

ST. XAVIER'S SCHOOL, ARRAH

PROSPECTUS

INTRODUCTION

St. Xavier's School, Arrah is a Catholic Minority School, established and owned by the Shahabad Parish Society, belonging to the Catholic Diocese of Buxar, which is a body registered under the Societies Registration Act, 1860, having its head office at Buxar . It is managed by the Jesuit Fathers of Patna Province of the Society of Jesus, (a religious order within the auspices of the Catholic Church, founded in 1540 by St. Ignatius of Loyola, known better by the informal name, the JESUITS), in collaboration with the Diocese of Buxar.

OUR VISION AND MISSION

Our vision is the formation of human person committed to God and country.

Our mission is to form the young as men and women of Character, Competence, Conscience, Compassion and Committed to build a just society.

AIM

The primary aim of St. Xavier's school, Ara is to impart sound formation-religious, mental, moral, social and physical, based on the principles of Christian faith to the members of the Christian community and based on the principles of human values to all others admitted to this institution.

Inspired by the motto of the Society of Jesus given by its founding father St. Ignatius Loyola-"ad majorem deigloriam" (AMDG), that is "for the greater glory of God", we the Jesuit fathers and brothers, in collaboration with a competent and dedicated lay staff, aim at forming the children into men and women of competence, conscience and compassionate commitment (four 'C's), which are the four pillars of the characteristics of Jesuit Education.

TO ACHIEVE THIS AIM, WE HAVE THE FOLLOWING OBJECTIVES

The boys and girls enrolled at St. Xavier's are expected to develop the following qualities and skills during the years of their formation.

1. An enlightened mind that would strive for excellence in every sphere with stress on personal development and co-operation rather than over-riding others;
2. Qualities of leadership through active participation in games and co-curricular activities, especially social work;
3. Eloquence in the art of expression so that they can effectively communicate the ideas acquired.

4. Correct habits of thinking, developed by means of personal experience (learning by doing), observation and judgment, in study of science, mathematics and languages.
5. A character with strong and clear principles by which they will think and act according to what is right and just.
6. An appreciation for manual labour in encouragement and directed through community-oriented projects;
7. An appreciation of the cultural heritage of the country;
8. A spirit of service to their fellow human beings;
9. A spirit of tolerance and appreciation that transcends the barriers of caste, language and religion, which help to achieve national integration.
10. Above all, a loyalty to God and Country.

AN EDUCATION RELEVANT FOR A NEW INDIA

The ideals enshrined in the Constitution of India, and the thrust envisaged for the new education policy of the Govt. of India, fully coincide with the Jesuit concern for the poor and underprivileged. What we are aiming at, is an education that will integrate the various sections of society by providing quality, inclusive education to all, especially the weaker sections.

Increasing insistence will be laid on education and educational programmes aimed at this integration, by co-operative effort among students and their sharing and growing together. This Philosophy and these values are diametrically opposed to the values of post-industrial society, which emphasize money and the profit motive, competition and individual rights that disregard other's needs and rights. The school will require active collaboration from students and parents in this endeavour.

HOME AND ROLE OF THE PARENTS

Education starts at home. Regular and systematic study at home is very necessary for a student of St. Xavier's School which includes daily doing of homework, revision of what is taught in the school and preparing for the next day's lesson.

Values are not taught, they are absorbed. Parents are the role models for the child. Therefore, we accept their active participation in the child's growth. The parents should:

- (a) Send their child regularly to school and avoid making room for excuses to stay at home. For functions like marriage or other rituals do not make the child to lose classes for a long, time.

- (b) Do not allow your child to indulge in playing with gadgets mobile, iPod etc. alone.
- (c) Strictly prohibit the use of Face-Book, What's app, YouTube, Twitter and other Social Media application.
- (d) Encourage Good Behaviour. Handle temper tantrum, as it develops stubbornness in a child. Teach the child to tell the truth and avoid telling lies. Try to teach cleanliness and good etiquettes.
- (e) Teach respect for authority. Never criticize your child's teacher in front of the child.
- (f) Avoid use of bad language or abusive word in front of the child and encourage your child to use proper language always.

