

# ST. FRANCIS DE SALES HIGHER SECONDARY SCHOOL

(S.F.S. School)

Satgaon, Narengi, P.O. Udayan Vihar  
Guwahati - 171, Assam, India.

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## SCHOOL CALENDAR

Name .....

Class ..... Sec ..... Roll. No. .... Adm.No .....

Address .....

..... Phone .....

Specimen Signature of Parent/Guardian .....

## SCHOOL HOURS

**Monday to Friday : 7.50 am to 2:10 pm**

**Saturday :7.50 am to 12:10 pm**

**This calendar must be brought to school daily**

*Touching Lives, Moulding Future*

## PROFILE OF A FRANSALIAN STUDENT

**A Fransalian student** is a diligent and studious member of the student community of a fransalian school.

- He/She is a member of a fransalian school not by chance but by choice who chooses to be formed and educated by fransalians in a fransalian way.
- He/She practices salesian virtues of simplicity, honesty, gentleness, humility etc.
- He/She knows life and works of St. Francis De Sales, the patron, and Rev. Fr. Peter Mermier the founder of the Fransalians who manages and administers the fransalian educational institutions.
- He/She respects and obeys teachers, parents and elders.
- He/She develops human qualities together with the intellectual formation.
- He/She is regular to school, does his daily duties and follows the directions of the staff.
- He is God fearing, prayerful, follows the rules of the school in letter and spirit.
- He/She relates with others in a matured and balanced way irrespective of gender, age, caste or creed or economic inequality and promotes brotherhood/sisterhood.
- He/She accepts and respects the differences among them, learns to live as brothers and sisters.
- He/She lives and promotes eco-friendly life style which does not destroy the nature rather promotes.
- He/She is punctual, ready to accept corrections and take guidance from elders and teachers.
- He/She does not speak negatively about the school, management and staff.
- He/She keeps the school campus neat, clean and green.

## **PROSPECTUS**

St. Francis De Sales (S.F.S) School, Satgaon, Narengi, is a Catholic Minority Educational Institution run by the Society of the Missionaries of St. Francis De Sales. This school envisages an educational programme inspired by the vision and mission of our heavenly Patron St. Francis De Sales. The school primarily visualizes inculcating in every child, a scientific temper and a critical mind. We commit to uphold the values of secularism, democracy, justice, liberty and fraternity in all matters concerning the socio-economic and cultural life of the individual and society.

## **OUR VISION :**

To be an institution of excellence in educational leadership committed to nation building and global citizenship based on the Universal Christian values taught and lived by Jesus Christ and advocated by St. Francis De Sales.

## **OUR MISSION :**

To provide a conducive and safe atmosphere to every student for joyful & holistic learning and a place for every employee to strive for excellence.

To provide a creative, engaging and scientifically tempered environment that would enable students to be globally competent.

To nurture leadership with a deep sense of professional ethics, national integration, universal brotherhood and respect for humanity.

To instill fansalian values of gentleness with firmness, optimism and compassion.

## IDENTITY CERTIFICATE

1. Name (Block Letters).....
2. Class ..... Section ..... Roll. No..... Adm.No.....
3. Date of Birth .....
4. Name of the Parent .....
- Designation .....
- Home Address (Postal) .....
- ..... Ph.....
- Office Address .....
- ..... Ph.....
5. Local Guardian's Name .....
6. Name of Brothers/Sisters studying in this school, if any :  
Name..... Class ..... Sec..... Adm.No.....  
Name..... Class ..... Sec..... Adm.No.....

I have read all the rules of the school as contained in the school diary and I agree to abide by them and all the decisions of the school.

.....  
Pupil's Signature                      Date                      Parent's Signature

Specimen Signature of Father : .....

Mother : .....

Local Guardian : .....

**N.B. :** *The school will accept the signature of the father, mother and the local guardian only.*

*The local guardian is anyone who is responsible for the child in the absence of the parents. Hence, a third person.*



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Specimen Signature of Father : .....

Mother : .....

Local Guardian : .....

**N.B. :** *The school will accept the signature of the father, mother and the local guardian only.*

*The local guardian is anyone who is responsible for the child in the absence of the parents. Hence, a third person.*

# GOAL SETTING FOR TERM 1

Name of the Student: .....

**Goal Statement:** (Describe what you want to achieve, e.g. in English I will score 95% and in Mathematics I will score 100%)

Sl. No.	Subject	Mid Term Target (50-100%)	% Achieved Mid-Term	Signature
1				Student
2				
3				Parents
4				
5				Class Teacher
6				
7				
8				
9				

Goal	S	M	A	R	T
Definition	Specific	Measurable	Attainable	Realistic	Time bound
Description	The goal should be focused	The goal should be measurable	Goal should be attainable	The goal should be feasible	The goal should be attainable within a single school

Strategies for achievements the goal mid-term target:

This is my honest target for the academic year 2020-21 and I will do everything within my capacity to achieve this target.

Name and Signature  
of the Student

Signature of the Class  
Teacher

Name and Signature  
of the Parent



## GOAL SETTING FOR TERM 2

Name of the Student: .....

**Goal Statement:** (Describe what you want to achieve, e.g. in English I will score 95% and in Mathematics I will score 100%)

Sl. No.	Subject	Mid Term Target (50-100%)	% Achieved Mid-Term	Signature
1				Student
2				
3				Parents
4				
5				Class Teacher
6				
7				
8				
9				

Goal	S	M	A	R	T
Definition	Specific	Measurable	Attainable	Realistic	Time bound
Description	The goal should be focused.	The goal should be measurable.	Goal should be attainable.	The goal should be feasible.	The goal should be attainable within a single school

Strategies for achievements the goal mid-term target:

This is my honest target for the academic year 2020-21 and I will do everything within my capacity to achieve this target.

Name and Signature  
of the Student

Signature of the Class  
Teacher

Name and Signature  
of the Parent

## My Grammar

### Be' Verb: Different forms for subjects in person

1st Person	I am	We are	I was	We were
2nd Person	You are	You are	You were	You were
3rd Person	He is	They are	He was	They were

### 'Have' Verb: No change except for subject in Third Person Singular in Present Tense

1st Person	I have	We have	I had	We had
2nd Person	You have	You have	You had	You had
3rd Person	He has	They have	He had	They had

TENSE	PRESENT	PAST	FUTURE
Indefinite	Sub + verb (s+es) I + do	Sub + verb + (Past Form) I + did	Sub + shall/ will + verb; I + shall + do
Continuous	Sub + am/ is/are + verb + ing; I + am + do + ing	Sub + was/ were + verb + ing; I + was + do + ing	Sub + shall/ will be + verb + ing; I + shall be + do + ing
Perfect	Sub + has/ have + past participle of verb; I + have + done	Sub + had + past participle of verb; I + had + done	Sub + shall/ will + have + verb + ing; I + shall + have + done
Perfect Continuous	Sub + has/have been + verb + ing; I + have + been + doing	Sub + had + been + verb + ing; I + had been + doing	Sub + shall/ will + have + been + verb + ing; I + shall + have + been + doing

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## SCHOOL ANTHEM

Asatoma satgamaya tamasoma jyotirgamaya  
Mrityoma amrutam gamaya  
Om...om...SFS...SFS..jaye jaye he

- (1) You are the champion of God's kingdom  
You are the source of true wisdom (2)  
Christ you are the radiance of disalites  
Dispel the shad of avidya-2

- Asatoma satgamaya...  
(2) Your brighten the way to Gid and human  
To spread the light of Christ and love  
You teach the truth of Christ and wisdom  
This for all time your vision and mission

Asatoma satgamaya...  
Om..om..SFS..SFS..jaye jaye hey-2

## THE PLEDGE

India is my country. All Indians / are my brothers and sisters. I love my country / and I am proud of its rich / and varied heritage/ culture / language and religions. I shall always strive / to be worthy of it. I shall respect my parents / teachers and elders/ 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.

## NATIONAL ANTHEM

Jana Gana Mana Adhinayaka Jaya Hey  
Bharata Bhagya Vidhata  
Punjab, Sindu, Gujrat, Maratha,  
Dravida, Utkala, Banga.  
Vindhya, Himachala, Yamuna, Ganga  
Uchhala Jaladhi Taranga;  
Tava Subha Naame Jage  
Tava Subha Ashisa Mange  
Gaahey Tava Jaya Gatha.  
Jana Gana Mangala Dhayaka Jaya Hey  
Bharata Bhagya Vidhata.  
Jaya Hey, Jaya Hey, Jaya Hey,  
Jaya, Jaya, Jaya, Jaya Hey.

### অসমৰ জাতীয় সংগীত

অ' মোৰ আপোনাৰ দেশ  
অ' মোৰ চিকুণী দেশ  
এনেখন সুৰলা, এনেখন সুফলা  
এনেখন মৰমৰ দেশ।

অ' মোৰ সুৰীয়া মাত  
অসমৰ সুৰদি মাত  
পৃথিৱীৰ ক'তো বিচাৰি জনমটো  
নপোৱা কৰিলেও পাত।

অ' মোৰ ওপজা ঠাই  
অ' মোৰ অসমী আই  
চাই লওঁ তোমাৰ মুখনি এবাৰ  
হেঁপাহ মোৰ পলোৱা নাই।

## SCHOOL PRAYERS

### 1. SIGN OF THE CROSS

In the Name of the Father / and of the Son/ and of the Holy Spirit, Amen.

### 2. GLORY BE

Glory be to the Father /and to the Son/and to the Holy Spirit. As it was in the beginning/ is now/ and ever shall be/world without end. *Amen.*

### 3. OUR FATHER IN HEAVEN

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 tresspasses/ as we forgive those who tresspass against us/ and lead us not into temptation/ but deliver us from evil. Amen.

