

ST. JOSEPH'S SCHOOL JIAGANJ

SCHOOL HOURS

Babyland & L.K.G., U.K.G. : 9.00 am - 12.30 noon
Class I to XI : 9.00 am - 02.45 p.m.

SCHOOL OFFICE HOURS

9.00 a.m. - 2.00 p.m.

**The School administrators can be met during the
timings stated or by appointment.**

The Principal : Monday to Thursday
09.30 a.m. to 11.00 a.m.
Burser : 09.30 a.m. to 11.00 a.m.

School Offices will be closed on Holidays.

The Pledge

1. INDIA is my country. All Indians, without exception, are my brothers and sisters. I love my country. Hence, I shall strive, to the very best of my ability and circumstances to promote actively and in a practical manner, the national goals of Justice, Equality, Brotherhood and Unity.

2. The Sports Day Oath

India is my Country. All Indians / without exception / are my brothers and sisters. / Today on the annual sports day / of my school / I pledge to participate / in all the events / in a spirit of fairness and sincerity. / I will respect the rules/ and regulations / that govern the events / and avoid use of any unfair means. / I swear / that I shall commit myself / to ensure that the spirit of sportsmanship /,competitiveness / and fair play / is fully adhered to / in part-taking of the events.

I seek the blessings/ of the almighty / to help me to participate / in a true spirit of sportsmanship, / for the glory of the sport / and honour my companions. / May the almighty / lead me / and keep me / true to my pledge.

Amen.

Freedom of thought, expression and belief has been guaranteed to every citizen. I shall never be a party to the suppression of any legitimate expression of freedom by a fellow citizen of mine. Equality of status and opportunity are only tantalizing dreams, teasing illusions for many millions of my countrymen. I promise to regard every citizen of my country as my equal and shall feel happy

when more and more of the underprivileged get opportunities to improve their status.

Unity and integration are yet very distant goals. I promise to contribute actively to the union of the people of India by my greater knowledge, understanding, appreciation and love of the various people of India, even though very different from me.

GENERAL INFORMATION

1. The diocese of Krishnagar is conducting the Nadia and Murshidabad districts. Perceiving the need and well being of the students and keeping the vision of our bishop we started the 'St Joseph's School'. It is established and administrated by the registered **Society of Roman Catholic Diocese of Krishnagar**. Although the School is meant for the Christian students, the provision is also made for the admission of non-christian students. Lessons on moral principles and conduct, are given to students irrespective of caste or creed.
2. The School came to exist in 2005, January taking admission till V. It is a Christian minority institution, coming with the preview of Article 30 clause (1) of the Constitution of India, imparting education.

AIM OF THE INSTITUTION

3. The aim of the institution is to impart a sound education to the students by forming in them the habits of virtue, discipline and self-efficiency to become utilitarian and dutiful citizens of our motherland, India.

COURSE OF STUDY :

4. Students are prepared for the **Indian Certificate of School Examination (ICSC)** and **Indian School Certificate**

Examination (ISC) which are held at the end of class X and XII respectively. The ICSE curriculum includes **English, Bengali, Hindi, History-Civics, Geography, Mathematics, Physics, Chemistry, Biology, Computer Application, Art & Craft, Physical Training and Value Education**. The ISC curriculum at present has Science stream which includes **English, Mathematics, Physics, Chemistry, Biology, Computer Application, Physical Education, SUPW and Bengali / Hindi**.

5. St. Joseph's school is an English medium school, where every effort is made to teach the students to handle English, effectively as written and spoken language. Bengali, Hindi, however, is compulsory subject as vernacular is the language scheme of secondary education.
6. To acquire a greater facility and fluency in the study of English, only English should be spoken in the school premises. Under the system of continuous assessment for English conversation, Marks will be allotted to assess the capacity and willingness of each individual student to converse in English.
7. Every pupil attending the school is obliged to take part in the choral singing, drill, games and all other school activities.
8. There are four houses, each having its own colour, captain and vice-captain and is guided by the Home Animator. The house system directs all the curricular and co-curricular activities of the school.
9. In the beginning of every academic year and whenever required the students would be shuffled from their sections and houses in order to create in them the ability to be adjustable, to cope up with the different situations, to be adaptable, flexible to changes, to be broad minded persons in the future and to acquire a wider range of friends in the school.
10. The Principal has the right to suspend attendance and if required the withdrawal of any pupil without having to assign any reason, provided that he is satisfied that such a step is necessary for the interest of the school.