The whole hearted co-operation of the guardians is accepted at all times in the formation of the character of your children.

DEVELOPMENT OF YOUR CHARACTER

v Discipline is an important aspect of person's personality more so of a Xavierian. It includes punctuality, proper classroom behavior, doing homework and class work in time.

v Good manners distinguish a Xavierian from others. It includes respect for teachers and classmates, good manners at home when guests come, appropriate behavior, appropriate language and taking care of things like infrastructure, books, pencils etc.

v Imbibing values is as important as academic excellence. It includes concern for others, honesty, being kind, helping others, sharing with others, etc.

v We want your child to develop talents, grow in values of love, forgiveness and service, and gradually become good citizens of this world.

As the child progresses from the lower to the upper classes, he/she will be given increasing opportunity to shift from conformity to externally imposed order to self-imposed discipline.

RULES OF DISCIPLINE

St. Xavier's school gives special attention to inculcate high standard of moral values and discipline. Parents/guardians are requested to co-operate in this with the school authorities by ensuring regular attendance and punctuality of their wards and strict adherence to the rules of the school. If a student indulges in any serious misconduct, he/ she will be expelled from the school with immediate effect.

1. REGARDING SCHOOL DIARY:

(a) The school diary should be brought to school daily. It should be kept till the students get promotion to the next level and a new diary is issued at that level.

(b) The school diary is the medium of communication between the school and the parents. It also records the activities, performances, classroom behavior, discipline and progress of your child.

(c) A student should note down the daily lessons, homework and other instructions given by teachers in the diary.

(d) All the records of non-attendance and late coming should be entered in the proper assigned pages of the diary.

(e) A student should get all the remarks and communications signed by the parent/guardian on the same day it is given.

(f) Students should get diary and application signed by the vice principal or principal on any matter before the assembly.

(g) Any student tampering with his/her school diary or thers or who loses the diary or defaces it will be considered a very serious matter and will be subject to disciplinary action. At the loss of diary, parents should write an application stating the cause, and requesting the issue of a new diary. In such cases a fine of Rs.100/-will be levied and new diary will have to be purchased paying its amount, with the necessary remarks about the loss in it. The new diary should have the date of issue and signature of the vice principal entered.

2. REGARDING SCHOOL ID CARD

A student needs to carry the school ID card whenever he/she comes to the school or represents the school outside for any activities. Without the ID card nobody is allowed to come inside or sit in the class. Take good care of the ID card and do not play with it. Make sure that the data, address and phone number of the guardians are correct in the ID card. At the loss of it, a fine of Rs. 100/ - will be levied and a new ID card will be issued after receiving its cost.

3. REGARDING SCHOOL UNIFORM

A St.Xavier's School, Arrah student will wear the following as their School uniform

KIDS Galaxy

Monday, Tuesday, Thursday and Friday

Boys: Blue-pink striped shirt with a monogram, Blackish Brown full pants and school belt, Blackish brown socks with pink double rings atop, and Black shoes

Girls: Blue-pink striped shirt with monogram, Blackish Brown tunic, Blackish brown socks with pink double rings atop and Black Shoes

Wednesday (For all seasons)

House T-shirt with school monogram and black long trousers with coloured stripes of T-Shirt on the side, White shoes, and Red Socks having Dark Navy Blue double rings atop.

CLASSES I TO VIII

Monday, Tuesday, Thursday and Friday

Boys: Yellow shirt with blue stripes with a monogram, Dark Navy Blue full pants, Black Shoes, and Dark Navy Blue Socks having double yellow rings atop, School Belt, and Tie.

Girls: Yellow shirt with blue stripes monogram, Dark Navy Blue skirts, Black Shoes, and Dark Navy Blue Socks having double yellow rings atop, School Belt and Tie. Tie the Braided hair on both sides and with black ribbons.

