


PROSPECTUS

Don Bosco High and Technical School, Liluah, established in 1937, is a Catholic, minority, Anglo-Indian, English medium school for boys, owned and administered by the Salesians of Don Bosco (Northern India). The school is affiliated to the Council for the Indian School Certificate Examinations New Delhi, with the affiliation number WB077.

I. AIM OF THE INSTITUTION

1. The aim of the institution is to impart sound education by forming in the boys, habits of piety, virtue, discipline and self-reliance, during the years of their studies.
2. The method of education followed in the school is the Preventive System, taught and practised by St. John Bosco. It is based on Reason, Religion and Loving kindness.
3. The school is a Catholic Minority Institution recognized by the Education Department of the Government of West Bengal and the National Council for Vocational Training, Government of India, and is affiliated to the Council for the Indian School Certificate Examination, New Delhi.

II. COURSES OF STUDY

4. Don Bosco School, Liluah has the following courses of study:
 - (a) The ICSE Section (Class 10) prepares the students for the Indian Certificate of Secondary Education Examination of the Council for the Indian School Certificate Examinations, New Delhi, in the following subjects:

English, Bengali/Hindi, Mathematics, Science (Physics, Chemistry, Biology,) History, Geography. The Elective Subjects offered are: Economic Application, Commercial Application and Computer Application.
 - (b) ISC Section (Classes 11 and 12) accepts students who have passed ICSE or its equivalent, and prepares them for the Indian School Certificate Examination of the Council, in two streams:
 - (i) Science Stream: English, Physics, Chemistry, Mathematics, Biology/Computer Science, Hindi/Bengali/Physical Education.
 - (ii) Commerce Stream: English, Accounts, Commerce, Economics/Computer Science, Mathematics/Business Studies, Hindi / Bengali/Physical Education.

NOTE: The ISC is a separate course. Admission to it is entirely at the discretion of the school authorities even for the students who have completed the ICSE at Don Bosco School, Liluah. A new application is required for admission to this course.

- © The Technical Section offers a job-oriented training course in Machine-shop Engineering and prepares boys for the following certificates:
- (i) Mechanical Engineering Technician's Course: Part I - Examination of the City and Guilds of London Institute, U.K.
 - (ii) Industrial Training Institute (ITI) examination of the National Council for Vocational Training, Government of India, in the trades of Machinist, Turner and Fitter.
 - (iii) Don Bosco Technical School, Mechanical Engineering Technician's Diploma (3 Year Course)
 - (iv) Certificate of Vocational Education (CVE) of the Council for the Indian School Certificate Examinations, New Delhi.
 - (v) Non-formal courses.
- (d) National Institute of Open Schooling (NIOS): Don Bosco School, Liluah is an accredited institution (AI 220038) of the NIOS and prepares students for the Secondary (Class 10) and Senior Secondary (Class 12) examinations.
- (e) Evening School: Free Evening classes (1 to 8) are conducted for the underprivileged boys and girls of the locality.
5. Don Bosco School, Liluah, being an English-medium school, makes every effort to teach the students to use English effectively, as a written and spoken language.
 6. Bengali and Hindi, however, are compulsory subjects as Indian languages, in the three-language scheme of secondary education.
 7. Religious Instruction: Being a Christian institution, the classes on Christian doctrine (Catechism) are compulsory for Christian students.
All the non-Catholic students must attend classes of Moral Science, which deal with moral principles, values and rules of conduct.
 8. Discipline: Special attention is given to ensure a high standard of morality and discipline in the school. A student must strive to attain qualities of mind and heart and integrate into his life, virtues such as honesty, sincerity, piety, compassion, generosity, love for nature and self reliance.
 9. A student's personality, initiative and originality are given full scope of development through involvement and participation in co-curricular activities, youth movements, clubs, sports and games.

III. ADMISSION

10. Applications for admission are accepted from students of all faiths. However, Christians are given preference. Christian students must produce Baptism Certificate.
11. Parents are asked to fill out the Admission Forms with utmost accuracy. No subsequent changes will be permitted.
12. A candidate who has attended a recognized school must also produce a Transfer Certificate.
13. New candidates must be introduced personally to the Principal by the one who will be responsible for his conduct and payment of fees.
14. While seeking admission to a class, the candidates will be examined on the syllabus of the previous class.
15. The Rector/Principal is the final authority in granting admission.

