
DON BOSCO SCHOOL & JUNIOR COLLEGE

I. GENERAL INFORMATION :

1. Don Bosco School & Junior College, Nashik, is an English medium school run by the Salesians of Don Bosco, therefore all instructions and correspondence will be only in English.
2. This Minority Institution, established and administered by the Catholic Church is open to all people, irrespective of religion, caste or creed.
3. The Institution caters primarily to the Catholic community and the preservation of the Catholic Faith and Religious Practices, it is obligatory for Christians to attend them. Value Education classes are also conducted for students.
4. Parents are strongly urged to co - operate fully in the task of education by ensuring the regular studies of the child and by encouraging him / her to participate in the activities of the school.
5. The School & Junior College aims at providing an all - round education to its students by promoting co - curricular activities like games, sports, excursions, scouting, social services, science club etc. Kindly note that these activities are compulsory.
6. **Great stress is laid on Punctuality, Regular Attendance and Discipline.**
7. **Absence without prior permission on the first day and the last day of class after any vacation is a serious offence.**
8. **The same applies to important days such as, 15th August, 26th January and 31st January. New admissions are liable to lose their seats if they fail to report on the first day of School & Junior College.**
9. The School & Junior College conducts certain drives for funds for charitable / educational causes during the year. Contribution should be made out of goodwill and bearing in mind the purpose of the collection which is always clearly announced before and duly carried out.
10. The school & Jr. College lays as much emphasis on character formation, therefore, it aims at giving education which is morally, mentally and physically sound. We also help the student to become actively useful and worthy citizens of India.

-
11. The School & Junior College has appointed a Counsellor and the counselling facilities for the benefit of students and parents.
 12. Each pupil must possess a copy of hand book which should be well maintained. The handbook must be brought to School daily. If the pupil does not do so, his / her parents can be called and asked to bring the handbook to the School & Junior College. The student may also be refrained from attending classes till the handbook is brought.

II. ADMISSIONS AND WITHDRAWALS :

1. New admissions will be made subject to vacancies. No correspondence or pressure will be entertained regarding admissions.
2. Parents / Guardians are given to understand that they cannot dictate terms to the Management; the Management has the right to determine / modify / change terms and conditions for admission or retention of the students.
3. Every new student must bring:
 - I) A Leaving Certificate and the final exam mark sheet from the last recognized school attended by him / her.
 - II) If the student comes from another state, the Leaving Certificate must be counter signed by the Education Officer of the district in which the school is situated.
 - III) An Original Birth Certificate issued by the Local Municipality or the Panchayat must be produced, and Baptism Certificate if he / she is a Roman Catholic.
4. The application for a Transfer / Leaving Certificate should be made in writing by the parent or guardian to the Principal, If the application is not received before 15th of the month, the fees for the following month will be charged.
5. One month's notice is to be given before the withdrawal of a student, otherwise the fees for that month will be charged.
6. Students who leave the school in April must also pay the fees for May.
7. The Principal reserves the right to refuse any application without having to assign reason for his action.
8. Admission procedure for Std. XI will be on the ONLINE BASIS as per the government norms.

III. GENERAL RULES OF DISCIPLINE :

1. Student must be in the school premises 10 minutes before first bell, - Jr. KG 11.30 a.m., Sr. KG 7.25 a.m., School (I - X) 7.20 a.m. and College 10.35 a.m.
2. At the first bell the students must take their places at the assembly along with their Class Teachers.
3. Students who come after the first bell are considered to be late. Parents of late comers will be called to meet the Principal.
4. Irregular attendance, disobedience or any conduct injurious to the moral tone of the School & Junior College justifies dismissal of the student.
5. Politeness and courtesy in speech and conduct are expected from every student. Any type of discourtesy and disrespect to elders and teachers will be dealt with severely. Similarly using foul language may include suspension or even dismissal.
6. **Students are responsible to the School & Junior College authorities for their conduct in the campus. Any reported observed objectionable conduct in the school & Junior College on the part of the student will be dealt with seriously.**
7. During Recess, no student is to remain in any of the classrooms.
8. Students will have to pay for any damage done by them in class or in the campus.
9. **Students suffering from contagious or infectious diseases will not be permitted in the school & Junior College.**
10. Parents and Guardians are not allowed to see their children or meet the teacher during the School & Junior College hours.
11. Students individually or collectively are forbidden from giving gifts to their teachers.
12. Students are responsible for the safe custody of their books and belongings. It is not advisable for students to have money or valuable articles with them.
13. Students caught stealing will be dismissed.
14. No collection for any purpose is to be started without the prior written permission of the Principal.
15. Violence in all forms should be avoided in the School & Junior College No student will beat another student for any reason. Complaint should be made to the school authorities.