**Leader : St. Francis De Sales**

**All : Pray for us**

### 4. HAIL MARY

Hail Mary, full of grace/the Lord is with you. Blessed are you among women/ and blessed is the fruit/of your womb, Jesus. Holy Mary mother of God / Pray for us sinners/now and at the hour of our death/*Amen.*

## **5. PRAYER BEFORE CLASS**

O God/ You are the truth/ and origin of all knowledge. Bless our studies/ which we consecrate to you. Enlighten our minds/ strengthen our memories / and direct our wills/ towards what is right. Grant us to seek truth always/ and makes us truly wise. *Amen*

## **6. PRAYER AFTER CLASS**

God of infinite wisdom / and source of all knowledge, grant that / we may remember / what we have learnt. We offer you our work and our endeavours / our failures and our successes. Forgive us our shortcomings / and give us courage / to follow the path of truth. We thank you Lord / for all the good things / You taught us today/ and help us to be good children always. *Amen*

## **7. PRAYER FOR PARENTS**

Loving Father/ I thank you for my parents. I thank you/ for the many good things / that have come to me through them. Their love for me / is a sign of your love for me. Their concern for my need and care remind me of your unconditional/ love and acceptance. Grant them/ many years of life and keep them in good health of mind and body. Bless their work and all they do. Give them back / hundred fold/ all the good they have done for me. Inspire them with your love / and strengthen them/ to fulfill your Holy Law. One day may I be their comfort and strength/ as I have enjoyed their affection on earth. Lord I ask you / to remain close to them/in their life's journey /so that they may experience / the joy of true family life. May I have the joy of being with them in heaven. *Amen*



## **8. PRAYER FOR MY SCHOOL**

Almighty God, bless our school with your most gracious favour and prosper it in all worthy and honest undertakings. May love, truth and goodness abound within its walls and may right judgment and common sense prevail. Give the staff and the students your wisdom and your goodness that together we may serve you as one great family. May Mary, our beloved mother assumed into Heaven, patroness of India and St. Francis De Sales, patron of our school, pray for us.  
*Amen*

## **9. PRAYER FOR TEACHERS**

Lord, I thank you for my teachers/who from my childhood/ have inspired me. I thank you/for their love and patience. I admire and value/their patience/in framing my life / as it is today and their repeated efforts / to plant in me / the right sense of values. I thank you for my teachers and friends whose hearts are ever willing/to share a laugh or tear. I thank you for their faith in goodness and in truth/which they ever strive to make the goal of every youth. I thank you/for their vision of beauty, joy, and love/and for the knowledge they impart on earth, heaven and above. I ask you to bless every one of them. Make them more loving, tolerant, understanding and concerned towards their students. Help them to form their students for life alongside the academic programs.

May they be filled with your love and understanding, enable them to bring out/the best in each of their students. May they help their students/to build up positive self-image. May they have enough courage to correct what is wrong in their students. Above all, may they teach them to be loving persons. I pray you to bless my teachers so that they may lead us along life's pathways, to rest within thy heart. *Amen*

## PRAYER SONGS

### 1. HYMNS

JAGAT GURU PRABHU JI

Jagat guru prabhuji namo namaha (2)

Sat guru prabhuji namo namaha (2)

Mam guru prabhuji namo namaha (2)

Namo namaha (4)

Javandayaka namo namaha (2)

Mangaladayaka namo namaha (2)

Shanitpradhayaka namo namaha (2)

Namo namaha (4)

Anugrahadata namo namaha

Anandata namo namaha (2)

Namo namaha (2)

Karunasagar namo namaha (2)

Paramdayakar namo namaha (2)

Prem Sarovara namo namaha

Namo namaha (4)

### 2. MAKE ME A CHANNEL OF YOUR PEACE

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.

Ref: Oh Master grant that I may never seek.

So much to be consoled as to console

To be understood as to understood

To be loved as to love with all my soul.

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

### **3. YOU ARE WITH ME**

You are with me wherever I go  
Every moment Your life in me flows  
You're always there close by my side,  
You are there O Lord both day and night.

You are with me in my mother's womb  
You are with me in the days gloom  
You help me stand against all odds,  
And you filled me with Your strength O Lord.

In times of sorrow and in times of grief,  
You gave me hope, strengthened my belief  
When I did fall and was in pain,  
Lord You set me on my feet again.

You have known O Lord all my secret fears,  
You have seen O Lord all my unshed tears,  
My Lord, you know me through and through  
There is nothing I can hide from you.

### **4. Change my Heart, Oh God**

Change my heart, Oh God,  
Make it ever true.  
Change my heart, Oh God,  
May I be like you. (Repeat)

You are the potter,  
I am the clay  
Mold me and make me,  
This is what I pray.  
Change my heart, Oh God,  
Make it ever true.  
Change my heart, Oh God,  
May I be like you.  
(Repeat)

Jesus Oh Jesus,  
Come and fill your Lambs.  
Jesus Oh Jesus,  
Come and fill your Lambs.  
(Repeat)

## **5. This Is Your House**

### **Verse 1:**

As we gather in this place today  
Holy Spirit come and have Your way, have Your way  
As we lay aside our own desires  
Sweep across our hearts with holy fire, have  
Your way

### **Chorus:**

This is Your house, Your home  
We welcome You, Lord, we welcome You  
This is Your house, Your home  
We welcome You today

### **Verse 2:**

As we offer up our hearts and lives  
Let them be a living sacrifice, have Your way

Be glorified in everything we do  
Be glorified in everything we say, have Your way  
(Repeat Chorus)

As we praise, o Lord draw near  
It's Your voice, we long to hear  
We welcome You today  
We welcome You today

## **6. ALL THINGS BRIGHT AND BEAUTIFUL**

All things bright and beautiful,  
All creatures great and small,  
All things wise and wonderful,  
The good God made them all.

Each little flower that opens,  
Each little bird that sings,  
He made their glowing colours,  
He made their tiny wings.

The purple headed mountains,  
The river running by,  
The sunset and the morning,  
That brightens up the sky.

The cold wind in the winter  
The pleasant summer sun,  
The ripe fruits in the country,  
He made them every one.

He gave us eyes to see them  
And lips that we might tell  
How great is God Almighty  
Who has made all things well.

## 7. IN HIS TIME

In His time, in His time  
He makes all things beautiful in His time  
Lord please show me everyday  
As you're teaching me your way  
That you do just what you say in your time

In your time, in your time  
You make all things beautiful in your time  
Lord my life to you I bring  
With its winter and its spring  
May I fathom everything, in your time  
There's a time, there's a time

Both for sowing and for reaping there's a time  
Time for loosing, time for gain  
Time for joy and time for pain  
Every purpose under heaven has a time.

## 8. LIKE A SUN FLOWER

### **Cho rus:**

Like a Sun flower that follows  
Every movement of the sun  
So I turn towards you, to follow you, my God

In simplicity, charity, I follow (2)  
In simplicity, honesty, I follow (2)  
In simplicity, fidelity, I follow (2)

## 9. IN NEED OF LIBERATION

### **Cho rus:**

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.

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.

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.

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.

## 10. WE PRAISE YOU

We Praise You Lord with Joy,  
With heart and mind and voice  
You fill us with Your unending love  
And grace from above

You are our Father, who's ever near,  
With You beside us, we'll have no fear  
You are our Father loving and true  
All day and night, watching us through

You sent Your son that we all may know,  
Your loving mercy that freely flows;  
And life eternal is your promise,  
To all who live in love and peace

You sent Your spirit with us to stay  
To guide our steps and guard our ways,  
From day to day our life renew  
Drawing us ever closer to you.

### **11. WE ARE GATHERING**

We are gathering together unto Him.  
We are gathering together unto Him.  
Unto him shall the gathering of the people be.

We are gathering together unto him  
We are singing together  
We are offering together unto him  
We are praying together unto him

### **12. CARRY YOUR CANDLE**

There is a candle in every soul  
Some brightly burning some dark and cold  
There is a spirit who brings the fire  
In nights of candle and makes His home

#### **Chorus:**

So carry your candle  
Run through the darkness



Seek out the helpless Confusing thought  
Hold out your candle for all see it  
Take your candle go light your world (2)

Trusting above all  
See how its shine too  
Let's raise our candle  
Someone who hears  
See now your sister  
Still hold your candle  
With all our faith.

Seek out your family  
Whose hearts are blazing  
Let's raise our candle  
Light up the sky  
Pray to the Father in the  
Name of Jesus  
May God reign become in  
Darkest night.

### **13. I HAVE COME TO THEE (TAGORE)**

#### **Chorus:**

I have come to Thee to take Thy touch  
Before I begin my day

Let thy eyes rest upon my eyes for a while

Let me take to my work the assurance of  
Thy Comradeship my friend.

Fill my mind with Thy music to last through the Desert  
of noise

#### **14. GOD IS SO GOOD**

God is so good (3) He's so good to me.  
He cares for me (3) Yes, He cares for me.  
I'll trust in Him, (3) Yes, I'll trust in Him.

#### **15. THERE ARE NUMEROUS STRINGS**

There are numerous strings in Your lute  
Let me add my own among them.

Then when you smite your chords,  
My heart will break its silence,  
And my heart will be one with your song.

Amidst your numberless stars,  
Let me place my own little lamp.

In the dance of your festival of light  
My heart will throb and  
My life will be one with your smile.

#### **16. SHOWERS OF BLESSINGS**

There shall be showers of blessing  
This is the promise of God,  
There shall be seasons refreshing,  
Sent from the Saviour above

#### **Chorus:**

Showers of blessings  
Showers of blessings we need,  
mercy drops round us are falling,  
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.

There shall be showers of blessing  
O that today they might fall,  
Now as to God we're confessing,  
Now as on Jesus we call.

### **17. WHAT A FRIEND IN JESUS**

What a friend we have in Jesus  
All our sins and grief to bear,  
What a privilege to carry,  
Everything to God in prayer,  
Oh, what grace we often forfeit  
Oh, what needless pain we bear  
All because we do not carry  
Everything to God in prayer

Have we trials and temptation,  
Is there trouble anywhere,  
We shall never be discouraged,  
Take it to the Lord in prayer,  
Can we find a friend so faithful?  
Who will all our sorrows share ?  
Jesus knows our every weakness,  
Take it to the Lord in prayer.

## **18. GREAT FRANCIS DE SALES**

Great Francis our glorious patron,  
Listen to our hymn we sing  
From thy lofty throne in heaven  
Guard us on our heavenly way  
In thy footsteps may we follow,  
Free from taint of sin or loss,  
Till our final dedication,  
Till we reach the heaven above.

Great Francis You gentleman saint  
Listen to these sinful souls  
Help us to be truly humble,  
As you followed Christ Our Lord,  
Doctor of Love, You O Francis  
And in Love of God you died,  
Help us also to love Jesus,  
And our neighbour as ourselves.

Great Francis Apostle of Chablais  
You worked for the souls that strayed  
Teach us to labour in God's vineyard,  
As thou did'st for Christ our Lord,

Shepherded of the fold of Jesus,  
For his sheep thy life was spent  
Help us to proclaim Lord Jesus.  
To the people every where.

## **19. Shanti Path**

Asato ma sad gamaya  
tamaso ma jyotir gamaya

Mrityurma amritam gamaya  
Om Shanti, Shanti, Shanti

**Meaning:**

Lead from Ignorance to knowledge  
from darkness into light  
from death into immortality  
O! Peace, Peace, Peace.

**20. SCHOOL ANTHEM**

Asatoma satgamaya tamasoma jyotirgamaya  
Mrityoma amrutam gamaya  
Om..om..SFS..SFS.. jaye jaye he

You are the champion of God's kingdom  
You are the source of true wisdom (2)  
Christ you are the radiance of SFS  
Dispel the shades of avidya (2)

You brighten the way to God and Human  
To spread the light of Christ and love  
You teach the truth of Christ and Wisdom  
This is for all time your vision and mission

Asatoma satgamaya tamasoma..... jaye jaye he (2)

**21. I JUST KEEP TRUSTING**

**Chorus:**

I just keep trusting my Lord as I walk along.  
I Just keep trusting my Lord and  
He gives me a song

Though the storm cloud darkens the sky  
O'er the heavenly trail,  
I just keep trusting my Lord, he will never fail.