Wednesday and Saturday (For all seasons)

House T-shirt with school monogram and black long trousers with coloured lines of T-shirt on the side, White shoes and Dark Navy-Blue Socks having double yellow rings atop.

WINTER UNIFORM

KIDS' GALAXY

Boys: Blackish Brown full sweaters with monogram and pink double strips around the neck, Blackish Brown cap with an abbreviation of the name of the school (SXS) along with all other regular uniforms.

Girls: Blackish Brown full Sweaters with a monogram and pink double strips around the neck, black brown cap with an abbreviation of the name of the school (SXS) black slacks along with all other regular uniform.

CLASSES I TO V

Boys: Dark Navy Blue full sweaters with Monogram and double yellow stripes around the neck, Navy Blue full pants, Dark Navy Blue cap having abbreviation of the name of the school(SXS).

Girls: Dark Navy Blue sweaters with Monogram and double yellow stripes around the neck, Navy Blue full pants, Dark Navy Blue cap having an abbreviation of the name of the school (SXS), Dark Navy Blue slacks.

CLASSES VI TO VIII

Boys : Dark Navy Blue half sweaters with Monogram and double yellow stripes around the neck, Navy Blue full pants, Dark Navy Blue cap having abbreviation of the name of the school(SXS),Dark Navy Blue Blazers having School monogram on the pocket.

Girls : Dark Navy Blue half sweaters with Monogram and double yellow stripes around the neck, Dark Navy Blue full pants, Dark Navy Blue cap having abbreviation of the name of the school(SXS),Dark Navy Blue slacks, Dark Navy Blue Blazers having School monogram on the pocket.

4. LIBRARY REGULATIONS

(a) Students may borrow two books at a time for a period of one week using the library card and return them on time. If books are returned late, a fine of Rs. 10/-is charged per each day for book. If the student is absent on the day, they have to return the books, on the day they return to school, showing the notification of absence in the School Diary.

(b) Books to be renewed must be brought to the library on the date of return and get them renewed.

(c) Reference books are for consultation/reference only, which is done in the library itself. They are not issued.

(d) Library books should be handled carefully. No tearing/folding of papers of the books is appreciated. Those who damage or lose any library book, or cause damage to any furniture in the library, will have to pay an amount fixed by the librarian to compensate the loss/damage incurred.

(e) Silence is to be observed at all times in the library. No eatables are allowed in the library. The use of mobile phones is strictly prohibited inside the library.

(f) Do not lend your library books or library card to others.

(g) The Librarian is in the library to help you.

5. ARRIVAL AND DEPARTURE

(a) Students must arrive at the school at least 10 minutes before the first bell.

(b) The school does not provide any transportation facility and hence it is the sole responsibility of the parents to make arrangements for reaching their wards to school and taking them back home after the school. The school will not be liable for the safety and welfare of the students once they leave the school premises. All students must leave or be collected from the respective school building within 20 minutes of dispersal every day.

(c) Students on the way to school and while returning back home are expected to conduct themselves in a responsible manner. Any conduct that is contrary to the discipline or

injurious to the reputation of the school or the right of others will result in expulsion from the school.

(d) After arrival, students should go to their respective classes and get ready for the first period or do self-study. No student will go out and play or run around and make unnecessary noise.

(e) After the dispersal no student will run around in the campus or stay back to play games except those who have enrolled for a specific game or activity.

(f) During arrival and departure students and guardians should follow the instructions of the watchman on duty and other staff or teachers assigned to regulate and ensure the safety of the children and to avoid inconvenience to all. No student or guardian will engage in argument or tussle with them, they are only doing their duty as assigned by the school authority to assist you and your ward's safety and convenience. In case of any complaints or suggestions, please do so to the office of vice principal or the principal.

(g) No student will leave the school premises either alone or with a parent/guardian during school hours without the written permission of the principal or vice principal. The gate pass needs to be submitted to the watchman at the gate.

(h) Students who expect to return home late are responsible for informing their parents about it in advance, especially when they have to take part in any specific activity of the school and make their own arrangements for their safe return home.