-
16. Students are advised to avoid taking part in any political rallies or other activities which may result in violence or communal disturbance.
 17. Letters addressed to students received in the School & Junior College will not be delivered.
 18. The address records of Parents / Guardians is maintained in the School office & website. They are requested to communicate any changed address immediately, to the school office and update the website.
 19. Don Bosco School & Junior College does not encourage private tuitions.
 20. No books other than those prescribed should be brought in to the school & Junior College.
 21. Tuition teachers are not permitted entry for the open House.
 22. Mobile Phones, Walkmans, Cd, Books and Magazines of objectionable nature should not be brought to School & Junior College.
 23. The School prohibits the usage of two wheeler & four wheeler vehicles by the students in the campus.
 - 24. It is recommended that the students participates in all Curricular Activities including Annual Day, Games, Sports, Other Competitions. Practices for it are compulsory. No one will be excused, except for a grave reason.**
 - 25. This is an English Medium School & Junior College so ALL ARE EXPECTED TO SPEAK IN ENGLISH.**
 26. The School & Junior college is not responsible for the security of the child after the working hours.

IV. LIBRARY :

1. Students are not allowed to bring any other material to the Library except a note book and a pen.
2. Books are issued only to the staff and students of the school & Junior College.
3. One book at a time will be issued on appointed day.
4. Students must report to the Librarian, if they find the book is damaged, otherwise they will be held responsible for the damage.
5. A book may not be kept with a student without the permission of the Librarian for more than a week, otherwise a fine of Rs. 5/-

will be charged for every extra day.

6. A Student not paying a fine as stated in rule 5, or disobedience to the directions of the Librarian will render himself / herself to suspension from the use of the Library.
7. Reference books will not be taken out of the Library without the written permission of the Principal.
8. Students shall return all Library books a week before the exams failing to which they will not be allowed to sit down for the Examinations.

V. SCIENCE LABORATORY :

1. Silence and order should be maintained in the laboratories in order to acquire the scientific spirit of observation, enquiry and hard work.
2. No student will be allowed to perform the science practical without attending the theory classes of that subject or with incomplete Journals.
3. Experiments will not be repeated for those who are absent.
4. Student should handle apparatus and other equipment's in the laboratory carefully, damage or loss of it will have to be paid for.
5. Journals of STD X and XII students are to be certified by the Principal two weeks before the Prelims.

VI. SCHOOL & JUNIOR COLLEGE FEES :

- 1. ALL SCHOOL & JUNIOR COLLEGE FEES MUST BE PAID BY THE 15th OF EACH MONTH**
2. Fees will be accepted in advance yearly or term wise, others are advised to pay their fees every month regularly.
3. Those who pay the fees late, will have to pay a fine of Rs. 50/- per month.
4. In case, due to some reasons you cannot pay the fees on time, please meet the principal much in advance before the exams or results and explain your difficulty.
5. Students who have not paid their fees may not be allowed to appear for Examination and see their report on Open day.
6. Full fees for the holiday months (November and May) must be paid in advance in (October and March) respectively.
- 7. On no conditions will the fees be refunded.**

-
8. Those students who have not completed their dues for the previous year will not be permitted to attend school in the following year.
 9. The result and transfer (Leaving) Certificate will be issued only after students have settled all dues.