He is a faithful friend (2)  
Such a faithful friend (2)  
I can count n him (2)  
to the very end (2)

## **22. PRAISE HIM**

Praise Him, praise Him  
Praise Him in the morning  
Praise Him in the noon time  
Praise Him, praise Him  
Praise Him when the Sun goes down.  
Love Him.....  
Serve Him .....  
Praise Him .....

## **23. WELCOME SONG\_1**

Welcome, welcome, welcome  
Swagatam, su swag tam  
With aarati (sign of welcome)  
With Garland (sign of welcome) (2)

We welcome, we welcome dear loving (father/  
friend)

With clapping hands ( sign of welcome)

With smiling lips ( sign of welcome ) (2)

We welcome, we welcome dear loving (father/  
friend)

Welcome, welcome, welcome

Swagatam, u swag tam

#### **24. WELCOME SONG\_2**

All the birds and the flowers are rejoicing today.  
They are telling a welcome so true  
They are smiling a smile they are chirping a wish.  
Blessings fall on our teachers and guests.

The earth is alive with laughter and song  
To mingle with glee, our prayer and our songs  
Gathered here are the works that are loyal and true  
Singing chorus of welcome so gay.

## **25. WELCOME SONG\_3**

Aaye Hai Hum Swaagat Karne(2)  
Man Main Aadar Bhaav Liye  
Swaagat Kaarte Hai Hum Sabka (2)  
Phuloon Ka Uphaar Liya  
Koyal Kuke Gaaye Papiha  
Ye Dhara Ho Rahi Magan  
Daso Dish Ayain Gunji Dekho

Ga Ga Karkehta Ye Man Man .....Man....Man  
Swaatham (7) Subh Swaatham  
Aap Aaye Khushiya Laaye  
Ye fizaain Geet Gaayain  
Man Main Utthi Hai tarange  
Ye Pawan Bhi Cheh Chaaye  
Chanda Suraj Laakho Taare  
Jhume Naache Ye Gagan  
Kaliya Dekho Muskai Hai  
Keh Raha Hai Ye Chaman, Man.... Man....(2)  
Swaagtam (7) Sub Swaagtam

## **26. WELCOME SONG\_4**

Suswagatam (2)  
Swagat Karte Apke  
We warmly welcome you  
With our heart sincere and true  
We warmly welcome you  
Dera Fr./Sr. today  
Suswagatam...(3)



May you ever be so Happy  
Enjoy Our Love With Pleasure  
May you Always Live in Splendor  
With A Blissfull Kind Nature  
Welcome, We Welcome we welcome all of you (4)  
Swaagtam (7) Sub Saagatm.

## **27. Birthday Song**

It's such a special day,  
Let this happiness day  
For ever and for now (2)  
Dear God to you we pray

It 's such a special day, (2)  
Let this happiness day

Bless him dear God  
Where he feel your love, My Lord  
To grow up big and strong  
To be grow all along (2)

It 's such a special day  
Let this happiness day (2)  
Forever and for now  
Dear God to you we pray (3)

## **28. FEAST SONG**

Ding-dong, ding-dong (2)  
Angels of God are passing on  
Ding-dong, ding-dong (2)  
Sharing the good news  
Of the living God  
Wake up, children wake up  
To welcome the angels passing on (2)  
  
Happy feast day, Happy feast day  
To wish you a very happy feast  
  
Time and tide wait for none  
To praise and thank God who is one (2)  
Rise up, children rise up  
To listen to the voice of the angels of God  
  
Happy feast day, Happy feast day  
To wish you a very happy feast

## **29. FAREWELL SONG**

May the Good Lord bless and keep you  
Whether near or far away.  
May you find that long awaited, golden day today  
May your troubles all be small ones  
And your fortunes ten times ten  
May the Good Lord bless and keep you  
Till we meet again.

May you walk in sunlight shining  
With a blue bird in every tree.  
May there be a silver lining  
Back of every cloud you see.  
Fill your dreams with sweet tomorrows .

Never mind what might have been.  
May the good Lord bless and keep you  
Till we meet again (2)

### **30. JOY TO THE WORLD**

Joy to the world ! The Lord has come  
Let earth receive her king.  
Let every heart prepare room  
And heaven and nature sing (4)

Joy to the World! the saviour reigns;  
Let men their songs employ'  
While fields and floods  
Rocks, hills and plains  
Repeat the sounding joy (4)

He rules the world with truth and grace  
And makes the nations prove  
The glories of his righteousness  
And wonders of his love (4)

### **31. SILENT NIGHTS**

Silent night, Holy night  
All is calm. All is bright  
Round yon. Virgin mother and child!  
Holy infant, so tender and mild  
Sleep in heavenly peace (2)

Silent night, holy night.  
Darkness flies, all is light'  
Shepherds hear the angels sing.  
'Alleluia ! Hail the King'  
Christ the saviour is born (2)

Silent night, Holy night .  
Son of God, love's pure light'  
Radiant beams from thy holy face.  
With the dawn of redeeming grace,  
Jesus, Lord at they birth - 3

### **32. JINGLE BELLS**

Dashing through the snow  
in a one-horse open sleigh  
o'er the fields we go  
laughing all the way  
Bells on bobtail ring'  
Making spirits bright  
What fun it is to lough and sing  
A sleighing song tonight

#### **Chorus:**

Jingle Bells jingle bells  
Jingle all the way  
Oh! What fun it is to ride  
In a one horse open sleigh (2)

A day or two ago  
I thought I'd take a ride  
and soon Miss Fanny Bright  
was seated by my side  
The horse was lean and lank  
Misfortune seemed his lot  
He got into a drifted bank  
And we, we got upset.

### 33. VANDE MATARAM

Vande Mataram!  
Sujalam suphalam, malayaja shitalam  
Shassyashyamalam, Mataram!  
Shubhrajyotsna pulakitayaminim,  
Phullakusumita drumadala shobhinim,  
Suhasini, sumadhura bhashinim,  
Sukhadam, varadam, Mataram!

Saptakotikantha kalakala ninada karale  
Dvisaptakoti bhujair dhrita-khara karavale  
Abala kena ma eta bale  
Bahubala dharinim, namami tarinim,  
Ripudalavarinim Mataram!

Tumi vidya, tumi dharma,  
Tumi hridi, tumi marma,  
Tvam hi pranah sharire!  
Bahute tumi ma shakti,  
Hridaye tumi ma bhakti,  
Tomarayipratima gari mandire mandire!

Tvam hi Durga dashapraharana dharini,  
Kamala, Kamaladalaviharini,  
Vani, vidyadayini namami tvam,

Namami kalmalam, amalam, atulam,  
Sujalam, suphalam, Mataram,  
Vande Mataram!  
Shyamalam, saralam, susmitam, bhushitam,  
Dharanim, bharanim, Mataram !

***Shri Bankimchandra Chattyopadhyay***

## ADMISSION DETAILS

1. New admission is done only in class-I & XI. Other admissions if any, will depend on availability of seats and on competence of the student (i.e- II-VIII only.)
2. After the submission of application to classes (II-VIII) 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 on the school website.
3. Admission is made only on receipt of the following documents-
  - a. Copy of the Birth Certificate.
  - b. Transfer Certificate counter signed by the Inspector of schools.
  - c. Copy of the final result of class he/she studied.
  - d. Health certificate of the student.
4. The application form can be downloaded from the school website ([www.sfsnarengi.ac.in](http://www.sfsnarengi.ac.in)).
5. Tuition Fee/Admission Fee/Annual Fee is to be paid online through the school software - Desalite connect ([www.sfsnarengi.ac.in](http://www.sfsnarengi.ac.in)).
7. The school fee 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 fee. Absence from an examination does not mean exemption from examination fee.

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.
12. A fees of Rs. 250/- will be charged for Transfer Certificate and Conduct Certificate or for a duplicate of the same, or for any extract from the register.
13. The following fees have to be paid at the time of admission.
  - a. Admission Fee (for new admission only)
  - b. Maintenance Fee
  - c. Development Fund
  - d. Examination Fee
  - e. Electricity and Water
  - f. Sports and Games
  - g. Library
  - h. Laboratory
  - i. Co-Curricular Activities
  - j. Project Child
  - k. Desalite Connect
  - l. School (ID, Photograph and events)
  - m. ASSET Exam
  - n. CBSE Registration
  - o. Digital Class room
  - p. Teacher's Welfare Fund
  - q. Detailed Assessment
  - r. Desalite Olympiad
  - s. Career Club
  - g. Edu Sports
  - h. Computer Fee (only for IP Students)
  - i. Career counselling and PD Session
  - j. Learning out together
  - k. Mind Spark (Maths learning)

## GENERAL RULES AND REGULATIONS

1. School Hours :
  - a. From Monday to Friday: 7:50 am - 2:10 pm.
  - b. Saturday - : 7:50 am to 12:10 Noon.
  - c. Holidays - Sunday, National Holidays & State Holidays as mentioned in school calendar in Desalite connect Mobile App.
  - d. If there is a sudden or emergency holiday on any working days, depending upon the need, third saturday will be a working day and even other saturday classes will be extended till 2.10 pm.
2. 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.
3. 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.
4. 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.



5. Parents and Guardians are not allowed to see their children or meet teachers during class hours.
6. All the communication and correspondence relating to the school should be addressed to the Principal only.
7. All promotion to the next class will be according to the Academic performance of students. 33% mark is mandatory for promotion to next class.
8. Parents/Guardians who wish to meet the teachers can do so on every Wednesday after class from 2:10 pm to 3:00 pm.
9. 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.
10. Student of this school are not encouraged to take private tutions outside the school from the teacher's of SFS School.
11. The school does not recognize student's union nor any union activities are permitted within the school premises.
12. 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.
13. 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.
14. Unconventional hairstyle, any make-up that degrades the uniform of the pupil will not be tolerated.

15. Boys must have a proper hair cut. Long hair, long nails, ear rings, chains, watches, inprinting tatoos, unconventional hair styles are not permitted.
16. Students are not allowed to wear baggy trousers.
17. The length of the skirts should be below the knee.
18. Those students who come to school early should sit and study in their classrooms or should be in the reading room.
19. 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 breaktime (outside). No food items to be taken to classroom.

## **ATTENDANCE AND LEAVE**

1. Regular attendance of all students at school is required to inculcate discipline and regularity in a student which in turn creates value system that becomes an essential part of life. The minimum attendance required for a student in each term is 90% irrespective of emergencies. Any attendance below that students will be penalized.
2. If a student is absent, he/she must bring a leave note mentioning the date and the reason of absence written by the parent /guardian in the page of the school diary on the day of joining, otherwise the student may be sent back home.

