



*Prospectus*

# DON BOSCO SCHOOL™

Trade Mark Regd. No. 1407313

**KATIHAR - 854 105 (BIHAR)**

**AFFILIATED TO CISCE (I.C.S.E.) NEW DELHI**

**[SCHOOL CODE: BI 036]**

[An Educational Venture of the Salesians of Don Bosco for the Youth of Katihar]



*"Walk with your feet on earth but in your heart be in heaven".*

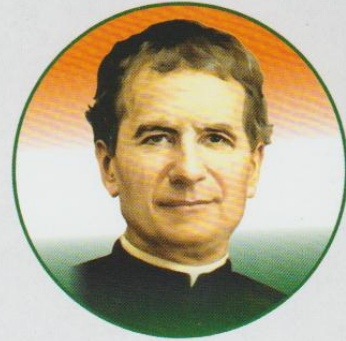
— Don Bosco



# DON BOSCO

[1815 - 1888]

(Educator and Friend of the Young)



St. John Bosco was born on 16th August 1815, in a peasant family at Becchi, near the city of Turin, Italy. He was only two years old when his father, Francis Bosco passed away.

## THE DREAM

At the age of nine John had a mysterious dream. He saw himself in a vast field, surrounded by youngsters, laughing, singing and playing. Before long the boys began to shout and curse and a fight broke out. John tried to restore order by swinging his fists around and shouting at the trouble makers. A majestic personage stopped him, saying: 'Not with blows, but with gentleness and kindness you shall win them over'.

## THE VISION

John recognized in this dream his future mission. This experience deepened his desire to become a priest and dedicate his life for the welfare of young people. John's path however was full of hurdles. His mother, Margaret, though poor, was prepared to make any sacrifice to educate him. But his elder step-brother Anthony, strongly opposed his going to school. He had to do his share of work on the family farm and study during his spare time. To earn the little extra money needed for the books, he had to work often as a labourer, shepherd, tailor, shoemaker, barber and cook, skills which he later taught his poor students.

As a teenager, John used to gather boys of his age and entertain them with magic, jugglery and acrobatics. His performance however, always ended with a good story and a brief exhortation to live a good and honest life. In due course, John entered the seminary and was ordained a priest on 5th June 1841. From then on he was affectionately known as Don Bosco (Father Bosco).

## THE MISSION

In 1853 to train boys in some useful trades, Don Bosco turned his backyard into a makeshift workshop for shoemaking, carpentry, tailoring, smithy, book binding and printing. This was the first Catholic trade school in Italy.

To give permanence to his work, in 1859 he founded a Religious Society of Priests and Brothers which was named Salesian Society, after his favorite saint, Francis de Sales. Today they are known as the Salesians of Don Bosco (SDB).

## THE METHOD

Behind the immense success of his work with youth was a unique way of educating the young, a system of education that he developed. He summarized it in three simple words - **Reason, Religion and Love**.

'It is not enough to love the young', he used to tell his helpers, 'but they must know that you love them'. To the youngsters he would tell: 'it is enough that you are young for me to love you'.

## THE OUT COME

Today just more than hundred and twenty years after Don Bosco's death 36,000 Priests, Brothers and Sisters carry out his work in 131 countries around the world. They are engaged in a wide variety of developmental works directed to the welfare of the young: academic, agricultural and technical schools, youth centers, hostels and parishes, catechetical, mass media and social communications, youth counseling and rehabilitation centers and a host of special services for delinquents and marginalised youth.

Don Bosco died on 31st January 1888 at the age of seventy three. He was declared a saint on 1 April 1934; His feast day is celebrated on 31st January every year.



# PROSPECTUS

Don Bosco School, Katihar is an unaided, Minority Christian (Catholic) School for boys and girls established and administered by the Salesians of Don Bosco (Northern India)[order dated 19 Aug, 2014, case no. 542 of 2014]. As such it is a minority institution belonging to the Catholic Church. Provision is also made for the admissions of non-Catholic children. It reserves to itself the right to run the school according to its norms and close the school if it is in any way prevented from doing so.

Don Bosco School, Katihar, established in 2008, is affiliated to CISCE (Council for Indian School Certificate Examination) (I.C.S.E), New Delhi, having the school code - BI 036.

## **I. AIM OF THE INSTITUTION**

1. The aim of the institution is to impart sound value based education by forming in the students habits of Piety, Virtue, Discipline and Self-reliance during the years of their studies, thus enabling them to be dutiful members of the Catholic Church and useful citizens of their motherland - India.

Don Bosco School, Katihar offers its students not only professional qualification but also a holistic human education, the possibility of building up their life based on Christian principles of justice and charity. It aims at the integral and social growth of the students, by bringing them to an encounter with their cultural, humanistic and technical heritage. It functions in the light of the Christian concept of life centered on the teachings of Jesus Christ.

2. The method of education followed in the school is the Preventive System taught and practiced by St. John Bosco. It is based on Reason, Religion and Loving kindness. We seek to form the young, through education, into persons of Character, Competence, Conscience, Compassion and Commitment who will foster uprightness in public life.
3. Religious Instruction: Being a Christian institution, the classes of Christian Doctrine (Catechism) are compulsory for Christian students. All other

## Vision Statement

Don Bosco School, Katihar, envisages an Institution that imparts Holistic Education to boys and girls to become responsible citizens of their motherland, India. It assists the young people of Katihar to develop themselves Intellectually, Physically and Culturally while encouraging them to grow in Virtue and Wisdom. It aims to inculcate in them sound principles of Self-discipline, Efficiency and Self-reliance. It seeks to form the students through education, into Persons of Character, Competence, Conscience, Compassion and Commitment to build up a Just and Humane Society.

students must attend classes of Moral Science/Value Education, which deal with moral principles, values and rules of conduct. A student must strive to attain qualities of mind and heart and integrate into his/her life, virtues such as honesty, sincerity, piety, compassion, generosity, love for nature and self reliance.