VII. LEAVE OR ABSENCE :

1. Parents / Guardians are requested to give their specimen signatures in the spaces provided in this Handbook. Only those signatures will be accepted on leave notes, reports, etc.
2. A student who has been present in the morning will not go home in the course of school hours except with the written permission of the Principal. In case of sickness, students can not call the parents directly, without the teacher's / supervisor's permission. In the normal course, leave must be obtained by a written application from the Parent / Guardian in person.
3. Prior permission in person is needed, if you are absent for religious functions or going out of stations, or an explanation should be given by the parent to the Principal in person on the reporting day.
4. No leaves will be granted during the examination days unless the student is sick.
5. A student who is absent must bring a written justification and a note is to be made in the ' Absence Record' in his / her Handbook. The school disclaims all responsibility if he / she fails to produce the absence record. The student is obliged to return home during school hours with his / her parents.
6. If a Pupil remains absent for one day or more, due to illness or any other plausible reason, he / she must bring a written justification for the absence.
7. If a Pupil is ill for two days or more, a letter explaining the absence and a medical certificate must be produced when the pupil returns to school.
8. If a Pupil is ill for more than 5 days, the parent must accompany the child with a Medical Certificate and a letter explaining the absence.
9. In every case, the absence must be recorded in the handbook.
10. If a student is absent for more than 10 days and the reason for absence is not communicated in writing, then the student's name is liable to be struck off from the rolls / register.

-
11. No Pupil may be absent (other than for reason of illness) without obtaining leave previously and in writing from the Principal. If for any grave reason, a pupil is absent without prior leave, on his return he must be accompanied by the parent.
 12. As a rule leave for family / Social celebrations will not be granted.
 13. Pupils will not be permitted more than a week's leave even in extreme cases as marriages, death, religious functions, etc. Any such leave must be obtained by a written application from the parents or guardians and should be duly approved by the principal in writing.

VIII. A. EXAMINATIONS AND REPORTS (SCHOOL) :

1. The Academic performance of a student is judged through Tests and Examinations through out the year.
2. Students absent from the examination without a grave reason will be considered as having failed. Students absent for any particular subject in an examination will not be re - examined.
3. Absence for any examinations will ordinarily be allowed only on medical ground and if substantiated by medical certificate immediately on the same day and by the permission of the Principal.
4. Student found copying or using unfair means during the tests / examinations will not be allowed to appear for the same paper and considered failed in that subject.
- 5. The prompt checking of the remarks and school reports is the responsibility of the Parents / Guardians.**
6. Promotion of the students from one class to another will be made at the end of the school year on the basis of the average of the examinations held during the year that is the unit tests and the terminal examinations, and the class performance.
- 7. If the parents do not come to collect the result on 'OPEN DAY' or if written permission from the Principal is not taken earlier then the answer papers will not be made available for them afterwards.**
- 8. All promotions and detentions are decided only after careful consideration of all aspects of the student's progress. Hence the decision of the Principal in this regard is final and binding.**

VIII. B. EXAMINATIONS AND REPORTS : (JUNIOR COLLEGE)

Don Bosco Junior College, Nashik follows the HSC curriculum. English is the Medium of instruction. The following subjects are offered for different streams.

<p><u>Std. XI Science</u></p> <ol style="list-style-type: none">1. English2. Information Technology3. Environmental Science4. Physics5. Chemistry6. Biology7. Mathematics & Statistics8. Physical Education9. Geography	<p><u>Std. XII Science</u></p> <ol style="list-style-type: none">1. English2. Information Technology3. Environmental Science4. Physics5. Chemistry6. Biology7. Mathematics & Statistics8. Physical Education9. Geography
<p><u>Std. XI Commerce</u></p> <ol style="list-style-type: none">1. English2. Information Technology3. Environmental Science4. Organisation of Commerce5. Economics6. Book Keeping & Accountancy7. Secretarial Practice8. Physical Education9. Maths	<p><u>Std. XI Commerce</u></p> <ol style="list-style-type: none">1. English2. Information Technology3. Environmental Science4. Organisation of Commerce5. Economics6. Book Keeping & Accountancy7. Secretarial Practice8. Physical Education9. Maths

1. Tutorials will be conducted throughout the year and marks will be considered for the overall average performance.
2. The final promotion will be based on the overall performance in Tutorials, Unit Test, Term End Exams, Orals, Practicals.
3. Students absent from the examination without a grave reason will be considered as having failed. Students absent for any particular subject in an examination will not be re - examined.