3. A student returning to school after recovering from a contagious or infectious disease should also produce a doctor's certificate of fitness. If a student fails to produce such a certificate, the school authorities are entitled to send her/him back.
4. Students are required to be present on the opening day of the school after the end of each term / long holiday (more than 7 days), failing which the student has to pay a fine of Rs. 100/- per day.
5. Students will not be allowed to leave school before it gets over, except in case of an emergency, with permission from the Principal/Vice Principal. For security reasons no student will be allowed to go home under any circumstances without a parent coming to pick him/her. Parents should carry Parent's ID.
6. In case of bereavement in the students' immediate family, the Principal / VP will grant leave. Leave requests for attending marriages and other functions and ceremonies during the term are to be avoided by the parents. Parents are asked to try and ensure that all family functions and ceremonies are planned for the students' vacation as given in the school diary. There will be no retest under any circumstances if a student is absent during the exam day.

# **SFS NARENGI DISCIPLINE MANUAL**

## **VISION STATEMENT**

Always Strive to have  
Eyes that See the Best,

A Heart that  
Forgives the Worst,

A Mind that  
Forgets the Bad,

And

A Soul that  
Never Loses Faith.

## PREFACE

***"Discipline enables us to operate by principles, rather than by desires".***

*– John McArthur*

Every educated human being is supposed to learn to say no to our impulses which may not bear positive fruit. The ones who have already learnt this are called disciplined. They can control their actions with reason, logic and principles and not by emotions and desires.

Our homes and schools are the best places from where we learn discipline the most. In schools, children are supposed to remain disciplined from boarding the bus in the morning to getting down from the bus in the afternoon.

Discipline can be categorized into the following broad areas:

- i. Punctuality
- ii. Uniform
- iii. Behaviour

**Punctuality** covers,

- \* Timeliness to the bus stop
- \* Timeliness to the school (if the child plies through private cars),
- \* Timeliness to and from the Class to Sports and Activity Classes, during breaks
- \* Timeliness to submit tasks etc.

**Uniform covers,**

- \* Dress code as per the School Almanac
- \* Hair Style
- \* Beard
- \* Overall disposition etc.

**Behaviour covers,**

- \* Manners and etiquettes
- \* Behaviour towards the teachers, other staff and other children
- \* Not submitting tasks/assignments

## **GENERAL GUIDELINES**

**1. General**

Discipline Offenders or Defaulters (willingly and/or unwillingly), irrespective of the magnitude of the offence/default, must not be spared and must be made to face the consequences as laid down in the manual. If this policy is not resorted to, the same becomes a habit for both-the teachers as well as the students. As a result, the students develop an idea that discipline is a concept found in books & manuals and does not mandate practice. This very trend is dangerous for the future societies.

Consequences to be implemented in such a way that the defaulting/offender child does not feel isolated or victimized.

Serious incidents involving cases of accidents, assault and affray, unnatural deaths, ragging, immoral behavior, damage to property, scribbling on the benches and the walls etc., substance abuse and loss of life is to be reported immediately on occurrence in accordance with the underlaid procedure.

## **2. The School Discipline Coordinator**

The School has a Discipline Coordinator (DC). He/she is appointed by the Principal. This responsibility is additional to his/her normal responsibilities. Duties of the School DC:

- i. He/she receives cases/complaints (in writing: Reports/ Memoes) of acts of indisciplines from the Class Teachers.
- ii. He/she imposes consequences after scrutinizing facts and figures.
- iii. He/she takes up the matter (reported by CTs) with the Principal and receives his/her directions.
- iv. He/she maintains records of each and every (may the same be a petty act of indiscipline) report and recommendations of consequences. This is to be done on individual basis.
- v. He/she convenes meeting of the school discipline Committee, organizes the same and prepares the final report.
- vi. He/she is solely responsible for inducing discipline among the students.

## **3. The School Discipline Committee**

The School has a well-managed Discipline Committee.

The Committee comprises the Principal as the Chair Person, the VP and Academic Coordinators. The Committee must have at least one lady staff.

The roles and responsibilities of the School Discipline Committee are enumerated as under:

- i. The Committee sits for hearing, discussing & proposing consequence every time any student resorts to a serious violation of School Discipline.

- ii. The Committee/member of the committee calls the parents to brief parents about the act/default of the child and subsequently to intimate the decision of the Committee about the consequence, the child needs to face.
- iii. The Committee prepares teams and delegates authority & responsibility to impose discipline when there are events in the School premises or even outside depending upon the merit of the case.

#### **4. Disciplinary action to be taken by the school**

As per the school rules, the following disciplinary measures/ procedure in steps (based on the seriousness of the offence) is to be adopted by the school authority:

- i. Counselling the defaulter child
- ii. Oral Warning
- iii. Giving minus points according to school diary
- iv. Imposing Fine
- v. Detention during breaks and games periods
- vi. Exclusion from school activities
- vii. Issuing of Blue, Green and Pink Cards
- vii. Suspension from the school
- viii. Expulsion from the school



<b>CONSOLIDATED DISCIPLINARY PROCEDURES</b>		
<b>OFFENCE</b>	<b>CONSEQUENCES</b>	<b>ACTION TAKEN</b>
Minus 50 or Level I Offence	1 <sup>st</sup> Green Card	Signing Students Discipline Form
Minus 100 or Level II Offence	2 <sup>nd</sup> Green Card	Signing Students Discipline Form
Minus 150 or Level III Offence	1 <sup>st</sup> Blue Card	1. Calling Parents 2. Signing Students Discipline Form 3. Suspension for 1-5 Days
Minus 200 or Level IV Offence	2 <sup>nd</sup> Blue Card	1. Calling Parents 2. Signing Students Discipline Form 3. Suspension for 2-5 Days
Minus 250 or Level V Offence	1 <sup>st</sup> Pink Card	1. Immediate expulsion or indefinite suspension 2. No admission in the school for the following year
Minus 300 or Level VI Offence	2 <sup>nd</sup> Pink Card	Immediate expulsion from the school

## SEGREGATION OF OFFENCES

### LEVEL-I OFFENCE

*(To be handled by the Class Teacher/Subject Teacher)*

1. Failure to follow General School Rules
2. Violating Dress-Code or Grooming Standards
3. Eating during class hours and other prohibited places and prohibited time
4. Teasing, insulting, bullying, name-calling
5. Violating safety norms, extracurricular-activity norms/ rules
6. Spitting, whistling, shouting, running in the academic block, loitering in the corridors or in unauthorized areas etc.
7. Consistently irregular in the school and/or consistently irregular in submitting assignments etc.
8. Regularly coming late to the school
9. Misbehaving/Shouting in the school bus, disrespecting the staff and the school authority
10. Not bringing school books, copies, pens/pencils, listruments (including Musical Instruments), sports kits, ID-Cards, school record book etc.
11. Not getting duly signed by the parents-Leave Notes, Diary Remarks, Test Copies, Report Cards etc.
12. Littering in the school campus
13. Not conversing in English/using vernacular language
14. Leaving books and/or other personal property in the school campus
15. Playing anywhere/everywhere anytime/everytime, at times with water during the school hours

16. Making noise in the Library/Reading Room, failing to return the books on time
17. Disobeying/refusing to obey instructions of the teachers/ staff
18. Not participating in the House Activities/School Functions
19. Parents not attending PTMs
20. Keeping hair loose (for girls) and not tying. Making unconventional hairstyle/haircut, sporting long hair/pony-tail, hair-colouring etc.
21. Wearing baggy trousers (for boys) and short skirts (above the knee, for girls) are not allowed

## **LEVEL-II OFFENCE**

***(To be taken up by the Principal/VP/Coordinator on reporting by Class Teacher/Subject Teacher/other staff)***

1. Scholastic dishonesty; using unfair means in the Examinations
2. Misuse/Falsification of School Certificates/School Record Book/Report Card
3. Leaving school premise without permission
4. Using slangs, bullying, fighting, passing derogatory remarks to anyone/using vulgar language/gesture
5. Making ethnic, racial or religious slurs
6. Disrupting the school programme/inciting violence
7. Defacing or damaging school property; scribbling on the wall/desks; tearing pages from the library books, textbooks and copies etc.
8. Possessing supari, gutkha, chocolates, chewing gum, aerated drinks, chips etc.
9. Stealing school property or of others
10. Possession of electronic devices such as transistors,

cassette-players, walkman, portable DVD (and DVD Player), costly watches, camera, Mobile-Phone, I-Pod, cameras etc.

11. Inappropriate use of the school computer, the interactive board and its components
12. Bunking classes
13. Lying as a witness
14. Failing to disclose information, hiding or covering up evidence
15. Misbehaving outside the school campus that leads to bad impression of the School
16. Wasting Food/Water/Electricity
17. Collecting money, organizing demonstrations/picnic etc without permission
18. Offering gifts/presents to the Teacher/School Staff
19. Spitting in or on the school building
20. Casteism, communalism and practice of untouchability
21. Throw wrappers and other wastes anywhere other than in the dust/garbage bins
22. Repeated late arrival to the school
23. Unjust use of smart boards (Loading Songs/videos etc).
24. Misconduct in the school bus
25. Disrespect shown to articles and images of religion and worship mode of the Catholic Institution
26. Conducting/organizing/practicing (in the school premise) any other form of worship/religious practices
27. Disrespect shown to the Teachers, Administrative Staff and the School Administration as a whole as well as to other religion/community
28. Imprinting tattoos, sporting long nails are also not

permitted

29. Collecting money for any purpose whatsoever (like Party, Picnic, Meeting, Demonstration etc.) without the permission of the Principal
30. Attending parties, visiting movie halls, visiting friends etc. in school uniform

### **LEVEL-III OFFENCE (Zero Tolerance Offences)**

***(To be taken up by the Principal/VP/Coordinator on reporting by Class Teacher/Subject Teacher)***

1. Possessing Firearms/Weapons of destruction;
2. Harmful additives;
3. Resorting to Gang-Activity;
4. Repeated or significant bullying behaviour;
5. Engaging in inappropriate behaviour;
6. Engaging in inappropriate physical contact;
7. Resorting to Sexual harassment/sexual abuse;
8. Possessing obscene pictures/videos/printed matters;
9. Possessing volatile chemicals;
10. Resorting to repeated scholastic dishonesty;
11. Regularly defaulting to be in School Uniform;
12. Verbally/Physically abusing Teachers;
13. Displaying any such behaviour that threatens the student's community at large;
14. Using Social-Media platform to defame any teacher, the School or the School Authority at large.
15. Bringing to the School, objects like knife/dagger or any other lethal weapons

## **PLAN OF ACTION FOR PREVENTION OF ACTS OF INDISCIPLINE**

The school desires that the children remain disciplined and do not resort to acts of indiscipline at all. As such the School possesses definite strategy to prevent acts of indiscipline. These strategies are to be implemented judiciously and in a comprehensive manner.

