

## **UNIFORMS**

1. Students shall come to school only in the prescribed uniform from Monday to Friday. Wednesdays and Saturdays they shall wear the house uniform. The school will make arrangements to provide the uniform to the students.
2. Uniform must be neat and tidy. It is the duty of the parents to see that their son/daughter goes to school in their prescribed uniform. They should have at least two sets of uniforms.

## **RULES AND REGULATIONS**

1. (a) The working days are divided into two sessions. The morning session is from 8:30 a.m. to 1:00 p.m. noon. The afternoon session is from 1:30 p.m. to 3.00 p.m.  
  
(b) Those who are forced by circumstances to come before 8:30 a.m. shall sit in their respective classes and study silently.  
  
(c) There will be an assembly every Wednesday. At the stroke of the bell, all the Students should fall in line for the Assembly, at which the class teachers also will assist. A warning bell is given 10 minutes before the commencement of classes' every day and the second bell minutes later. All students must be inside the class room before the second bell. At the third bell, all must stand still, wherever they are, and pray silently till the signal is given.
2. (a) No pupil is allowed to leave the classroom till the short Interval or the end of the session.  
(b) While going from class to class at the end of the period, care should be taken to move with hands tied behind and in double file, keeping always to the left side of the corridor.
3. (a) Punctual and regular attendance is insisted upon. Leave of absence from school must be applied for previously, in writing, by the Parents and for weighty reasons only. General terms of excuse; "For some business", "For some ceremony" etc., will not be entertained.  
(b) When a pupil has been absent from school for some unforeseen reason e.g., illness- he/she must, on returning to school, produce a leave note signed by his parents or guardian (see Leave and Absence Record). If the absence exceeds three successive days, previous notice must be forwarded to the Headmistress and permission obtained.  
(c) Continued absence without leave for a week, shall be considered equivalent to withdrawal of a pupil from the school and his name shall be struck off the rolls.

(d) Special notice will be taken of absence without leave from class tests. Those who absent themselves on the reopening day after the holidays, without prior permission from the Headmistress, may have to pay a fine. In case of illness, a medical certificate shall be required.

(e) A pupil, absent without leave during any one class hour of either session of the day, shall be regarded as absent for the entire session.

(f) A pupil marked absent, shall continue to be marked absent, until he produces an order from the Headmistress to be marked present.

4. When a calendar is lost without valid reasons, a fresh calendar should be obtained after paying Rs. 200/- as fine, in the school office.

5. Books, magazines, newspapers, video games, CDs, playing cards, walkman transistors, Wrist Watches, Mobiles etc., not approved by the Headmistress, are not allowed in the school.

6. Mobile Phones are strictly prohibited for the students. Possession of a mobile phone will be treated as an offence and it will be confiscated.

7. (a) The use of tobacco in any form and alcoholic beverages are forbidden to our students inside and outside the school.

(b) Students are required to have a proper haircut regularly.

(c) All fees and fines should be paid only in the school office and a valid receipt should be obtained for each payment.

8. Books, etc. should have a name or mark by which the owner can be easily known and all stray or unclaimed property should be brought to the office. Any loss of articles suffered by the pupils must be reported immediately to the teacher-in-charge or the Headmistress.

9. Pupils, without the Headmistress' permission, must not join any external club or societies or make any commitments that would interfere with their studies. They are not allowed to play in any team against the school or take part in any outside tournaments without the Headmistress' written permission.

10. Letters officially addressed to the Headmistress, should contain reply postage, if reply is desired.

## EVALUATIONS AND TESTS

According to the new pattern of education, the Semester System is Introduced in the school for classes 1-7 Accordingly, the academic year is divided into two viz, June to September and October to April. Each semester will be followed by an evaluation and vacation. Since the system of making known the marks is abolished, the students/parents will have no access to the answer papers. The grades that are awarded will be recorded in the progress report and the same will have to be duly signed and retained by the parents. However, unit tests will be held regularly by the teachers who handle the subjects.

Subject wise project work will have to be prepared by the students under the guidance of the teachers. The same will be evaluated by the teachers and recorded along with the oral evaluations.