11. Students are reminded to address their teachers & all the members of the non-teaching staff with due respect and politeness. On their way to and from the school they are expected to behave politely and be gentle and courteous to all. Students should always remember that the school is judged by their conduct. Uprightness and self-restraint should be the characteristic of every pupil of the school.
12. Pupils are responsible for the safe custody of their books and other belongings. Each article should be marked with the pupil's name.
13. All books, periodicals, comics and like, as well as newspapers, other than items mentioned in the school book list must be presented to the principal for approval and may be retained in the school and read only if they bear the principal's signature.
14. Students are forbidden to bring mobile or cell phones to school. This rule applies to students of class XI and XII also.
15. Driving of vehicles to school by students are not allowed.
16. The school is not responsible for goods or money lost. It is not advisable to wear golden chains, ear rings, finger rings and any other valuables or expensive things.
17. Every pupil is expected to subscribe towards small school shows and local charities if requested by the principal. No collections, fines or funds are to be made in the school without a permission or notice from the principal.
18. Special attention is given to ensure high standard of morality and discipline in the school. Parents are requested to collaborate in this with the authorities of the school by insisting on the regular attendance and punctuality of their students.
19. Periodical reports will keep parents informed of the progress of their students. These reports are to be signed by the parents and duly returned.
20. Parents should ensure that their student is given the vaccination against Hepatitis B.
21. There are three vacation during the year, the summer

vacation in May-June, the Autumnal vacation in October-November and the winter vacation in December-January. These holidays may not be extended or anticipated. Students who do not abide by this rule expose themselves to disciplinary action.

22. Students suffering from the following must observe the prescribed period of quarantine before returning to class :

Chicken Pox : 6 days after the disappearance of the first crop of vesicles.

Measles : 7 days from rash.

Mumps: Until swelling of gland has subsided which may take 9 days from the appearance of symptoms.

23. A student returning to school after suffering from an infectious or contagious disease should produce a doctor's certificate permitting him / her to rejoin class, and stating that the infectious period of the disease is over.
24. Tiffin is to be sent with the students as they come to school. Packet Food is not allowed.
25. Care must be taken of all school property and no students should scratch or spoil the desk or chairs or damage any school furniture. Do not write or draw anything on the walls or in any way damage things belonging to other. Damage done, even by accident, should be reported at once to the appropriate authority. Any damage done to the school property should be made good by the student concerned. Anyone who sees something damaged should report the matter even if he / she does not know who has done it. Each class will be responsible for looking after all class property.
26. Parents are not allowed to see their children or meet the teachers during school hours.
27. A record of the addresses of parents is maintained in the school office and they are requested to communicate any change without delay.

ADMISSION

28. Those pupils promoted from preparatory, may seek admission to K.G. class of St Joseph's School, Jiaganj, but this section of the school does not guarantee admission to K.G.
29. Enrollment in St. Joseph's School implies on the part of the student and parents willingness to comply with the requirements and regulations of the school.
30. Parents who seek admission of their students (transfer cases only) are requested to submit a written application along with the progress report of the student.
31. A student who has attended another school cannot be admitted without a transfer certificate from the school he / she last attended. In case of such transfer cases, it is imperative that the candidates should have studied previously in an English Medium School. Christian students must also produce a Baptism Certificate. Boys / Girls from class VIII onwards are not admitted. Students from other schools may seek admission in class - XI. They are required to appear in the entrance test (written) and clear it.
32. The students will be tested in the standard immediately below that to which they seek admission. They are required to undergo a written examination. Since the number of seats are limited, selection will be made on the basis of academic excellence.
33. All pupils promoted from IV will not get automatic admission to Class V. Selection will be made on the basis of academic studies, regularity and discipline. Selected pupils will have to take admission to Class V.
34. Candidates must be introduced to the principal personally by the one who will be responsible for their conduct and payment of fees.