5. Discipline: Special attention is given to ensure a high standard of morality and discipline in the school. Guardians are requested to collaborate in this with the School Authorities by insisting on regular attendance and punctuality of their wards. Students are answerable to the school authorities for their conduct in and outside the school. Hence, misbehaviour of any sort justifies dismissal. Irregular attendance, habitual illness or idleness, objectionable moral behaviour, conduct detrimental to the ordinary life of the school, continual failure to make satisfactory progress in studies and above all discourtesy, disrespect and disobedience to Staff are each a sufficient cause for dismissal.

## **II. COURSES OF STUDIES**

6. Don Bosco School, Katihar, has the following courses of Studies:
  - (a) The ICSE Curriculum which prepares the students for the Indian Certificate of Secondary Examination of the Council for the Indian School Certificate Examination, New Delhi, in the following subjects:





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English, Hindi, Mathematics, Science, Social Studies, Computer Application and SUPW.

7. Don Bosco School Katihar, being an English-Medium School, makes every effort to teach the students to handle English effectively as a written and spoken language. All the students are expected to converse only in English in the school campus.
8. Hindi and Sanskrit, however, are compulsory subjects as Indian languages, in the three language scheme of secondary education.
9. The student's personality, initiative and originality are given full scope in creative curricular activities and by involvement and participation in youth groups and movements, sports and games.
10. Social Commitment: Don Bosco School aims at contributing to the building up of a more just and humane society and one worthy of a human being by promoting systematic, social education of the students. Social service projects form an integral part of the school curriculum.

### III. ADMISSION


11. Applications for admissions to Class UKG are accepted from students of all faiths with preference given to Christian children. Admissions to other classes will be taken against chance vacancies only at the beginning of the school year. Admission of any candidate is totally at the discretion of the management that has evolved a system to select the more meritorious students.
12. Parents/Guardians are asked to fill in the admission forms with the utmost accuracy. No subsequent changes will be permitted for any reason whatsoever. The school does not accept affidavits to change the date of birth already entered officially.

13. A candidate who has attended a recognized school may be admitted only with a Transfer Certificate from the school he/she has last attended. Catholic students must also produce their Baptism Certificate.
14. New Candidates must be introduced personally to the Principal by the one who will be responsible for his conduct and fees. They will be examined on the syllabus of the class immediately below that to which they seek admission.
15. The Rector/Principal is the final authority in granting admissions and his decision is final and binding on all.

### IV. REGULARITY RECORD (Absence, Leave, Delay)

16. School begins with the Morning Assembly and students must be on time for it and be present at the venue of the Assembly. It is advisable that students reach school at least ten minutes before the scheduled time for the Assembly. Students go to their respective class rooms in silence from the Assembly, according to their classes.
17. Attendance: The purpose of regular attendance is to inculcate in the students, traits of punctuality, regularity and academic discipline. To be eligible for promotion, a student must have a minimum of 95% attendance. Absence from the school without leave is not tolerated except when the cause is sudden illness or unforeseen circumstances in which case the information must be given at the earliest.
18. Attendance on the first and last working days of every term as well as Report days is compulsory. Parents are requested to plan their vacations in accordance with the School Calendar.



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19. After an absence from school the reason for the absence must be entered briefly in the Regularity Record under "Absent" in the school calendar. Reasons of a private nature must always be submitted in a letter. Parents / Guardians should give a prior intimation to the school on the Third day of their ward's absence if he is likely to be absent for a longer duration.
  20. A student returning to school after suffering from an Infectious or contagious disease should produce a doctor's certificate permitting her/him to do so.
  21. Students suffering from the following diseases must observe the prescribed period of quarantine before returning to class: a) Chicken Pox: Till the scabs fall off completely; b) Mumps - 22 days; c) Measles - Two weeks after the rash disappears; d) Whooping Cough - 4 weeks; e) Jaundice - 6 weeks.
  22. Students who require medical attention during school hours may be sent by the teacher to the sick room with an entry by the Principal or Vice Principal in the infirmary record.
  23. Leave for going out of station should be approved prior to proceeding on leave.
  24. If an unauthorized absence from school exceeds 15 calendar days, the student's name may be struck off the rolls, and she/he may not be readmitted to school.
  25. In case of an emergency, parents are to inform the school and report to the principal or in his absence his delegate.
  26. An Absence due to illness for three or more days, besides being entered in the Regularity Record under "Absent" must be accompanied by a Medical Certificate /doctor's prescription on re-joining the school.
  27. Leave for religious ceremonies, wedding of very close relatives or special occasions must be obtained beforehand.
  28. Leave of absence is not granted without a previous written application from the Parent/Guardian stating the reason, which must be a serious one. Leave of absence for reasons such as birthdays, excursions, festivals, weddings, time to study for an examination, is not considered sufficient reason for absence and the offenders will be strictly dealt with.
  29. A leave granted must be recorded in the Regularity Record under "Leave" in the school calendar. This must be signed by the Principal or the one delegated by the principal.
  30. Early Departure: It is availed when there is an emergency at home or when a student gets sick in school. It is not granted to those who come sick from home or those who ask for early departure after the unit tests.
  31. In case, a child falls sick/meets with an 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 child/ward immediately.  
It is important to give the correct contact numbers in the diary and update it whenever there is a change.



32. After five instances of Absence from the school, each subsequent instance of unauthorized absence will incur a deduction of five marks in moral science.
33. Late arrival to school is a breach of discipline. A student who comes late to school must enter the date and time of arrival in the Regularity Record under "Late".
34. Five late arrivals will result in Parents being called to the office of the Principal, or his delegate after which the student is liable to a fine of Rs. 10/- for every late arrival.
35. The school declines all responsibilities if through failure to produce a letter giving reasons for his/her absence or delay, a boy or a girl is obliged to return home during school hours.
36. 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 or his delegate without exception.
37. It is mandatory for a student to attend the school on days marked "compulsory attendance" like Independence Day, Republic Day, Teachers' Day, Children's' Day, first day after a long holiday. Absence on these days will be dealt with firmly including Re-admission to the school.