6. ATTENDANCE/LEAVE/ABSENCE/WITHDRAWAL/DISPERSAL

(a) Regular attendance is a key requisite for all students of St. Xavier's. A student should have a minimum of 75 % of class day's attendance (examination board rule) failing which the student will not receive promotion to the next level. In such cases, such student should repeat in same class or be withdrawn.

(b) No student may absent himself/herself without obtaining leave previously, in writing. If for any reason, a student is absent without prior permission, on his/ her return he/ she must submit a letter from his/ her parent/ guardian, stating the reason for the absence and obtain permission from the principal or vice principal before entering the class.

(c) In all cases of absence, the parents/guardian should make an entry in the student's diary on the appropriate page marked "Non-Attendanc and Leave records".

(d) For cases of absence for one or two days a student may get the records in the diary signed by the Class Teacher along with leave application. But in cases of absence of three or more days, along with the diary entry, an application stating the reason for absence signed by the parent/guardian and countersigned by principal or vice principal must be

submitted to the class teacher on joining the class. Absence of three or more days on medical grounds must be confirmed by a copy of medical certificate along with the application.

(e) Absence without leave application inevitably invites disciplinary action at the discretion of the principal or vice principal.

(f) All are expected to attend school on the reopening day after each vacation period and the day prior to the beginning of vacation.

(g) Students are allowed maximum 20 days of absence during an academic year. If a student takes more than 20 days leave, an absence fine of Rs. 20/- per day will have to be submitted to the Class Teachers who will submit the details to the principal at the end of each month and duly maintain in the non-attendance record page of the diary at each occurrence. Any exceptional cases must be cleared by the principal or vice principal.

(h) Repeated absence without leave application or unexplained absence-if absent continuously without any information, for more than 8 working days, will be considered as the student's decision to leave the school and such students name will be struck off from the rolls.

(i) Habitual idleness, disobedience, bad conduct or sickness which is liable to be injurious to other students etc. can lead to the dispersal of such a student.

(j) No refund of any sort like fees, etc. will be given to those students who leave the school or who are dismissed or whose names have been deleted from the rolls.

(k) A student who is sent away from school or whose name is struck off the rolls, as a rule, will not be re-admitted.

(l) **Issuing of Transfer Certificate:** Before withdrawing a student, a written application for the same is to be given to the school-after clearing all dues - at least 3 days in advance. The T. C. will be issued on a payment of Rs. 200/-. Transfer Certificate will not be issued until and unless all financial obligations to the school or any other dues are cleared.

7. REGARDING LATE COMING/PUNCTUALITY:

Punctuality is one of the main aspects of self-discipline. All students are expected to be punctual in arrival to school and for any functions or activities.

(a) A student who is late for the assembly and first period will not be admitted to class without the permission of the principal or vice principal and the data duly entered in the appropriate page of the diary. In ordinary cases of delay the student council members assigned by the principal may write the entry of late coming in the diary with date, which should be shown to the class teacher as one enters the class.

(b) If a student comes late for more than 3 days in a year he/she will be referred to the class teacher and a fine of Rs. 20/- each per day will have to be submitted to the class teacher by the parents. The class teacher will submit the details to the vice principal at the end of each month the record of late coming is entered in the diary page.

8. REGARDING ADMISSION

St. Xavier's school is a minority institution and hence the management has the right to admit and retain students in this school according to its policy, in conformity with the provisions and instructions issued by the appropriate authority from time to time (a right granted by the Constitution of India and upheld by the Supreme Court of India in the context of RTE).

(a) The Admission Process will be online and will begin in the first week of December every year. Online application forms and other details will be given on the school website.

(b) Admission will be only in L.K.G. class. It will be subject to the number of seats and eligibility.

(c) The age limit of a child for admission to L.K.G. will be as prescribed by the N.E.P. (New Education Policy).

(d) Admission is taken only at the beginning of the academic session. There is no admission between the academic session and after the admission process is officially closed.

