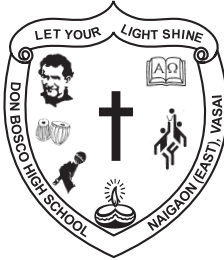


DON BOSCO HIGH SCHOOL & JR. COLLEGE

P. O. - Juchandra, Tal - Vasai. Dist. - Palghar.
Pin. - 401 208, Naigaon (E) Tel.: 82630 64116 / 86258 95584
www.donbosconaigaon.org
School Calendar For 2022 - 2023



IDENTITY CERTIFICATE

Name

Std. Div Roll No.

G. R. No. Date of Birth :

Address of Parent or Guardian

Home:

.....

Father's Mobile Number :

Mother's Mobile Number :

This Handbook is to be brought daily to school.

SCHOOL AND JUNIOR COLLEGE TIMINGS

SECTION	REPORTING TIME	CLASS TIMING
NURSERY	11:00 a.m.	11:15 a.m. to 12:30 p.m.
PRE - PRIMARY	07:45 a.m.	08:00 a.m. to 10:45 a.m.
PRIMARY	12:45 p.m.	12:55 p.m. to 05:45 p.m.
SECONDARY	07:00 a.m.	07:10 a.m. to 12:35 p.m.
JUNIOR COLLEGE	12:45 p.m.	12:55 p.m. to 05:45 p.m.

The Principal will be available in the Office
with prior appointment
between 9.30 a.m. to 10.30 a.m.
(Pre – Primary / Primary / Secondary / Junior College)

Reception Timings 8:30 am to 10:30 am

Parents can meet the teachers
with prior appointment
after / before school

Check page no. 28 of the Handbook,
for the Format of the Appointment.

**NO SCHOOL BUSINESS WILL BE TRANSACTED
ON SATURDAYS, SUNDAYS AND PUBLIC
HOLIDAYS.**

**If you have any problem/difficulty, please feel free
to meet the Principal with prior appointment**

NATIONAL ANTHEM

Jana Gana Mana Adhinaayak Jaya He
Bharata Bhagya Vidhata Punjaba Sindhu
Gujarata Maratha
Dravida Utkala Banga
Vindhya Himachala Yamuna Ganga,
Uchchala Jaladhi Taranga
Tava Shubha Name Jage,
Tava Shubha Aashisha Mange,
Gahe Tava Jaya gatha,
Jana Gana Mangala Dayaka Jaya He,
Bharata Bhagya Vidhata,
Jaya He, Jaya He, Jaya He,
Jaya Jaya Jaya, Jaya He.

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/ I shall always strive / to be worthy of it /

I shall give my parents, teachers and all elders respect / 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.”

प्रतिज्ञा (मराठी)

भारत माझा देश आहे. सारे भारतीय माझे बांधव आहेत. माझ्या देशावर माझे प्रेम आहे. माझ्या देशातल्या समृद्ध आणि विविधतेने नटलेल्या परंपरांचा मला अभिमान आहे. त्या परंपरांचा पाईक होण्याची पात्रता माझ्या अंगी यावी म्हणून मी सदैव प्रयत्न करीन.

मी माझ्या पालकांचा, गुरुजनांचा आणि वडिलधात्या माणसांचा मानठेवीन वसर्वांशी सौजन्याने वागेन.

माझा देश आणि माझे देश बांधव यांच्याशी मी निष्ठा राखीन. त्यांचे कल्याण आणि त्यांची समृद्धी ह्यांतच माझे सौख्य सामावलेले आहे.

PRAYER BEFORE CLASS

Father we thank you for the night,
And for the pleasant morning light.
For rest and food and loving care,
And all that makes the world so fair.
Help us to do, the things we should,
To be to others kind and good.
In all we do in all we say,
To grow more loving every day.

UNIVERSAL PRAYER

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.
Do not let us fall into temptation
but deliver us from evil.
Amen

PRAYER AFTER CLASS

O God, the source of all knowledge, grant that we may remember what we learn, we offer you our work and endeavours, our failures and successes. Forgive us our short-comings and give us the courage to follow always the path of truth.

Seat of wisdom
Don Bosco

Pray for us
Pray for us

IMPORTANT RULES AND REGULATIONS

SR. NO.	CONTENT	PAGE NUMBER/ POINT NUMBER
1.	Application for Transfer Certificate	Pg. 20 Point (II) 1,2,3,4 Pg. 24 Point 9
2.	Rules regarding Hand Book	Pg. 20 Point (I) 4 Pg. 33 Point (A) 1 [i,ii,iii,iv]
3.	Rules regarding Mobile Phones	Pg. 35 Point 12 Pg. 22 Point 16
4.	Rules regarding participation in Sports Day and Annual Day	Pg. 22 Point 18 Pg. 36 Point 14
5.	Rules regarding Payment of Fees while Joining or Leaving the School	Pg. 20 Point (II) 2,3,4 Pg. 24 & 25 Point (VI) Pg. 37 Point 27
6.	Rules regarding Absence of Pupil	Pg. 20 Point (I) 2,3. Pg. 21 Point 5 Pg. 25 Point (VII) Pg. 26 Point (VIII) 2. Pg. 35 Point 5 Pg. 36 Point 19,21,22. Pg. 37 Point 23,26.
7.	Rules regarding Pupil Leaving during School Hours	Pg. 36 Point 20 Pg. 37 Point 25
8.	Pro – forma to take Appointment with Teachers	Pg. 28
9.	Behavioral Policy	Pg. 29 To 40

I state that I have read and understood the following important rules and regulations of the school.

Father's / Guardian's
Signature

Mother's / Guardian's
Signature

VISION

**To create Leaders and Ambassadors,
to live and promote,
Human and Spiritual Values in the society.**

MISSION

**To provide affordable education to students,
regardless of caste and creed.**

**To attend to the All Round Development of the student
and provide opportunities for their physical, mental,
emotional and spiritual growth.**

**To create a mentally of excellence in every field,
coupled with concern and sensitivity to the poor
and needy students, regardless of caste and creed.**

➤ **ALL HAIL TO YOU DON BOSCO** ➤

All hail to you, Don Bosco!
You were so young in soul.
Come back again and help us.
Rejuvenate our world.

See how many youth are weary,
Lacking faith and hope and love.
See how many are forsaken:
No peace, no joy, no comfort, no light.
Don Bosco, come and lead the way.

See how feverishly we struggle
For the cause of truth and right;
See how much we are committed
To give the world a new lease of life.
Don Bosco, come and lead the way.

Yes, you know how much it costs us
For the coming of a new day
As we work in harmony,
Where every one is truly free.
Don Bosco, come and lead the way

➤ **FATHER OF MANY YOUNGSTERS** ➤

Father of many youngsters,
Father, do listen to our music,
In it our love we tell.
All that perennial youthful vigour
Your heart once overflowed with,
Infuse in us as well.

**Bosco, good teacher, friend and father
Of youngsters from all over,
We still look up to you!
Open our hearts to Christ our savior,
Sustain us in our striving
To build our world anew. Oh.....**

Joyful, our life with you is joyful,
Our life with you is music: a cheerful melody.
That love you had for all your children
Is still alive among us,
As it shall always be..