In case of sickness/eventualities, the matter must be notified to the Principal with relevant documents on the same day or earlier.

#### **V. SCHOOL FEES: ( See fees book)**

38. The School fees cover twelve calendar months and may be paid in monthly installments or in advance. No reduction is made for holidays or broken periods. Students are liable to be charged full fees as long as their names are officially on the rolls. Fees once paid will not be refunded.
39. The fees, if paid monthly, must be paid on or before the due date - 15<sup>th</sup> of each month, failing which a late fee of Rs.30/- will be levied up to the end of each month. Due dates are clearly indicated in the School diary. Fee defaulters may not be allowed to attend the class if fees are not cleared during the same month. Fees are to be deposited in The IDBI Bank Branch, Shahid Chowk, Katihar. Parents or guardians may also pay the school fee online.
40. Fees for the holiday months must be paid in advance before the school closes. All dues must be paid before each Terminal Examination. Those who wish to pay by cheque must have an account with The IDBI Bank, Shahid Chowk, Katihar. Late fine of fees if not deposited in Bank will be levied in cash in the school office at the end of each scholastic year.





41. The senior students who avail of the opportunity for Coaching classes after school hours need to deposit the extra required amount in cash in the school office by the end of every month.
42. Any damage will be made good by the student/students concerned. (Laboratory, Library, Classrooms, sports equipments etc.)
43. The school reserves the right to increase the fees at any time of the year if an increment is considered necessary. Fifteen Percent annual increase in the tuition fee or any other fee is normal.

## **VI. SCHOOL UNIFORM**

The school uniform is a sacred and prized possession of a student. It symbolizes the ethos and culture of the school, of which the student is an integral part. Any violation of its sanctity calls for firm disciplinary action such as suspension, termination etc. Hair colouring, using styling gel and fashionable hair cuts/cuts, applying mehendi are not allowed in school.

44. Every student must wear a clean, neat, complete and correct uniform daily. Parents must take special care to see that students leave home in full uniform. Hair must be neat. Girls may use black hair bands/blue ribbons to tie their hair. Boys need to have a neat short hair cut (no mushroom cut, army cut etc.).

Children must wear black, rubber soled shoes of running material. Girls may wear small unobtrusive earrings and no dangles. Nail polish or mehendi is not to be applied. Girls in secondary school must wear black bicycle slacks under their school uniform.

Uniform is compulsory for all school activities, both curricular and co-curricular, on instruction days as well as on non-instruction days. On PT days the students are to wear their colourful Jerseys. Defaulters may be fined or sent back home. Whenever the complete or correct uniform cannot be worn, permission to attend school must be obtained on the Regularity Record under "Uniform".

45. The specifications regarding uniform must be strictly adhered to by parents and students. No one is allowed any liberty in this regard. The uniform will be as follows:

### **a) For Boys**

- ❖ White shirt with half sleeves (for summer), full sleeves (only for winter). For UKG, Grey shorts with elastic, Check Shirt.....
- ❖ DB Monogram stitched on the pocket on the left side of the shirt.
- ❖ Grey shorts with pleats (for Classes 1 to 4)
- ❖ Grey trousers with pleats (for Classes 5 to 10)
- ❖ Maroon tie (for Classes KG to 10)
- ❖ Belt bought from the school.
- ❖ Plain black leather shoes with laces and white socks.
- ❖ White canvas shoes on PT days.
- ❖ For winter: Plain light grey pullover/purple Blazer (with school monogram)

### **b) For Girls**

- White shirt with half sleeves (for summer), full sleeves (only for winter). For UKG Grey skirt with suspension, Check Shirt.....
- DB Monogram stitched on the pocket on the left side of the shirt.
- Grey skirts (2 inches below knee level) with 2" side pleats,
- Maroon tie
- Sky blue ribbon/blue elastic hair band (Cl. 3-10)
- Black slides (Cl. 1-2)
- Belt bought from the school.
- Plain black leather shoes with buckles and white socks.
- White canvas shoes on PT days.
- Black bicycle Slacks (Cl. 6-10)
- For winter: Plain light grey pullover & Grey Leggings/ purple Blazer (with school monogram)

### **c) For Classes UKG to 10: Sports Day**

- ❑ Vest to be bought from the school
- ❑ Uniform Trousers/Skirts
- ❑ White canvas shoes and white socks

46. To ensure uniformity, the following items of the uniform must be obtained from the school only: the grey trouser/skirt material, the DB monogram, the maroon tie, and the belt. NO OTHER SHADES OF MATERIAL WILL BE ALLOWED.



## VII. SCHOOL HOURS

### GENERAL TIMING

#### Senior Section Classes : V to X

Reporting Time	7.30 A.M.	Time Duration
Assembly	7:45 A.M. - 8:00 A.M.	15 min.
1 <sup>st</sup> Period	8:00 A.M. - 8:40 A.M.	40 min.
2 <sup>nd</sup> Period	8:40 A.M. - 9:20 A.M.	40 min.
3 <sup>rd</sup> Period	9:20 A.M. - 10:00 A.M.	40 min.
Short Break	10:00 A.M. - 10:10 A.M.	10 min.
4 <sup>th</sup> Period	10:10 A.M. - 10:45 A.M.	35 min.
5 <sup>th</sup> Period	10:45 A.M. - 11:20 A.M.	35 min.
Long Recess	11:20 A.M. - 11:50 A.M.	30 min.
Assembly	11:50 A.M. - 12:05 P.M.	15 min.
6 <sup>th</sup> Period	12:05 P.M. - 12:40 P.M.	35 min.
7 <sup>th</sup> Period	12:40 P.M. - 1:15 P.M.	35 min.
8 <sup>th</sup> Period	1:15 P.M. - 2:00 P.M.	45 min.
Final Bell	2:00 P.M.	