(e) A candidate for admission, who has attended a recognized school cannot enter without the school leaving or transfer certificate from the school last attended. Date of birth can not be changed once the child has been admitted to the school.

(f) Parents and the guardians are warned that admissions are made strictly according to the guidelines prescribed by the governing body of the school.

(g) Any pressure for admission by offers of donation, letter of recommendation or influence of any nature will automatically disqualify the candidate for admission to any standard.

(h) Admissions are done solely by the management based on the overall merit of the applicant. Furthermore, no individual connected with the school or otherwise is authorized to accept any emoluments in lieu of admission.

9. REGARDING EXAMINATION/EVALUATION/

REPORTCARD/PROMOTION

Homework, project works, weekly/unit tests, and term exams are means of assessment that show the growth of the student as well as reveal the areas of weakness. Parents and students are expected to give due seriousness to them as they form an integral part of the teaching-learning program.

(a) Under no circumstances can any arrangement be made to hold any examination before or after the date as laid down by the school management.

(b) Any use of unfair means and/or receiving or giving assistance in any form during a test or an examination (detected during or subsequently) or tampering with evaluated answer papers in any way, or altering the report card, etc. will be punishable at the discretion of the school authorities. Any student detected using unfair means will be debarred from continuing the examination and the respective examination will be cancelled which will affect his/her final promotion. In such cases, the parents will be called immediately and suitable punishment may be given. In serious and repeated cases, the student will be asked to leave the school altogether.

(c) After the first and second terminal examination the parents are invited to see the answer sheets of their wards and to interact with the class teacher and subject teachers and to take the report card. The parent/guardian of every student is expected to come on the assigned date. Signing and taking the report card/result of each semester is necessary for the student's continuation in the next term.

(d) Promotion of student from one standard to another will be made at the end of the school academic year on the basis of the year's record of work along with the average of the exams held during the whole year. Regular attendance and steady work, therefore, will be conditions for promotion.

(e) To pass in a subject a student of CISCE Board should secure minimum of 35 % of marks in a subject.

(f) Any student who has less than 75% of attendance during the academic year shall be disqualified for writing the examination and promotion.

(g) Promotion from class 8 to class 9 and from class 9 to class 10 will be strictly based on eligibility. Those who fail to secure the minimum required marks in more than one subject, will not be enrolled in class 9 and will not be promoted from class 9 to class 10. For the student of ICSE, passing in English is compulsory for promotion in these classes.

(h) Those who fail in more than one subject and in English in class VIII will be issued a completion certificate from the school.

(i) The results declared at the end of the year are final and can not be reconsidered.

(j) A student who repeats consecutively twice in the same standard will not be permitted to continue his/her studies in the school.

(k) No re-test/re-examination is held for a student who fails to appear for the test/examination. Such an absence without a grave reason and without the approval of the principal implies incompletion and will require the student to repeat to complete the studies.

(l) Absence from the test/examination implies total loss of marks for those subjects and excludes a student from being considered for promotion.

(m) A student who has received promotion to the next standard needs to enroll his/her name in the respective class within the prescribed time after paying the first quarterly fees.

(n) A student who does not enroll and turn up for class within three working days after the beginning of the new academic session will be considered as left the school by his/her own decision.

(o) Parents are requested to clear all the fee dues before each Terminal Examination. On clearance of all dues an Admit Card will be issued, which the student should bring to school during the days of Examination. If not, the student will not be allowed to write examination.

10. REGARDING GENERAL DISCIPLINE

All students who enter the St. Xavier's campus are expected to keep the sanctity of the campus, where a healthy atmosphere is maintained for the proper growth of a child.

(a) Conduct of any student that is contrary to the discipline or injurious to the reputation of the school or the right of others will result in expulsion of the student from the school.

(b) Student should take pride in making the school premises clean. Great care must be taken not to litter the campus with lunch scraps, fruit peel, scrap paper, toffee wrappers, polythene packs, etc. They should use the bins specially provided for the purpose.