IV. WITHDRAWAL AND DISMISSAL

16. Any boy applying for a Transfer Certificate from the month of July, will have to pay the whole year's fees before the Transfer Certificate can be issued.
17. The Transfer Certificate will be issued on paying a fee of Rs. 100/-
18. No certificate will be issued until all dues to the school have been paid in full and only on receipt of a written application to the Principal, from the parent/guardian.
19. Any student failing two years in succession in the same class or failing twice in three consecutive years, will have his name struck off from the register and a Transfer Certificate will be issued.
20. Students whose attendance is irregular, who do not pay their fees, who are habitually late or absent, lazy or disobedient, whose conduct is injurious to the moral tone of the school or incompatible with strict discipline, may be dismissed.
21. Two General Observations would amount to one General Remark, which is a very serious breach of discipline and hence a deterrent to promotion. It may even result in dismissal from the school. An Observation is given in case of a minor breach of discipline.
22. Boys of classes 10 and 12 will have to pay Rs 100/-each for their school leaving documents.
23. As a rule, a boy who is dismissed / has taken a Transfer Certificate, is not re-admitted.
24. The Rector's / Principal's decision is final in all cases of dismissal or withdrawal.

V. SCHOOL FEES

25. The school fees cover twelve calendar months and may be paid in monthly instalments or in advance only through online mode. No reduction of fees is made for holidays. Students are liable to be charged full fees as long as their names are officially in the register. Fees, once paid, will not be refunded.
26. The fees, if paid monthly, must be paid on or before the due date, failing which a late fee of Rs. 20/- will be levied up to the end of the month and thereafter Rs. 20/- per month cumulatively. Due dates are clearly indicated in the school diary.
27. Fee defaulters may not be allowed to attend classes if fees are not cleared during the same month.
28. Fees for the holiday months must be paid before the school closes. All dues must be paid before the school year ends. Classes 10 and 12 must clear all dues upto March before the 18th of January.
29. The school reserves the right to increase the fees at any time of the year if an increment is considered necessary. Ten percent annual increase in the tuition fee or any other fees is normal.

VI. SCHOOL UNIFORM

30. Every student must wear a clean, complete and correct uniform daily. Uniform is compulsory for school activities, both curricular and co-curricular. Defaulters may be penalized or sent back home. Whenever the complete or correct uniform cannot be worn, permission to attend school must be obtained in the school diary, in the Regularity Record under 'Communication from Parents'.
31. The uniform will be as follows:

Pre-Primary Nursery, LKG, UKG

T-shirt with monogram, Blue Shorts and Belt (to be purchased from the school stationery) white socks with blue border & black Velcro shoes.

For winter: Blue hoodie with monogram and blue full pants.

Primary Classes 1 to 5

- White shirt with half sleeves with the monogram stitched on the pocket on the left side of the shirt
- Grey shorts with pleats
- Maroon tie
- Plain black leather shoes with laces
- Plain white socks
- White keds on Yoga & P.T days

For Winter: Pullover with monogram and grey full pants with pleats

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- on the work done during the year. A student must secure minimum 90% attendance in the scholastic year for promotion.
37. For students who are absent for any Assessment, Unit Test and Class Evaluation, etc., no provision can be made for supplementary examination/test.
 38. Attendance for internal assessments for classes 9 & 10 is compulsory. No exceptions can be made in this regard.
 39. Failure to appear in any assessment can seriously affect a student's academic progress and promotion.
 40.
 - (a) Breach of any of the regulations of conduct at examinations, or indiscipline in and outside the hall, or the use of unfair means, even if discovered subsequently, will merit the cancellation of that particular paper and the student concerned will be awarded zero. He will also be given a General Remark stating the facts of the incident.
 - (b) A student who has made arrangements to obtain unfair help in connection with question papers from any person or any agency is liable to have his result in the examination, cancelled as a whole. Candidates who are detected giving or obtaining, or attempting to give or obtain unfair assistance, or who are otherwise detected in any dishonesty whatsoever, will be debarred from the examination.
 - (c) A student guilty of disorderly conduct or responsible for causing any kind of disturbance in or near the examination hall is liable to be refused admission to subsequent papers.
 - (d) A student is not expected to have in his possession, any book, memorandum, or pocket book, notes, or papers whatsoever, during the examination.
 41. A student who has missed a unit test/assessment due to sickness and a leave has been sanctioned by the Principal against a written application on the day of examination with proper medical certificate, will be awarded 75% of the total marks secured in the unit test/assessment of the subject under consideration in the other term.
 42. No consideration can be made if the candidate misses the Unit Test/Assessment in both the terms.
 43. There is no arrangement for 're-examination' or 'promotion on trial'.
 44. A student who fails to secure promotion may be asked to leave the school. In no case, will he be allowed to repeat the same class for a second time. A student who fails twice in three consecutive years, must be withdrawn.
 45. The report cards must be collected by the parents on the stipulated day. A defaulter may be penalized by means considered appropriate by the school authorities.

