

INFANT SCHOOL FOR LITTLE ANGELS | 1

SCHOOL DIARY



Firm Foundations with Love and Care

**INFANT SCHOOL FOR LITTLE ANGELS
UMROI, NONGRAH, RI-BHOI DISTRICT
MEGHALAYA, PINCODE -793103**

This School Diary should be brought to school daily

SCHOOL HOURS

PLAY GROUP	-	9.00 am - 12.00 noon
CLASS NURSERY & KG	-	9.00 am - 12.30 pm
CLASS I - V	-	9.00 am - 3.00 pm

SCHOOL ASSEMBLY

- ❖ The morning assembly begins at 8:45 am with the school Anthem.
- ❖ The students have the prayer before class, Bible Reading, Thought of the Day, News Headlines, Important announcements & National Anthem.

MEETING PRINCIPAL

9.30 am - 11.00 am.

All correspondence should be addressed to

The Principal
Infant School for Little Angles
Umroi, Nongrah - 793103
Phone : 9612000737

OUR VISION

The vision of Infant School for Little Angels is to foster the growth of each child into a confident, wholesome, and refined individual. By providing a nurturing environment that promotes academic excellence, moral integrity, and emotional intelligence, the school aims to shape well-rounded children equipped with the confidence, values, and character needed to thrive in all aspects of life.

OUR MISSION

The mission of Infant School for Little Angels, "Firm Foundation with Love and Care," emphasizes creating a nurturing and supportive environment where children feel valued and loved. Through compassionate guidance and a strong educational framework, the school ensures that every child develops a solid foundation of knowledge, character, and confidence, preparing them for future academic and personal success.

MEDICAL HISTORY OF THE CHILD

Name of the Student:

1. Roll No: Class: Section:

2. Age in years:

3. Specific Disease suffered in the past:

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4. Operation undergone:

5. Allergies if any:

6. Blood Group:

7. Height:

8. Weight:

9. Identification Mark:

10. Immunizations (with date of last injection)

a) Tetanus:

b) Typhoid and Cholera:

c) Deworm Medicine:

d) Hepatitis B:

e) Chicken Pox:

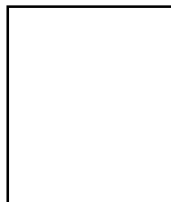
f) Any other disease for which the child is on regular medication:

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IDENTITY CERTIFICATE

Name:
 Class: Sec: Roll No:
 DOB:/...../..... Blood Group:
 Aadhaar Number:



Name of brothers/sisters studying in school if any:

Name: Class: Roll No:

Name: Class: Roll No:

Name: Class: Roll No:

	FATHER	MOTHER
Name:		
Employment		
Designation		
Phone (Res.)		
Phone (Off.)		
Mobile		
Home Addr. (Postal)		
Office Addr.		
Local Guardians Name		

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

Mother's Signature *Father's Signature* *Date*



OUR SCHOOL LOGO

THE SHIELD

The concept of the shield is twofold. One as the defender, the school provides teachings and foundations that will ensure that its pupils are set on the right moral, spiritual, psychological and mental paths early on. Second, as a symbol of recognition, the school labours hard to prepare its pupils to rise to the challenges they will face as young ones in their studies and in their day to day activities.

THE STAR

The star stands for Guidance and for Excellence. The school's efforts are to provide guidance to the pupils and empower them to strive for excellence in all fields of life.

THE BOOK

Education is a key component in the lives of the young. It is one of the many things that will equip its pupils for the future and for a life that is worth living.

THE CROSS

The Cross reflects the eternal love of Christ and of God for each one of us. And it is this same love that drives us and empowers us to serve and to care for our students.

THE PRAYING ANGELS

The praying angels stand for the pupils who come to study at the School. The school understands that the pupils are innocent, naïve and almost angel like and it is the intention of the school to continue to preserve, inculcate and strengthen the purity, sanctity, holiness and virtues of the pupils in a world that is corrupt and wicked.

THE CROWN OF LEAF

The crown of myrtle leaves stands for purity, prosperity, victory and truth in many cultures and these are qualities that surround the teaching-learning process at this school.

THE RIBBON

The ribbon with the words Knowledge, Love and Care form the foundation, the goals and the objectives of the school. The ribbon stands for recognition and victory. Knowledge, Love and Care are the three guiding principles of the school where students are given firm foundations that form the building blocks of Knowledge undergirded by love and care of the teachers and those who assist in the process.

PLEDGE FOR CLASS MONITOR

I promise to pledge to faithfully execute the duties of the class Monitor and Vice Monitor with integrity, responsibility, and respect. I commit to fostering unity and collaboration within our class, representing the voice of my peers, and contributing to a positive school environment. May I lead with humility and dedication through my words, action and deeds. So help my God, and may my actions reflect the principles of leadership, responsibility, and respect.

PLEDGE FOR STUDENTS

We, the students pledge to support our Class Monitor and contribute to a harmonious and inclusive school community. We commit to treating each other with respect, kindness, and understanding. Together, we will strive for excellence, uphold the values of our school, and create an environment where every student feels valued and included

ASSEMBLY PRAYERS

1. OUR FATHER

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

2. PRAYER BEFORE CLASS

O God, the source of all truth and wisdom. Bless our work and study, which we offer you. Enlighten our minds, strengthen our memories and direct our wills towards what is right. Enable us always to seek the truth and make us truly wise. Amen

PRAYERS DURING SCHOOL ASSEMBLY

LEADER: In the name of the Father/and of the Son/and of the Holy Spirit. /Amen

OUR FATHER

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

O God, the source of all truth and wisdom. Bless our work and study, which we offer you. Enlighten our minds, strengthen our memories and direct our wills towards what is right. Enable us always to seek the truth and make us truly wise. Amen

BIBLE READING

LEADER: A Reading from the Holy Bible. Chapter..... Verse.....