(c) In order to have a good standard of English, English must be spoken at all times within the school campus. As a further opportunity for practice reading magazines and books written in good English is encouraged.

(d) Care must be shown for school property. Therefore, the students must not scratch or deface the desks, write on the walls or in any way damage what belongs to others and which are for common. Damage done or noticed should be reported at once to the office

or the authorities. A student who causes damage to any of the school property will have to pay the prescribed fine along with its cost of repair or purchase of a new one. Even if it is caused by accident, damages have to be made good.

(e) When students move along the corridors or when they go up or come down the stairs, when changing class or during the recess, they must walk in perfect silence and in single line. They should always keep to the left except when several classes are moving along the corridors or are going up or coming down the stairs.

(f) No student is allowed to remain in the classroom or in the corridors during recess or P. T. periods. Once on the ground, no body may return to the class room without special permission of the vice principal or the teacher in charge. He/she should be accompanied by the monitor.

(g) Books - other than text or library books, magazine or paper, or any other object which are liable to prove a source of disturbance for the smooth running of the school such as transistors, cameras, mobiles, iPod, etc. should not be brought to school without the prior permission of the principal or the vice principal. Such items brought to the school will be confiscated disciplinary action will be taken and a heavy fine will be imposed.

(h) Money should not be lent or borrowed or articles exchanged. The school is not responsible for the goods or money lost. It is not advisable to bring valuables like gold ornaments, expensive watches, etc. to school.

(i) Wearing ornaments/jewelry by girls or any student, or wearing wristbands is not permitted in the school.

(j) Use of tobacco/drugs, gutka, pan-parag smoking vaping or any other harmful items are strictly prohibited in the school.

(k) Cycles must be kept locked in the cycle shed and never left standing about the grounds or verandah. On their way to and from school, students must behave decently. Riding the cycle inside the campus is strictly prohibited.

(l) Students must remember that the school is judged by their conduct. Any reported or observed objectionable conduct out of school on the part of the students shall be liable for disciplinary action.

(m) Use of abusive language, insulting other students or bullying, engaging in physical fights, bringing crackers, colour powders, or any sort of harmful materials to the school campus is not tolerated and will cause immediate suspension and in serious matters, dismissal of the students involved both directly or indirectly.

(n) St. Xavier's keeps zero tolerance for any sort of sexual abuse or bullying. A lady teacher is specially assigned as in charge of girls. The school has a committee (ICC) assigned to deal with such special cases.

(o) Students must attend physical education, games, and other activities - especially academic and cultural- outside school hours when required to do so. Participation on such occasions will be deemed compulsory by school authorities since such co-curricular activities play an important part in the student's all-round education and development. Our students are not to join outside clubs without the principal's permission. Their school has the first claim on them.

(p) Any student who is persistently insubordinate or is repeatedly or willfully mischievous, or is guilty of malpractice in connection with the examination, or commits an act of serious indiscipline, and/or misbehave or who in the opinion of the Head of the school has an unwholesome influence on his/her fellow students or whose diligence or progress in studies is steadily unsatisfactory, or whose guardians show little interest in the progress of their wards, may be removed from the school permanently, or for a specified period according to the discretion of the principal.

(q) Any disciplinary action taken by the principal or any other school authority against a bonafide student in view of any act of indiscipline or violation of rules committed by such student will be deemed to be a Disciplinary Action only and would not amount to any offence envisaged under the Indian penal code or any other statutory 'ACT' and therefore not liable to be complained or challenged before any 'Statutory Authority' or 'Courts' by such student-parent.

However, such student himself or their parent if being aggrieved by any disciplinary action taken against them may prefer an appeal against such disciplinary action which shall be heard by the internal grievance cell of the school. The final decision taken in the appeal shall not be liable to be further challenged before any other statutory forum.

Any student or their parent if by not preferring such appeal as aforesaid or against the order of appeal preferred, chooses to go before any other statutory forum outside school body, then such action taken by the student and parent shall be deemed to be a deliberate attempt on the part of such bonafide student and parent to run down the school's prestige and reputation and an attempt of harassing the school authorities thereby attracting immediate expulsion from the school with no option for re-admission.