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46. In all questions of promotion or failure, the Principal's decision is final and binding.

IX. CRITERIA FOR PROMOTION

47. A) Apart from overall conduct, attendance and work done during the year, a student should pass in all the subjects. He may be considered for promotion even if he fails in any one of the subjects. However, pass marks in Moral Science, English and S.U.P.W. are mandatory for promotion to a higher class.

B) Evaluation System for the Junior School:

Pre-Primary evaluation will be done through grading system. The work of the students will be continuously assessed by the teachers.

Classes 1 & 2 will be evaluated through continuous class performance, unit tests, projects/activities/class tests and term examinations.

Classes 3 to 5 will be evaluated through continuous class performance, project work / activities / class tests, unit tests and term examinations. Evaluation of classes 1 to 5 will be done through grading system along with marks.

Grades: A+ = 96 - 100 (Outstanding); A = 90 - 95 (Excellent); B+ = 85 - 89 (Very Good); B = 80 - 84 (Good); C+ = 75 - 79 (Fair); C = 70 - 74 (Moderate); D = 50 - 69 (Satisfactory); E = 35 - 49 (Not Satisfactory); F = below 35 (Failed).

C) Evaluation System for the High School: (per term; per subject)

100 marks (80+10+10) from the assessment, project work and activity.

30 marks from the Unit Test.

20 marks from the class evaluation.

A grade is given for book review. 10% of the book review marks are added to the English 1 paper for classes 6-8. Internal assessment for Moral Science will be based on 'Conduct Record'.

The final tabulation of 100 marks will comprise 30% from 1st Assessment; 30% from the Unit Test and class evaluations combined; and 40% from the 2nd Assessment. A student must obtain 40% in this calculation (aggregate + all subjects).

Grades: A+ = 96 - 100 (Outstanding); A = 90 - 95 (Excellent); B+ = 85 - 89 (Very Good); B = 80 - 84 (Good); C+ = 70 - 79 (Fair); C = 60 - 69 (Moderate); D = 50 - 59 (Satisfactory); E = 35 - 49 (Not Satisfactory); F = below 35 (Failed).

For Senior Section:

The marks of the following subjects will be shown in the report card: Moral Science, English (Language & Literature), Second Language, Third Language, Mathematics, History, Geography, Physics, Chemistry, Biology, Elective Subjects, Accounts, Economics, Business Studies, Physical Education, Computer Science and AI.

Graded Subjects: General Knowledge, S.U.P.W., Book Review, Creative Writing and Elocution.

X. PRIVATE TUITION

48. As a policy, the school discourages all private tuitions as the pupils should be able to progress in their work as a result of good teaching in school.
49. DBL teachers are not to give private tuitions to DBL students since that would interfere with the proper execution of their school duties, including the preparation of lessons at home and the correction of exercises.

XI. VACATIONS

50. The school has three major holidays and these are indicated in the school calendar.
51. These holidays may not be extended or anticipated. Unauthorized leaves on the last days before vacation, and delays in returning to school will invite a penalty as decided by the Principal.