LEADER: This is the Word of God.

ALL: Thanks be to God.

Thought of the Day

News headlines of the Day

Short Reflection/message/information from Principal/Vice Principal

PRAYER BEFORE CLASS

Dear God, take control of me, all through today. Control my tongue so that I may speak, no angry or cruel words. Control my thoughts so that I may think, no selfish or envious thoughts; control my action so that all through today my work may be my best. This I pray in the name of Jesus Christ. Amen

PRAYER AFTER CLASS

Keep, O Lord, our minds and hearts focused on Your light,
Bless the knowledge we have gained and help us use it right.
Guide us in kindness, wisdom, and love each day,
And keep us safe and strong as we walk Your way. Amen.

PRAYER BEFORE EXAMINATION

God our loving Father/the source of/all wisdom and knowledge. /
We come before you/to seek your blessings/before we begin/our
examinations. / We ask you Father/to enlighten our minds/so that/
we may remember/all that we have learnt. / Heavenly Father/remove
all fears and anxiety/and fill us with your peace and tranquility. /
Help us/to be honest and sincere/as we write our exams. / With
your blessing/and guidance Lord/ we know we cannot fail/in any
endeavor. Amen

PRAYER BEFORE FOOD

Bless us O Lord, and these your gifts which we are going to receive
from your bounty, through Christ our Lord. Amen

PRAYER AFTER FOOD

We give you thanks, Almighty God for all your blessings, you who
lives and reigns forever and ever. Amen

PRAYER BEFORE ANY JOURNEY

O my Good Angel, whom God has appointed, to be my guardian.
Enlighten and protect, direct and govern me, who have been entrusted
to you by the divine mercy. Amen

PRAYER FOR VARIOUS INTENTIONS/ OCCASSIONS

PRAYER FOR OUR SCHOOL

Dear God, thank you for looking after our school. Thank you that you love each and every one of us here. Help us to learn, play and share together, so that the wonderful world that you have made becomes more beautiful every day. Amen

PRAYER FOR TEACHERS

Lord, bless the teachers who give their heart to teaching. Thank you for the special gift that you have given them and for giving them a spirit of grace and compassion. May they have strength and endurance to perform their many tasks, and may they know and feel the deep gratitude of those whom they teach. Amen

PRAEYR FOR PARENTS

Father in Heaven, Thank you for giving me my parents. They are so good to me and my siblings. Please God, continue blessing my mom and dad. Bless my parents with good health, strength, and happiness. Grant them peace and guide them with Your love,
As they care for me each day. Amen.

PRAYER FOR COUNTRY

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 religion. / I shall always try/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.

PRAYER FOR SPORTS/GAMES

God our Father, hear us pray. As we prepare to play this day. Give us strength and courage, to do our best in all we do. Protect us as we play this game. This much we ask in thy name. Amen

NATIONAL ANTHEM (MONDAY)

Jana Gana Mana Adhinaayak Jaya hey
Bhaarat Bhaagya Vidhaataa
Punjaab Sindhu Gujarat Maraatha
Dravida Utkal Banga
Vindhya Himaachal Yamuna Ganga
Uchchhal Jaladhi Taranga
Tav Shub Naamey Jaage
Tav shub Aashish Maange
Gaahey Tav Jaya Gaathaa
Jana Gana Mangal dhaayak Jaya Hey
Bhaarat Bhaagya Vidhaataa
Jaya Hey, Jaya Hey, Jaya Hey
Jaya Jaya Jaya jaya Hey

SCHOOL ANTHEM (TUESDAY & THURSDAY)

Hail, hail to the infant School
Raise our voice little Angels
Hail to the fount of knowledge
Cradle in your love and care
Cho: Infant School shine, shine shine
Shine for ever more
Light of wisdom shine ever bright
Lead little angels to the height

With open mind we come to you
Infant School from far and near
Knowledge and wisdom we gather
Your name we lift higher
 Arise little Angels
 Hand in hand with each other
 Hold firm to the truth so dear
 With God on our side forever

PRAYER SONGS (WEDNESDAY & FRIDAY)

I JUST KEEP TRUSTING MY LORD

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 darken the sky
O'er the heavenly trail
I just keep trusting my Lord
He will never fail
 He's a faithful friend
 Such a faithful friend
 I can count on Him, to the very end
 Though the storm cloud darken the sky
 O'er the heavenly trail
 I just keep trusting my Lord
 He will never fail.

WE SHALL OVERCOME

Ch. We shall overcome - 2
We shall overcome some day,
Oh, deep in my heart, I do believe
We shall overcome some day.

1. ...We shall live in peace.....
2. We'll walk hand in hand.....