DISMISSAL AND WITHDRAWAL

35. Before withdrawing a student from the school, a month's notice is to be given or a month's fee in lieu of notice.
36. The transfer certificate will be given on payment of Rs. 500/-
37. No certificate will be issued until all the details to the school has been given in full, and that too, only on receipt of written application to the principal from the parent.
38. Any student failing two years in succession in the same class or failing twice in three consecutive years will be struck off the rolls and a transfer certificate, will be issued.
39. The school reserves to itself the right to dismiss students whose diligence or progress in studies is steadily unsatisfactory or whose conduct is harmful to other students or unsatisfactory or whose conduct is harmful to other students or whose guardians show little interest in the progress of their wards.
40. Irregular attendance, habitual want of application, insubordination, disrespect to any teacher, disrespect to any religion or community, any kind of cheating or serious misconduct even outside the school premises or any habit or behaviour objectionable to the good name of the school is sufficient for the dismissal of a pupil.
41. A student who uses unfair means and receives or gives assistance in any form during tests will be given zero in the subject, and a warning letter. Repetition of the same will result in dismissal.
42. As a rule, students who are dismissed from the school are not readmitted.
43. The principal's decision is final in all cases of dismissal.

SCHOOL FEES :

44. The school fees covered 12 calendar months and may be

paid in monthly installments or in advance. No reduction is made for holidays or broken periods. Pupils are reliable to be charged full face as long as their names are officially on the rolls. Fees once paid are not refunded.

45. 15% annual increase in the fees is normal.
46. There will be no cash transaction at the counter, online transaction is introduced and it will be followed. Kindly get used to with the system. No fee book will be provided. Instead, only online receipt or bank statement is acceptable.
47. All fees collection will be done through the school website. Fees will not be collected through SBI collect or cash deposit anymore.

TO PAY THE SCHOOL FEES (ONLINE), PLEASE VISIT THE WEBSITE : www.sjsjiaganj.in.

48. Preserve the system generated payment successful receipt / message received from the bank on your sms box / or printed copy of receipt all through the year for any clarification, parents need to have these document or evidence with them.
49. Monthly fee has to be paid by the **last two day of every month**. It applies to the holidays also. A fine of Rs. 2/- per day will be charged to the students who fail to pay the fees during the dates allotted to them.
50. All due fees must be cleared before the commencement of each assessment. Anyone who does not clear the dues will not be allowed to sit for the examination.
51. **Admit Cards** will be issued on clearance of fees before the terminal evaluations (Half-yearly and Annual Evaluations).

SCHOOL UNIFORM :

52. Every student must wear a clean uniform daily.
Boys : Off-White shirt (with half sleeves) and grey pants.
Girls : Off-white shirt and grey skirt and grey band / hair

SUMMER UNIFORM

From LKG to Class X



NORMAL
DAYS



PT DAYS



RED
HOUSE

YELLOW
HOUSE

GREEN
HOUSE

BLUE
HOUSE



The only allowed
hairstyle for the
girls

WINTER UNIFORM

From Class V to Class X



NORMAL
DAYS



PT DAYS



RED
HOUSE

YELLOW
HOUSE

GREEN
HOUSE

BLUE
HOUSE

From LKG till Class V



BABYLAND



SUMMER UNIFORM

From Babyland to Class X



NORMAL
DAYS



PT DAYS



RED
HOUSE

YELLOW
HOUSE

GREEN
HOUSE

BLUE
HOUSE

WINTER UNIFORM

For Everyone



NORMAL
DAYS



PT DAYS



RED
HOUSE

YELLOW
HOUSE

GREEN
HOUSE

BLUE
HOUSE

From Babyland to Class V



band, till class VII.

Boys & Girls : Navy blue tie with white stripes and badges. Black shoes and black socks, grey sweater for winter. White keds, white shirt pant for boys. White shirt and skirt for girls on P.T. and games days, uniform bag. Navy Blue Blazer / muffler / cap from class V onwards. Colour should be same as blazer colour.