↔ **RAISE YOUR VOICES** ↔

Raise your voices and sing the praises
Of the the father of all youth.
How he loved them,
And ever sought them
Turned their hearts towards their God.
Mother Mary.
Exalt thy servant.
How he loved thee and praised thy name.
Hearken to our humble voices
And share with him thy glory.

Don Bosco be with us.
Don Bosco watch over us.
Don Bosco for ever our model be.
Don Bosco be with us.
Don Bosco watch over us
Don Bosco for ever our model be.

Let us gather in veneration
Of the father of all youth.
We revere him
With much affection
For the favours we receive.
Mother Mery,
Was his teacher,
Guiding him to be an educator.
So that hand in hand with jesus,
He could bless young people forever.

↔ TEACHER OF THE WORLD ↔

**God had called Don Bosco
From being a shepherd
To being a father to all children.
God had called Don Bosco
From little Becchi
To being a Teacher of the world**

You revealed to many youth the tenderness of
Jesus Christ, and through your goodness they
believed that God is faithful in His love.

you created leaders who were strong in faith and
wisdom, and you sent them off to distant lands to
spread the Gospel of his joy.

You endure rejection when you offered to the
Poor, abandoned youth
a festive oratory, a space where they could learn to pray.
You began a family that networked far and wide to make
your dream for education reach young people right
across the world.

↔ LONG LIVE DON BOSCO ↔

Long ago God sent His Spirit: love and Courage He infused
In the few His Son had chosen; sent them out
To spread Good News.
Then again in eighteen fifteen, in a shed a boy was born:
Destined to be liberator of the world's forgotten young.

We thank you God Almighty for your very special love.
In giving us Don Bosco, a blessing from above;
A love reaches out to touch the lonely and the poor;
The once-abandoned youngsters are desolate no
more.

**Long live, Long live
Long live Don Bosco,
Our father and our friend,**

**Long live, Long live
Long live Don Bosco,
Your blessings on us send**

We thank you, God of happiness, for giving us this saint.
His smiling face and friendly hand have helped us to sustain
That rich and precious heritage; the joy of sanctity
To sing an alleluia despite monotony.

↔ **A LITTLE VILLAGE JUGGLER** ↔

Now there was once a little village juggler
Who thought of plans his heart could not contain.
The many troubles encountered on his journey
With faith and hope he calmly overcome.
One day he dreamed he'd be a loving shepherd
Transforming wolves into submissive sheep.
Across the world, to youth of many cultures
He's still a father and a friend to those who seek.

**Father John Bosco, Friend of all young people,
You are our Leader sent from above.
Your smile reminds us that happiness consists in
"Doing our duty, cheerfully with love",**

Today our world is still in need of people.
Who spend their lives for truth and honesty:
Who give themselves in service to their neighbour,
Who dare to be the change they want to see.

Are we the ones to follow in their footsteps?
Will we allow our talents to unfurl?
Is not our duty far deeper than good fortune?
Are we resolved to build a better world?

➤ FROM THY PLACE AMONG THE ANGELS ➤

From thy place among the angles o'er thy children thou
art bendings And in thy paternal fondness to their simple
prayers attending O celestial protector of our youth from
vice and sadness.

Down into our hearts thou pourest all the peace of
purest gladness

O Don Bosco! O Don Bosco!
Accept the hymn of loving praise we raise to thee.
Crowned in glory on the wings of faith and love and joy
for aye.

O Don Bosco! O Don Bosco!
Accept the hymn of loving praise we raise to thee.
Crowned in glory on the wings of faith and love and joy
for aye.

➤ HOW VERDANT WAS YOUR VALLEY ➤

How verdant was your valley
and the freshness of the morning
To be light and life to others,
As you gave your love to others,
It wasn't very easy
Being humble, steadfast, holy,
For the blessings you have won us,
For the blessings you have won us.

You are Don Bosco, patron of youngsters,
The father and friend of youth,
The father and teacher of all that's pure and right and
true.

You are Don Bosco, patron of youngsters,
The father and friend of youth,
The father and teacher to whom we owe our gratitude.

The reason of your dreaming
Had soon revealed a meaning,
To donate your life entire,

And you gave your life entire,
You witnessed joy and sorrow;
Each day the same would follow,
Till your dream became a mission.
Till you dream became a mission.
And now our hearts our brimming
With gratefulness and yearning
To be signs of peace among us,
To be signs of peace beyond us.

We're on a special journey
Determined and securely
To be witness to others.
To be witness to others.

WELCOME TO OUR LAND, OH! ST. JOHN BOSCO

The many years that passed since you were among your children.
Have not diminished their desire to call you Father,
Your gentle smile has lifted thousands from desolation;
And millions more await the moment of your encounter.

**Welcome to our land, O St. John Bosco.
We have been waiting all these years to thank you.
In the education we receive, your wisdom we
perceiveto help us grow in Freedom!
(End: to show the way of Life)**

As citizens of our dear nation we come to honour you.
The memory of what you taught us yet lingers on.
The gentle hand that once had blessed and rejuvenated.
Now reaches out to touch your children where they belong.

Teach us to live what you have taught us and take
the lead.
In giving what we have been given to those in need.
And may we stand up for young people without
their rights
Help us to change what needs a changing by holy lives.

COME LORD JESUS, SHINE YOUR LIGHT

O God, our loving Father,
Our Source and Font of Life.
We thank you for the call to be the Witness of Light.
You gave the world a Message in Jesus Christ your Son,
That dawn may always triumph and night be overcome.

**Come Lord Jesus, shine you light!
come Shine your light on India,
On our people, on our beloved land.
Heal the tensions that divide us,
Give us courage to unite us,
Trustees of our Father's plan.**

And bless Holy Spirit, our efforts to relieve
The pain of those who suffer, those who struggle to believe.
Renew the mediocre, confirm the ones that pray:
Embrace the persecuted; bring back the sheep that stray.
May hearts and minds be peaceful; may freedom be for
free; May hands unite in service, may honesty abound.
My truth be sought with patience and may knowledge be
the key. May class and caste and culture be not the things
that count;

→ इतनी शक्ति हमें देना दाता ←

इतनी शक्ति हमें देना दाता
मन का विश्वास कमजोर हो ना,
हम चलें नेक रस्ते पे, हमसे,
भूलकर भी कोई भूल हो ना ६

दूर अज्ञान के हो अँधेरे,
तू हमें ज्ञान की रोशनी दे,
हम बुराई से बचके रहें हम,
जितनी भी दे भली जिन्दगी दे,
बैर हो ना किसी का किसी से,
भावना मन में बदले की हो ना,

हम चलें नेक रस्ते पे, हमसे,
भूलकर भी कोई भूल हो ना ।

हम ना सोचें हमें क्या मिला है,
हम ये सोचें किया क्या है अर्पण,
फूल खुशियों के बाँटे सभी को,
सबका जीवन ही बन जाय मधुबन,
ओ, अपनी करुणा का जल तू बहा
कर दे पावन हर एक मन का कोना

हम चलें नेक रस्ते पे, हमसे,
भूलकर भी कोई भूल हो ना ।

➔ ऐ मालिक तेरे बंदे हम ➔

ऐ मालिक तेरे बंदे हम
ऐसे हो हमारे करम
नेकी पर चलें और बदी से टलें
ताकि हँसते हुए निकले दम

बड़ा कमज़ोर है आदमी
अभी लाखों हैं इसमें कर्मी
पर तू जो खड़ा है दयालू बड़ा
तेरी कृपा से धरती थमी
दिया तूने जो हमको जनम
तू हि ले लेगा हम सबके गम
नेकी पर चलें ...