IN HIS TIME, IN HIS TIME

1. In his time, in his time
He makes all things beautiful in his time,
Lord, please show me every day
As you're teaching me your way
That you do just what you say, in your time
2. 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

SHOWERS OF BLESSING

1. There shall be showers of blessing
This is the promise of love
There shall be season refreshing
Sent from the savior above
- Ch. Showers of blessing
Showers of blessing we need
Mercy drops round us are falling
But for the showers we plead.
2. There shall be showers of blessing,
Oh that today they might fall;
Now as to God we're confessing
Now as on Jesus we call

GOD'S LOVE IS SO WONDERFUL

God's love is so wonderful
God's love is so wonderful
God's love is so wonderful
Oh wonderful love
 So high you can't get over it
 So deep you can't get under it
 So wide you can't get around it
 Oh wonderful love

BLESS THE LORD OH MY SOUL

Ch: Bless the Lord Oh my soul (2)
Worship His Holy name
Sing like never before, Oh my soul, I'll worship Your Holy name

1. The sun comes up, It's a new day dawning
 It's time to sing your song again, whatever may pass
 And whatever lies before me
 Let me be singing when the evening comes
2. You're rich in love and You're slow to anger
 Your name is great and Your heart is kind
 For all Your goodness, I will keep on singing
 Ten thousand reasons for my heart to find
3. And on that day when my strength is falling
 The end draws near and my time has come
 Still my soul will sing your praise unending
 Ten thousand reasons and forever more

GIVE ME OIL IN MY LAMP

Give me oil in my lamp, keep me burning
Give me oil, in my lamp, I pray
Give me oil in my lamp, keep me burning
Keep my burning till the break of day
Sing hosanna, sing hosanna,
Sing hosanna to the servant king
Sing hosanna, sing hosanna
Sing hosanna, let us sing

PRAISE HIM, 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

- | | |
|-------------------|-------------------|
| 1. Love Him..... | 2. Trust Him..... |
| 3. Thank Him..... | 4. Serve Him..... |

INTO MY HEART

Into my heart, into my heart
Come into my heart, Lord Jesus
Come in today, come in to stay
Come into my heart, Lord Jesus
 Into my life, into my life
 Come into my life, Lord Jesus
 Come in today, come in to stay
 Come into my life Lord Jesus

LET THERE BE LOVE

Let there be love shared among us
Let there be love in our eyes
May now your love sweep this nation
Cause us oh Lord to arise
Give us a fresh understanding
Of brotherly love that is real
Let there be love shared among us
Let there be love

THANK YOU THANK YOU JESUS

Thank you, thank you Jesus
Thank you, thank you Jesus
Thank you, thank you Jesus
From my heart
Thank you, thank you Jesus
Thank you, thank you Jesus
Thank you, thank you Jesus
From my heart
Love you, love you.....
Praise you, praise you.....

SARE JAHAN SE AACHA

Sare jahan se accha hindustan hamara (2)
Hum bulbulain hai iss ki yeh gulsitan hamara hamara (2)
Sare jahan se accha

1. Parbat ho sabse uncha
Hamsaya aasmaan ka (2)
Vo santari hamaara
Vo pasavaan hamaara hamaara
Sare jahan se accha
2. Godi main khelti hain
Jiske hazaaron nadiyaan (2)
Gulshan hai jiske dam se (2)
Raske jina hamaara hamaara
Sare jahan se accha
3. Mazhab nahin sikhata
Aapas main bair rakhana (2)
Hindi hain hum (3) watan hain
Hindustan hamaara hamaara
Sare jahan se accha

8. PRAISE HIM, 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

- | | |
|-------------------|-------------------|
| 1. Love Him..... | 2. Trust Him..... |
| 3. Thank Him..... | 4. Serve Him..... |

9. INTO MY HEART

Into my heart, into my heart
 Come into my heart, Lord Jesus
 Come in today, come in to stay
 Come into my heart, Lord Jesus
 Into my life, into my life
 Come into my life, Lord Jesus
 Come in today, come in to stay
 Come into my life Lord Jesus

10. LET THERE BE LOVE

Let there be love shared among us
 Let there be love in our eyes
 May now your love sweep this nation
 Cause us oh Lord to arise
 Give us a fresh understanding
 Of brotherly love that is real
 Let there be love shared among us
 Let there be love

.....111

TIPS OF SCHOOL STUDENTS

- ❖ Say yes to the rules.
- ❖ Be smart and punctual.
- ❖ Do not lose time.
- ❖ Do not overeat before studying.
- ❖ Never steal or Tell lies.
- ❖ Avoid bad companions as poisonous snakes.
- ❖ Choose studious companions as friends.
- ❖ Read good and inspiring books.
- ❖ Respect your teachers and elders.
- ❖ Keep your mind on books while studying.
- ❖ Study your daily lessons, do not day dream.
- ❖ Above all pray to God.

ADMISSIONS & WITHDRAWALS

1. Admission is granted to Pre-Nursery to children who are around two half to three years old as on 1st January.
2. Admission is granted to Class Nursery to children who are four years old as on 1st January
3. Admission is granted to Class KG to children who are five years old as on 1st January
4. Information regarding Admission is published on the school notice board and in the school website: <https://www.isla.co.in>, in the month of September or earlier
5. Admission from class I onwards will be based on vacancies or seat available
6. The school will conduct the entrance test for the students seeking admission to Infant School for Little Angels
7. Admission is given on the receipt of the following documents. Original to be shown and attested copies to be submitted.
Applicable from Class KG onwards
 - a) Mark sheet of the last class attended
 - b) Birth certificate
 - c) Transfer certificate
 - d) Conduct certificate from the Head of the Institution last attended
 - e) Permanent Education Number (PEN) from the last school attended
8. A month's notice must be given before a child is withdrawn from the school and the full fees are to be paid (Fees of the whole year). If the T.C is taken after the school re-opens, the full fees for the whole year must be paid even if the student was not attending the school.
9. The school leaving Certificate will be issued when all dues have been paid in full and on receipt of a written application from the parent/guardian mentioning the Admission number, Class, Section and the Roll No. of the pupil. Fee Receipt must be produced at the time of applying for the T.C.

10. School Leaving certificate and other certificate can be collected from the school office after 3 (Three) working Days of the submission of the application, and on payment of Rs.600.00. Transfer certificates are not issued after 90 days of leaving from school.