#### Junior Section Classes : KG to IV

Reporting Time	8.05 A.M.	Time Duration
Assembly	8:20 A.M. - 8:40 A.M.	20 min.
1 <sup>st</sup> Period	8:40 A.M. - 9:20 A.M.	40 min.
2 <sup>nd</sup> Period	9:20 A.M. - 10:00 A.M.	40 min.
Lunch	10:00 A.M. - 10:35 A.M.	35 min.
Assembly	10:35 A.M. - 10:45 A.M.	10 min.
3 <sup>rd</sup> Period	10:45 A.M. - 11:20 A.M.	35 min.
4 <sup>th</sup> Period	11:20 A.M. - 11:50 A.M.	30 min.
Short Break	11:50 A.M. - 12:00 NOON	10 min.
5 <sup>th</sup> Period	12:05 P.M. - 12:40 P.M.	35 min.
6 <sup>th</sup> Period	12:40 P.M. - 1:15 P.M.	35 min.
7 <sup>th</sup> Period	1:15 P.M. - 1:50 P.M.	35 min.

**Class KG leaves at 11:50 A.M.**  
**as Short Break for Junior section starts.**  
**Class I to Class IV gets over at 1:50 P.M.**

### WINTER TIMING

#### Senior Section Classes : V to X

Reporting Time	8.00 A.M.	Time Duration
Assembly	8:15 A.M. - 8:30 A.M.	15 min.
1 <sup>st</sup> Period	8:30 A.M. - 9:10 A.M.	40 min.
2 <sup>nd</sup> Period	9:10 A.M. - 9:50 A.M.	40 min.
3 <sup>rd</sup> Period	9:50 A.M. - 10:30 A.M.	40 min.
Short Break	10:30 A.M. - 10:40 A.M.	10 min.
4 <sup>th</sup> Period	10:40 A.M. - 11:15 A.M.	35 min.
5 <sup>th</sup> Period	11:15 A.M. - 11:50 A.M.	35 min.
Long Recess	11:50 A.M. - 12:15 P.M.	25 min.
Assembly	12:15 P.M. - 12:30 P.M.	15 min.
6 <sup>th</sup> Period	12:30 P.M. - 1:00 P.M.	30 min.
7 <sup>th</sup> Period	1:00 P.M. - 1:30 P.M.	30 min.
8 <sup>th</sup> Period	1:30 P.M. - 2:10 P.M.	40 min.
Final Bell	2:10 P.M.	

#### Junior Section Classes : KG to IV

Reporting Time	8.40 A.M.	Time Duration
Assembly	8:50 A.M. - 9:10 A.M.	20 min.
1 <sup>st</sup> Period	9:10 A.M. - 9:50 A.M.	40 min.
2 <sup>nd</sup> Period	9:50 A.M. - 10:40 A.M.	50 min.
Lunch	10:40 A.M. - 11:05 A.M.	25 min.
Assembly	11:05 A.M. - 11:15 A.M.	10 min.
3 <sup>rd</sup> Period	11:15 A.M. - 11:50 A.M.	35 min.
4 <sup>th</sup> Period	11:50 A.M. - 12:20 P.M.	30 min.
Short Break	12:20 P.M. - 12:30 P.M.	10 min.
5 <sup>th</sup> Period	12:30 P.M. - 1:00 P.M.	30 min.
6 <sup>th</sup> Period	1:00 P.M. - 1:30 P.M.	30 min.
7 <sup>th</sup> Period	1:30 P.M. - 2:00 P.M.	30 min.

**Class KG leaves at 12:20 P.M.**  
**as Short Break for Junior section starts.**  
**Class I to Class IV gets over at 2:00 P.M.**



## SUMMER TIMING

### Senior Section Classes : V to X

Reporting Time	7.00 A.M.	Time Duration
Assembly	7:15 A.M. - 7:30 A.M.	15 min.
1 <sup>st</sup> Period	7:30 A.M. - 8:10 A.M.	40 min.
2 <sup>nd</sup> Period	8:10 A.M. - 8:40 A.M.	30 min.
3 <sup>rd</sup> Period	8:40 A.M. - 9:10 A.M.	30 min.
Short Break	9:10 A.M. - 9:20 A.M.	10 min.
4 <sup>th</sup> Period	9:20 A.M. - 9:50 A.M.	30 min.
5 <sup>th</sup> Period	9:50 A.M. - 10:20 A.M.	30 min.
Long Recess	10:20 A.M. - 10:50 A.M.	30 min.
Assembly	10:50 A.M. - 11:05 A.M.	15 min.
6 <sup>th</sup> Period	11:05 A.M. - 11:35 A.M.	30 min.
7 <sup>th</sup> Period	11:35 A.M. - 12:05 P.M.	30 min.
8 <sup>th</sup> Period	12:05 P.M. - 12:45 P.M.	40 min.
Final Bell	12:45 P.M.	

### Junior Section Classes : KG to IV

Reporting Time	7.40 A.M.	Time Duration
Assembly	7:50 A.M. - 8:10 A.M.	20 min.
1 <sup>st</sup> Period	8:10 A.M. - 8:40 A.M.	30 min.
2 <sup>nd</sup> Period	8:40 A.M. - 9:10 A.M.	30 min.
Lunch	9:10 A.M. - 9:40 A.M.	30 min.
Assembly	9:40 A.M. - 9:50 A.M.	10 min.
3 <sup>rd</sup> Period	9:50 A.M. - 10:20 A.M.	30 min.
4 <sup>th</sup> Period	10:20 A.M. - 10:50 A.M.	30 min.
Short Break	10:50 A.M. - 11:05 A.M.	15 min.
5 <sup>th</sup> Period	11:05 A.M. - 11:35 A.M.	30 min.
6 <sup>th</sup> Period	11:35 A.M. - 12:05 P.M.	30 min.
7 <sup>th</sup> Period	12:05 P.M. - 12:35 P.M.	30 min.