Following specific strategies/measures to be taken to prevent undesired happenings/acts of indiscipline:

- i. The school diary should contain all the rules & regulations pertaining to the school discipline, the procedures to be followed for defaulters and the consequences to be faced in case of indiscipline. This is deliberately done so that the children become alert and maintain the discipline norms.
- ii. Teachers (and particularly the CT) need to sensitize the children to ensure that discipline is maintained under every circumstances.
- iii. Class teachers are to play the most vital role in this case, as they possess a good rapport with the children of their classes. CTs need to get personally attached to each & every child of his/her class.
- iv. Parents need to be informed about the disciplinary action to be taken by the school authority for defaulters when such situation arises.
- v. Teachers, under any circumstance, must not show leniency/ignorance/biasness towards any child and the Discipline Rules.
- vi. Each teacher possesses one Class Out-Pass (his/her name printed on it). Students are allowed to come out of the classroom (for going to wash-room or elsewhere) with the Class Out-Pass only when a teacher is there in a class. This means, when there is no teacher in the Class, students are not supposed to come out.
- vii. Each teacher will enter the indisciplinary behavior of the student in the class related to regularity, punctuality, uniform, school ID, school diary, homework, class in and out, grooming standard etc. Accordingly, the class necessary

disciplinary action such as issuing Green/Blue/Pink Card depending upon the level in which it falls. Accordingly, the class teachers and subject teachers shall monitor the students. Any violation of the rules of the school shall be meticulously be entered in the monitors diary by the respective teachers without fear, favour or biasness of any sort.

- vii. Every teacher shall possess a White Card. She/he needs to jot down the names of those students who are found violating the Discipline Norms of the school. On the White Card teacher writes down the misbehavior or school violation outside the school and submit to the discipline Coordinator within 24 hours. The discipline coordinator will call the student and seek explanation and take necessary disciplinary action such as issuing Green/Blue/Pink Card depending upon the level in which it falls.
- ix. Any forbidden items, if found in possession of the student will be confiscated (then & there) and the same will be kept in the School only to be returned (except perishable item) while the student pass-out from the School or take TC. The confiscated items will be kept in custody of the Principal (under lock & key). The confiscation of forbidden item(s) must be through filling-up of necessary forms issued by the school.

## MEASURE OF DISCIPLINE

Students are liable to be given grades for resorting to an act of indiscipline. The same is based on the minus points they get in an Academic Session (Year).

The following table depicts the methodology of the grades based on points:

SL. No.	Grades	Required Points
1	A	No Minus Points
2	B	Minus 1 to 99
3	C	Minus 100 and above

## PERSONAL POINTS ADDITION SYSTEM

*The parameters for addition/gaining points is depicted as under:*

CODE	PARAMETERS/PARTICULARS	POINTS
A1	Full attendance in a particular month	+30
A2	If no minus point in a term	+50
A3	For securing 90% or more marks in a subject for the periodic test.	+20
A4	For any special appreciation cheque issued from the school. (On submitting the certificate, the CT shall award points)	+10
A5	Best performance in the Annual Sports, SFS Fiesta, Inter-Class Literary Competitions Final etc. (On Submitting the Certificate, the CT shall impart Points)	+25
A6	Second Best Performance in the Annual Sports, Annual Cultural Fest, Inter-Class Literary Competitions Final, Out-side School Championships etc. (On Submitting the Certificate, the CT shall impart Points)	+20
A7	Third Best Performance in the Annual Sports, Annual Cultural Fest, Inter-Class Literary Competitions Final, Out-side School Championships etc. (On Submitting the Certificate, the CT shall impart Points)	+15



A8	Participation in events/tournaments/championships outside the School	+10
A9	For Being Topper in the Class in the PT- 1, PT-2, T-1 & T-2	+25
A10	For Being Second Topper in the Class in the PT-1, PT-2, T-1 & T-2	+20
A11	For Being Third Topper in the Class in the PT-1, PT-2, T-1 & T-2	+15
A12	For being a member of the School Band, Scouts & Guides, NCC etc. (Once a Semester the teacher in-charge to give Marks/Points at the end of the semester)	+30
A13	For being the Head Boy/Girl, Asstt. Hd Boy/Girl, Class Captain, Vice Captain, School Captains (Yearly)	+30
A14	For Winning Star Class, Star Assembly, Class Magazine and Exhibition (For all the students of a class)	+20
A15	For being <b>Star Student</b>	+30
A16	Reading Library Books and submitting the Summary to the Class Teacher (in not less than 2 pages of an A-4 size Paper/500 words)	+20
A17	Delivering Morning Speech and/or participating in other Literary Events	+5 to +10

## PERSONAL POINTS DELETION SYSTEM

*The parameters for Deletion/Losing points is depicted as under:*

CODE	PARAMETERS/PARTICULARS	POINTS
M1	<p>Absence from the school:</p> <p>In addition the following fine shall be imposed from 20 days of absentism.</p> <p>1) 20 days of absentism : minus points cum Rs. 500 as fine.</p> <p>2) 25 days of absentism: minus pints cum Rs. 1000 as fine</p> <p>3) 30 days of absentism: students will not be allowed to sit in the end term exam. (Exception shall be given only in case of hospitalization due to serious ailments or death of immediate family members. Medical certificate and other documents to be submitted)</p>	-5
M2	Creating noise or disorder during Class-Hours/ Assembly/Cultural Fests/Shifting Classrooms/in absence of teacher in the Class	-5
M3	Not attending school in proper/full school uniform, wearing School Uniform in an inappropriate manner, Not bringing study materials/copies to the school etc	-5
M4	Not doing homework on time	-5

M5	Breaking the rule of language (Speaking in vernacular language)	-05
M6	Resorting to indecent behavior, using inappropriate language	-10
M7	Bringing/Having in possession inappropriate books, materials, mobile phones or any other forbidden items/objects to the school (Fine and other consequential measures will be imposed apart from Minus Points)	-20
M8	Misbehaviour in the Examination Hall, Tempering Marks/Report Card, Cheating/using unfair means etc.	-20
M9	Any act of disobedience	-20
M10	Damaging any property of school or of other student/teacher (This act will also invite fine to make good pecuniary loss along with Minus Points)	+15
M11	Resorting to any act leading to Physical harm to any student/teacher/staff Ragging/ Bullying etc.	-20
M12	Parents/Guardians not attending the school when called for	-20
M13	Tearing/Misplacing the School Diary (Must acknowledge the same through an Apology Letter/Application and get a new Diary issued)	+20
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**UNDERTAKING FOR CONFISCATION OF FORBIDDEN  
ITEMS  
(PARENT'S)**

We hereby undertake that if my/our ward is found involved in any such activity in future, which is against the School Discipline Code, I/We shall abide by the action taken by the school and will not hold the school authorities responsible for the same.

Name of the Parent(s):

Signature of Parent(s):

Date:

## SCHOOL FEE

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. Hence it becomes necessary to increase the fee from time to time depending upon the increase in the salary, increase in the cost of maintenance, addition and up-gradation of facilities.

All fee are to be deposited only through Online Portal ([www.sfsnarengi.ac.in](http://www.sfsnarengi.ac.in)) unless prescribed otherwise.

Fee is charged for twelve months of the year. The fee is due in April, July, October and January. The fee should be deposited on/before the last day of the month mentioned above or a late fee will be charged as specified in the Fee Book. The name of the student will be struck off the rolls after two months, if the fee has not been paid and re-admission will only be allowed depending on the availability of seats in the class. Parents will kindly keep the pay slip counterfoils with them till the end of the session, untill promotion to the next class has been granted.

Computer Science is compulsory for all classes and will be charged extra. Those who take Computer Science as an optional subject in Class XI and XII will also have to pay extra for the same.

## THE METHOD OF STUDY

All of you have to devote a lot of time for your studies but most of you find it impossible to finish the given task or assignments. Then from where can you find time to study? For this there is no magical formula. But the formation of correct study habits, will keep you free from anxiety and give a feeling of confidence.

### **A. Study Condition**

1. Avoid all distractions. Do not let your mind wander or be distracted from what you are doing. For this, select a quiet place.
2. Keep ready all the materials you might require close at hand so that you do not waste time and energy looking for it.
3. Study under proper light, because poor light tires the eyes and you lose concentration.
4. Have a proper ventilation, for fresh air keeps the mind alert.

### **B. Make a plan for study**

1. Keep in mind what you have to study, how much you have to study and the time you have. Have a balance between leisure and study. Organize a time table in such a way that you have fun and sufficient time for study. "All work and no play makes Jack a dull boy". Fun is essential because an exhausted mind cannot absorb what it studies.
2. Decide when to study and what to study. Make a weekly timetable. It is better to have short frequent periods of study for each subject than long hours for

one. Start with interesting, easy lessons/topics and then go on to difficult ones unless they are interconnected.

3. Pay total attention to what you are studying. You will absorb more and understand better.
4. Do not study when you are tired. Relax with something light for a short-while and come back to studies. But do not confuse laziness with tiredness.
5. Understand the material that you have to learn as a whole
6. Re-learn and revise previous lessons frequently. If you have learnt ,mathematical formula or grammar rules practice them, for practice makes a man perfect.
7. Do not practice rote learning. Read the chapter carefully, understand the ideas and write the essentials points.
8. Do not learn from notes, but get the most important points and put them down in order, under headings and subheadings.
9. During the weekend, set aside some time to go over the week's work concentrating on points you had not grasped. Regularity and concentration are the key words to success.

### **POINTS FOR STUDENTS TO REMEMBER**

01. Never neglect the lesson or homework assigned. If you do so, it is like missing a train that you can never catch afterwards.
02. Always revise the work done in class.
03. Consider tuition as social evil. Avoid it by concentrating and participating in the class.
04. Never postpone what you can do each day.
05. Be enthusiastic in doing everything. Live well by doing everything well.
06. Daily show your school diary to your parents and get them to sign any remarks.
07. Participate in peer learning and teaching. They will help you by words and example.
08. Take part in games. Recreation serves to refresh your mind and gives you new energy for study.
09. 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.