IX.A. SCHOOL UNIFORM :

All students must come to school in the school uniform which consists of

a) Pre - Primary

- Boys** : Check Shirt
: Short Pant
: Black shoe, Red Socks with white strips
- Girls** : A-line Frock
red ribbon or Red Hairband.
(No fancy clips, nailpaint)

b) Primary

- Boys** : (I to IV)
: Yellow Check Shirt (Shade no. 13)
: G.T. colour Short Pant
(S.Kumar Royalty - 40), Belt, Tie.
- Girls** : Pinafore (S. Kumar Royalty -40)
Belt, Tie, Red Ribbons and Black Slacks.
Plain Black Shoes, G.T.Colour Socks with
Blue Stripes

c) Secondary

- Boys** : (Std. V to X)
: Plain White Shirt (67 x 33) Bombay Dyeing
: Pinafore (S. Kumar Royalty -15)
: Tie and Belts.
- Girls** : Plain white shirt (67 x 33) Bombay Dyeing
Belt, Tie, Red Ribbons and Black Slacks.
Plain Black Shoes, Gray Socks with White
Stripes

- d) Sports Wear** : I to IV Short Pant
V to IX Long Track Pant

All should wear Sport uniform on Wednesday except during the Rainy Season.

- i) From September, (after rainy Season), white canvas shoes are compulsory for sports.
- ii) On School days, (Open House, Exams, practices, function, extra classes and any other school activities) students must wear the school uniform.

-
- iii) Students must be clean in person, dress habit, hair - cut and shoes.
 - iv) It is not permitted for students to wear kadas, rings, chains, wrist watches (for girls fancy earrings, Mehendi) except on occasions.

IX. B. COLLEGE UNIFORM :

1. Maroon Colour Blazers, Quality No.19
2. Peach Colour Shirt with White & Blue lining Quality 67 x 33 Reliance Yarn No. 19023.
3. Polo Black Colour Pant (Trousers) No.01.
4. Tie, Maroon Colour with Black & White Strips (Quality Satin Cloth)
5. Black Shoes with Black Socks.

X. PROFORMA TO TAKE APPOINTMENT WITH TEACHERS

Parents who wish to meet teachers to discuss regarding their wards academic or behavioural issues or to make any inquiry with teachers, can come on the first Saturday of every month or after School hours on the week days with prior appointment.

TO TAKE PRIOR APPOINTMENT PLEASE FOLLOW THE PROFORMA GIVEN BELOW :

" Respected Tr. _____,

I parent of _____ would like to meet you on _____ (Date)
at _____ (Time).

Please confirm the appointment for that day or any other day".

Please note :- If the teacher is not available at the given time or date, for any reason, the teacher will mention in the handbook accordingly and parents are requested to check the handbook for the teacher's remarks.

XI. BEHAVIOURAL POLICY

1. Purpose

Don Bosco School and Junior College is committed to providing a safe, respectful and disciplined learning environment for students and staff. It is a haven where students have opportunities to engage in quality learning experiences and acquire values supportive of their life long well being.

This Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

2. Consultation and Data Review

The school has developed this plan in consultation and collaboration with the school community comprising of parents, staff and students during the meetings held in the last few years.

3. Learning and Behaviour Statement

All areas of **Don Bosco School and Junior College** are conducive learning and teaching environments. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic programmes.

This Responsible Behaviour Plan outlines our system for facilitating positive behaviours, preventing problem behaviours and responding to unacceptable behaviours. We explain shared expectations for student behaviour through this plan to everyone. It assists **Don Bosco School and Junior College** to create and maintain a positive and productive learning and teaching environment, where **ALL** community members have clear and consistent expectations and understandings of their role in the educational process.