11. PAYMENT OF FEE:

(a) The payment of School fees is to be done in 4 quarters/ installments.

(b) After receiving the annual result/promotion, the promoted students are to pay the annual school fee and the first quarter fee during the prescribed dates and thus enroll in the promoted class before the new academic session begins.

(c) From the second quarter onwards, the quarterly installment is to be paid by the 15th of the first month of that quarter. If the fees are not paid by the last date prescribed, a late fee of RS. 5/- per day needs to be paid.

(d) A student's name is liable to be struck off the school rolls if his/her dues remain unpaid for more than 30 days after the due date of payment unless the operation of this rule is waived by the appropriate authority in very exceptional cases.

(e) All dues must be paid up before each terminal exam irrespective of the due date. Students whose fees are overdue may be barred from sitting for exams and their names struck off from the rolls. Re-admission will be done only after the previous dues are cleared and re-admission fees paid afresh.

(f) No student will be allowed to return to the school until outstanding fee dues of the previous term have been settled in full.

(g) Students are liable to be charged a full fee as long as their names are officially on the rolls.

(h) Bonafide Certificate, when you apply for it, will be issued from the office after two working days.

NOTE TO THE PARENTS/GUARDIANS

The school earnestly solicits and indeed requires the maximum co-operation of parents from day to day, especially by ensuring regular attendance and discipline of your ward. You are expected to monitor your ward's progress by checking their diaries and notebooks regularly. Your constant interest in the progress of your child is not only prime responsibility but will also be greatly appreciated. Therefore:

(a) Parents should make it a point to attend functions organized by the school for them such as parent-teacher meet, result/report card day, XPTA annual general body meet, etc.

(b) If a parent fails to attend a parent-teacher meeting on a report card day, you are not to send your ward to school until you meet the class teacher and take the report card. Tutors, elder brothers/ sisters, relatives, neighbours or any other unauthorized persons are not allowed to attend these meetings on behalf of the parent unless the parent requests for the same in writing for a valid reason.

- (c) Parents are informed that occasional reports from the teachers or administrators are to be countersigned as a proof that they have read them and must understand that failure or refusal to do so may put the child to great inconvenience.
- (d) When communicating with the school authorities the parents are requested to maintain in their letters the full name, standard, section and roll no. of their wards.
- (e) Parents, guardians and other persons should not visit the classes or interact with the teachers except with the approval of the principal or the vice principal. Parents and guardians should bring along the ID card provided whenever they visit the school.
- (f) Criticism of a teacher and the school in the presence of the student should be scrupulously avoided, because it causes the child to lose respect for the teacher and the school, with the consequent failure to learn from him/her. If you have any legitimate complaint, meet the principal or the secretary of the school without fear of reprisal.
- (g) The parents and the guardians are given to understand that they cannot dictate terms to the management. In the daily running of the school, the principal is given the discretionary power to take decision in conformity with the rules and regulations of the school and as guided by the governing body.
- (h) Students in higher classes should put in minimum two and a half hours of private work/study at home in order to finish their home tasks and prepare their lessons. The home tasks must be done very neatly and completely each day.
- (i) Private tuitions are not encouraged. Students of St. Xavier's are not permitted to take tuition from the teachers of this school. Anybody violating this rule will have to leave the school.
- (j) A child who is ill should not be sent to school to attend class or to take tests. If a child reports sick in the school or reports of habitual sickness, he/she shall be sent back home immediately. The school does not provide medical treatment except first aid. In case a child falls sick or has an unforeseen accident, immediately parents will be called and it will be the parent's responsibility to take the child back home for proper treatment.
- (k) In case of a prolonged illness, parents are requested to inform the school and send him/her to school only after he/she has fully recovered. A medical certificate from a medical practitioner will be required in such cases when he/she returns from a prolonged illness. Cases of illness are settled on the basis of the term's work in consultation with the teacher/s concerned and the previous records.
- (l) Parents or guardians are especially requested to notify the school of any change in their address/telephone no. in writing.