SCHOOL FEES

1. The School fees cover twelve calendar months and are paid in four installments or in advance. No reduction is made for holidays or broken periods. Pupils are charged full fees as long as their names are officially on the rolls. Fees once paid are not refunded.
2. School fees are strictly to be paid to the principal and only by parents/Guardians so that proper records are maintained.
3. Pupils joining or leaving the school during any term will have to pay all the fees for the whole year, including the bus fee if he/she travels by the school bus.
4. No bills or reminders are issued: Therefore, parents/guardians should see that the fees are paid on time.
5. Pupils whose dues are not cleared will receive their results once the dues are cleared.
6. Any certificate or extract from the register will cost Rs.100/- or more.

SCHOOL UNIFORM

Wearing the school uniform is compulsory every day. We believe uniform helps to improve the school's ambience by decreasing destruction in the classroom, while increasing the children's eagerness to learn. Further, this tradition contributes to a strong sense of community as Infant School for Little Angels (ISLA). It creates a sense of togetherness among all with added benefits of having neat and well-groomed children. Special Casual or party dress are permitted on several special occasions during the year.

The following dress code should be adhered to as given below:

<u>MONDAY TO THURSDAY</u>		
1. White Shirt Full Sleeve	2. Trousers (Pant)	3. Half Sweater & Blazer
4. School Tie	5. House Ribbon	6. School Socks Maroon
7. Black Shoes without lace	8. School Badge	9. I.D. Card

<u>FRIDAY</u>		
1. School T-Shirt	2. Full Sweater	3. Track Suit
4. cap (Boys)	5. House Ribbon	6. School Socks Maroon
7. White Shoes	8. School Badge	9. I.D. Card

1. Every student must possess an identity card issued by the school. Failing to bring, Rs.50/- will be fined. If a student loses his/her school ID a written application to issue a new school ID must be made to the Principal/Vice-Principal
2. All the boys are asked to have short hair. Coming to school with coloured hair is not allowed
3. Girls are not allowed to come to school with coloured hair. Hair should be tied properly with ribbons as specified for the dress code
4. Mehendi, Kajal, bindi, nail polish, bangles, earrings, rings, and necklace are not allowed. If found will be penalized by the school authority
5. Hair gel, hair colour, hair style with long hair and fashionable cut are not allowed.
6. Every student should wear a clean and complete and correct uniform daily. A pupil who comes to school without proper uniform or whose uniform is untidy and/or ill-fitting will not be allowed to attend the classes.
7. Students should bring a written application from the parents/guardians when he/she is not in full uniform, otherwise the student will not be allowed to sit in the class.

8. Students should trim their nails regularly
9. **TEXT BOOKS, EXERCISE BOOKS, STATIONERY & UNIFORMS**
 1. The school provides the textbooks & Exercise books for the students. Students must have new textbooks and all text and exercise books must be covered.
 2. Stationery like pen, pencil, eraser, ruler, ribbon, colour, additional exercise book, modelling clay etc. are sold from office 2. Students can buy as per their requirements.
 3. Additional uniforms if required are also available in office 2. The parents/guardians are to take proper size uniform for their children

MEDIUM OF INSTRUCTION & COMMUNICATION

1. Infant School for Little Angels is an English Medium School. The students and teachers will converse in no other language except English in the school premises.
2. If a student is found talking other than English language in the school premise, a fine will be imposed. A fine of Rs.100/- will be imposed on those students found speaking other than English in the school premise.

ABSENCE & LEAVE

1. Attendance on the first day after the Holidays is a must. Failure to do so will have its own Consequences. In case of illness application should be submitted with the medical certificate.
2. Prior leave must be obtained for religious ceremonies or special occasions. Such reasons as birthdays, excursions, festivals, social functions, family affairs, urgent business, studying for exams, etc. are not considered sufficient reasons for leave. A student who is absent for more than 3 days (three days) leave will have to pay a fine of Rs. 100 per day if without valid

reason.

3. After an absence from school, the reason for the absence must be written and duly signed by the parents in the 'Absence from School page; failing which marks will be deducted from the ensuing exams (from the Subject taken by the class teacher).
4. If absent for medical reasons, Medical certificate is to be furnished if a child is absent for more than three days on medical grounds.
5. Pupils must not absent themselves from school on the day prior to holidays or tests/exams. They must rejoin the classes after the holidays on the reopening day itself. Any breach of this rule without prior written application and permission will be considered a serious offence and is punishable.
6. Those who are absent on the re-opening day after vacation (except those with prior written permission) will have to take re-admission/pay fine.
7. A pupil who has been absent for 15 calendar days without due written authorization from the Principal will be considered as having left the school and his/her name struck off the rolls.
8. Any leave involving more than 3 calendar days must be applied for in person and a written permission obtained from Principal. Merely submitting an application or a telephonic message won't suffice. 85% of attendance is required to be eligible for appearing in the Exams.
9. Early departures can be availed when there is an emergency at home or when the student gets sick in the school.

TESTS/EXAMS/PROMOTION

1. The school will conduct two Unit Tests, Half Yearly and Final Examination. The students are to study and know the subject matter to be promoted. If the student performs less than 40% marks in the promotion examination, he/she will be detained in the same class.