**Class KG leaves at 10:50 A.M.**

**as Short Break for Junior section starts.**

**Class I to Class IV gets over at 12:35 P.M.**

47. **Office Hours:** The Principal/vice principal can be interviewed from 9.30 a.m. to 11:00 a.m. or any other time by prior appointment.
48. **School Stationery hours:** Stationery is available only on class days, 30 minutes before and after the class hours.
49. **No school business will be transacted on holidays, 2<sup>nd</sup> Saturdays and during vacations.**

## VIII. ASSESSMENTS AND PROMOTION

50. Promotion at the end of the year will be based on attendance, continuous Assessment in every subject, work done during the year and **the overall conduct record.**
51. The periodic assessments held during the year are notified in the school calendar.
52. **Continuous assessments** are meant to ensure regularity on the part of the student. Unit Tests and class tests are important part of the continuous assessment for the progress of the student. The answer scripts of these tests, duly evaluated, are handed over to the student, to be taken home, signed by the parents and kept in a separate Test File at home. A student is expected to enter the marks in the relevant columns of Achievement Record in his/her school calendar.
53. For students who are absent for any Assessment / Unit Test / Class Test, no provision can be made for supplementary tests.
54. Attendance for internal assessments & Projects for classes VIII, IX & X are compulsory on the days scheduled. No exceptions can be made in this regard. Time schedule given for submission of Assignments/Projects are to be strictly adhered to. Defaulters may be awarded zero in that particular subject.
55. Failure to appear at any assessment can seriously affect a student's academic progress and promotion. However no student must come to school to do a test and go back home after the test. He/she must attend the full day class.
56. Examinees are not expected to indulge in any of the following acts:
  - (a) Breach of any of the regulations of conduct at examinations or indiscipline in or outside the hall. A student guilty of disorderly conduct or responsible for causing any kind of disturbance in or near the





## Independence Day Celebrations! We hail our motherland!

examination room is liable to be refused admission to subsequent papers. The use of unfair means, even if discovered subsequently, will merit the cancellation of the particular paper and the student concerned will be given a zero.

- (b) A student who has made arrangements to obtain unfair help in connection with the question papers from any persons 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 is not expected to have in his possession any book, memorandum, or pocket book, notes, or papers whatsoever during the examination. Incidents/possession of any of the above may result in suspension and in the event of a serious nature – to be judged by the Principal – may result in dismissal from school. A student who has recourse to pre-meditated cheating will be given TC at the end of the school year.
57. There is no arrangement for "re-examination" or "promotion on trial".  
No sick child must be sent to school.
58. A student who fails to secure promotion may be asked to leave the school. A pupil failing in his class at the end of the year does not remain on the rolls unless the Parents/Guardians notify the Principal in advance that they wish their son/ward to continue his studies in the school.
59. The reports must be collected by the Parents along with the ward on the stipulated day. A defaulter may be penalized through a fine and may not be

allowed to attend the school until his report is collected.

60. In all questions of promotion or failure the Principal's decision is final.

### IX. CRITERIA FOR PROMOTION

61. Promotion is based on the whole year's performance.
62. Normally a student should pass in all subjects. He/she may be considered for promotion even if he/she fails in one of the subjects other than Moral Science/Catechism, English, Second Language.
63. Primary Section: Students of Classes UKG to IV will be promoted based on their performance in the Continuous Evaluation.  
Students of Class V are evaluated through a combination of continuous assessments. They must obtain 40% marks or D grade in all subjects to be promoted.
64. Secondary Section:
  - a) Classes VI to IX: Promotion is based on the two Assessments and the continuous assessment (Unit Tests and Class Tests, written Assignments, Book Reviews for English). Internal Assessment for Moral Science will be based on "Conduct Record".
  - b) The final tabulation of 100 marks will comprise of 30% from the 1st Assessment, 30% from the Unit Tests and Internal Assessment combined and 40% will be from the Second Assessment. A student must obtain 40% in this tabulation.
65. A student must score 60 % marks in Moral Science/Catechism, General Knowledge, Physical Education and SUPW (IX). He must obtain 40% in all



## Edu-tour to Darjeeling! Moments to cherish !!



other subjects according to the final tabulation procedure.

66. Grades: A1: Exceptional (95-100), A2: Excellent (90-94), B1: Very Good (80-89), B2: Good (70-79), C1: Fair (60-69), C2: Average (50-59), D: Satisfactory (40-49), E1: Needs improvement (35-39), E2: Unsatisfactory (0-34).
67. Conduct marking scheme: There shall be an aggregate of 50 marks every term allotted to the CMS for every student. Under this marking scheme infractions shall attract negative marks as specified, which will be adjusted against the student's marks in Moral Science.

### X. PRIVATE TUITION

68. The school forbids all private tuitions. A pupil should be able to progress in his work as a result of good teaching in school.
69. Teachers are not allowed to undertake private tuitions unless otherwise permitted by the school authorities, since they may interfere with the proper execution of their school duties, including the preparation of lessons at home and the

correction of exercises. A student who takes tuition from his own teacher may incur dismissal from school.

### XI. VACATIONS

70. Vacations are given in the school calendar. These holidays may not be extended or anticipated. Unauthorized absence on the last day before vacation and delays in returning to school will mean "re-admission" to the school, i.e. a fine of Rs. 1000/-.
71. In view of the required number of working days as prescribed by the Council, unscheduled holidays will be made up with classes on Saturdays as and when required.