# **EXAM GRADING SYSTEM 2020-21**

## **ASSESSMENT AREAS AND MARK DISTRIBUTION FORMAT 2020-2021**

Class	Periodic Tests		Notebook		Sub. Enrichment		Term Exams		Total
	(DA)	(PT)	Home Work	Classwork & Copy maintenance	Chapter Test	Class Presentation	Practical Exam/LSRW	T1/T2	
Assessment Mark	DA 1 = 10 DA 2 = 10	40	03	05	05 - 20	05	30	80	
Weightage	30	25 (No DA SUB) 10 (DA SUB) 50 (Computer)	100	40	13.33	40	100/33	100	100
REPORT CARD TOTAL MARK									
I & II	ENG, EVS, Maths, Ass & Hindi	NIL	10	03	02	03	02	NIL	80
I & II	Computer	NIL	20	03	02	NIL	NIL	NIL	25
III & X	Computer	NIL	10	03	02	05	NIL	30	50
III & X	All DA Subjects	06	10 (No DA SUB) 04 (DA SUB)	03	02	03	02	NIL	80
III & X	ENG I, Assamese, Hindi, S.St.	NIL	10	03	02	05	NIL	NIL	80
XI & XII	IP, Phys, PHE, Chemistry, Biology & Accountancy	NIL	10	03	02	03	02	10	70
XI & XII	English, Maths, Politics, Geog, History, B. Studies, Enterprise	NIL	10	03	02	03	02	NIL	80
<b>Grade Subject : Moral Science, GK., Work Education, Art Education, Sports and SUPW &amp; Club Activities</b>									
<div> <div>80-100 : A</div> <div>60-79 : B</div> <div>40-59 : C</div> <div>33-39 : D</div> <div>Less Than 33 : E</div> </div>									
<div> <div>Homework : 1. No default : 3 mark</div> <div>2. Default 1 to 4 times : 2 mark</div> <div>3. Default 5 to 10 times : 1 mark</div> <div>4. Default 11 times or more : 0 mark.</div> </div>									
<div> <div>1. This marking scheme is subjected to change according to the CBSE norms from time to time</div> <div>2. For promotion students should secure 33 % mark in all the subjects.</div> <div>3. For moral science and GK exam, teachers shall award mark which will be converted into grades</div> <div>4. Reprot card mark is the percentage of the Assessment Mark.</div> <div>5. DA Subjects; 1. Maths and Science III-X</div> <div>2. EVS; III - V</div> <div>3. English II; III - VIII</div> <div>4. English; IX-X</div> </div>									

## **UNIFORM**

### **(Class I & VIII)**

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

1. Grey skirt and red check shirt with half sleeves for girls.
2. Red check shirt with half sleeve and dark grey pants for boys.
3. Black laced canvas shoes and dark grey socks.
4. Plain grey half coat and blazer with School Emblem.
5. Red ribbon for girls.
6. Dark blue belt with red stripe and School Emblem.
7. Dark blue tie with monogram and School Emblem.

#### **Wednesday**

1. White shirt with half sleeve.
2. White pants for boys and white skirt for girls.
3. White canvas shoes and white socks.
4. Plain grey half coat and blazer with School Emblem.
5. White ribbon for girls.
6. Dark blue belt with red stripe and School Emblem.
7. Dark blue tie with monogram and School Emblem.

#### **Saturday**

1. House T- Shirt and school track pant.
2. White canvas shoes and white socks.
3. Plain grey half coat and blazer with School Emblem.
4. Dark blue belt with red stripe and School Emblem.
5. White ribbon for girls.

### **(Class IX & X)**

#### **Monday - Friday**

1. White shirt with full sleeve and dark grey pant.
2. Black laced canvas shoes and white socks.
3. Plain grey blazer with School Emblem.
4. Dark blue belt with red stripe and School Emblem.
5. Dark blue tie with monogram and School Emblem.

#### **Saturday (IX-X)**

1. House T- Shirt and SchoolTrack pant.
2. Black laced Canvas shoes and white socks.
3. Plain grey blazer with School Emblem.
4. Dark blue belt with red stripe and School Emblem.

### **(Class XI-XII)**

#### **Monday - Friday**

1. Dark Blue pants and Sky Blue Mixture shirt.
2. Black laced canvas shoes and white socks.
3. Plain grey blazer with School Emblem.
4. Dark blue belt with red stripe and School Emblem.
5. Dark blue tie with monogram and School Emblem.

#### **Saturday (XI-XII)**

1. House T- Shirt and dark blue pant.
2. Black laced canvas shoes and white socks.
3. Plain Grey Blazer with School Emblem.
4. Dark blue belt with red stripe and School Emblem.

**Special Instructions: Scarfs to be used during winters shall be blue in colour only.**

## Scouts and Guides



The Bharat Scouts & Guides is a voluntary, non-political, educational movement for young people, open to all without distinction of origin, race or creed, in accordance with the purpose, principles and methods conceived by the Founder Lord Baden Powell in 1907.

### **Motto:**

"Do your best" = Class: III - IV (Club- Bul- Bul)

"Be prepared" = Class: V-X (Scouts and Guides)

"Service" = Class XI-XII (Rover/ Raujer)

### **NCC:**

The cadet corps is the Indian military cadet corps with its head Quarters in New Delhi. It is open to school and college students on voluntary basis. The National Cadet Corps in India is a voluntary organization which recruits cadets from high schools, colleges and universities all over India. The Cadets are given basic military training in small arms and parades. The officers and cadets have no liability for active military service once they complete course but are given preference over normal candidates during selections based on the achievements in the corps.

**Motto :-** Unity and Discipline (Ekta aur Anushasan)

### Inter Class Literary Activity-Organized by Literary Committee

Sl No	Event	Class	Time	Organizer & Mark Giver
1	Quiz	All	Assembly & Zero Period	Literary Committee
2	English Essay Writing	All	Assembly & Zero Period	Literary Committee & English Teacher - Classroom
	English Calligraphy	All	Assembly & Zero Period	Literary Committee & English Teacher - Classroom
3	Hindi Essay Writing	All	Assembly & Zero Period	Literary Committee & Hindi Teacher - Classroom
	Hindi Calligraphy	All	Assembly & Zero Period	Literary Committee & Hindi Teacher - Classroom
4	Assamese Essay Writing	I - IX	Assembly & Zero Period	Literary Committee & Assamese Teacher - Classroom
	Assamese Calligraphy	I - IX	Assembly & Zero Period	Literary Committee & Assamese Teacher - Classroom
5	Debate Competition	V - XII	Assembly & Zero Period	Literary Committee
6	Best Artist Competition	I-XII	Assembly & Zero Period	Literary Committee & Art Teacher
7	Spell Bee	V - XII	Assembly & Zero Period	Literary Committee & Art Teacher

## SFS FIESTA-YEARLY

SI No.	Event	Class	Organizer & Mark Giver
1	Single Dance	All Category	Cultural Committee
2	Fancy Dress	All Category	Cultural Committee
3	Prepared Speech	All Category	Cultural Committee
4	Extempore Speech	All Category	Cultural Committee
5	Character Depiction	All Category	Cultural Committee
6	Story Telling	I - IV	Cultural Committee
7	Talent Hunt	V - XII	Cultural Committee

## STAR ASSEMBLY

SI No.	Event	Class	Organizer & Mark Giver
1	Pragomme of own choice	I - XII	Star Assembly Committee
2	Academic theme based	V - VIII	Star Assembly Committee
3	Academic theme based	I - XII	Star Assembly Committee

## ANNUAL SPORTS (HOUSE WISE)

	EVENTS	RED	BLUE	GREEN	YELLOW
	<b>CATEGORY I- (CL. I-II)</b>				
1.	50 M Race				
2.	100 M Race				
3.	Spoon and Marble Race				
4.	Musical Chair				
5.	Blind Hit				
6.	Frog Jump				
	<b>CATEGORY II- (CL. III-V)</b>				
1.	100 M Race				
2.	200 M Race				
3.	Spoon and Marble				
4.	Musical Chair				
5.	Blind Hit				
6.	Three Legged Race				
7.	Sack Race				
8.	400 Meter Relaty				
	<b>CATEGORY III-(CL. VI-VIII)</b>				
1.	100 M Race				
2.	200 M Race				
3.	400 M Race				
4.	Three Legged Race				
5.	High Jump				
6.	Long Jump				
7.	Hurdle Race				
8.	Slow Cycle Race				
9.	Cock Fight				
10.	Discuss Throw				
11.	Javeline Throw				
12.	400 Meter Relay-Boys				
13.	400 Meter Relay-Girl				

	<b>CATEGORY IV- (CL. IX-XII)</b>				
1.	100 M Race				
2.	200 M Race				
3.	400 M Race				
4.	High Jump				
5.	Long Jump				
6.	Shot Put				
7.	Discuss Throw				
8.	Hurdle Race				
9.	Javeline Throw				
10.	400 Meter Relay-Boys				
11.	400 Meter Relay-Girl				

## HOUSE EVENTS

1	Basket Ball				
2	Football				
3	Volley ball				
4	Throw Ball				
5	Pyramid Making				
6	Kabbadi				
7	March Past				
8	Marathon Race				



**ASSEMBLY THEMES FOR Class I & II**

<b>MONTH</b>	<b>Themes</b>
<b>APRIL</b>	Our School
<b>MAY</b>	My Class Teacher
<b>JUNE</b>	Different Festivals of India
<b>JULY</b>	My Favorite Game
<b>AUG</b>	My Best Friend
<b>SEPT</b>	Our Principal
<b>OCT</b>	Father of the Nation
<b>NOV</b>	Discipline in Life
<b>DEC</b>	My Family
<b>JAN</b>	My first day in school
<b>FEB</b>	Respect for Elders
<b>MAR</b>	My Parents

**ASSEMBLY THEMES FOR Class III-V**

<b>APRIL</b>	My Country -Unity in Diversity
<b>MAY</b>	Discipline in Life
<b>JUNE</b>	Our Environment
<b>JULY</b>	My Family
<b>AUG</b>	My State Assam
<b>SEPT</b>	Season in India
<b>OCT</b>	My favourite Games
<b>NOV</b>	Respect for Elders
<b>DEC</b>	Christmas

<b>ASSEMBLY THEMES FOR CLASS III-V</b>	
<b>MONTH</b>	<b>Themes</b>
<b>JAN</b>	The family that prays together stays together
<b>FEB</b>	Do your best and God will do the rest
<b>MAR</b>	Gardening
<b>ASSEMBLY THEMES FOR Class VI-VIII</b>	
<b>APRIL</b>	Positive Attitude
<b>MAY</b>	Mother -“As your role model”
<b>JUNE</b>	Make recycling mandatory for environment
<b>JULY</b>	My Favorite Book
<b>AUG</b>	My Country
<b>SEPT</b>	My teacher my hero
<b>OCT</b>	Neuclear power the answer to the energy crisis
<b>NOV</b>	Simple living and high thinking
<b>DEC</b>	Hard work is the key to success
<b>JAN</b>	When you know better, you do better
<b>FEB</b>	Joy shared is double joy, grief shared is half grief
<b>MAR</b>	The importance of newspaper in our daily life
<b>ASSEMBLY THEMES FOR Class IX-XII</b>	
<b>APRIL</b>	Importance of Moral Values in students life
<b>MAY</b>	Freedom of Press gone too far
<b>JUNE</b>	Effects and control measure of neuclear power
<b>JULY</b>	Fortune Favours the brave
<b>AUG</b>	India of my dream
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**ASSEMBLY THEMES FOR Class IX-XII**