ये अंधेरा घना छा रहा
तेरा इंसान घबरा रहा
हो रहा बेखबर, कुछ न आता नज़र
सुख का सूरज छिपा जा रहा

है तेरी रोशनी में वो दम
जो अमावस को कर दे पूनम
नेकी पर चलें ...

→ सारे जहाँ से अच्छा ←

सारे जहाँ से अच्छा, हिन्दोस्ताँ हमारा,
हम बुलबुले हैं इसकी, ये गुलिस्ता हमारा ।
पर्वत हो सबसे ऊँचा, हमसाया आसमाँ का,
वो संतरी हमारा, वो पासबां हमारा ।
गोदी में खेलती हैं, जिसकी हज़ारों नदियां
गुलशन है जिसके दम से, सशके जहाँ हमारा ।
मजहब नहीं सिखाता, आपस में बैर रखना
हिन्दी हैं हम वतन हैं, हिन्दोस्ताँ हमारा ।



DON BOSCO HIGH SCHOOL & JR. COLLEGE, NAIGAON (E)

SCHOOL INFORMATION

Don Bosco High School & Jr. College, Naigaon (E), founded in the year 1999, is an English Medium, Co - educational school and college, run by the Salesians of Don Bosco. The school functions under minority rights. However, it offers it's service to all, without distinction of caste, creed or religion.

Like other Salesian institutions, the aims and objectives of Don Bosco High School and Jr. College, Naigaon, include an integral development of the pupil, in addition to academic excellence. It's aim is to impart sound education, instill praise - worthy character, create a balanced judgement and achieve a robust physique, so as to enable its pupil to blossom into good citizens, capable of assuming responsibility and ready to face the challenges of the modern world.

DON BOSCO The Founder

AND THE FULFILMENT OF HIS DREAM IN WESTERN INDIA TODAY

John Melchior Bosco was born into a family of poor farmers on 16 August, 1815 in Becchi, a hamlet near Turin, Italy. His father died when he was two years old. His mother, Mama Margaret took on the task of bringing up her three children with love, discipline and great courage. She taught them to till the soil and to see God's presence in all things, i.e. in the beauty of the sky, in the abundant harvest and in the storm which destroyed their vines. A mysterious dream at the age of nine left an indelible stamp on John's life. He was amidst scruffy street kids who were fighting and using abusive language.

He jumped in, to stop the commotion, hitting out wildly with his fists. A majestic personage, who introduced himself as Jesus, stopped him short. He pointed to give John a teacher who would show him how to deal with the ragamuffins, who to John's horror, had turned into ferocious beasts. At that instant a beautiful lady appeared - Mary, the mother of Jesus. "Not with blows", she said, "but with loving kindness!" And as she spoke, the wild beasts became gentle lambs. She left him with an agenda for life: "Make yourself humble, steadfast and strong." John saw in the dream a divine commission to work for poor and abandoned boys. The long years that followed were filled with an amazing enthusiasm to make that dream come true. These years were not without their share of hardship and humiliation. To pursue his dream, John began his studies for the priesthood. He had to leave home to join the city school. Being bigger than his classmates, he was often the object of much ridicule. Little did they know what it cost him working after school to earn whatever he could and studying by candle light at night. John was ordained a priest in 1841 and took as his counsellor Don Joseph Cafasso, a teacher with a very down-to-earth spirituality. On his advice, John explored human misery through the lanes and market places of Turin; What he saw deeply disturbed him.

Everywhere he saw young people unemployed and roaming the streets. His visits to the prisons disturbed him even more. He made up his mind: "At all costs must stop boys from ending up here." He began a relentless search - through markets and taverns for boys in need of food, shelter and education. On 8 December, 1841, a migrant youth from Asti entered the church to seek warmth from the bitter cold. The angry servant drove the boy out. Don Bosco ordered him to bring 'his friend' back. Then putting a warm arm around the boy - Bartholomew Garelli - he sat down and began to teach him to pray.

Don Bosco invited Bartholomew to come again on condition he brought his friends too. Three days later, he had around him nine urchins; a month later, twenty five, and soon the number grew to eighty. By the summer of 1842 he had over three hundred boys! This large following of street kids angered the neighbours; it cost Don Bosco a lucrative job as the chaplain of a rich countess. It enticed the political insurgents to consider using his boys to further their prospects for an independent Italy. The impending political revolution and the possibility of the boys joining the rebels instigated some bureaucrats to dissuade Don Bosco from gathering the boys. Some of his superiors questioned the meaning of his priesthood; a few of his fellow priests arranged to have him locked up in a mental asylum saying it was 'for his own good.' Meanwhile the boys who frequented Don Bosco's club began to accept him as their father, friend and guide. Some expressed their desire to become like him. And so the Salesian Society comprising of priests and lay brothers was born (the word 'Salesian' is from the name of St. Francis of Sales, a saint whom Don Bosco admired for his conversion from an angry young man to a kind and gentle bishop.) As his work gained recognition and spread beyond the confines of Italy, Don Bosco felt inspired to begin new initiatives to reach out to more young people. He founded the Institute of 'The Daughters of Mary Help of Christians' to extend his educational service to girls. He established 'The Union of Salesian Co-operators' a third order of lay people who serve youth while being members of their families. Don Bosco breathed his last in the early hours of 31st January 1888. The greatest gift he left posterity is his unique system of education, inspired by his one magnificent obsession: 'It is enough to know that you are young and abandoned for me to love you very much.' A century after the death of

Don Bosco, thousands of people have dedicated their lives to continue his apostolic love for young people. As members of the three orders that form the core of Salesian Family, they profess to be 'signs and bearers of God's love for the young.

Today there are around 15,500 Salesians of Don Bosco (Fathers and brothers of Don Bosco) over 100 provinces in 131 nations, spread out in all 5 continents. In India there are closed to 2500 Salesians working in 12 provinces.

The Salesians came to India in 1906 and established themselves in Tanjavur, Tamilnadu. In 1921 they accepted to take up work in North-east India. In 1926 the Bishop of Daman appealed to the provincial of Salesian India to send Salesians to Mumbai. Two years later four Salesian led by Fr. Hauber were sent to Mumbai to take charge of the Immaculate Conception School and Boarding for boys at Tardeo. The school was renamed '**Don Bosco School**' and was given canonical status in 1933. Having established themselves firmly in Mumbai and Panjim, the Salesians expanded rapidly. In 1972 the province of Mumbai was formed. This increased the rate of growth in Maharashtra, Goa, Gujarat, Karnataka and Western Madhya Pradesh. All through these years and through the diversity of their projects, the Salesian focus has always been "**service to youth after the mission, pedagogy and spirit of Don Bosco**" They work with the firm belief that investment in youth resource development is the only sure way of building up a better nation and a more human world.