### XII. WITHDRAWAL AND DISMISSAL

72. The Transfer Certificate will be issued only on receipt of a written application signed by both the parents (as both had signed to admit the child) and personally handed over to the Principal by the parents of the student. Before withdrawing a student from the school a month's notice is to be given or a month's fee in lieu of notice. Those who





## Arts & Crafts and Science Exhibition

## Exams! A signal lamp to Brilliance!!

take T.C. after the month of June are required to clear the whole year's fees. No Certificate will be issued until all dues to the school have been paid in full.

73. The Transfer Certificate will cost Rs. 200/- and must be collected within three days after it is issued, otherwise a search fee of Rs.200/- will be charged. Any T.C. that goes out of the state of Bihar may have to be counter signed by the CISCE Office and if so an additional fee of Rs. 500/- will be charged.
74. Any student failing two years in succession in the same class or failing twice in three consecutive years, will have his/her name struck off the rolls and a Transfer Certificate will be served to that effect.. A student who has been dismissed from the school is not readmitted. A student, who has taken TC, except in the case of transfer of residence, will not be readmitted to the school.
75. Students whose attendance is irregular, who do not pay their fees, who are habitually late or absent, lazy or disobedient, who involve in serious fights with students, who bully, who willfully damage school property & furniture, forge signature, misbehave with boys and girls; and students whose conduct is injurious to the moral tone of the school or incompatible with strict discipline may be suspended or dismissed depending on the seriousness of the misdeed.
76. Any Certificate from the School will cost Rs. 50/- A prior notice of three days is to be given in writing to obtain any certificate. Class X should collect their school leaving documents by the end of June, falling which a search fee of Rs. 100/- will be levied per year cumulatively.
77. Notwithstanding anything in the Prospectus, the Principal may, at his absolute discretion, request any parent at any time to take his/her ward out of the school. As a rule, a student who is dismissed / taken Transfer Certificate is not re-admitted.
78. The Rector's / Principal's decision is final in all cases of dismissal or withdrawal.

### XIII. GROUPS AND MOVEMENTS

79. Groups and Movements are integral part of Don Bosco System of Education. These give the students opportunities to develop their leadership qualities and help them to be integrated human beings. The school has several action groups such as Bosco Scouts and Guides & Bosco, Cubs and Bulbuls, Science Club, Literary club, Music club, Cyber Club, Sports Club, Nature Club and Art and Craft Club.

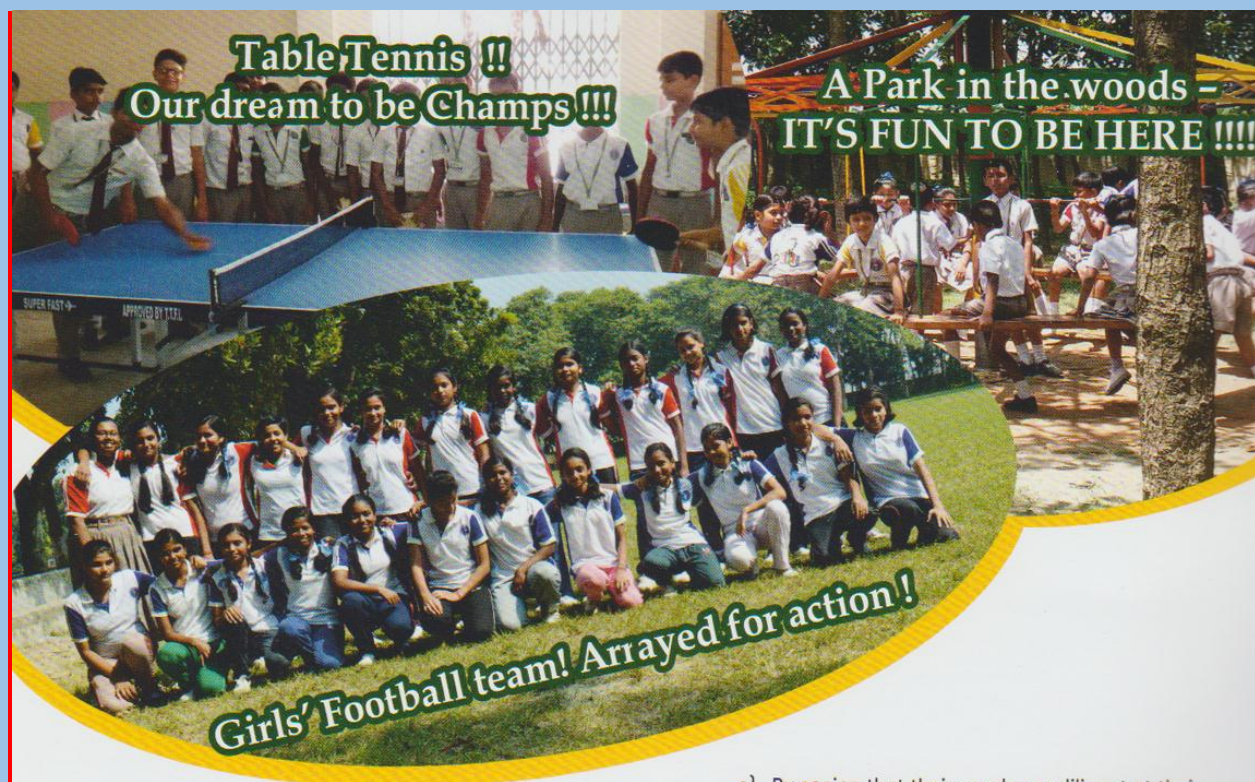


80. House System: The school is divided into four houses; each is named after a Salesian Saint. Bosco – Blue; Francis – Yellow; Savio – Red; Micky – Green. All activities in the school are organized according to the houses.