1.) When a pupil is compelled by circumstances to be absent for any one of the evaluations (even if it be for any one subject), he must obtain leave of absence from the Headmistress, in advance.

2.) Unjustified absence for any of the evaluations or tests will adversely affect the promotion of the pupil at the end of the year.

### **SCHOOL LIBRARY**

1. The Primary School Library has approximately 10,000 volumes in the Reference and Circulation sections and has a spacious reading room which is supplied with newspapers and periodicals. The Primary School has a separate library.
2. The school library is accessible to the members of the staff and students of the school.
3. The library is open on working days from 8:15 am to 8:30 am 12:50 p.m. to 1:40 p.m. and 3:00pm to 4:00 pm.

#### **Circulation Section**

Books in the circulation section will be issued by the librarian during the lunch interval and after school hours in the evening.

Books issued from the library may not be kept for more than 7 days at a time. Defaulters in this respect are liable to pay a fine of Rs. 2/-for every day of delay.

Books issued from the library may not be lent to others. A book lost or damaged has to be paid for, by the one to whom it was issued.

## Reference Section

Reference books are arranged subject wise: Students can refer to these books in the morning from 8:15 a.m. to 8:45 a.m. and in the afternoon from 12:30 p.m. to 1:30 p.m. The library volunteers would help the students in getting the reference books from the cupboard after making an entry with the librarian.

## SCHOOL HOURS AND SUBJECTS

In the Primary School the students have to study three core subjects: (1) Mathematics; (2) Science; (3) Social Science.

Classes in Computer Science form part of the Curriculum from Classes 1-7.

Co-curricular Activities are an essential part of education. It is obligatory for every student to participate in any one of the co-curricular activities by enrolling themselves into at least one of the associations or clubs, run in the school.

### ***School Hours :***

Days	
Monday to Friday	
Saturday	

### ***Office Hours :***

Days	
Monday to Friday	
Saturday	

The Headmaster will be available in the office from Monday to Friday Timings: 8.00 am - 8.30am & 3.00 pm-4.00 pm. meet with prior appointment.

## REQUIREMENTS FOR ADMISSION

1. Every candidate for admission must be introduced by letter, or by the one who will be responsible to the Principal for his conduct and application at home to be eligible for admission.

2 No candidate shall be admitted without an application in the prescribed form accompanied by a Transfer Certificate. If he comes from another state, the Transfer Certificate has to be countersigned by the Education Officer of that place. For the Primary

School, every Transfer Certificate of students coming in from non-State-syllabus schools (ICSE or CBSE) needs to be countersigned by the B.E.O. Such students should also produce an Eligibility Certificate from the DDPT's

3. Parents and Guardians shall make sure of the name and date of birth of children before they are recorded in the school register. The name and date of birth once entered in the school records cannot be altered without the written permission of the Director of Public Instruction of Karnataka.

4. Satisfactory testimonials of good conduct shall be required from pupils who come from other institutions.

5. Candidates who pass the VII Standard Examination in our Primary School have to seek fresh admission in the VII Standard. Priority will be given to pupils of our own Primary School. But only those who are selected, will be admitted to Std. VIII. No student of our own Primary School can claim any right to be admitted to Std. VIII in the High School.

### **WITHDRAWAL**

1. Application for Transfer or Conduct Certificates shall be submitted in writing. They will however, be issued only a day after the receipt of the application. The Transfer or Conduct Certificate may be issued on the same day on payment of a special fee.

2. Transfer or Conduct Certificate will not ordinarily be issued during vacation.

3. When an application for Conduct or Transfer Certificate is made after a lapse of more than one year from the date on which the pupil left school, a special fee of Rs. 100/- shall be charged.

### **RULES CONCERNING ABSENTEE**

(a) Punctual and regular attendance is insisted upon. Prior permission for leave of absence from school must be applied in writing by parent's guardian and for valid reasons only. General terms of excuse "some business", "some ceremony" etc., will not be entertained. Attendance on the first working day and last working day of every term/long vacation is compulsory.