2. The checking of copies, assignments, class tests, projects etc. will also carry some marks.
3. Care for the common property, cleanliness of the School campus and reverence for one another is to be the concern of everyone. (Teachers, students & parents)
4. Every exam will be followed by the evaluation of the answer script by the teachers, parents & Students. An open day will be reserved for this purpose
5. Students who use unfair means during the examination like copying or bringing answers written in sheets of paper or any other means will get zero in that subjects and will be debarred from writing further examinations.
6. Pupils who fail in Promotion Exams may be asked to leave the school as being either unwilling or unable to study. In no case, however, will a student be allowed to repeat the same class for a third time. A student who fails twice in two consecutive years must be withdrawn.
7. Due to any unforeseen circumstance, if a test/ exam is not held on the scheduled date, the same will be held on the next working day, unless otherwise notified. No early exams or later exams shall be conducted for anybody whatsoever.

GENERAL RULES & DISCIPLINE

1. Infant School for Little Angels is a privately owned school, hence all should adhere to the guidelines set by the institution.
2. The school property should be utilized with utmost care as it has to serve for many generations to come. Any damage to the desks, benches, tables etc. should be reported immediately to the principal or the teacher in charge.
3. No act of indiscipline, interference in the administration, and disrespect to the members of the staff by students or parents shall be tolerated and the delinquent may even be expelled from the school

4. Irregular attendance, unjustified or unexplained absence, habitual idleness, disobedience, conduct injurious to the moral tone of the school are sufficient reasons for dismissal of a student at any time of the year. One whose misconduct is liable to be injurious to others may be dismissed.
5. While utmost precaution is being taken, the school cannot be held responsible for accidents, minor or serious to pupils during the stay in the school or while taking part in sports and co- curricular activities within or outside the school premises.
6. Guardians and parents are requested to make proper arrangement to collect the children immediately after school hours. Though proper care will be taken to ensure the safety of the children the school cannot be held responsible if the student leaves the school campus on his her own accord.
7. Parents/Guardians should bring the escort card in order to take your children home after the class
8. The school diary is a record concerning the student. Therefore, every student should take special care of the diary and bring it to class daily. If one loses it, one should get a written authorization from the Principal to buy a duplicate diary with a fine of Rs. 300.00.
9. Pupils are subject to school discipline not only in the school but also while coming from and returning to their home and at other public places.
10. Any damage done to the school property must be made good by those concerned. Iron or steel rulers are not allowed in school.
11. No magazines, comics, papers, books or printed matter other than School textbooks and the School Diary, may be brought to the school without the permission of the Principal. School bags, parcels and letters are subject to inspection. All printed materials except those mentioned in the school book list when brought into school must be presented to the principal/ Vice

- principal for approval.
12. Students are required to treat teachers and all members of the staff, teaching and non- teaching, with respect and politeness. Arrogant and challenging behaviour towards teaching or non-teaching staff is forbidden. On their way to and from school, students must behave in a gentlemanly/ gentlewomanly manner.
 13. Students must show gentleness and courtesy to their companions. Refinement of manners, uprightness and self-restraint should be the distinguishing mark of our pupils.
 14. Duty, Discipline, Punctuality and Respect should be the hallmark of every student.
 15. Pupils are responsible for the safe custody of their books and belongings. Each article should be marked with the pupil's name.
 16. Presents / Gifts to the staff or demonstrations in their honour are not permitted in the school. Collections for any purpose whatsoever can only be made with the permission of the principal.
 17. Smoking, chewing pan, chewing gum, betel-nut or tobacco product, etc. is strictly forbidden. Irregular attendance, habitual idleness, disobedience, bad conduct, stealing, consumption of alcohol, drug abuse, any form of verbal or written obscenity, using unfair means in examination or sickness which are liable to be injurious to other boys/girls justify dismissal.
 18. Electronic gadgets, Cell phones, laptops, tablet, digital watches, smart watches, slam books, toys, calculators, video games, pen drives, PSPs, DVDs, CDs, portable audio and video devices and any mass storage devices are forbidden in the school. Students who bring any of the above items are liable to be penalized. It would mean confiscation of the unit, suspension for a period of one week it may even lead to the dismissal of the student.

19. Seized or confiscated articles will not be given back. In case the parents insist for the return of such confiscated articles it shall be granted to them provided they agree to withdraw the boy or the girl from the school. In such case T.C. will be issued and a complete payment of the Fees for the whole year will have to be made.

CULTURAL & CO-CURRICULAR ACTIVITIES

1. The school organizes an array of co-curricular activities for the total development of the student. All students are obliged to take part in these. Excellence in academics alone doesn't make a complete person.
2. Some of the other activities and competitions that are organized in the school are: Sports & Games, Fine arts, Elocution, Speech, Singing, Recitation, Fancy Dress, Quiz, Drama, Spelling Bee, Storytelling, Exhibitions, Field trips, Excursions, Hikes and Picnics etc. planning and execution of these activities are carried out in the academic calendars for each month.

SCHOOL VEHICLE/BUS

1. The school owns a private vehicle for transportation of students residing in remote and far flung areas so that they reach school on time.
2. To obtain accessibility to transportation, a form has to be officially taken from the principal and complete the formalities
3. The hiring charge is set by the school office and as per the distance from the school to the destination of the student
4. On their way to and from the school, the students are expected to behave well keeping in mind the name and honour of the school.

5. Any problem regarding the bus, please refer to the school authorities only. Parents are not allowed to board the school bus. If any parent misbehave with the driver or the helper or threatens the driver or the helper or wants favour from the driver for their ward shall not be tolerated. If such incidents occur the student will be issued T.C.