XII. REGULARITY RECORD (Absence, Leave, Late)

52. Absence from the school without leave is not accepted, except when the cause is sudden illness or unforeseen circumstances, in which case, information must be given at the earliest.
53. If a student is absent from the class/school, for a day or two, the reason should be entered briefly in the Regularity Record under Absent column of the School Diary by the Parents, when the student comes to school on the second or third day.
54. No Leave is given for one or two days. Please note on the days of compulsory attendance, leave should be applied on the same day during the office hours between 9:00am and 10:00 am by meeting the Principal and getting the leave sanctioned
55. Leave can be applied for three or more days only in case of sickness or genuine and urgent valid reasons. For applying for such leave, Parents/Guardians should come to school between 9:00 a.m. and 10:00 am on school days only between Monday and Friday and meet the Principal with a written application on an (A4 SIZE) paper citing the reasons for leave along with the medical prescription attached (original for verification) if applicable.

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56. If an unauthorized absence from school exceeds 15 calendar days, the student's name may be struck off from the register and he may not be readmitted to the school.
 57. Leave of absence is granted normally for medical reasons. To obtain leave due to illness, parents / guardian must come to school personally to apply for leave between 8am to 10 am.
 58. A leave granted, must be recorded under 'Leave', of the Regularity Record in the school diary. This must be signed by the Principal/Vice-Principal/Coordinator/Teacher-in-charge. On returning to school, the 'Leave Sanctioned' must be countersigned by the Principal/Vice Principal/Coordinator/Teacher-in-charge accompanied by doctor's prescription. Leave will be considered from the day of submission.
 59. Leave of absence for reasons as birthdays, excursions, festivals, weddings, time to study for an examination, is not considered sufficient. Therefore, no average marks will be given for the Unit Test/Assessment, if one avails of this leave.
 60. **Early Departure:** It is availed when there is an emergency at home or when a student gets sick in the school. It is not granted to those who come from home, sick.
 61. In case a child falls sick or meets with any accident in the school premises, he can be helped with immediate first aid only. The parents will be informed and are expected to come and attend to their ward immediately. It is important to inform the school in writing, about any change in the phone numbers and residential address of the parents.
 62. Late arrival at school is a breach of discipline. A student who comes late to school, must enter the date and time of arrival in the school diary Regularity Record, under 'Late'.
 63. Five late arrivals will result in 'Parents' Call'. Ten late arrivals will invoke suspension from the school.
 64. Re-admission to class for absentees and late-comers is granted when they show the teacher in-charge the Regularity Record, duly countersigned by the Principal/Vice Principal/Coordinator/ Teacher-in-charge.
 65. It is mandatory for a student to attend school on days of '**Compulsory Attendance**' as marked in the school diary. Defaulters will invite a penalty as decided by the Principal. The last class day before any major vacation and the first class day after every major vacation are days of compulsory attendance. In case of sickness/eventualities, the matter must be notified to the Principal/Vice Principal/Coordinator/Teacher-in-charge with relevant documents on the same day.

XIII. OTHER RULES OF CONDUCT AND DISCIPLINE

66. The School Diary is signed by Principal/Vice Principal/Coordinator/Teacher-in-charge or their delegates.

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67. School begins with the Morning Assembly and students must be present for it on time.
 68. Every student must have a copy of the School Diary and it must be brought to school on every class day. In case if a student Looses the Diary, Parents must apply for the Duplicate copy of the same and Purchase it from the School Reception.
 69. No remark, once written in the diary, can be cancelled by anyone other than the Principal/Vice-Principal/Coordinator/Teacher-in-charge.
 70. a) Every student must possess an identity card issued by the school. This card is renewed every year.
b)It is mandatory for all the students from Nursery to class 12 to wear the identity card at all times during school hours. In case if a student Looses the Identity card, Parents must apply for the Duplicate copy of the same and Purchase it from the School Reception.
 71. No student will be allowed to leave the school campus during school hours, without proper authorization.
 72. Students are to address their teachers and all members of the school staff with due respect and politeness.
 73. On their way to and from school, students must be well-behaved.
 74. Smoking, chewing pan, chewing gum, betel-nut or tobacco, etc. is strictly forbidden.
 75. Students are not allowed to bring two-wheelers to school. Expensive and fancy electronic gadgets (cell phones, watches, calculators, music devices, tablets etc.) cannot be brought to school.
 76. Stylish haircuts are not permitted.
 77. Any damage to school property is to be made good by the student concerned.
 78. No books, periodicals, comics, newspaper or printed matter of an objectionable nature, CDs, DVDs, pen drives or any other mass storage device can be brought into the school. All printed material (except those mentioned in the school book-list), when brought into the school, must be presented to the Principal/Vice Principal/Coordinator/Teacher-in-charge for approval and may be retained in the school and read only if it bears the signature of one of these authorities. The school authorities have the right to search the bags of the students at any time, without any prior notice. Cell phones, cameras, books, playing cards or any type of cards and other articles brought to school without authorisation will be confiscated and shall not be returned to the owner.
 79. Students are responsible for the safe custody of their own books and belongings. Each article should be marked with the student's name.