We have identified the following school wide expectations to promote high standards of responsible behaviour:

- Be safe
- Be responsible
- Be respectful.

The school rules have been agreed upon and endorsed by the entire staff and the Management on the basis of the aforementioned expectations. They are aligned with the values, principles and expected standards outlined in Don Bosco's Preventive System of Education.

4. Processes for facilitating standards of positive behaviour and responding to unacceptable behaviour

Universal Behaviour Support

The first step in facilitating standards of positive behaviour is communicating those standards to **all** the students.

At Don Bosco School and Junior College, we emphasise the importance of directly teaching students the behaviours we want them to demonstrate at School. Communicating behavioural expectations is a form of universal behaviour support - a strategy directed towards **all** the students, designed to prevent problem behaviour and provide a framework for responding to unacceptable behaviour.

The school wide expectations teaching matrix below outlines our agreed rules and specific behavioural expectations in all school settings.

	ALL AREAS	CLASSROOM	PLAYGROUND	CORRIDOR	TOILETS
BE RESPECTFUL	<ul style="list-style-type: none"> Wear shoes and socks at all times. Use polite language. 	<ul style="list-style-type: none"> Raise your hand to speak. Respect others' right to learn. Talk in turns. Be a good listener. 	<ul style="list-style-type: none"> Play fairly – take turns, invite others to join in and follow rules. Care for the environment. 	<ul style="list-style-type: none"> Greet Staffmembers. Keep passage ways clear at all times. 	<ul style="list-style-type: none"> Respect privacy of others. Maintain personal space. Wait for your turn.
BE RESPONSIBLE	<ul style="list-style-type: none"> Ask appropriate permission. Be on time. Be in the right place at the right time. Follow instructions straight away. 	<ul style="list-style-type: none"> Be prepared. Complete set tasks. Take an active role in classroom activities. Keep work space tidy. Be honest. 	<ul style="list-style-type: none"> Return equipment to appropriate place at the bell. 	<ul style="list-style-type: none"> Move peacefully in single file. 	<ul style="list-style-type: none"> Use toilets during breaks.
BE SAFE	<ul style="list-style-type: none"> Respect others' personal space and property. Care for equipment. Wait your turn. 	<ul style="list-style-type: none"> Enter and exit room in an orderly manner. Sit still, do not move in classroom. Use equipment appropriately. 	<ul style="list-style-type: none"> Participate in school approved games. Listen and follow teacher's directions. 	<ul style="list-style-type: none"> Walk quietly and orderly so that others are not disturbed. Do not sit on the ledge. 	<ul style="list-style-type: none"> Respect privacy of others. Use water wisely and keep the floor dry.

These expectations are communicated to students via a number of strategies, including:

- Behaviour lessons conducted by classroom teachers;
- Reinforcement of learning from behaviour lessons in School Assemblies and during active supervision by staff during classroom and non - classroom activities.

Reinforcing expected school behaviour

Communication of our key messages about behaviour is backed up through reinforcement which provides students with feedback for engaging in expected school behaviour. A formal recognition and monitoring system has been developed by us. This reinforcement system is designed to increase the quantity and quality of positive interactions between students and staff. All staff members are trained to give consistent and appropriate acknowledgement and rewards.

Re - Directing low - level and infrequent problem behaviour

When a student exhibits low - level and infrequent problem behaviour, the first response of our staff members is to remind the student of expected school behaviour and then ask her / him to change the behaviour so that it aligns with our school's expectations.

Our preferred way of re - directing low - level problem behaviour is to ask the students to think of how they might be able to act more safely, more respectfully or more responsibly. This encourages students to reflect on their own behaviour, evaluate it against the expected school behaviour, and plan how their behaviour could be modified so as to align with the expectations of our school community.

5. Consequences for unacceptable behaviour

Don Bosco School and Junior College makes systematic efforts to prevent problem student behaviour by teaching and reinforcing expected behaviours on an ongoing basis. When unacceptable behaviour occurs, students experience predictable consequences. Our school seeks to ensure that responses to unacceptable behaviour are consistent and proportionate to the nature of the behaviour. The school records all minor and major problem behaviours.