DON BOSCO SCHOOL AND JUNIOR COLLEGE

I. GENERAL INFORMATION:

1. Great stress is laid on Punctuality, Regular Attendance and Discipline.
2. Absence without prior permission on the first day and the last day of class after any vacation is not permitted.
3. The same applies to important days such as 15th August and 26th January.
4. Each pupil must possess a copy of the handbook which should be well maintained. The handbook must be brought to school / college daily. If the pupil does not do so, his/her parents can be called and asked to bring the handbook to the School / College. The student may also be refrained from attending classes till the handbook is brought.

II. ADMISSIONS AND WITHDRAWALS:

1. 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.
2. The application for a Transfer / Leaving Certificate should be submitted in written by the Parent / Guardian to the Principal. If the application is not received by the 15th of the month, the fees for the following month will be charged.
3. One month's notice is to be given before the withdrawal of a student otherwise the fees for that month will be charged.
4. Student who leaves the school in April must also pay the fees for May.
5. The Original Birth Certificate of a pupil, submitted at the time of admission will be kept with the school and will not be returned at any point of time after the child is promoted to class - I.

6. No request or demand to return back the Original Birth Certificate will be accepted by the school / College.

III. GENERAL RULES OF DISCIPLINE:

1. Student must be in the School / College premises at the reporting time.
2. At the first bell the students must assemble in their respective places .
3. By the second bell the pupil should be ready in their respective places and should wait for the third bell, which marks the beginning of the session.
4. Students who come after the first bell are considered to be late. Parents of late comers will be called to meet the teacher.
5. Irregular attendance, disobedience or any conduct injurious to the moral tone of the School / College justifies dismissal of the student.
6. Politeness and courtesy in speech and conduct are expected from every student. Any type of discourtesy or disrespect to elders and teachers will be dealt with severely. Similarly using foul language may include suspension or even dismissal.
7. No student is allowed to remain in the classroom during Drill or Recess. Students from one class are not permitted to enter another class.
8. Students will have to pay for any damage done by them in the class or in the campus.
9. Students suffering from contagious or infectious diseases will not be permitted in the School / College.
10. Parents and Guardians are not allowed to see their children or meet the teacher during the School / College hours unless it is urgent.
11. 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.

12. No collection for any purpose is to be done without a prior written permission of the Principal.
13. Violence in any form should be avoided in the School / College.
14. Students are advised to avoid taking part in any political rallies or other activities which may result in violence or communal disturbance in the School.
15. The address record and other details of Parents / Guardians is maintained in the School Office and Website. You are requested to communicate any change in the address and other details immediately to the School Office / Class Teacher and update the Website.
16. Mobile phones, Walkmans, CD's, Magazines and Books of objectionable nature should not be brought to School / College.
17. The School / College prohibits the usage of two wheeler and four wheeler vehicles by the students in the campus.
18. It is recommended that the students participate in all Co - Curricular activities including Annual Day, Games, Sports and other competitions. Practices for the activities are compulsory. No student will be excused, except for a grave reason.

IV. LIBRARY:

The purpose of the school library is to help every member of the school community — students, staff and parents to gain new knowledge, skills, and dispositions for learning and personal development, that they will use throughout their lives.

The school provides you with a library that is traditional as well as digital. Anyone can access the contents of the school library via the school website. However, the staff, students and parents can enter the digital library from the comfort of their homes through the ID and Password

provided to access the Student Data. The school library has about 10,000 books in the form of periodicals , magazines, novels, encyclopedias, art and craft books, career and inspirational stories and more.

The digital library is easy to access. All you have to do is search for the title or the author, and you'll get your book in no time. You don't have to go from shelf to shelf looking for a book.

With our Library Management System, we are able to maintain records of the library. It keeps a track of the availability of a book, each book issued, returned, or added to the library. Parents will be able to track the number of books issued or read by their ward.

The class timetable allots one period a week for library. Books will be distributed accordingly. The students will have to follow the Library Discipline Policy to collect or hand over a book. The following must be noted -

1. Students are responsible for the books issued to them.
2. Marking, underlining, cutting and erasing pages of the books are strictly prohibited and liable to fine. If any imperfection found in the book it should be reported to the school librarian before issuing the books.
3. The loss of book will have to be made good by replacing the book or by paying a fine equal to the value of the book.

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 Experiments without attending the theory classes pertaining to the topic or without completing the Journals.
3. Experiments will not be repeated for absent students.

4. Students should handle apparatus and other equipments in the laboratory carefully, damage or loss of the same will be penalized.
5. Journals of Standard X and XII students are to be certified by the Principal, two weeks before the Preliminary Examination.

VI. SCHOOL AND JUNIOR COLLEGE FEES:

1. All fees have to be paid Online through the App.
2. All School fees must be paid by the 10th of every month.
3. Fees will be accepted in advance, yearly or term wise, others are advised to make regular monthly payment of fees.
4. Those who pay the fees late, will have to pay a fine of Rs.25 /- per month.
5. In case, due to some reasons if a Parent is not able to pay the fees on time, please meet the Principal with appointment in advance before the exams or results and explain your difficulty.
6. Students whose fees are not paid may not be allowed to see their report card on the Open Day.
7. Full fees for the holiday months (November and May) must be paid in advance (October and March) respectively.
8. The fees will not be refunded in any condition.
9. The result and Transfer (Leaving) Certificate will be issued only after all dues have been settled.
10. Concession in fees is granted in special cases to poor and deserving pupils. Concessions are tenable only for the year which they are granted and may be cancelled at any time of the year, if the pupil fails to satisfy the authorities in conduct and application. No concession in fees will be made in favour of those who repeat the class.

11. Written application for Concession in fee must be made to the Principal.

VII. LEAVE OR ABSENCE:

1. Parent's / Guardian's are requested to give their specimen signatures in the spaces provided in the Hand book. Only those specimen 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 call their parents with 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. No leaves will be granted during the examination days unless the student is sick.
4. 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.
5. If a pupil remains absent for a day or more, due to illness or any other plausible reason, he / she must bring a written justification for the absence.
6. If a pupil is ill for two days or more, a letter explaining the absence and a medical certificate must be provided when the pupil returns to school.
7. If a pupil is ill for more than five days, the parent must accompany the child with a medical certificate and a letter explaining the absence.
8. In every case the absence must be recorded in the handbook.

VIII. EXAMINATIONS AND REPORTS:

1. The academic performance of a student is judged through Tests and Examinations throughout the year.
2. Students absent from the examination will be considered as absent. Students absent for any particular subject in an examination will not be re - examined.
3. Students found copying or using unfair means during the tests / examinations will not be allowed to appear for the same paper and will be considered failed in that subject.
4. The prompt checking of the remarks and school reports is the responsibility of the Parents / Guardians.