<b>MONTH</b>	<b>Themes</b>
<b>SEPT</b>	Tourism for all - promoting universal accessibility
<b>OCT</b>	Importance of speaking English
<b>NOV</b>	Tell people to vote, Individual vote matters
<b>DEC</b>	Christmas
<b>JAN</b>	Importance of following traffic rules
<b>FEB</b>	Politeness
<b>MAR</b>	Positive attitude

### PIN BOARD THEMES CLASS I & II

Month	Date	Themes
<b>APRIL</b>	01-15	My Neighbourhood
	16-30	Wall of Happiness
<b>MAY</b>	01-15	Mother's Day
	15-31	Family
<b>JUNE</b>	01-15	Environment
	16-30	People who help us
<b>JULY</b>	01-15	Natural Resources
	16-31	Animals
<b>AUG</b>	01-15	India-My Motherland
	16-31	The Main Festival of Assam
<b>SEPT</b>	01-15	Teachers Day
	16-30	The beauty of smile
<b>OCT</b>	01-15	Guwahati: My city
	16-31	Wild life
<b>NOV</b>	01-15	Children's Day
	16-30	I am an Artist
<b>DEC</b>	01-15	National Flag
	16-31	Christmas & New Year
<b>JAN</b>	01-15	My Holiday Destinations
	16-31	SFS School
<b>FEB</b>	01-15	Parents
	16-28	Our Freedom Fighters
<b>MAR</b>	01-15	My Best Friend
	16-31	Computer

PIN BOARD THEMES CLASS III-V		
MONTH	Date	Themes
APRIL	01-15	Health and hygiene
	16-30	World Heritage
MAY	01-15	International Nurse Day
	15-31	Uses of computer in our daily life
JUNE	01-15	Environmental Pollution
	16-30	Nature our mother
JULY	01-15	Rongali Bihu
	16-31	7 wonders of the world
AUG	01-15	Independence Day
	16-31	Great lines from literature
SEPT	01-15	Cleanliness and safety rules
	16-30	Bharat Mata (our country)
OCT	01-15	Girl Child
	16-31	Durga Puja
NOV	01-15	Different types of crafts
	16-30	Swacha Bharat
DEC	01-15	Be thankful
	16-31	Christmas
JAN	01-15	Heroes of Assam
	16-31	St. Francis de Sales School
FEB	01-15	Importance of Education
	16-28	People who help us
MAR	01-15	Our Universe
	16-31	A Peaceful world-the need of the hour
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### PIN BOARD THEMES CLASS VI-VIII

MONTH	Date	Themes
<b>APRIL</b>	01-15	Bihu: The regional festival of Assam
	16-30	Earth Day
<b>MAY</b>	01-15	Revolt of 1857
	15-31	Culture and Tradition of India
<b>JUNE</b>	01-15	Globalization
	16-30	Historical Monuments of Assam
<b>JULY</b>	01-15	Media and Communication
	16-31	Child Rights
<b>AUG</b>	01-15	Constitutional Rights
	16-31	Peace and Security
<b>SEPT</b>	01-15	I am an Artist
	16-30	Natural Disaster
<b>OCT</b>	01-15	Great Indian Poets
	16-31	Fighters of India
<b>NOV</b>	01-15	Nirmal Ganga
	16-30	Great lines from literature
<b>DEC</b>	01-15	Joy of Winter
	16-31	Gender Equality
<b>JAN</b>	01-15	Hindi Diwas
	16-31	SFS School
<b>FEB</b>	01-15	Girl Child
	16-28	Travelling-A part of Education
<b>MAR</b>	01-15	Pollution (water, soil, air & noise)
	16-31	Late politicians of India

PIN BOARD THEMES CLASS IX-XII		
MONTH	Date	Themes
APRIL	01-15	Monuments of Assam
	16-30	Women & Politics
MAY	01-15	Literature
	15-31	Ancient History of India
JUNE	01-15	Robotic Surgery
	16-30	Go Green
JULY	01-15	Environmental science
	16-31	Holiday destinations of India/world
AUG	01-15	Human Trafficking
	16-31	Secularism
SEPT	01-15	I am an Artist
	16-30	Miracle of Medical science
OCT	01-15	Non-Violence
	16-31	Mathematical application in real life
NOV	01-15	E-commerce
	16-30	Current affairs
DEC	01-15	Hornbill Festival
	16-31	Christmas
JAN	01-15	Save girl child
	16-31	Martyrs Day
FEB	01-15	Unity in Diversity
	16-28	Smart city and Digital India
MAR	01-15	Stages of life
	16-31	Importance of Teamwork

## **Extempore Speech Topics :**

### **Class : V-VIII**

1. Market.
2. A funny incident
3. An unforgettable trip
4. Animal Poaching
5. My Best friend
6. What I dream to be
7. A memorable day in my life
8. Your favourite pass-time
9. Internet
10. My favourite book
11. Global warming
12. A trip to remember
13. Water conservation
14. Our parents
15. My favourite sports
16. Our school
17. Modern education system
18. Home town
19. Friendship
20. Haste makes waste

### **Class IX-XII**

1. Technology
2. Politics
3. Positive attitude
4. Child labour
5. Population explosion
6. Brain Drain
7. Newspaper reading as a habit
8. Fear of the unexpected
9. A stitch in time saves nine
10. How to achieve your dreams
11. Inflation good or bad?
12. Foreign channels are a threat to our culture
13. My life my rule



14. Importance of execution and planning
15. All work and no play make Jack a dull boy
16. What according to you is a greatest gift of God?
17. Both inferiority and superiority complex are bad
18. Women are better managers
19. Saving mother earth is our responsibility

### **Object Description Topics:**

Class: I-IV

1. Apple/Any fruit
2. Watch
3. Roses/Any flower
4. Tajmahal
5. Mahatma Gandhi
6. Map of India
7. Plants
8. National Flag
9. My teacher
10. Globe
11. Mobile
12. My parents
13. My School

### **Other Topics for Debate**

1. All students should have an after school job
2. Abortion should be legal
3. Homework should be banned
4. Schools should block youtube
5. Students should be held legally responsible for bullying in school
6. Democracy is the best form of government.
7. Death penalty should be abolished
8. Demonitization is good for Indian Economy
9. The driving age should be raised
10. Performance enhancing drugs should be allowed in

## LEAVE DURING SCHOOL HOURS

(While leaving the school due to illness)

Name .....

Class ..... Sec..... Roll. No. ....

Date & Time	Reason	Signature
<div style="border: 1px solid black; width: 50px; height: 50px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px;"></div>		Signature of Parent
		Signature of Class Teacher
		Signature of Principal/Vice Principal/Co-ordinator
Date & Time	Reason	Signature
<div style="border: 1px solid black; width: 50px; height: 50px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px;"></div>		Signature of Parent
		Signature of Class Teacher
		Signature of Principal/Vice Principal/Co-ordinator
Date & Time	Reason	Signature
<div style="border: 1px solid black; width: 50px; height: 50px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px;"></div>		Signature of Parent
		Signature of Class Teacher
		Signature of Principal/Vice Principal/Co-ordinator

## LEAVE DURING SCHOOL HOURS

(While leaving the school due to illness)

Name .....

Class ..... Sec..... Roll. No. ....

Date & Time		Reason	Signature
			Signature of Parent
Sign. of Nurse Incharge			Signature of Class Teacher
			Signature of Principal/Vice Principal/Co-ordinator
Date & Time		Reason	Signature
			Signature of Parent
Sign. of Nurse Incharge			Signature of Class Teacher
			Signature of Principal/Vice Principal/Co-ordinator
Date & Time		Reason	Signature
			Signature of Parent
Sign. of Nurse Incharge			Signature of Class Teacher
			Signature of Principal/Vice Principal/Co-ordinator

## ABSENT FROM SCHOOL

Name .....

Class ..... Sec..... Roll. No. ....

Dates of Absent		Reason in Brief from Parents	Signatures	
From	To			
			Signature of Parent	
No. of days Absent				
			Signature of Class Teacher	
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator	
			Signature of Parent	
No. of days Absent				
			Signature of Class Teacher	
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator	
			Signature of Parent	
No. of days Absent				
			Signature of Class Teacher	
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator	

## ABSENT FROM SCHOOL

Name .....

Class ..... Sec..... Roll. No. ....

Dates of Absent		Reason in Brief from Parents	Signatures
From	To		
			Signature of Parent
No. of days Absent			
			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator
From	To		Signature of Parent
No. of days Absent			Signature of Class Teacher
			Signature of Principal/Vice Principal/Co-ordinator
Total No. of days till date			
From	To		Signature of Parent
No. of days Absent			Signature of Class Teacher
			Signature of Principal/Vice Principal/Co-ordinator
Total No. of days till date			

## ABSENT FROM SCHOOL

Name .....

Class ..... Sec..... Roll. No. ....

Dates of Absent		Reason in Brief from Parents	Signatures
From	To		
			Signature of Parent
No. of days Absent			
			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator
From	To		Signature of Parent
No. of days Absent			Signature of Class Teacher
			Signature of Principal/Vice Principal/Co-ordinator
Total No. of days till date			
From	To		Signature of Parent
No. of days Absent			Signature of Class Teacher
			Signature of Principal/Vice Principal/Co-ordinator
Total No. of days till date			

## ABSENT FROM SCHOOL

Name .....

Class ..... Sec..... Roll. No. ....

Dates of Absent		Reason in Brief from Parents	Signatures
From	To		
			Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator
			Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator
			Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator

## ABSENT FROM SCHOOL

Name .....

Class ..... Sec..... Roll. No. ....

Dates of Absent		Reason in Brief from Parents	Signatures	
From	To			
			Signature of Parent	
No. of days Absent				
			Signature of Class Teacher	
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator	
			Signature of Parent	
No. of days Absent				
			Signature of Class Teacher	
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator	
			Signature of Parent	
No. of days Absent				
			Signature of Class Teacher	
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator	



## SCHOOL DISCIPLINARY CHART

Sl. No.	Date	Late Arrival/Diary/ ID/ Uniform/ improper hairstyle/ lack of study material	Fine Amount	Name of the Teacher
01			1st Corection	
02			2nd Corection	
03			-5	
			-10	
04			Rs. 10	
05			Rs. 10	
06			Rs. 10	
07			Rs. 10	
08			Rs. 10	
09			Rs.10	
10			Rs. 10	
		<b>Green Card:</b> Student has to be sent to the VP and Green Card is Given.		Signature of the Parent
11			Rs. 15	
12			Rs. 15	
13			Rs. 15	
14			Rs. 15	
15			Rs. 15	
		<b>Yellow Card:</b> Student has to be sent to the VP and Blue Card is given. (Suspension)	Rs. 20	Signature of the Parent
16			Rs. 20	
17			Rs. 20	
18			Rs. 20	
19			Rs. 20	
20			Rs. 25	
		<b>Orange Card:</b> Students has to be sent to the VP and Pink Card is given. (Expulsion)		Signature of the Parent

**Incomplete Uniform & material :** No school diary, ID, proper shirt, pant, skirt, tie, shoes, socks, ribbon, text books, copy, pen pencil, eraser, untidy uniform, long hair, tattoos on hand etc.