Minor and Major Behaviours

When responding to problem behaviour a staff member first determines if the problem behaviour is major or minor, with the following agreed understanding:

- **Minor** problem behaviour is handled by staff members at the time it happens.
- **Major** problem behaviour is referred directly to the school Administration team.

MINOR behaviours are those that :

- are minor breaches of the school rules,
- do not seriously harm others or cause you to suspect that the student may be harmed,
- do not violate the rights of others in any other serious way,
- are not part of a pattern of problem behaviours,
- do not require involvement of specialist support staff or Administration.

Minor problem behaviours may result in the following consequences :

- The staff member takes the student aside and:
 1. names the behaviour that student is displaying,
 2. asks student to name expected school behaviour,
 3. states and explains expected school behaviour if necessary,
 4. gives positive verbal acknowledgement for expected school behaviour,
 5. If problem behaviour occurs for more than 3 times, a record is made on the website.
- A minor consequence logically connected to the problem behaviour are
 1. removal from an activity or event for a specified period of time,
 2. individual meeting with the student and asking for an apology,
 3. Detention for work not completed.

MAJOR behaviours are:

- Repetition of the all minor problems without any improvement even after facing the required consequences,
- those that significantly violate the rights of others,
- those that put others / self at risk of harm,
- require the involvement of school Administration.

Major problem behaviours may result in the following consequences:

1. an immediate referral to the Administration / Counselling because of their seriousness,
2. when major problem behaviour occurs, staff members calmly state the major problem behaviour and remind the student of expected school behaviour.

Major problem behaviours may result in the following consequences:

- **Level One** : Parent contact
- **Level Two** : 1. Referral to Intensive Behaviour Support Team,
2. Referral to Counselling,
3. Suspension from school.

Students who engage in very serious problem behaviours such as major violent physical assault, or the use or supply of weapons or drugs can expect to be recommended for exclusion from school following an immediate period of suspension.

The following table outlines examples of major and minor problem behaviors :

	Area	Minor	Major
Being Safe!	Movement around school	<ul style="list-style-type: none"> • Running on concrete or around buildings • Running in stairwells 	<ul style="list-style-type: none"> • Shouting, whistling and hooting in the classroom. •
	Play	<ul style="list-style-type: none"> • Incorrect use of equipment • Not playing school approved games • Playing in toilets 	<ul style="list-style-type: none"> • Throwing objects • Possession of weapons
	Physical contact	<ul style="list-style-type: none"> • Minor physical contact (eg: pushing and shoving) 	<ul style="list-style-type: none"> • Serious physical aggression • Fighting
	Correct Attire	<ul style="list-style-type: none"> • Not wearing proper Uniform • Not wearing shoes. 	<ul style="list-style-type: none"> • Defying the dress code of the school
	Other		<ul style="list-style-type: none"> • Possession or selling of drugs, Cigarettes & Tobacco
	Class tasks	<ul style="list-style-type: none"> • Not completing set tasks that are at an appropriate level • Refusing to work 	<ul style="list-style-type: none"> • Regular continuation of minor problems in the class room • Deliberately not completing the set tasks
	Being in the right place	<ul style="list-style-type: none"> • Not being punctual (eg: lateness after breaks) • Not in the right place at the right time. 	<ul style="list-style-type: none"> • Leaving class without permission (out of sight) • Leaving school without permission