(b) Special notice will be taken of absence without leave from class tests. Those who absent themselves on the re-opening day after the holidays, without prior permission from the Principal/coordinator, may have to pay a fine. In case of illness, a medical certificate must be submitted.

(c) Pupils must adhere to the school timings, habitual late arrival to school of students is discouraged and if a student is late to school more than three times, he/she is liable to be fined.

(d) When a pupil has been absent from school for some unforeseen reason e.g. illness, he/she must, on returning to school, produce a leave note signed by his/her parent or guardian (see Leave and Absence Record pg. 58 to 62). Should the absence exceed three successive days, prior notice must be forwarded to the Principal and permission be obtained.

(e) Continued absence for a week without leave approval shall be considered equivalent to withdrawal of a pupil from the school and his/her name shall be struck off the rolls.

(f) A pupil, absent without leave during any one class hour of either session of the day, shall be regarded as absent for the entire session.

(g) A pupil marked absent, shall continue to be marked absent, until he/she produces an order from the Principal/coordinator to be marked present.

(h) A pupil who has been suffering from an infectious disease must produce a medical certificate from a registered medical practitioner, stating that he or she is fit to resume school; so that he/she may attend School without risk of spreading infection. The Principal reserves the right, however, of extending the time of permitting the pupil to classes after obtaining medical advice.

(i) Irregular attendance, insubordination to teachers, habitual inattention to school work and obscenity in word or action are sufficient reasons for permanent or temporary dismissal of pupils. Minor offences, coming late to class habitually, moving about the corridors during class hours, are also punishable.

## **FEE REGULATIONS**

1. All fees should be paid to the cashier from 9:30 a.m. to 12:00 noon and an official receipt should be obtained.

2. Cheques, drafts, money orders and postal orders are to be addressed In favour of St. Josephs School

## **IMPORTANT INSTRUCTIONS FOR PARENTS**

TO PARENTS AND GUARDIANS

1.) Parents and Guardians are requested to co-operate with the school authorities by enforcing discipline and regularity at home. In order that lessons may be duly prepared, they are requested to insist on their children or wards devoting 3 or 4 hours every day for study at home. If parents do not insist on regular attendance and home study, the results in the examination are bound to be disappointing.

2.) Parents and Guardians are expected to scrutinize the progress reports issued periodically to their children and to take necessary measures to remedy the defects in their progress.

3.) All Parents and Guardians are made members of the Parent Teacher Association of the school, by paying the membership fee at the beginning of the year. This Association aims at fostering closer relationship, mutual understanding and co-operation between the home and the school.

It is compulsory on the part of the parents to attend the P.T.A. meetings when called upon to do so.

4.) Parents and Guardians (or other persons) are not allowed to visit the pupils or their teachers during school hours without the Headmistress permission.

5.) Students will not be called to make or answer a phone call during class hours.

6.) Mobile Phone: Possession and use of mobile phones by students are strictly prohibited inside the school campus, as per Government directives. Confiscated mobiles will not be returned, and approaching the Headmistress any other school officials in this regard will not be entertained.

Students are expected to be punctual and disciplined.

With the co-operation of parents and guardians, the school will take authorities help, to shape the child into an honest, hardworking, service-minded and God-fearing citizen of India.

7. The following behavior patterns will be considered as misconducts: Rudeness to fellow students, Dis-obedience to School leaders, Rudeness to any Staff Member, Lack of refinement in public places, The use of indecent or abusive language, Non-adherence to any school regulation, Physically hurting or wounding another student, Forging signature, Missing a class without permission, Coloring Hair, Writing in school library books, School Property or destroying school property, Leaving the School premises without permission, Eating or drinking in class or during assembly, Chewing Bubble gum Littering in the class of school premises, Wearing fancy watches, Applying Nail polish, Lip Gloss, Lip balm with glitter or colour, The school will not be responsible for any unavoidable mishap during Picnics, Tours or Camps.

#### BEHAVIOR OUTSIDE SCHOOL CAMPUS:

Although parents are responsible for the behavior of their children outside school hours, the school will take necessary action when such behaviour is reported to be immoral or violent