If the Parents do not come to collect the result on the 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.

IX.A. SCHOOL UNIFORM:

1. All students must come to school in the school uniform which consists of
 - a) Primary : I to IV
Boys : White shirt
: Short pant (Beige color)
: Belt – house wise.
: Plain black shoes, black socks.
Girls : Pinafore (white shirt)
: Belt – house wise, black ribbons.
: Plain black shoes, black socks.
 - b) Secondary : V to X
Boys : White Shirt
: Short pant (V to VII), long pant (VIII to X) (school uniform shade)
: Belt – house wise.
: Plain black shoes, black socks.

- | | | |
|----|-------------|--|
| | Girls | : Pinafore (white shirt)
{Pinafore – school uniform shade} |
| | | : Belt – house wise, black ribbons. |
| | | : Plain black shoes, black socks. |
| c) | Sports wear | : |
| | Boys | : House color P.T. T – shirt and
white pant. (Short pant for I to VII
and long pant for VIII to X) |
| | | : Belt – house wise. |
| | | : white canvas shoes, white socks. |
| | Girls | : House color P.T. T – shirt and
white short divider skirt. |
| | | : Belt – house wise, white ribbons. |
| | | : white canvas shoes, white socks. |

I TO IV students should wear Sports uniform on Tuesdays
V to VII students should wear Sports uniform on
Tuesdays and VIII to X students should wear Sports
uniform on Wednesdays except during Rainy Season.

- 1) From September, (after Rainy Season) , white canvas shoes are compulsory for Sports.
- 2) On School days, (Open house, Practices, Exams, Functions, Extra classes and any other school activities) Students must wear the School uniform.
- 3) Student must be clean in person, dress habit, hair cut and shoes.
- 4) It is not advisable for students to wear kadas, rings, chains, wrist watches (for girls – fancy earrings, Mehendi) except on occasions.

**X. PROFORMA TO TAKE APPOINTMENT
WITH TEACHERS**

Parents who wish to meet teachers to discuss regarding their ward's academic or behavioral issues or to make an enquiry with teachers, can come after / before school hours on week days with prior appointment.

TO TAKE PRIOR APPOINTMENT

PLEASE FOLLOW THE PROFORMA GIVEN BELOW:

Respected Teacher _____,

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 teachers remark.

A. 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 / college can be effective and students can participate positively within our school / college community.

2. Consultation and Data Review

The school / college has developed plan in consultation and collaboration with the school / college 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 maximizing 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

1. 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 / college.
2. 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.
3. The school / college wide expectation teaching matrix below outlines our agreed rules and specific behavioural expectations in all school / college settings.
4. These expectations are communicated to students via a number of strategies, including: Behaviour lessons conducted by classroom teachers.

5. Consequences for Unacceptable Behaviour

1. Don Bosco School and Junior College makes systematic efforts to prevent problematic student behaviour by teaching and reinforcing expected behaviours on an ongoing basis.
2. When unacceptable behaviour occurs, students experience predictable consequences.
3. Our school / college seeks to ensure that responses to unacceptable behaviour are consistent and proportionate to the nature of the behaviour. The school / college 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:

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

MINOR behaviours are those that:

- are minor breaches of the school / college 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 / college behaviour.

3. States and explains expected school / college behaviour if necessary.
4. Gives positive verbal acknowledgement for expected school / college behaviour.
5. If problem behaviour occurs for more than 3 times, a record is made in the Handbook.

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 those that are:

- Repetition of the all minor problems without any improvement even after facing the required consequences.
- That significantly violate the rights of others.
- That put others / self at risk of harm.
- Require the involvement of school / college 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 / college behaviour.

Major problem behaviours may also 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 / college.

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 / college following an immediate period of suspension.

B. THE SCHOOL / COLLEGE DISCIPLINE CODE / RULES

The School / College Discipline Policy will cover the following two aspects:

- A. School / College Rules / Regulations or Discipline Code.
- B. Strategies for Dealing with Unacceptable Behaviour.

A. School / College Rules / Regulations or Discipline Code.

1. Every pupil must have a copy of this hand book which must be way of communicating the positive and the negative behaviour.
 - i. The pupil's name and other details including specimen signature of parents, must be filled in within a week after the re - opening of the school / college.
 - 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. The pupil will not 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 TIMING
NURSERY	11 : 00	11 : 15 To 12 : 30
JUNIOR K. G.	07 : 45	08 : 00 To 10 : 45
SENIOR K. G.	07 : 45	08 : 00 To 10 : 45
PRIMARY	12 : 45	12 : 55 To 05 : 45
SECONDARY	07 :00	07 : 10 To 12 : 35
COLLEGE	12 : 45	12 : 55 To 05 : 45

- i. At the first bell the students must assemble in their respective places .
- ii. By the second bell the pupil should be ready in their respective places and should wait for the third bell, which marks the beginning of the session.
- iii. Running , shouting and hooting 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 in silence along the corridors to the exit.
- iv. It is necessary to observe silence when changing classes 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 end each session devoutly reciting the appropriate prayer. Pupils are expected to stand at attention during the singing of the National Anthem and school / college Anthem.

4. All pupils must come to school / college in the school / college uniform. A pupil who is without proper uniform, must produce a note duly signed by his parent / guardian, failing to which he may be

asked to return home during school / college hours

5. Irregular attendance, habitual idleness, disobedience, malpractices in connection with examinations or conduct, injurious to the moral of the school / college justifies stern action.
6. Pupils are responsible to the school / college authorities not only for their conduct in the school / college, but also for the general behaviour outside school / college. Hence, misbehaviour, even outside the school / college, 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 / college 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 around the school / college premises, but in the baskets or bins provided.
9. Any damage done in class or in the premises will have to be made good by the pupils. The decision of the Principal regarding the amount will be final.
10. The school / college 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.
11. Pupils suffering from contagious or infectious diseases will not be allowed to attend classes.
12. Every pupil shall endeavour to keep up the high moral tone of the school / college by excelling in good manners and deportment, for the smooth running of the school / college. No pupil may bring into the school / college any article,

which may prove to be a source of disturbance. Mobile phones, MP3 players, camera and laptop should not be brought to school / college without explicit written permission from the Principal.

13. The Principal holds the right and the authority to confiscate the above mentioned electronic equipment, which will not be returned.
14. Every pupil must take part in physical exercise, school games, co - curricular and extra - curricular activities of the school / college.
15. Parents and Guardians are not allowed to see their child / ward or interview teachers during school / college hours.
16. The record of the address of parents / guardians is maintained in the school / college office. Any change in the address or telephone numbers should be communicated immediately to the school / college office and class teachers.
17. Private tuitions are discouraged. Staff Members of this school / college should not be approached to take private tuitions.
18. Letters received in the school / college, addressed to pupils will not be delivered.
19. Those who return to school / college absenting themselves without a leave note, shall not enter the class without the sanction of the Supervisor.
20. A Pupil who has been present in the morning, may not go home in the course of school / college hours, except with the permission of the Principal / Vice Principal (or Supervisor / Head Teacher in exceptional cases).
21. The names of those absent without leave for one month or more may be struck off the rolls.
22. All students have to be present on the first day of school / college after any major vacation and

on the last day of school / college prior to any vacation. In case of sickness the school / college authorities must be notified and a medical certificate produced.