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80. a) Every student is expected to subscribe towards small school shows and local charities, if authorized by the Principal.
b) No collections or fines or funds are to be made in the school without the explicit permission of the Principal.
81. Every student attending school is obliged to take part in the co-curricular activities organized by the school.
82. For students of classes 6 - 12, active participation in any one of the Youth Groups/Clubs is a must.
83. **Students must speak only in English in the school campus at all times. Those found speaking in vernacular at any time, even on holidays, will have a remark given in the school diary under 'Use of Vernacular' along with a 'General Observation' and other penalties. Each Vernacular remark will result in a deduction of marks from the English Language paper (Refer to page 89 of the School Diary). When vernacular is spoken in a group, all members of that group are culpable and thus, liable for the penalty, even if the actual talking was done by only one member.**

XIV. FOR PARENTS / GUARDIANS

84. Parents retain their rights and duties in the education of their children, even though they delegate them in part to the school. The support and collaboration of parents, is in all cases considered indispensable for the success of the work of education carried out by the school.
85. Parents' POSITIVE CO-OPERATION with the school is absolutely essential for the constructive upbringing of their son/ward. They are strongly exhorted to do the same:
- 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 with their homework and lessons.
 - d) By not engaging private tutors.
 - e) By insisting on neatness and cleanliness in their text books, exercise books and personal appearance.
 - f) By regularly meeting the Principal/Vice Principal/Coordinator/Teacher-in-charge and teachers to discuss the progress of their wards.
86. Parents/guardians threatening the school through various methods, 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 the issue of a Transfer Certificate to their son/ward.

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87. Negative/wrong/non-constructive publicity caused by any student/parent can lead to a dismissal of the student.
 88. Periodical reports and the Report Card will keep parents/ guardians informed of the progress of their wards.
 89. Communication to/from parents/guardians, is made through the School Diary.
 90. Prior to the days marked as 'Inspection of School Diaries', the School Diary must be checked by the parents and duly signed.
 91. Parents can meet Junior School teachers on Fridays, immediately after class hours.
The teachers of the Senior Section are available for interaction on Fridays between 2:35 p.m. and 3:05 p.m. They can also seek an appointment to meet teachers at a mutually convenient time through the column, 'Appointment with Teachers' in the school diary.
 92. Admittance into the school premises is at the sole discretion of the school authorities who reserve to themselves, the right to refuse admission to anyone without assigning any reason, whatsoever.
 93. School campus is a tobacco free and a non-smoking zone at all times. It is also plastic free zone. No Videography or Photography is permitted in the School Premises.
 94. Exemplary behaviour is expected from all persons in the school campus.
 95. While coming to drop/pick-up children or coming to school for any purpose, parents should be formally dressed.
 96. Parents are requested to kindly drop their wards inside the school campus in the morning (arrival time) and leave the campus immediately. During departure, parents will be allowed inside the school campus only 5 minutes prior to the departure time.
After collecting their wards from the respective venues, parents are requested to leave the school campus immediately to avoid unnecessary crowding.
At the time of arrival and departure, parents will not be allowed to cross the barricaded area.
 97. Though the school takes good care of all the students while they are in school, the school cannot be held responsible for any self-inflicted or accidental mishap/injury, physical or otherwise, that may befall them.
 98. All communication to the school should be addressed to the Principal.