(m) The management has always deemed it incumbent upon its staff and teachers to treat the parents of their students with exemplary respect and courtesy. The same measure of reciprocation of respect is expected from the parents towards the principal, the teachers and other member of the staff of the school in order to gain better understanding, harmony and co-operation.

(n) No parents is permitted to take any action against any other student for his/her misconduct. Contrary to this rule, if parent does so, then the parent will be asked to withdraw his/her ward from the school. If matters take a serious turn then the case may be referred to the concerned civil authority.

(o) If a parent has a grievance to make, then he/she should lodge a written complaint to the principal stating all details. Accordingly matters will be looked into and steps to rectify the wrong if any will be taken.

(p) If a parent misbehaves with the principal/teacher or staff of the school, then the management of the school is completely empowered with the right to strike off the name of the respective child from the rolls of the school.

(q) It is the parent's duty to go through the rules and regulations given in the diary. Any infringement of any rule enshrined herein will not be condoned on a claim of ignorance of the same.

(r) The management reserves the right to amend, add, subtract or modify these rules from time to time for the better running of the school. The management also reserves the right to amend the fee structure according to its financial burden and commitment.

CO-CURRICULAR AND SPORTS ACTIVITIES

In Jesuit education, co-curricular activities play an important role. A particular feature of these activities is that the student from lower classes onwards learns under the supervision and guidance of the teachers to do things for themselves. G.K. Quiz, Elocution, Declamation, Debate, Science and Social Science Exhibition, Drawing and Painting, Spell Bee, Dramatics, Art, Dance, Singing, Rangoli, Fancy Dress, Diya Making, Patriotic Song competition etc. are some of the competitions at the inter-house level and inter-school level that are being conducted.

Athletics and sports programmes invite the participation of all the students since we believe that healthy competition on the playing field tends to develop a corporate spirit, striving for excellence and other qualities of mind and heart, and character most needed for future leaders. Each student, during the first year in the school, is assigned to one of the four teams/houses. When needed in the various activities he/she is expected to respond to the call of the captain to represent the team/house in whatever activity or sport he/she is invited to.

SCHOOL SOFTWARE- K12App.

The school has implemented the K12App School Software. This innovative platform is designed to enhance communication, streamline school administration, and foster collaboration among parents, teachers, and school management.

The K12App provides a centralized, 24x7 accessible portal and mobile app where all stakeholders can stay connected, supporting the growth and development of every child. By offering detailed insights into students' school activities and progress, the app encourages greater parental involvement in their child's educational journey.

Key Features of K12App:

- **Real-Time Communication:** Stay informed with instant updates from the school.
- **Circulars/Notices:** Receive important announcements and updates in one place.
- **E-Content Sharing:** Access learning materials and resources shared by teachers.
- **Live Online Classes:** Participate in interactive, real-time virtual learning sessions.
- **Student Information Management:** Access comprehensive records on one integrated platform.
- **Homework and Timetable:** View homework and class schedules effortlessly.
- **Online Fee Payment:** Pay school fees securely and conveniently.
- **Library and Accounts Management:** Seamless access to resources and financial information.
- **Student Report Cards:** Monitor your child's academic progress online.
- **School Website:** Stay updated with the latest school news and events.
- **Online Registration and More:** Simplify administrative processes with ease.

We believe this initiative will make school operations more efficient and help parents actively participate in their child's education.

INTERNAL COMPLAINTS COMMITTEE (ICC)

The Internal Complaints Committee (ICC) of the school is constituted as per provisions of 'The Sexual Harassment of Woman at Workplace Prevention, prohibition and Redressal Act, no. 14 of 2013 received by it or referred to it by the management and advice the management as per law. Any case connected with the POCSO act may also be referred to it for inquiry and report by the management for necessary action. The management may also refer to the committee for any other matter including matters of discipline for its opinion and report. The committee will discharge its function in relation to any complaint.