FOR PARENTS/GUARDIANS

1. Parents retain their rights and duties in the education of the children, even though they delegate them in part to the school. The support and collaboration of the parents/guardians are in all cases are considered indispensable for the overall success of the child.
2. The school diary should be checked and signed every day for any instructions that may have been given and for homework as well. Please check the diary for remarks regularly.
3. Enrolment in the school implies, on the part of the parents and students, willingness to comply with the requirements and regulations of the school.
4. Parents are requested to notify the school authorities whenever there is a change in their address or telephone numbers, as recorded in the Identity Certificate in the school diary, and School ID.
5. Parents and guardians are not allowed to meet their wards or interview teachers during the class hours without due permission of the principal
6. Parents **POSITIVE COOPERATION** with the school is absolutely essential for the constructive upbringing of their sons/daughters. They are strongly exhorted to co-operate with the school:
 - a) By urging their wards to be regular and punctual in attendance.
 - b) By checking the School diary on a regular basis.
 - c) By seeing that their wards are diligent at their homework and lessons.

- d) By insisting on neatness and cleanliness in their books, shoes (both black and canvas) and personal appearance.
 - e) By occasionally meeting the Principal / Vice Principal and Teachers to discuss the progress of their wards.
-
- 7. Periodical reports, and the Report Card, will keep parents / guardians informed of the progress of their wards.
 - 8. Ordinarily communication with parents / guardians is made through the School diary or WhatsApp group or through the school website.
 - 9. School campus is no smoking area on all days. Please do not bring disposable bottles, plastic items, chewing gums and other unhealthy eatables in to the school campus.
 - 10. Exemplary behaviour is expected from students and parents in the school campus and outside the school campus.
 - 11. Parents/Guardians threatening the school by various methods, by levelling malicious or false allegations or spreading rumours or giving false information which tends to bring into disrepute the school or its employees or spreading panic among them might result in issuing of Transfer Certificate to their ward from the school.
 - 12. All communication to the school should be addressed to the Principal.

ISLA LIBRARY RULES

- 1. Strict silence and order must be observed by all in the library.
- 2. Every student of the school has access to the library during the library hours.
- 3. All articles personal belongings and bags must be left outside when entering the library. Only an exercise-book and library book, may be taken into the library.
- 4. Books exclusively meant for consultation are not to be taken out of the library. They remain available to all students all the time.
- 5. Before leaving the library every student must submit for scrutiny the books borrowed.

6. Books borrowed from the library must be returned directly to the librarian. They must not be circulated. A student who circulates books borrowed from the library may have his/her library card withdrawn and be fined as well.
7. Any defect noticed in a book that is borrowed, the librarian should be notified. Failure to do this checking renders one liable to be considered responsible for the defect noticed on the return of the books. Fine will be imposed for the damages done to books and articles in the library.
8. Book lost must be replaced by the borrower.
9. A remark will be entered in the library page of the school Diary for every book returned late. Three such remarks will result in the withdrawal of the lending card and a fine of Rs. 50/- may be imposed.

ISLA COMPUTER LAB RULES

1. The computer lab is a place of learning and serious work. For this "silence" is a very necessary element.
2. Dust is the greatest enemy of the computer. Clean your shoes before entering the computer room.
3. Take nothing into the computer room without the prior permission of the teacher.
4. The computer is complicated instrument which is learned through instruction and operation. Follow the instruction of your teacher carefully.
5. The computer is a very delicate and expensive machine. Damages must be paid by the student. Report immediately any kind of defect or damage, so that prompt action can be taken and the machine is available for the next user.
6. The chairs provided should be used with care and must be placed in order before you leave the lab
7. No pendrive or any external hard disk will be used in the Lab.

HINTS FOR ALL FOR GOOD CONDUCT ATTITUDE TO GOD

- o Remember we have been created in order to love and serve God, our Creator and that all learning and wealth in this world amount to nothing without the fear of God on which our temporal and eternal welfare depend.
- o Give glory to God for whatever learning you have for He is the author of every good. Do not take glory in any ability.
- o Give yourself to the virtue while you are young. The virtues to be cultivated most are modesty (purity) humility, obedience, kindness, truthfulness & gratitude.
- o By modesty, is meant a proper and decent manner of speaking and acting. This virtue is one of the best ornaments of your age.
- o Avoid any kind of sin; especially three evils should be particularly avoided:
 - o Taking the name of God in Vain;
 - o Impurity in thought, work or deed;
 - o Stealing
- o These evils draw God's anger upon us. But if we keep these evils far away from us, God will never fail us with His blessings.

ATTITUDE TO TEACHERS

- o The students should look upon their class-mates as Brothers & Sisters and upon their Teachers as Superiors as Fathers/ Mothers.
- o Respect every teacher whether of your class or not. Be grateful to those who taught you in the past. Show your teacher those exterior signs of reverence to which they are entitled, greet them whenever you meet them.
- o Be convinced that your teachers deeply feel their serious obligation of promoting your welfare in the best way they possibly can, and that in advising, commanding and correcting you, they have nothing else in view but your own good.

- o After piety, study is most praiseworthy. Therefore, your first occupation must consist in doing the tasks assigned to you by your teachers.
- o Always rise when your teachers enter the class and again when they leave. If they delay in coming do not make any noise, but rather, review your lesson or read the text books.
- o During class avoid whispering or interrupting. Movement from class to any place and back to class room should be in line and silence.
- o Exit in line and orderly manner.

ATTITUDE TO CLASS MATES

- o Strive to edify your school mates by your good example at all times. In fact no sermon is more efficacious than good example.
- o Never make fun of those who are weak in their studies. Let there be no ridiculing of any one on account of his/her physical defect. What you laugh at or despise in others may someday befall you.
- o Gladly help one another at recreation; make no distinction in the choice of your companions. Let no one be slighted in any game and let there be no selfishness. If there be need to make a sacrifice for the sake of the team let it be made cheerfully.
- o When you are asked by the school authority regarding the conduct of some of your companions, answer to the best of your knowledge especially when it is a matter of preventing or remedying some evils. To be silent would not be beneficial to your companion and would be offensive to God. Always avoid exaggeration and speak truthfully.