#### **XIV. OTHER RULES OF CONDUCT AND DISCIPLINE**

81. School Calendar is the true record of a student's academic performance and conduct. It is to be signed by the Principal/ Vice Principal or his delegate. It must be maintained with utmost care.
82. Every student must have a copy of the School Calendar and it must be brought to school on every class-day. A student who does not have his school calendar may be sent back home or may be fined. Losing a school calendar is a serious fault. A fine of Rs. 200/- is to be paid to get a new calendar.
83. No remarks once written in the school calendar can be cancelled by anyone other than the Principal/Vice principal.
84. Two General Observation would amount to one General Remark which is a very serious breach of discipline and hence a deterrent to promotion and can even be dismissed from the School. An Observation is given in case of a minor breach of discipline.
85. Every student must possess an identity card issued by the school. This card must be renewed periodically. A duplicate Identity Card will cost Rs.100/-
86. Pupils are responsible for the safe custody of their books and belongings. Each article should be marked with the pupil's name.
87. No student will be allowed to leave the school campus during school hours except on the strength of a written request from his parent and due authorization by the Principal/his delegate.
88. Students are not allowed to leave the classrooms without the permission of the teacher. While moving in between the classrooms in the corridors, students should make sure that no other class is disturbed. Students must maintain decorum while moving along the corridors and staircases. Action will be taken if a Secondary student is found outside the class during class hours without due permission.
89. Students are to address their teachers and all members of the School Staff with due respect and politeness. Arrogant and challenging behaviour towards teaching or non-teaching staff is forbidden. On their way to and from school, students must behave in a gentlemanly manner.
90. Smoking, chewing pan, chewing gum, betel-nut or tobacco product, etc. is strictly forbidden. Irregular attendance, habitual idleness, disobedience, bad conduct, stealing, consumption of alcohol, drug abuse, any form of verbal or written obscenity, using unfair means in examination or sickness which are liable to be injurious to other students justify dismissal.
91. Students are not allowed to bring two wheelers to school or drive a four wheeler to school. Electronic gadgets, Cell phones, digital watches and diaries, toys, calculators, video games, pen drives, PSPs, DVDs, CDs, portable audio and video devices and any mass storage devices are forbidden in the school. Students who bring any of the above items are liable to be penalized. It would mean confiscation of the unit, suspension for a period of one week and a fine of Rs. 500.
92. Respect for school property and school belongings is an absolute must. Any intentional damage to any school belongings will be deemed violation of the code of conduct. Hence replacement or repairing charges shall be borne by or on behalf of the student/s by their guardians (Laboratory, Library, Classroom Furniture, Sports equipments etc.)
93. A vigilant outlook should be maintained towards keeping the surroundings clean. Any waste paper noticed must be picked up and thrown into the dustbin.
94. No books, periodicals, comics, newspaper or printed matter of an objectionable nature, must be brought into the school. All printed materials (except those mentioned in the school book-list) when brought into the school must be presented to the Principal / his delegate for approval and may be retained in the school and read only if it bears the signature of one of the authorities.
95. Every student is expected to subscribe towards local charities and other relief efforts if authorized by the Principal. No collections or fines or raising of funds are to be made in the school without the explicit permission of the Principal. Presents to members of the staff or any other incentives to them also require the Principal's permission.





96. Every student attending school is obliged to take part in choral singing, drill, games and other co-curricular activities organized by the school.
97. It is mandatory for all students to speak only in English in the school campus. Serious steps will be taken against those found speaking vernacular in the school campus at any time. This rule is applicable on holidays as well.

#### **XV. FOR PARENTS / GUARDIANS**

98. 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.
99. Parents' POSITIVE COOPERATION with the school is absolutely essential for the constructive upbringing of their child/ward. They are strongly exhorted to co-operate with the school:
  - a) By urging their wards to be regular and punctual in attendance.
  - b) By checking the School calendar on a regular basis.
  - c) By seeing that their wards are diligent at their homework and lessons.
  - d) By not engaging private tutors without consulting the school authorities.
  - e) By insisting on neatness and cleanliness in their books and personal appearance.
  - f) By occasionally meeting the Principal / his delegate/ Teachers to discuss the progress of their wards.
100. Periodical reports, and the Report Card, will keep parents / guardians informed of the progress of their wards.
101. Parents will not be allowed to meet the Principal during the examination time. They must avail the time after the examination on a particular day.
102. Ordinarily communication with parents / guardians is made through the School Calendar. On the first day of every month, the School Calendar should be checked by the Parents and signed with the word "CHECKED".
103. Parents / Guardians are not allowed to see their wards or to meet teachers during class hours without the special permission from the Principal.
104. Parents can meet the teachers on class days after the classes are over. You must intimate the same to the respective teachers a day in advance



# UKG Kids! All set to take off!



through the School Diary (Communication from Parents).

105. 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.
106. School campus is no smoking area on all days. Normally it is also Mobile Phone free Zone. The staff members have to be discreet and use utmost discretion in using Mobile Phones during school hours. Disposable bottles and plastic items are not to be brought to school.
107. Exemplary behaviour is expected from students and parents in the school campus and outside the school campus.
108. Though the school takes care of your ward/son while in school, the school cannot be held responsible for any self inflicted or accidental mishap/injury, physical or otherwise, that may befall on your son/ward.
109. If Parents/Guardians/ threaten the school by various methods, by leveling 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, it might result in issuing of Transfer Certificate to their son/ward from the school.

## 110. XVI. LIBRARY RULES

1. Strict silence and order must be observed by all in the library.
2. Every student of DBK, in school uniform has access to the library.
3. All articles, personal belongings and bags must be left outside when entering the library.
4. Only one book will be issued per student. A book can be kept for one week only. No renewal will be allowed. Books overdue may be returned on any day with a fine of Rs.5 per day. No fine if one has been absent for valid reason.
5. Books exclusively meant for consultation are not to be taken out of the library. They remain available to all the students all the time.
6. Before leaving the library every student must submit for scrutiny the books borrowed.
7. All magazines, reference book or books used while in the library must be put back in the proper place after reading.
8. 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.
9. Any defect 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. Fines will be imposed for damages done to books and articles in the library.





