose dues are not completely cleared will be debarred from sitting for examination.
- 5) People joining or leaving the school during any term will have to pay all the fees for the full year including the annual fees.
- 6) Parents are requested to keep under safe custody the receipt issued to them and shall produce them in proof of payment, if and when required.
- 7) A fee will be charged whenever application for the Transfer Certificate or for duplicate of the same is made.

8) Certificate, Extracts from the Register etc. will be issued only seven days after the application has been submitted to the office along with the prescribed fee.

9) The school fees and other dues are liable to be revised from time to time.

10) Office Time 08:30 a.m to 12:00 noon (Monday to Friday). School Office will remain closed on Saturdays and holidays.

**Admit cards for Half Yearly Exams and Annual Exam will be given only to those students who have cleared the school fee and other dues.**

## **LEAVE OF ABSENCE**

1) Application for leave of absence should be sent to the Headmistress. Entry shall be made in the Regularity Record pages, which are given in the School Diary for the information of the class Teachers.

2) Leave for religious ceremonies or special occasion must be obtained beforehand.

3) The name of the pupil will be struck off from the School Records in case of unreported or unexplained absence for more than 10 consecutive days.

4) Application for leave on medical grounds should be supported by authentic medical certificate and Xerox copy of the prescription.

5) A student returning to school after recovering from a contagious or infectious disease must produce a Doctor's Certificate ascertaining that he/she has completely recovered and that there is no danger of spreading the disease in question.

6) No leave of absence is sanctioned or a pupil allowed to go away from the school during the school hours without a written application for leave from the Parents/Guardians.

7) Pupils who do not have at least 80% of attendance may not be allowed to appear in the promotion examination.

8) Late arrival to school is a breach of discipline. A student who comes late to school shall not enter the classroom without the signature of the Headmistress in the Regularity Record.

### **RECOMMENDATION TO PARENTS/GUARDIAN**

1) Take personal interest in the progress of your ward and help him/her in the all round development.

2) Study the Prospectus-cum-Diary of the School and faithfully follow the rules and regulations contained therein.

3) Check the School Diary regularly and signs the notes, if any, sent by the Headmistress/Teachers.

4) Guardians and Parents are requested to make proper arrangement to collect the children immediately after school hours. Though proper care will be taken to ensure the safety of the children, the school cannot be held responsible if the pupil leaves the school campus on his/her accord.

5) Parents and Guardians are requested to leave the school gate before the assembly so that your children may fully participate in the school assembly and the other school activities.

6) Those who wish to pay the fee may come to the fee counter only after the school assembly.

7) Punctuality should be maintained by all students according to the timings given in the school diary.

8) Insist on neatness and cleanliness in their text books, exercise books and personal appearance.

- 9) See that your children are diligent at the assignments.
- 10) Parents and guardians are not allowed to walk on the schools verandas or enter the classrooms during the school hours.
- 11) No one shall interview the Teachers during the school hours without the permission of the Headmistress.
- 12) Meet his/her Teachers regularly and co-operate with them in the education of your child.
- 13) All communications shall be addressed to the Headmistress.
- 14) No interference in the school administration will be entertained.

## **SCHOOL UNIFORM**

It is mandatory that every pupil comes to school with clean and neat school uniform including foot wear prescribed. During the month of January, February, March, November and December, white shirt with long sleeves. April to October White shirt with half sleeves.

### **Uniform: Monday, Tuesday, Thursday and Friday**

**Boys :** White shirt, Grey shorts or trousers, Black shoes, Grey socks, Belt, Identity Card.

**Girls :** White shirt, Grey skirt, White Ribbon and hair band, Black shoes, Grey socks, Belt, Identity Card.

### **Wednesday and Saturday:**

**Boys :** White shirts or trousers, White canvas shoes, White socks, School/House jersey, Identity Card.

**Girls :** White skirts & shirt, White canvas shoes, White socks, School/House jersey, White Ribbon & Hair band, Identity Card.

Cosmetics, make up, nail polish, etc. are not allowed.

## **LIBRARY RULES**

- 1) Strict silence should be observed by all inside and outside the library.
- 2) All articles not pertaining to the library should be kept outside.
- 3) Students are expected to leave the library immediately after the library hour.
- 4) Every book after reading will be checked for defects by the in-charge. The books damaged should be replaced by the reader.