## Serious Offence

[illegible]

## COMMUNICATION FROM THE SCHOOL

Name .....

Class ..... Sec ..... Roll. No.....

Date	Remarks with signature	Signature of Parents/ Guardian

## COMMUNICATION FROM THE SCHOOL

Name .....

Class ..... Sec ..... Roll. No.....

Date	Remarks with signature	Signature of Parents/ Guardian

## NOTES FROM PARENT'S / GUARDIAN'S

Name .....

Class ..... Sec ..... Roll. No.....

Date	Informations / Request / Notes by Parent/ Guardian with the Signature	Signature of Parent/ Guardian

## EVENT FEE CHART

Date	Event Details	Amount	Sign. of CT/ Reciever	Sign. of Parents

## BOOKS I HAVE READ

Name .....

Class .....Sec.....Roll. No.....

Date of issue	Title	Date of Return	Sign.of Librarian

**EXAMINATION TIME TABLE**

[illegible]



**EXAMINATION TIME TABLE : SUMMATIVE I & II**

[illegible]

## STAR AWARDS

1. The school gives the following star awards conducted by the school. The star awards are given in the following category wise;

Category I - Cl. I & II      Category 2 - Cl. III-V  
Category 3 - Cl. VI-VIII      Category 4 -Cl. IX-XII

2. **Star students.** After T1 and T2 - the star students from each category will be selected based on the following criteria.

- a. 200 and above plus points. No minus points. 100% attendance.
- b. An aggregate mark of 90% and above in T1 & T2 respectively.
- c. When all these 5 criteria are met the student with highest overall percentage is chosen from each category as the Super Star Student.
- d. This award is given twice a year after T 1 & T 2.

3. Best Artist of the Year.
4. Best Assamese Essayist of the Year.
5. Best Assamese Calligraphist of the Year
6. Best Hindi Essayist of the Year.
7. Best Hindi calligraphist of the Year.
8. Best English Essayist of the Year.
9. Best English calligraphist of the Year.
10. Best debater of the Year.
11. Best quizzee of the Year.

12. Best speaker of the Year.
13. Best Story teller of the Year.
14. Best dancer of the Year.
15. Best singer of the Year.
16. Best Mathematician.
17. Best sports girl of the Year.
18. Best sports boy of the Year.
19. Best class magazine of the Year- Trophy for the class.
20. Best Scientist
21. **Best Science Exhibit of the Year**- Individual medals and Certificates for the winning students.

These competition are done once a year. Medals and certificates are given to first, second and 3<sup>rd</sup> prize winners. Only the champions of the individual event are given trophy.

### **Star Assembly**

1. A good assembly in the morning is food for the soul.
2. It's an occasion to pray together and experience togetherness and oneness as members of the same family and we seek God's blessings throughout the course of the day.
3. Star Assembly is conducted by each sections in category wise- Cl. I-II, Cl. III-V, Cl. VI-VIII and Cl. IX-XII.
4. It's an occasion to show the talents as well the discipline and unity of each class.

5. The order of the star assembly is the following.
  - a. Introduction by anchor.
  - b. Prayer song.
  - c. Pledge.
  - d. News Reading.
  - e. Speech.
  - f. Special programme/Cultural Dance/Group Song.
  - g. Welcome Board- Thought, Word and Quote for the day.
6. All these activities are evaluated by the star assembly committee and prizes are awarded category wise.
7. No same student shall appear for any of the above events for a second time in a year except for the special events.
8. Special programme shall always be a group activity including not less than 6 students.

### **Star Class**

Based on the evaluation of the discipline committee in the morning and each subject teacher in the class, at the end of the month the star class shall be chosen. The winning class shall be given trophy and star point cheques.

# TIME TABLE FROM MONDAY TO FRIDAY

	1	2		3	4	5		6	7
	50 m	45 m		45 m	45m	45 m		45 m	45 m
Day	8:20-9:10	9:10-9:55		10:05-10:50	10:50-11:35	11:35-12:20		12:40-1:25	1:25-2:10
MON									
TUE									
WED									
THU									
FRI									

Assembly 8.00-8.20 (20 min.)

1st Break 9:55 - 10:05 (10 min.)

2nd Break 12:20 - 12:40 (20 min.)

\* N.B: School Arrival Time : 7:45 AM.

**TIME TABLE FOR ZERO PERIOD-MONDAY TO FRIDAY**

		I	II	1st Break 10:20 -10:30 (10 min.)		III	IV	V	2nd Break 12:30 -12:50 (20 min.)		VI	VII
	Zero Period	40 m	40 m	40 m		40 m	40 m	40 m			40 m	40 m
Day	8:20-9:00	9:00-9:40	9:40-10:20			10:30-11:10	11:10-11:50	11:50-12:30			12:50-01:30	01:30-02:10
MON												
TUE												
WED												
THU												
FRI												

\* N.B: School Arrival Time : 7:45 AM.

**TIME TABLE FOR SATURDAY**

SATURDAY		I	II	Break 9:40 - 9:55 AM (15 min.)			III	IV	V	School will get over by 12:10 PM		
		50 min.	50 min.				45 min.	45 min.	45 min.			
		8:00-8:50	8:50-9:40				9:55-10:40	10:40-11:25	11:25-12:10			

\*N.B: School Arrival Time : 7:45 AM

[illegible]

\* N.B: School Arrival Time : 7:45 AM.



LITERARY & CULTURAL EVENT JUDGMENT CRITERIA								
Sl. No.	Event	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Total
1	Debate Competition	Presentation & Body language (10 points)	Eye Contact (5 points)	Content (20 points)	Time management (5 points)	Rebuttle (5 points)	NA	45 points
2	Mime competition	Expression & Body movement (10 points)	Presentation (Costumes, Music & use of stage) (10 points)	Proper execution of theme (10 points)	Originality (10 points)	NA	NA	40 points
3	Prepared Speech Competition	Content (20 points)	Body language & Eye Contact (5 points)	Communication & Vocabulary (10 points)	Time Management (5 points)	Overall presentation (10 points)	NA	50 points
4	Story telling competition	Body language (10 points)	Voice Modulation (10 points)	Eye contact (10 points)	Overall presentation (10 points)	NA	NA	40 points
5	Instrumental playing competition	Coordination between different instruments (20 points)	Interpretation/ Expression (10 points)	Stage Presence (10 points)	NA	NA	NA	40 points

## LITERARY & CULTURAL EVENT JUDGMENT CRITERIA

Sl. No.	Event	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Total
6	Solo Singing competition	Vocal ability (20 points)	Selection of song (10 points)	Stage presence (10 points)	Timing & Basic Rhythm (20 points)	NA	Overall Presentation (10 points)	70 points
7	Solo Dance competition	Selection of the song (5 points)	Presentation & costume (10 points)	Movement (10 points)	Coreography (20 points)	Floor Craft (10 points)	NA	55 points
8	Group Dance Competition	Choreography (20 points)	Adhere to theme (10 points)	Expression & Depiction of Theme (10 points)	Costumes (10 points)	Use of Props (10 points)	NA	60 Points
9	Essay Competition	Creativity & wow factor (10 Points)	Spelling/ Punctuation (10 points)	Introduction & conclusion (10 points)	Content (20 points)	Language competency (Grammar, (10 points)	Format, Handwriting & word limit (10 points)	70 Points
10	Calligraphy Competition	Presentation/ neatness & format (10 points)	Spelling/ Punctuation (10 points)	Cursive writing (10 points)	Word count (10 points)	NA	NA	40 points

## LITERARY & CULTURAL EVENT JUDGMENT CRITERIA

Sl. No.	Event	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Total
11	Drawing competition	Originality (Exhibits creativity)  (10 points)	Craftsmanship (Artist's skill in the use of material)  (10 points)	Elements of Art (Line, colour, space, form, media, texture)  (10 points)	Composition (effective use of forms or abstract techniques) (10 points)	Presentation (Appearance, complimentary framing and/or mounting) (10 points)	NA	50 points

DATE	NOTES
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DATE	NOTES
109	

DATE	NOTES
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DATE	NOTES
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DATE	NOTES
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DATE	NOTES
113	

## **ST. FRANCIS DE SALES SCHOOL LIBRARY POLICIES AND PROCEDURES**

### **LIBRARY TIME:**

School Days: Monday to Friday: 8:00am-3:30pm  
Saturday: 8:00am-1:00pm  
OPEN during nutrition and lunch break

### **LIBRARY PHONE: 41**

**LIBRARY COLLECTION:** The library houses approximately 10,000 books. The circulating collection consists of fiction, non-fiction, books in all subjects of the school, picture books, general knowledge books, novels and short stories. A professional collection is available to faculty for checkout. Non-circulating items are reference books, dictionaries, encyclopedias and periodicals. Seven categories of newspapers and various magazines are available in the reading room.

**LIBRARY LOANS:** Student checkout limit is two books at any one time. Library books are issued to the students from Class IV-XII. Students from Class I-III are allowed to read books in the library and reading room during substitute and library periods. The checkout period is 15 days. Books may be renewed. (Student registration number is required for renewal).

**OVERDUE BOOKS:** Books are to be returned to the library on time. Any students with overdue books are blocked from checking out more materials until their record is cleared. Late return will invite a fine of Rs.2 per day. A 'No Due Certificate' by each student is to be obtained from the Librarian while his/her transfer/withdrawal from the school.

**OVERDUE NOTICES:** Overdue notices will be forwarded to the Principal before T 1 and T 2 and their admit cards will be blocked.

**LOST/DAMAGED BOOKS:** Patrons will be charged for lost or damaged books. The lost/damaged book charge is three times the cost of the book. Borrowers should not lend books to others, as they will be responsible for payment if the book is lost.

**STUDENT ADMITTANCE TO THE LIBRARY:** Teachers may send up to five students to the library at one time with their ID. Students coming to the library must have a specific assignment or task to be worked in the library. One of our goals is to assist students in becoming responsible and self-sufficient. Students are asked to maintain silence sustained reading in the library.

**LIBRARY BEHAVIOR:** Only one student at a time is to be at the circulation desk. No food, drinks, gum, cell phone, electronic equipment, or inappropriate dress (per school dress code) is allowed in the library. Students may check out books only for themselves.

**WISH LIST:** Faculty and student suggestions for titles, authors or subject areas are welcome. Please contact the librarian with any suggestions or requests, or place your request on the circulation desk.

***A library is not a luxury but one of the necessities of life.***

Henry Ward Beecher

**Librarian**

**Principal**

## Subject Teacher Details

Sl No.	Name of the Teacher	Subject	Phone No.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			