	Area	Minor	Major
Being Responsible	Follow instructions	<ul style="list-style-type: none"> • failure to respond to adult request • Non compliance • Unco-operative behaviour 	<ul style="list-style-type: none"> • Repetition of unco - operative behaviour
	Accept outcomes for behaviour	<ul style="list-style-type: none"> • Minor dishonesty 	<ul style="list-style-type: none"> • Major dishonesty
	Rubbish	<ul style="list-style-type: none"> • Littering 	<ul style="list-style-type: none"> • Repetition of littering habits
	Mobile Phone	<ul style="list-style-type: none"> • Mobile phone switched on in any part of the school at any time without authorisation (written permission from Principal) 	<ul style="list-style-type: none"> • Use of a mobile phone in any part of the school for voicemail, email, text messaging or filming purposes without written permission from the Principal)
Being Respectful	Language	<ul style="list-style-type: none"> • Inappropriate language (written/verbal) • Calling out • Poor attitude • Disrespectful tone 	<ul style="list-style-type: none"> • Offensive language • Aggressive language • Verbal abuse / directed profanity
	Property	<ul style="list-style-type: none"> • Petty theft • Lack of care for the environment 	<ul style="list-style-type: none"> • Stealing / major theft • Wilful property damage • Vandalism • Destroying, breaking the school equipment furniture. (Parents will have to pay the amount of the equipment broken and maintenance.)

R. THE SCHOOL DISCIPLINE CODE OR SCHOOL RULES

The School Discipline Policy will cover the following Two aspects:

- A. School Rules / Regulations or Discipline Code.
- B. Strategies For Dealing With Unacceptable Behaviour.

A. School Rules Or Discipline Code

The school rules are spelt out in the school handbook. The important rules and regulations find a mention here.

They are as follows:

1. Every pupil must have a copy of this Hand Book which must be brought to School daily. It is the only easy, prompt and effective way of communicating the positive and the negative behaviour of the child.
 - (i) The student's name and photograph and other details including specimen signature of parents, must be filled in within a week after the re - opening of the School.
 - (ii) Daily lessons, Home assignments and Reports, if any, should be noted down In the Handbook.
 - (iii) Parents should check the handbook regularly for remarks / late attendance / reports and sign them promptly. A pupil is liable to be sent home from class if these remarks / reports are not signed.
 - (iv) No pupil will be allowed to attend class without his / her copy of the hand book, the parent could be asked to bring the handbook or a pupil could be sent home from class.

2. The School and College Timings are as follows :

Class	Reporting Time	School Time
1. Pre - Primary a. Sr. K.G. b. Jr. K.G.	07.25 a.m. 11.30 a.m.	7.35 a.m.to 11.00 a.m. 11.40 a.m. to 2.15 p.m.
2. Primary (I to IV)	7.20 a.m.	7.30 a.m. to 1.25 p.m.
3. Secondary (V to X)	7.20 a.m.	7.30 a.m. to 1.55 p.m.
4. Junior College	10.35 a.m.	10.45 a.m to 3.30 p.m.

- (i) At the first bell all students must move into their classrooms.
 - (ii) By the second bell the pupils should have assembled in their classrooms and should wait for the third bell, which marks the beginning of the session.
 - (iii) Running and shouting inside the school building are not allowed. When classes are over at the end of the session, the pupils should move in single file, in due order and silence along the corridors to the exit.
 - (iv) It is necessary to observe silence when changing classes for language study or when going down for P.T./ Activities or Games.
 - (v) After the break the student is expected to report in the class immediately, failing to which a late remark could be issued.
3. All pupils are expected to begin and close each session devoutly reciting the appropriate prayer. Pupils are expected to stand at attention during the singing of the National Anthem and School Anthem.
4. All pupils must come to school in the school uniform. A pupil who is without proper uniform, must produce a note duly signed

by his parent / guardian, failing which he may be asked to return home during school hours.

5. Irregular attendance, habitual idleness, disobedience, malpractices in connection with examinations or conduct injurious to the moral of the school justifies stern action.
6. Pupils are responsible to the school authorities not only for their conduct in the school, but also for the general behaviour outside school. Hence, misbehaviour, even outside the school, will be liable for disciplinary action.
7. Politeness and courtesy of speech as well as cleanliness of dress and person are expected from every pupil. Shabby and unkempt hair will not be permitted. Any type of discourtesy or disrespect to members of the school staff will be considered as a serious breach of discipline.
8. Pupils should be particularly careful not to throw any papers, eatables, seeds, etc. anywhere on the school premises, but in the baskets or bins provided.
9. Any damage done in class or about the premises will have to be made good by the pupils. The decision of the Principal regarding the amount will be final.
11. The school cannot be held responsible for books, writing materials, money, clothes, and other articles that are lost. Pupils are expected to look after their own belongings. It is not advisable for pupils to have money or valuable articles with them.
12. Pupils suffering from contagious or infectious diseases will not be permitted to attend class.
13. Every pupil should endeavour to keep up the high moral tone of the school / by excelling in good manners and deportment, for