53. (a) The articles brought to the school by the student, especially the school bag, tiffin box, water bottle, etc, must be marked with the name of the student with the unremovable paint, and books must covered and labelled properly.
(b) The teacher or the school authorities shall not entertain any claim by parents on articles lost by student, without name, within the campus.

REGULARITY RECORD : (absence, leave, delay)

54. Pupils are obliged to attend assembly daily. Those who come late must report the reason for their being late to the principal before they go to their classes.
55. Students must be punctual for class. To be admitted to the class room, those who have been absenties and late comers must show their teacher their 'Regularity Record' duly countersigned by the principal.
56. Attendance on the first day after a long vacation or last day before a long vacation is obligatory. Those absent without prior leave will be fined Rs. 300 as fine. Those absent because of sickness must inform the school before or on the re-opening day and present a medical document before they are admitted to class. Absence without leave for more than five days immediately after a vacation renders the student liable to dismissal.
57. Attendance for the celebration of national festivals like Independence Day and Republic Day (even when they fall on Sundays) is obligatory. Absentees will be charged Rs. 300

as fine.

58. Leave for religious ceremonies or special occasions must be obtained beforehand.
59. Attendance in the last week before any examination (Unit Tests, Half-yearly and Annual Exams) is obligatory. Absentees will be charged Rs. 50 per day as fine.
60. A leave granted must be recorded in the Regularity Record under leave in the calendar.
61. For leave of absence for 1-3 days, it is sufficient to apply through the pages of the school diary. For leave of absence for more than 3 days, besides writing a note in the school diary a letter & application (with supporting documents ; eg. medical certificate.) must be submitted to the Principal.
62. Every absence (sick leave or otherwise) must be entered briefly in the leave record pages and signed by the parent or guardian. For failure to do this, a fine of Rs. 30/- will be levied for each instance.
63. The school declines all responsibility if through failure to produce a letter giving reason for his absence or delay. A boy or a girl is obliged to return home during school hours.
64. An absence from class. Students must bring the reason of their absence or delay briefly noted in the regularity record under leave column.
65. Late arrival in school is breach of discipline. To be admitted to the classroom, absentees, as well as latecomers must show the teacher-in-charge the regulatory record duly countersigned by the principal. Students who habitually come late to school may be sent back home.
66. If absence without leave exceeds 15 days, the defaulter's name will be struck off the roles and pupil considered withdrawn. This role will be strictly followed.
67. Every student must have a copy of the school calendar, and it should be brought to school every class day.

ASSESSMENT AND PROMOTION :

68. **Admit card** will be issued before half-yearly and Annual

Evaluations. Every student must have their Admit card to enter in the examination hall.

69. Promotion at the end of the year will be based on total continuous assessment in every subject on the work done during the year.
70. 80% of attendance is required to sit for the Terminal Examinations.
71. Progress report after the half-yearly and annual exam will be shown to the parents.
72. A student who misses an examination or student failed in any subject will not be given supplementary test for fail students. There can be no 'Promotion on Trial'
73. It is decided at the teacher's meeting. Hence, results are final and cannot be reconsidered.
74. For the verification of marks and special cases will be considered at the discretion of school authorities.
75. Failure to appear at the assessment can seriously affect the student's promotion. Breach of any of the regulations of conduct at examination or the use of unfair means discovered subsequently will make the cancellation of the particular paper. And if such misconduct is repeated, he / she will be expelled from the entire examination.
76. In all cases of promotion or failure, the principal's decision is final and it cannot be reconsidered.

CRITERIA FOR PROMOTION :

40% in all subject (K.G. - X)

For Babyland grade system.

A+	90-100
A	80-89
B+	70-79
B	60-69
C+	50-59
C	40-49
D	39 and Below

In the following subjects the students will be graded. SUPW and Drawing.

