



# St. Joseph's High School

## Mission and Vision

We at St. Joseph's High School focus our dedication towards evoking a passion for learning and developing the requisite set of attitudes, skills and knowledge that enable our learners to maximize their potential towards becoming positive, responsible and well informed participants in our democratic and rapidly progressing global community. It is with this ambition that we work towards developing an environment which fosters social accountability, national pride and a curiosity which triggers the mood for self-learning through self-initiation. We impart a thorough and practical school education and sound moral training that will create praiseworthy character in it's pupils so as to enable them to blossom into useful citizens of tomorrow.



On these ethos rest the pillars of our foundation. Our MISSION statement therefore holds true when we say that:

**"From Darkness To Light"**.

We aspire to walk our learners down the road which leads them to develop, a thirst for knowledge such that it's discovery leads them From Darkness to Light.

It is through this mission that we wish to realize our VISION...that of moulding our students into



- Academically competent persons
- Individuals with exemplary behavior
- Inquirers and investigators
- Logical and rational thinkers
- Responsible national and global citizens
- Exhibitors of social and environmental goodwill
- Individuals with empathy towards one and all

## School Management:

This school is run by St. Joseph's Welfare Society, a minority community (Christian). Most of the members of this society belong to KERALA (South India).

## Curriculum

St. Joseph's High School is affiliated to the "Central Board of Secondary Education (CBSE)" a widely recognized and high regarded school board in the country.

We believe that the school's curriculum should be meaningful for the learner and suitable for real time application. Our core curriculum fosters critical thinking, collaboration, creativity and communication. Here we provide a solid academic foundation and a rich co-scholastic program that is guided by five core values.

- **WORLD CITIZENSHIP:** Empowering students with a global and local perspective.
- **LEADERSHIP QUALITIES:** Developing each student's individuality and discovering their potential.
- **UNIVERSAL VALUES:** Accepting that we are all different, recognizing that we are all the same.
- **FORWARD THINKING:** Developing skills for the future.
- **MORAL VALUES:** Moral modules are conducted for our students to polish their behavior.



## Co-Curricular Activities

School today is no longer confined to class room instruction. We believe that school is much more than academic lessons and qualifications. Many of the most important lessons are those which students learn as part of team games, cross fertilizations of ideas, competitions and collaborative work.

To pave the way for such non-cognitive learning we organize a variety of competitions and cultural events which also support formal learning. A sense of belonging and loyalty are promoted in the students by dividing them into four different houses namely, Green, Blue, Orange and White, Inter class/house competitions such as science exhibition, sports meets, speech, debate, recitation, fancy dress, group song, folk dance, art and craft etc. provide learning experiences which enrich the educational and social development of the students.

Morning assemblies arranged class wise on rotational basis is a forum for the students to address a large audience and express themselves. Every student is encouraged to participate indiscriminately with the intention of nurturing and developing inner talents. Activity clubs allow the learners to pursue any interest of their





choice. Hand in hand with class-room education, such events provide the students with an opportunity to be a part of a broad spectrum of activities which promote the development of a "Complete Being"

## Procedure For Admission

The school has classes from I to Class X.

- Age should be between *Five* and *Six* years as on March 31 of the academic session in which the child seeks admission to class I.
- The candidates along with their parents are called for a school visit to interact with the teachers.
- Written assessment is conducted for the classes I to X on the basis of the prescribed syllabus for the admission to that particular class.
- Students who qualify the written and oral test are called for an interaction with the Principal subsequently. The applicant must be accompanied by the parents.
- Admission is granted according to the merit list prepared on basis of the performance of the student in the written test and the interaction.



## Requirement For Admission:

- Date of Birth Certificate
- Countersigned TC
- Attested copy of the Mark Sheet.
- Conduct Certificate
- Four passport size photographs.
- Copy of Aadhar card.

## Academic Year

- April to March

## Medium of Instruction

- The medium of instruction is English.



## Subject We Teach

English, English Grammar, Hindi, Hindi Grammar, Mathematics, Mental Maths., Environmental Studies, Social Science, General Science, Physics, Chemistry, Biology, General Knowledge, Moral Science, Drawing and Computer.

## School Time

- In summer-From 8.30 a.m. to 2.30 p.m. with lunch break.
- In winter- From 9.30 a.m. to 2.30 p.m. with lunch break.



## Examination And Test Papers

There shall be general examination at the end of each term.