23. 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.
24. The school / college observes all public holidays declared by the State Government. Sectional holidays will be granted if applied for in writing.
25. Pupils who are late or absent must bring a written justification in their Handbook, certified by their parents / guardians. The school / college accepts no responsibility if a pupil is obliged to return home during class hours for not complying with this rule.
26. 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.
27. Pupils whose fees are not paid may not be permitted to see their Report Card on the Open Day.
28. The school / college does not have its own transport service. It neither takes responsibility for any other transport service organised by the parents nor will the school / college be held responsible for any accidents, damage, death or any other eventualities.

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 pupil's behavior and a record is maintained in the Handbook. 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 line of action / reference to a specialist, is to help address the pupil's behaviour. A record of this is maintained in 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.

The Following table outlines examples of Major and Minor problem behaviours:--

	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
Being Responsible	Class Tasks	<ul style="list-style-type: none"> ▪ Not completing set tasks that are given 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
	Follow instructions	<ul style="list-style-type: none"> ▪ Failure to respond to adult request ▪ Non compliance ▪ Un co – operative behavior 	<ul style="list-style-type: none"> ▪ Replication of non co – operative behavior
	Accept outcomes for behavior	<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 authorization (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) ▪ Yelling out ▪ Hooting ▪ Disrespectful tone 	<ul style="list-style-type: none"> ▪ Offensive language ▪ Aggressive language ▪ Verbal abuse / directed profanity ▪ Disobedience to minor problems
	Property	<ul style="list-style-type: none"> ▪ Petty theft ▪ Lack of care for the environment 	<ul style="list-style-type: none"> ▪ Stealing / major theft ▪ Willful property damage ▪ Vandalism ▪ Destroying, breaking the school equipment furniture (Parents will have to pay the amount of the equipment broken and maintenance)

A set of behavioural expectations in specific settings has been attached to each of our three school / college rules. The school / college wide expectations, Teaching Matrix below, outline our agreed rules and specific behavioural expectations in all school / college settings.

	ALL AREAS	CLASSROOM	PLAYGROUND	CORRIDOR	TOILETS
BE RESPECTFUL	<ul style="list-style-type: none"> Wear shoes and socks at all times 	<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 	<ul style="list-style-type: none"> Greet Staff Members Keep passage / stairways clear at all times 	<ul style="list-style-type: none"> Respect Privacy of others
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 sports 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 Use polite language Wait your turn 	<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 the rules Care for the environment 	<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

These expectations are communicated to students via numbers of strategies including

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

E - MAGAZINE

The school /college e-magazine reflects the identity of the institution, through the writings of its students and teachers, and is an integral part of the education system. Our students have a lot of potential within them which needs proper channelization and an outlet. The school E-Magazine, provides an excellent platform for our budding poets, writers and artists to exhibit their talent and express themselves into a conglomeration. Every quarterly, a new issue of the E-Magazine, with a different theme, is released on the website. The magazine communicates the various activities and events held by the school each month, the participation of the pupil, prize and certificate winners for various competitions and more.

THE HOUSE SYSTEM

- 1. The School house system colours are Blue, Yellow, Red and Green**
- 2. Our School motto is “LET YOUR LIGHT SHINE”**
- 3. Every pupil must take part in school games, sports and other activities unless declared physically unfit or exempted by the written permission of the Principal.**
- 4. The School is divided into four Houses for Academics, Conducts, Games and Sports etc.**

Nehru ...	Green
Shivaji ...	Red
Tagore ...	Yellow
Gandhi ...	Blue

RECOMMENDATIONS TO PARENTS / GUARDIANS

It is the duty of every parent / guardian to co-operate with the school / college management aspect for in every the welfare of their children. Here are some points. Please read carefully.

- 1) Please do check regularly hand book the website for the remarks of the teacher.**
- 2) The occasional reports or messages are conveniently sent to you through the school / college hand book. You are requested to sign them by the next day as proof of you having seen them. Failure to do this may render him liable for the parents to be called to school / college.**
- 3) Parents and guardians are particularly expected to sign messages, the progress report or any similar documents when so required.**
- 4) If a pupil is likely to be absent through illness for more than a week the Principal must be informed within the week.**
- 5) All leave notes should be entered in the hand book and signed by the parents but when a child is absent for more than 3 days, a medical certificate should also be sent to the class teacher.**
- 6) A duplicate hand book can be purchased by the students only on request from the parents and with the written permission of the Principal.**
- 7) You are requested to be compulsorily present on the Open House day to see the reports and discuss the Performance of your child.**
- 8) You are requested to be present when informed on the occasions like sports day, school / college programme day, parent teacher meetings etc. This definitely will encourage us for the best.**

- 9) **Absence for mere social functions is not recommended because it hinders the child's progress and minimises his respect for regular hard work.**
- 10) **Parents are expected to take an active and helpful interest in the school / college activities.**
- 11) **Parents / guardians or any other persons are not allowed to see the students or interview their teacher during school hours without permission but can meet with prior appointments.**
- 12) **No gifts or presents should be given to any staff member.**
- 13) **Criticism of a teacher or the school should be scrupulously avoided because it causes the student to lose respect for his teacher with the consequent failure to learn from him. Should you have a legitimate complaint, meet the Principal with prior appointment.**
- 14) **The school / college students, teachers, Principal and members of the Management have their rights of privacy, and it demands these rights from all the students and parents. Hence, no student, parent or any family member, of the student are allowed to bring in any outsider, or any other family member without the explicit written permission of the Principal. Trespassing these rights of privacy will be considered as a criminal offence.**

JUNE - 2022

DATE	DAY	ACTIVITY
1	Wed	
2	Thur	
3	Fri	
4	Sat	First Saturday
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thur	
10	Fri	Last Day For The Payment Of Fees For The Month.
11	Sat	Second Saturday – Holiday
12	Sun	
13	Mon	School Re - Opens For Jr / Sr. Kg And For Std I To Std X / XII
14	Tue	
15	Wed	
16	Thur	School Re - Opens For Nursery
17	Fri	
18	Sat	Third Saturday – Regular School - Std I To Std XII
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thur	
24	Fri	
25	Sat	Fourth Saturday – Holiday
26	Sun	
27	Mon	Novena To St. Dominic Savio Begins
28	Tue	
29	Wed	College Assembly
30	Thur	