Important:

77. A pupil failing twice in the same class or failing twice in 3 consecutive years must be withdrawn. For promotion the whole year's performance is considered.
78. Students of St. Joseph's School are forbidden to join social media till they complete ICSE. In case they have access to their Parent's social media platforms, they should make no negative comments on social media about any individual or institution. They should not have staff of the school as their friends in the social media. In the use of it, students are advised to use utmost discretion and refrain from unnecessary comments on social media. Any breach of the above code of conduct justifies expulsion from the school without further notice.

Library Rules :

79. It is essential that a student must have his/her identity card to enter the library, at the time.
80. Books borrowed from the library must be returned directly to the librarian. These must not be circulated. A student who circulates books borrowed from the library may have his identity card withdrawn and may be fined as well.
81. Fines will be imposed for damage done to books and articles in the library.
82. A fine of Rs. 5/- per day must be paid for every book returned late (Holidays inclusive).
83. Books lost be replaced by the borrower.
84. Before leaving the library every students must submit for scrutiny the books borrowed.

FOR PARENTS

1. Parents retain their right and duties in the education of their students, although they delegate them in part to the school. The support and collaboration of parents are in all cases considered indispensable to the success of the work in education carried out by the school.
2. Parents are requested to co-operate with the school authorities.
 - a. By urging their pupils to be regular and punctual in attendance.
 - b. By not engaging private tutors without consulting the school authorities.
 - c. By seeing that their pupils are diligent at their homework and lessons.
 - d. By insisting on neatness and cleanliness in their text books, exercise book and personal appearance.
3. Periodical reports and the progress report will keep parents informed of the progress of their pupils.
4. Ordinarily communications with parents are made through the School Calendar. On the first day of every month, the school calendar should be checked by the father / mother and signed with the word 'checked'.
5. 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.
6. All communication to the school should be addressed to the principal.

COMPUTER LAB

1. Computer Lab is a place of serious work. Therefore, strict silence is to be observed in the Computer Lab.
2. Nothing is to be taken into Lab without the prior permission of the teacher.
3. Every student is held responsible for any programme deleted knowingly or unknowingly.
4. No student is allowed to use pen drive or external hard drive in the computer lab.

GUIDELINES FOR BOYS AND GIRLS IN ST. JOSEPH'S SCHOOL

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. Do not glory in your ability.
3. Give yourself to the practice of virtue while you are young. The virtue to be cultivated most is modesty (purity), humility, obedience and kindness.
4. Modesty means 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. Students, should look upon their school-mates as brothers and sisters and upon their teachers and superiors as elder brothers and sisters.
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 teacher deeply feel the serious

obligation of promoting your welfare in the best way possibly can. And that advising commanding and correcting you, they have nothing else in view than your own good.

4. After Piety, study is the most praiseworthy, therefore, our first occupation must consist in doing the tasks assigned to us by our teachers.
5. Always rise when your teachers enter the class and 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 TOWARD SCHOOL MATES

1. Strive to edify your schoolmates by your good example at all the times. In fact, no sermon is more efficient than good example.
2. Never make fun of those who are backward in their studies or not so quick to grasp their lesson. Let there be no ridiculing of anyone on account of his/her physical defects. What you laugh at or despise in other may some day befall on you.
3. Gladly help one another. At recreation make no distinction in the choice of your companions. Let no one be sided, 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 a superior regarding the conduct of some of your companions ask you, you must 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 exaggerating and speak truthfully.

(RULES OF PERSONAL POINT SYSTEM)

PLUS POINT

1. All the students will be given 300 points at the beginning of the year.
2. Those who retain the entire 300 points will be awarded with a MERIT CARD /CERTIFICATE OF APPRECIATION.

MINUS POINT

3. When a student get **100 minus points**, parent or guardian are called and **first-written warning** is issued along with **5 days of suspension**.
4. When a student cross **200 minus points**, parent or guardian are called again and the **2nd written warning is issued along with 10 days of suspension**.
5. When one get more than 250 minus points, the parent and guardian are called for the **3rd time and 3rd written warning with 15 days of suspension**.
6. If a student crosses **300 minus points, TC will be issued without further information**.

RECORD (MINUS POINT)

DATE	No. of Warning	SIGNATURE		
		PARENT / GUARDIAN	STUDENT	PRINCIPAL / HM