BEHAVIOUR AT SCHOOL

- o To write or draw on the white board (except when called upon to do so), to write offensive words, to soil walls or maps or anything else are things absolutely to be avoided.

- o Take great care of your text-books, copy books and other belongings. Beware of appropriate in your neighbour's property even if it be the smallest thing. Should you find a lost article, give it at once to the Vice Principal / Principal.
- o Keep the floor clean by allowing no paper or ink to fall on it. Cleanliness and purity of soul are reflected by a clean and neat exterior.
- o Do not speak ill or weakness of your mates, or of the discipline or management of the school. Everyone is perfectly free to remain or not to remain in the school.
- o Always speak well of your school and your teachers.

BEHAVIOUR IN THE AUDITORIUM

- o Performances on the stage of the school auditorium are permitted for your instruction and entertainment. They should help to bring out the fine qualities of your hearts, and never be an occasion for the sin.
- o Attend all performances cheerfully. Be grateful to the school management for such opportunities.
- o To enter the auditorium in such a hurry or even to run the risk of hurting your companions, to try to go ahead of others in order to secure a better seat, to stand when you should be seated, to shout, to whistle, to boo or hiss, or in any other way give evidence of disapproval or dislike, are things absolutely to be avoided.
- o Do not ridicule any one for his/her mistakes or awkwardness. When the curtain is lowered, applaud generously but not boisterously.
- o Be well mannered also when things have not been according to your taste or as perfect as you expected them to be.
- o In leaving the auditorium do not push or shove one another. Go out in an orderly manner.

SUPERVISED STUDY AT HOME

1. Suggestions for self-study

a) To the Parents

- ❖ To avoid heavy load of work at the time of examinations for your ward you are required to:
- ❖ Provide a fairly convenient place for his/her study at home. Provide a desk and a chair. Studying on the bed is to be discouraged.
- ❖ Make a study time table for him/her and see that he/she works at it at least three hours daily.
- ❖ If a child studies his/her daily lessons, supervised and guided by the parents, private tuitions are not required.

b) To the students

- ❖ See that every day you devote at least one hour each for Language and Mathematics. Ø Do the Home Works assigned to you at the proper time.
- ❖ Cover your text and exercise books and keep them neat and tidy.
- ❖ Go through your daily class routine and bring the required text and exercise books to school.
- ❖ Revise the old portions of different subjects every day by rotation.
- ❖ Effective study methods will lead to an understanding and knowledge of your subjects, which will enable you to discuss or write about the matter with confidence.
- ❖ Everyday practice Handwriting for ten minutes.
- ❖ Get into the habit of reading Library Books.

ACADEMIC CALENDAR & EXAM TIME TABLES

- ❖ The academic calendar of every month with its events will be displayed in the school notice board and on the school website
- ❖ The exam schedule for the Unit Tests 1st, 2nd, Half Yearly and final will be displayed in the school notice board and on the school website

LEAVE RECORD

No. of Days & Date	Reason (with parents/ guardians signature & Date)	Teacher's Signature	Principal/ Vice principal's Signature

LEAVE RECORD

No. of Days & Date	Reason (with parents/ guardians signature & Date)	Teacher's Signature	Principal/ Vice principal's Signature

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LEAVE RECORD

No. of Days & Date	Reason (with parents/ guardians signature & Date)	Teacher's Signature	Principal/ Vice principal's Signature

ABSENT DAYS RECORD
(Tick the absent days)

	FEB	MAR	APR	MAY	JUN	JUL
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

ABSENT DAYS RECORD
(Tick the absent days)

	AUG	SEP	OCT	NOV	DEC	TOTAL
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

TEACHER'S REMARK

Date	Remark	Teacher's Signature	Parents/Guardians Signature

TEACHER'S REMARK

Date	Remark	Teacher's Signature	Parents/Guardians Signature

TEACHER'S REMARK

Date	Remark	Teacher's Signature	Parents/Guardians Signature

TEACHER'S REMARK

Date	Remark	Teacher's Signature	Parents/Guardians Signature

TEACHER'S REMARK

Date	Remark	Teacher's Signature	Parents/Guardians Signature

Regularity Record LATE

Name:

Class: Roll No:

Sl. No.	Date	Time of Arrival	Principal/vice principal Signature	Class Teacher's Signature	Parents/ Guardians Signature
1					
2					
3					
4					
5					
6					
1 st warning: Parents call					
1					
2					

1st warning: Parents call

Regularity Record LATE

Name:

Class: Roll No:

Sl. No.	Date	Time of Arrival	Principal/vice principal Signature	Class Teacher's Signature	Parents/ Guardians Signature
1					
2					
3					
4					
5					
6					
1 st warning: Parents call					
1					
2					

1st warning: Parents call

Regularity Record LATE

Name:

Class: Roll No:

Sl. No.	Date	Time of Arrival	Principal/vice principal Signature	Class Teacher's Signature	Parents/ Guardians Signature
1					
2					
3					
4					
5					
6					
1 st warning: Parents call					
1					
2					

1st warning: Parents call

Regularity Record

EARLY DEPARTURE

Name:

Class: Roll No:

[illegible]

Regularity Record

EARLY DEPARTURE

Name:

Class: Roll No:

[illegible]

Regularity Record

EARLY DEPARTURE

Name:

Class: Roll No:

[illegible]

HOME WORK

Name:

Class: Roll No:

Date	Remark	Teachers Signature	Parents/ Guardians Signature

HOME WORK

Name:

Class: Roll No:

Date	Remark	Teachers Signature	Parents/ Guardians Signature

HOME WORK

Name:

Class: Roll No:

Date	Remark	Teachers Signature	Parents/ Guardians Signature

HOME WORK

Name:

Class: Roll No:

Date	Remark	Teachers Signature	Parents/ Guardians Signature

Regularity Record
TEXT BOOK/NOTE BOOK NOT BROUGHT

Name:

Class: Roll No:

Date	Remark	Teachers Signature	Parents/ Guardians Signature

Regularity Record
TEXT BOOK/NOTE BOOK NOT BROUGHT

Name:

Class: Roll No:

Date	Remark	Teachers Signature	Parents/ Guardians Signature

Regularity Record
TEXT BOOK/NOTE BOOK NOT BROUGHT

Name:

Class: Roll No:

Date	Remark	Teachers Signature	Parents/ Guardians Signature

Regularity Record
TEXT BOOK/NOTE BOOK NOT BROUGHT

Name:

Class: Roll No:

Date	Remark	Teachers Signature	Parents/ Guardians Signature

Regularity Record
TEXT BOOK/NOTE BOOK NOT BROUGHT

Name:

Class: Roll No:

Date	Remark	Teachers Signature	Parents/ Guardians Signature

WARNING CRITERIA

The following shall be observed very strictly for warning the students:

- ❖ A student will be given 3 written warnings for any type of misbehaviour. After 3 warnings if a student:
- ❖ Does not do Homework – 3 marks will be deducted. (From the concerned subject teacher)
- ❖ Does not do Class work - 1 mark will be deducted. (From the concerned subject teacher)
- ❖ Misbehaves in the class- 2 marks will be deducted (From the concerned subject teacher)
- ❖ Using slang words- 2 mark will be deducted. (From any major subject) by class teacher
- ❖ Fights and abuses each other in or outside the class or any violent behaviour- 2 marks will be deducted (from any Major subject) by class teacher
- ❖ Gets caught Cheating, lying, stealing- 2marks will be deducted from any major Subject.
- ❖ Indulges in any sort of indiscipline and misbehaviour – 2 marks will be deducted (from any Major subject)
- ❖ Violates dress code or comes to school without proper dress or incomplete uniform- 1mark will be deducted (from any major subject)
- ❖ If any student gets more than 5 such deductions, parents will be called and suspension for 3 days will be given. Even after suspension if the student does not improve T. C. will be issued without any consideration.
- ❖ If any student is caught with any unpermissive articles such as mobile, laptops, tabs, any magazine or books or any other articles which are not allowed shall be penalized by suspension for 3 days. The confiscated article shall not be returned. In case the parents persist in returning the article, it shall be given provided the student is removed from the school. The school shall issue T.C. in such cases.

MY PROGRESS IN STUDIES
MARKS OBTAINED IN 1st UNIT TEST

Sl. No.	Subjects	Theory Mark	Internal	Total
1	English I			
2	English II			
3	Mathematics			
4	Science			
5	Social Studies			
6	Computer			
7	GK			
8	Hindi			
9	Moral Science			
10	Khasi/Alt. English			
11	Music			
12	Drawing & Handwriting			
13	Spelling & Dictation			
14	Modelling Clay			
	Total			
	Percentage (%)			
	Remark			

MY PROGRESS IN STUDIES
MARKS OBTAINED IN HALF YEARLY EXAM

Sl. No.	Subjects	Theory Mark	Internal	Total
1	English I			
2	English II			
3	Mathematics			
4	Science			
5	Social Studies			
6	Computer			
7	GK			
8	Hindi			
9	Moral Science			
10	Khasi/Alt. English			
11	Music			
12	Drawing & Handwriting			
13	Spelling & Dictation			
14	Modelling Clay			
	Total			
	Percentage (%)			
	Remark			

MY PROGRESS IN STUDIES
MARKS OBTAINED IN 2nd UNIT TEST

Sl. No.	Subjects	Theory Mark	Internal	Total
1	English I			
2	English II			
3	Mathematics			
4	Science			
5	Social Studies			
6	Computer			
7	GK			
8	Hindi			
9	Moral Science			
10	Khasi/Alt. English			
11	Music			
12	Drawing & Handwriting			
13	Spelling & Dictation			
14	Modelling Clay			
	Total			
	Percentage (%)			
	Remark			

MY PROGRESS IN STUDIES
MARKS OBTAINED IN FINAL EXAM

Sl. No.	Subjects	Theory Mark	Internal	Total
1	English I			
2	English II			
3	Mathematics			
4	Science			
5	Social Studies			
6	Computer			
7	GK			
8	Hindi			
9	Moral Science			
10	Khasi/Alt. English			
11	Music			
12	Drawing & Handwriting			
13	Spelling & Dictation			
14	Modelling Clay			
	Total			
	Percentage (%)			
	Remark			

**APPLICATION FORM FOR TRANSFER CERTIFICATE
(TO BE FILLED BY PARENTS/GUARDIANS)**

To, Date:
The Principal,
Don Bosco Hr. Sec. School, Smit

Subject: Application for Transfer Certificate

Name of the Student in block letters:

Class: Roll No: Section:

Date of leaving the school:

Reason for leaving:

If He/She will continue in another school, specify the name of the school if known:

.....
Signature of the Parent/Guardian

Note: This form must be submitted to the school office at least 3 weeks in advance from the date or day of leaving.

School fees paid	
1st instalment:	
2nd instalment:	
3rd instalment:	
4th instalment:	
Any other dues:	

Principal's Signature