JULY - 2022

DATE	DAY	ACTIVITY
1	Fri	
2	Sat	First Saturday – Regular School - Std I To Std XII
3	Sun	
4	Mon	
5	Tue	
6	Wed	Feast Of St. Dominic Savio Investiture Ceremony Tree Plantation Drive By XII - Sci / Com
7	Thus	
8	Fri	
9	Sat	Second Saturday – Holiday
10	Sat	Last Day For The Payment Of Fees For The Month.
11	Mon	
12	Tue	Tagore (yellow) House Day - V - VII
13	Wed	Tagore (yellow) House Day – VIII - X
14	Thus	
15	Fri	
16	Sat	Third Saturday – Regular School - Std I To Std XII
17	Sun	
18	Mon	
19	Tue	Assembly Programme For Std V - C / College Assembly
20	Wed	Assembly Programme For Std X - A
21	Thus	Tagore (yellow) House Day - Primary
22	Fri	
23	Sat	Fourth Saturday – Holiday
24	Sun	
25	Mon	Card Making Competition - Sr.Kg
26	Tue	Assembly Programme For Std IV - A
27	Wed	
28	Thus	
29	Fri	
30	Sat	Fifth Saturday – Regular School - Std I TO STD XII Patriotic Song and Dance Competition - V to X Patriotic Dance Competition - Primary
31	Sun	

AUGUST - 2022		
DATE	DAY	ACTIVITY
1	Mon	1st Unit Test For Std I To Std X and XII - Begins
2	Tue	
3	Wed	Assembly Programme For Sr. Kg - C / College Investiture Ceremony
4	Thur	
5	Fri	
6	Sat	First Saturday – Regular School - Std I To Std XII 1st Unit Test For Std XI and XII - Ends
7	Sun	
8	Mon	College Assembly Drawing and Colouring Competition Jr.Kg and Sr.Kg
9	Tue	MOHARRAM
10	Wed	Last Day For The Payment Of Fees For The Month.
11	Thur	Raksha Bandhan
12	Fri	1st Unit Test For Std I To Std X - Ends Patriotic Dance And Song Competition Independence Day Celebration - Pre - Primary
13	Sat	Second Saturday – Holiday
14	Sun	
15	Mon	Independence Day Celebration
16	Tue	Parsi New Year
17	Wed	1st Unit Test For Pre – Primary / XI - Begins
18	Thur	
19	Fri	Gokulashtami
20	Sat	Third Saturday – Regular School - Std I To Std XII
21	Sun	
22	Mon	Assembly Programme For Std IV - B
23	Tue	Assembly Programme For Std VI - C
24	Wed	Assembly Programme For Std X - B
25	Thur	
26	Fri	
27	Sat	Fourth Saturday Open Day For 1st Unit Test For Std I To Std XII
28	Sun	
29	Mon	
30	Tue	1st Unit Test For Pre – Primary - Ends
31	Wed	Ganesh Holidays For All Sections - Begin

SEPTEMBER - 2022

DATE	DAY	ACTIVITY
1	Thur	
2	Fri	
3	Sat	First Saturday – Retreat For Catholic Students From V To XII
4	Sun	Ganesh Holidays For All Sections - End
5	Mon	Gauri Visarjan
6	Tue	Teacher's Day Celebration
7	Wed	
8	Thur	Girl Child Day
9	Fri	Ananth Chaturdashi
10	Sat	Second Saturday - Holiday Last Day For The Payment Of Fees For The Month. Open Day For 1st Unit Test For Pre - Primary
11	Sun	
12	Mon	
13	Tue	Assembly Programme For Std IV – C / VI - A
14	Wed	Hindi Diwas Celebration
15	Thur	Assembly Programme For Std X - C
16	Fri	
17	Sat	Third Saturday – Regular School - Std I To Std XII
18	Sun	
19	Mon	Assembly Programme For Std Sr. Kg - A
20	Tue	
21	Wed	
22	Thur	
23	Fri	Recitation Competition - Jr. Kg and Sr. Kg
24	Sat	Fourth Saturday - Holiday
25	Sun	
26	Mon	
27	Tue	Assembly Programme For Std V - A
28	Wed	Assembly Programme For Std VIII - A / College
29	Thur	
30	Fri	

OCTOBER - 2022

DATE	DAY	ACTIVITY
1	Sat	First Saturday – Regular School - Std I To Std XII 1st Term Exam (Orals & Optionals) For Std I To Std X - Begins
2	Sun	Gandhi Jayanti
3	Mon	Assembly Programme for College / Pre - Primary - Sr. Kg - B
4	Tue	Gandhi (Blue) House Day – Primary / V - VII Cleanliness Drive - College
5	Wed	Dusserah
6	Thur	1st Term Exam For Pre – Primary – Begins Gandhi (Blue) House Day – VIII - X
7	Fri	1st Term Exam (Orals & Optionals) For Std I To Std X - Ends
8	Sat	Second Saturday – Holiday
9	Sun	
10	Mon	1st Term Exam (Written Exams) For Std I To Std XII – Begins Last Day For The Payment Of Fees For The Month.
11	Tue	
12	Wed	
13	Thur	
14	Fri	
15	Sat	Third Saturday – Regular School - Std I To Std XII
16	Sun	
17	Mon	
18	Tue	
19	Wed	1st Term Exam (Written Exams) For All Sections - Ends
20	Thur	Diwali Celebration For All Sections
21	Fri	Diwali Holidays For All Sections - Begin
22	Sat	Fourth Saturday – Holiday
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thur	
28	Fri	
29	Sat	Fifth Saturday
30	Sun	
31	Mon	

NOVEMBER - 2022

DATE	DAY	ACTIVITY
1	Tue	
2	Wed	
3	Thur	
4	Fri	
5	Sat	First Saturday
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thur	Last Day For The Payment of Fees For The Month.
11	Fri	Diwali Holidays For All Sections - End
12	Sat	Second Saturday – Holiday
13	Sun	
14	Mon	Children's Day Celebration / College Fair
15	Tue	
16	Wed	Nehru (Green) House Day – VIII - X
17	Thur	Nehru (Green) House Day – V – VII
18	Fri	Nehru (Green) House Day – Primary
19	Sat	Third Saturday Open Day For 1st Term For All Sections
20	Sun	
21	Mon	
22	Tue	Assembly Programme For Std VI - B / College
23	Wed	Assembly Programme For Std VIII - B College - Health and Hygiene Orientation
24	Thur	Assembly Programme For Jr. Kg - A
25	Fri	
26	Sat	Fourth Saturday – Holiday
27	Sun	
28	Mon	
29	Tue	Assembly Programme For Std II - A
30	Wed	

DECEMBER - 2022

DATE	DAY	ACTIVITY
1	Thur	
2	Fri	
3	Sat	First Saturday – Regular School - Std I To Std XII
4	Sun	
5	Mon	Assembly Programme For College
6	Tue	Assembly Programme For Std II - B / VII - A
7	Wed	
8	Thur	
9	Fri	Fancy Dress Competition - Jr. Kg and Sr. Kg
10	Sat	Second Saturday – Holiday Last Day For The Payment Of Fees For The Month.
11	Sun	
12	Mon	
13	Tue	Assembly Programme For Std V – B / II – C / Jr. Kg - B
14	Wed	Assembly Programme For Std VIII – C
15	Thur	
16	Fri	
17	Sat	Third Saturday – Regular School - Std I To Std XII Sport's Day For All Sections
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thur	Christmas Celebration
23	Fri	Christmas Holidays Begin
24	Sat	Fourth Saturday
25	Sun	Christmas
26	Mon	
27	Tue	
28	Wed	
29	Thur	
30	Fri	
31	Sat	Fifth Saturday