the smooth running of the school. No pupil may bring into the school any article, which may prove to be a source of disturbance. Mobile phones, MP3-players, camera and laptop should not be brought to school without explicit written permission from the Principal. The Principal holds the right and the authority to confiscate the above mentioned electronic equipment, which will not be returned.

14. A pupil who fails in the final exam may be asked to repeat the class as an external student.
15. Every pupil must take part in physical exercise, school games, co - curricular and extra - curricular activities of the School.
16. Parents and Guardians are not allowed to see their child / ward or interview teachers during school hours.
17. The record of the addresses of parents / guardians is maintained in the school office. Any change in the address or telephone numbers should be communicated immediately to the school office.
18. Private tuitions are discouraged. Staff Members of this School should not be approached to take private tuitions.
19. Letters received in the school, addressed to pupils will not be delivered.
20. Those who return to school absenting themselves without leave, shall not enter the class without the sanction of the Supervisor.
21. A pupil who has been present in the morning, may not go home in the course of school hours, except with the permission of the Principal / VicePrincipal (or Supervisor / Head Teacher in exceptional cases).

-
22. The names of those absent without leave for one month or more may be struck off the rolls.
 23. All students have to be present on the first day of school after any major vacation and on the last day of school prior to any vacation. In case of sickness the school authorities must be notified and a medical certificate produced.
 24. Pupils who are absent from the examinations for any reason other than sickness, justified by a Doctor's certificate, will be considered as having failed. Pupils absent from any examination paper will not be re - examined. Pupils absent for the final examination due to sickness justified by the Doctor's certificate will be considered on their proficiency in studies and conduct during the scholastic year.
 25. The School observes all public holidays declared by the State Government. Sectional holidays will be granted if applied for in writing.
 26. Pupils who are late or absent must bring a written justification in their Handbook, certified by their parents / guardians. The school accepts no responsibility if a pupil is obliged to return home during class hours for not complying with this rule.
 27. Pupils will not be permitted more than a week's leave even in extreme cases such as marriages, death, religious functions, etc. Any such leave must be obtained by a written application from the parents or guardians and should be duly approved by the Principal in writing.

-
28. Pupils who have not paid their fees will not be permitted to sit for the examinations
 29. The School does not have its own bus service, neither does it take responsibility for any other transport service and neither will the school be held responsible for accidents, damage, etc.

B. STRATEGIES FOR DEALING WITH UNACCEPTABLE BEHAVIOUR :

Disruptive classroom behaviour is attended to at different levels / stages:

1. At the very first stage, the teacher challenges the behaviour of the student, and reasons with the student the behaviour vis - a - vis the rules. An immediate recourse to negative remark will be avoided at all cost.
2. If the disruptive behaviour continues for some time, the teacher records the incident, gives a constructive assignment that may help remedy the situation.
3. If the disruptive behaviour persists, or returns after sometime, and the teacher realizes that his / her plan of action is ineffective, the parent is informed. The teacher then devises a plan to improve the child's behavior and a record is maintained on the website. The parent has to compulsorily make it a point to meet the teacher at this juncture.
4. If the disruptive behaviour returns after sometime, then along with the supervisors, there is a second referral to the parents and if the need arises the student is sent to the counselor. The counselor may direct the parents / school authorities for a certain

line of action / refer to a specialist to help address the child's behaviour. A record of this is maintained on the website.

5. If the disruptive behaviour persists, the Principal may suspend or expel the child depending on the nature and the severity of the behavioural crime.

The School & Junior College Management reserves the right to add or amend any of these rules; which will be binding on the parents and students.

Principal

Don Bosco School & Junior College

Nashik - 422005.