OFFICE HOURS

**Visiting hours for parents to meet the Principal /
Vice Principal is 9:00 a.m. - 10:00 a.m.
(any other time by prior appointment)**

RULES FOR THE LIBRARY

1. Reading is an important means of gaining knowledge, building language skills, and of enjoyment. Students must inculcate in themselves, the habit and love for reading.
2. Strict silence and order is to be observed by all in the library.
3. A student must be in school uniform and in possession of the school identity card to enter the library. However, for borrowing, one needs to have his library card. These cards are not exchangeable.
4. All articles and personal belongings must be left outside when entering the library. Only an exercise book and the library book (to be returned), may be taken into the library.
5. Only one book will be issued per card and no student can take a book on another's card. A book can be kept for two weeks and may be renewed for only one more week.
6. Books exclusively for consultation are not to be taken out of the library. They remain available to all students at all times.
7. Before leaving the library, every student must submit the books borrowed, for scrutiny.
8. All magazines, reference book or books used while in the library must be put back in their proper places, after reading.
9. 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 library card withdrawn and may be fined as well.
10. If any defect is noticed in a book that is being 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 book. A penalty may be imposed for damages done to books and articles in the library.
11. Books lost must be replaced by the borrower.
12. 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 also be imposed.
13. A library card is distributed once a year, in April. Books can be borrowed only with a library card. A Lost card may be replaced by applying for a duplicate one at School Reception and by paying a fine of Rs.100/-

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14. No books may be retained during the summer, autumn and winter vacations.
 15. Library hours (High School) :
Class days: 8:30 a.m. - 3:45 p.m.
Saturdays: 8:00 a.m. - 12 noon
 16. Students are encouraged to make use of the facilities in the school library during recess, for personal growth and for enhancing their knowledge.
 17. During class hours (8:00 a.m. - 2:35 p.m.), students will be allowed into the library according to the time-table published by the Principal /Vice-Principal. Special permission must be obtained from the Principal/Vice- Principal for a student to enter the library during class hours outside their time table.

RULES FOR THE COMPUTER LABORATORY

1. The Computer Centre is a place of learning and serious work. For this, 'Silence' is very necessary. Therefore, STRICT SILENCE is to be observed in the computer laboratory.
2. The computer is an electronic instrument which is mastered through instruction and operation. The instructions of the teacher are to be followed carefully at all times.
3. The computer is a very delicate and expensive machine. Damages must be paid for, by the student. Any kind of defect or damage is to be reported immediately so that prompt remedial action can be taken.
4. Students are not permitted to surf the internet without the permission of the teacher.
5. Computer time is precious, it is NOT TO BE WASTED.

HINTS FOR BOYS IN SALESIAN SCHOOLS

(Given by DON BOSCO)

ATTITUDE TO GOD

1. Remember that 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 depends.
2. Give glory to God for whatever learning you have, for He is the author of every good.
3. Give yourself to the practice of virtue while you are young. The virtues to be cultivated most are modesty (purity), humility, obedience and kindness.
4. By modesty is meant a proper and decent manner of speaking and acting. This virtue is one of the best ornaments of your age.
5. Avoid any kind of sin; especially three evils should be particularly avoided:
 - a) Taking the name of God in vain.
 - b) Impurity in thought, word or deed;
 - c) Stealing.

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

1. Boys should look upon their school mates as brothers and upon their teachers and superiors as fathers/mothers.
2. Respect every teacher, whether of your own class or not. Be grateful towards those who taught you in the past. Show your teachers those exterior signs of reverence to which they are entitled, such as greeting them whenever you meet them.
3. 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.
4. After piety, study is most praiseworthy. Therefore, your first occupation must consist in doing the tasks assigned to you by your teachers.
5. Always rise when your teachers enter the class and again when they

leave. If they delay in coming, do not make any noise, but wait for them in your places in silence, reviewing your lesson or reading some good book.

6. During class, avoid whispering or interrupting.

ATTITUDE TO SCHOOL MATES

1. Strive to edify your school mates by your good example, at all time. In fact, no sermon is more efficacious than a good example.
2. Never make fun of those who are backward in their studies or not so quick to grasp their lessons. Let there be no ridiculing of anyone on account of his physical defect. What you laugh at or despise in others, may someday befall you.
3. 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.
4. When you are asked by a superior 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 evil. 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

1. To write or draw on the chalk board (except when called upon to do so), to write offensive words, to soil walls or maps desks or anything else, are things absolutely to be avoided.
2. Take great care of your text-books, exercise books and other belongings. Beware of appropriating your neighbour's property, even if it be the smallest thing. Should you find a lost article, give it at once, to the Principal / Vice Principal.
3. 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.
4. Speak well 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.
5. Always speak well of your school and of your teachers.
6. Performances on the stage of the school auditorium are permitted for