JANUARY - 2023		
DATE	DAY	ACTIVITY
1	Sun	
2	Mon	Christmas Holidays For All Sections - End
3	Tue	
4	Wed	2nd Unit Test For Std I To Std IX / XI And Prelims For Std X / XII - Begins
5	Thur	
6	Fri	
7	Sat	First Saturday – Holiday
8	Sun	
9	Mon	Principal's Birthday
10	Tue	Last Day For The Payment Of Fees For The Month.
11	Wed	
12	Thur	Assembly Programme For Jr. Kg - C
13	Fri	
14	Sat	Second Saturday 2nd Unit Test For Std I To Std IX / XI And Prelims For Std X / XII – Ends Scout / Guide Camp For VIII To X - From 1.00pm To 8.30pm
15	Sun	
16	Mon	Farewell For SSC
17	Tue	Assembly Programme For Std III – A
18	Wed	Assembly Programme For College / Nursery - A
19	Thur	
20	Fri	Farewell For HSC
21	Sat	Third Saturday – Holiday
22	Sun	Novena To Don Bosco Begins
23	Mon	
24	Tue	Assembly Programme For Std III - B / IX - A
25	Wed	
26	Thur	Republic Day Celebration
27	Fri	Don Bosco Quiz Competition For Std I to XII
28	Sat	Fourth Saturday Open Day For 2nd Unit Test / Prelims For Std I To Std XII
29	Sun	
30	Mon	
31	Tue	Feast Of Don Bosco

FEBRUARY - 2023

DATE	DAY	ACTIVITY
1	Wed	
2	Thur	
3	Fri	
4	Sat	First Saturday – Regular School - Std I To Std XII
5	Sun	
6	Mon	2nd Unit Test For Pre – Primary - Begins
7	Tue	Assembly Programme For Std VII – B / III – C
8	Wed	Assembly Programme For Std IX - B
9	Thur	
10	Fri	Last Day For The Payment Of Fees For The Month.
11	Sat	Second Saturday – Holiday
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thur	
17	Fri	2nd Unit Test For Pre – Primary - Ends
18	Sat	Third Saturday – Holiday - Mahashivratri
19	Sun	Shivaji Jayanti
20	Mon	
21	Tue	Assembly Programme For Std I – A
22	Wed	Shivaji (Red) House Day – VIII - X
23	Thur	Shivaji (Red) House Day – V – VII
24	Fri	Shivaji (Red) House Day – Primary
25	Sat	Fourth Saturday – Holiday Open Day For 2nd Unit Test For Pre - Primary
26	Sun	
27	Mon	Marathi Diwas
28	Tue	Science Day

MARCH - 2023

DATE	DAY	ACTIVITY
1	Wed	
2	Thur	Assembly Programme For Std I – B
3	Fri	
4	Sat	First Saturday – Regular School - Std I To Std XII General Knowledge – Quiz
5	Sun	
6	Mon	
7	Tue	Holi
8	Wed	
9	Thur	
10	Fri	Last Day For The Payment Of Fees For The Month.
11	Sat	Second Saturday – Holiday
12	Sun	
13	Mon	Assembly Programme For Std VII – C
14	Tue	Maths Day
15	Wed	Assembly Programme For Std IX – C / I – C
16	Thur	
17	Fri	
18	Sat	Third Saturday – Regular School - Std I To Std XII
19	Sun	
20	Mon	2nd Term Exam (Orals & Optionals) For Std I To Std IX / XI – Begins 2nd Term Exams For Pre – Primary - Begins
21	Tue	
22	Wed	Gudi Padwa
23	Thur	2nd Term Exam (Orals & Optionals) For Std I To Std IX / XI - Ends
24	Fri	2nd Term Exam (Written Exams) For Std I To Std IX - Begins
25	Sat	Fourth Saturday – Holiday
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thur	Ram Navami
31	Fri	

APRIL - 2023

DATE	DAY	ACTIVITY
1	Sat	First Saturday – Regular School - Std I To Std XII
2	Sun	
3	Mon	
4	Tue	Mahavir Jayanti
5	Wed	2nd Term Exam (Written Exams) For Pre - Primary & Std I To Std IX - Ends
6	Thur	Maundy Thursday
7	Fri	Good Friday
8	Sat	Second Saturday - Holiday Holy Saturday
9	Sun	Easter Sunday
10	Mon	Last Day For The Payment Of Fees For The Month. Revision Classes For Std IX / XI
11	Tue	
12	Wed	
13	Thur	
14	Fri	Dr. Babasaheb Ambedkar Jayanti
15	Sat	Third Saturday Graduation Day And Results For Sr. Kg
16	Sun	
17	Mon	Results For Jr. Kg And Nursery
18	Tue	
19	Wed	
20	Thur	
21	Fri	Open House For Std IX / XI
22	Sat	Fourth Saturday
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thur	
28	Fri	
29	Sat	Fifth Saturday
30	Sun	
31	Mon	

MAY- 2023

DATE	DAY	ACTIVITY
1	Mon	Maharashtra Day Final Exam Result For Primary / Secondary / College
2	Tue	
3	Wed	
4	Thur	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thur	
12	Fri	
13	Sat	
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thur	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thur	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	

JUNE - 2022

JUNE - 2022

JULY - 2022

JULY - 2022

AUGUST - 2022

AUGUST - 2022

SEPTEMBER - 2022

SEPTEMBER - 2022

OCTOBER - 2022

OCTOBER - 2022

NOVEMBER - 2022

NOVEMBER - 2022

DECEMBER - 2022

DECEMBER - 2022

JANUARY - 2023

JANUARY - 2023

FEBRUARY - 2023

FEBRUARY - 2023

MARCH - 2023

MARCH - 2023

APRIL - 2023

APRIL - 2023

**LATE ATTENDANCE / EXEMPTIONS FROM
DRILL / NO UNIFORM**

June	July	Aug.	Sept.	Oct.	Nov.
1.....	1.....	1.....	1.....	1.....	1.....
2.....	2.....	2.....	2.....	2.....	2.....
3.....	3.....	3.....	3.....	3.....	3.....
4.....	4.....	4.....	4.....	4.....	4.....
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	31.....	31.....		31.....	

L: Late Attendance. D : Exemption from Drill. U : No. Uniform.

**LATE ATTENDANCE / EXEMPTIONS FROM
DRILL / NO UNIFORM**

Dec.	Jan.	Feb.	March	April
1.....	1.....	1.....	1.....	1.....
2.....	2.....	2.....	2.....	2.....
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31.....	31.....			31.....

L: Late Attendance. D : Exemption from Drill. U : No. Uniform.

PARENT'S/ GUARDIAN'S DECLARATION

To
The Principal,
Don Bosco School and Junior College, Naigaon.

We, the undersigned, have read the rules and regulations and behaviour policy of the school / college handbook and we agree, to abide by them and co – operate with you in the interest of our ward. In the event of any untoward accident / mishap whatsoever either inside or outside the school / college, we will hold the rules and regulations as final.

Date _____

Father's Signature

Mother's Signature