## Going Computer- Literate!

10. Books lost must be replaced by the borrower.
11. A remark will be entered in the library page of the School Calendar for every book returned late. Three such remarks will result in the students being debarred from borrowing books for the year.
12. No fine will be charged for books overdue if a letter can be produced showing that the borrower has been absent for valid reasons.
13. No books shall be retained by the students during the summer, autumn, and winter vacations.
14. Library Hours:
 

Class days	:	08.00 A.M. to 11.30 A.M. 12.10 P.M. to 02.30 P.M.
Saturdays	:	08.00 A.M. to 11.00 A.M.
15. During class hours, classes will be allowed into the library only according to the time-table published by the principal. Permission to enter the library during these class hours must be obtained from the principal.

### 111. XVII DBK COMPUTER CENTRE RULES

1. The computer center is a place of learning and serious work. For this "Silence" is a very necessary element.
2. Dust is the greatest enemy of the computer. Remove shoes before entering the room. Wear clean socks.
3. Take nothing in to the computer room without the prior permission of the teacher.
4. The computer is complicated electronic instrument which is learned through instruction and operation. Follow the instructions of your teacher carefully.
5. The computer is a delicate and expensive machine. Damages must be paid for by the student. Report immediately any kind of defect or damage, so that prompt action can be taken and the machine is available for the next user.
6. Computer time is precious. DON'T waste it.



#### 112. XVIII DBK LABORATORY RULES

1. SILENCE should be maintained by all inside the Science Laboratories.
2. Written permission is to be taken from Principal/Vice principal to enter the Laboratories at times other than the stipulated time.
3. All school bags and any other articles not pertaining to the laboratories should be kept outside.
4. The student must accept responsibility and pay for any damage he/she causes to the equipments in the laboratories.
113. Students of Don Bosco School are forbidden to join social media till they complete ICSE. Very strict action will be taken on to those students who are found using social media.
114. **ALL COMMUNICATION TO THE SCHOOL SHOULD BE ADDRESSED TO THE PRINCIPAL.**



- ✌ Use time well.
- ✌ Be moderate in eating and drinking.
- ✌ Do always what pleases God.
- ✌ Excel in doing good to others.
- ✌ Choose some studious students as friends.
- ✌ When it's time to play, get in there and play.
- ✌ Concentrate! Keep your mind on your books.
- ✌ Above all, PRAY!









*Teaching Fraternity: The team that our students really look upto !*



*Non-teaching Staff: We are a Force to reckon with !!!*

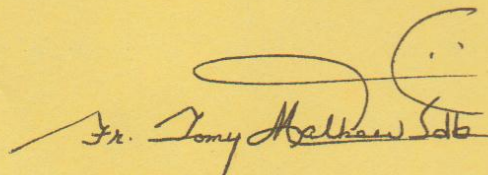


## DON BOSCO SCHOOL, KATIHAR, BIHAR – 854105

(A Christian Minority Co – Educational Institution affiliated to I.C.S.E. Board, New Delhi)

### Admissions to Class-U.K.G. (2018 – 19)

1. Don Bosco School, Katihar is a Christian Minority Institution and as such the norms of minority institution are applicable in the admission procedure.
2. **Age Group:** Children born between 01.01.2013 – 31.12.2013.
3. **Date for Submission of Forms:** 12 to 15 - December between 9.00 am – 1.00 pm.
4. **At the time of submission of Application forms kindly bring along:**
  - i) 2 recent (not more than 1 month old) passport size photos of the candidates.
  - ii) A recent Post card size (6x4) photograph of the child with the parents without cap/hat.
  - iii) Photocopy of the **Birth Certificate** (Hospital Discharge Certificate/Nursing Home Card) and **Birth Registration Certificate** with the Corporation/Municipality/Panchayat. Original Certificates are to be shown for verification at the time of submission of the form. **Forms will not be accepted without the photocopy of the Birth Certificate.**
  - iv) **Proof of the Residential Address:** Anyone of the following is to be produced. Voter ID. Passport, Aadhar Card, (But not affidavits).
  - v) Photocopy of the Recent Progress Report from the School where the child is studying presently.
  - vi) If belongs to SC/ST: Photo Copy of the Cast/Tribe Certificate of the Child.
  - vii) **For Christians only:** Baptism Certificate and a letter of Introduction from the Parish Priest.
5. **Failure to comply with any of the requirements mentioned above or incomplete application form may disqualify the candidate.**
6. At the time of submission of Application Form, you will be given a Card mentioning the date of interaction (**between 15 – 24 Jan, 2018**). Both the parents **MUST** be present with the child for the mandatory Interaction on the specified date. No other person will be allowed for the Interaction.
7. **The Interaction is no guarantee for Admission. Failure to turn up for Interaction on the specified date and time will disqualify the candidate.**
8. **Original Birth Certificate** (Hospital discharge Certificate/Nursing Home Card), **Original Birth Registration Certificate** from Municipality / Panchayat and the **Original of the Latest Progress Report** along with a photocopy are to be brought at the time of interaction. They will be given back after verification.
9. The final selection is based on the application, verification of documents and Interaction with the parents along with the candidate. **Please be aware that only about 90 plus candidates can be accommodated.**
10. List of selected candidates for Class –U.K.G. 2018-19 will be published on Sunday, **28 January 2018 at 3.00pm**. On the School Notice Board and at the main entrance gate.
11. **Recommendations are not entertained and they will lessen your child's chance of getting admitted to the school.**

  
Principal

Principal  
Don Bosco School  
Mahant Nagar  
Katihar, Bihar - 854105





# **DON BOSCO SCHOOL™**

**Katihar - 854 105 (Bihar)**



*Luscious gardens and playgrounds welcome you to Don Bosco School*

☎ **06452 - 231046**

E-mail: [donboscokatihar@gmail.com](mailto:donboscokatihar@gmail.com)