- Term I Examination : September
- Term II Examination : March
- PA - I Examination : May
- PA - II Examination : August
- PA - III Examination : November
- PA - IV Examination : January

*Note: In addition to these general examinations, we conduct monthly tests / periodic assessments also.*

## Moral Instruction

On the appointed day all the students of the school shall attend the Moral Instruction class.

## Awards And Scholarships

The extraordinary talent in the students is recognized and appreciated in the academic and non-academic areas. These shining stars are awarded numerous scholarships each year. This motivates them further, to aspire more awards, and to realize their caliber to the utmost.



## Student's Work

To encourage participation and enhance the overall personality of the child various activities are involved in our teaching strategy. Children learn what they are taught, however they understand when they do.



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## The Students' Council

The Students' Council is elected at the beginning of the school year and made up of the following members. School Captain, School Vice-Captain and Class Representatives. The Council meet once in a month under the chairmanship of the School Captain. An in-charge of the Students' Council may attend the meeting. The main purpose of the Students' Council is to help the students experience responsibility in the maintenance of discipline. The School Captain and Vice-Captain lead the School Assembly.



## The School Houses

Children perform best while competing. To foster a spirit of competition and develop team spirit, the students have been divided into four houses. The houses are Orange, Green, White & Blue. Students from the four houses compete in various sports, academic and co curricular activities Points are awarded to the winning teams. The competitions are divided into three categories- Sub Junior, Junior and Senior. The house scoring the highest number of points is awarded the 'Best House Trophy'.

## Sports

We, at St. Joseph give an equal opportunity to each student to participate in sports activities to develop his / her personality. Sports and Games are engaged through necessary coaching facilities and high quality sports equipments. There is scope for participation in various competitions at different levels- Inter House and Inter School.



The school also has individual Cricket Pitch, Football ground, Badminton court, Volleyball court etc. for the students of junior and senior block and has kept it mandatory for all the students to learn them.

In order to inculcate the spirit of sportsmanship and competition, the school conducts various sports events and also organizes Athletic Meet / Sports Day every year in the school.

## Medical Aid

Medical service (First Aid) is provided to the students in case of emergency.

## School Uniform

### Summer Uniform:

(For the students of class I to X)

#### Boys:

**Monday to Friday:** Slaty full Pants, White Half Sleeve Shirt, Black Shoes & Navy Blue Socks.

**Wednesday and Saturday :** White full Pants & T Shirt, White Shoes & White Socks.



#### Girls:

**Monday to Friday:** Slaty Skirt, White Half Sleeve Shirt, Black Shoes & Navy Blue Socks and Black Ribbon

**Wednesday and Saturday :** White Skirt & T Shirt, White Shoes, White Socks & Black Ribbon

**For classes IX and X :** White Salwar, Slaty Kameez & White Dupatta.

### Winter Uniform:

(For the students of classes from I to X.)

#### Boys:

**Monday to Friday :** Slaty Full Pants, White Full Shirt, Navy Blue Blazer, Black Shoes & Navy Blue Socks.

**Wednesday and Saturday :** White Full Pants, White Full Shirt, White Sweater, White Shoes & White Socks.

#### Girls:

**Monday to Friday :** Slaty Skirt, White Full Shirt, Navy Blue Blazer, Navy Blue Inner, White Sweater, Navy Blue Scarf, Black Shoes, Navy Blue Socks & White Ribbon

**Wednesday and Saturday :** White Skirt, White Full Shirt, White Half Sweater, White Inner, White Shoes, White Socks & White Ribbon

**For classes IX & X :** White Salwar, Slaty Kameez & White Dupatta, White Half Sweater.





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**NOTE:** Students without proper uniform may not be allowed to attend the classes. School bag is compulsory for all the students.

## Conveyance:

- School provides bus facilities for the students. The parents should avail of it.
- School Bus will run on prescribed routes only.
- Conveyance fees will be charged for all twelve months, it will not be refundable.
- Conveyance Facility shall not be granted to less than 12 months (a session).



## School Rules:

- Students must come punctually to the school 15 minutes before the school time in clean, tidy and in school uniform. Otherwise he / she will not be allowed to sit in the classes and are liable to be sent home.
- During class time no pupil is allowed to leave the school compound without proper permission from the Principal.
- Class will begin at prescribed time. Parents must make sure that their children reach the school 15 minutes before the class begins.
- Private tuition is discouraged while daily study, asking question in class and clarification of doubts in class are encouraged.
- For leave of absence previous sanction is to be obtained from the Principal in writing.
- Leave of absence during the term will not be granted except under very special circumstances.
- Request for leave on medical ground must be supported by a certificate of a registered medical practitioner. In this case the application must be forwarded at last on the second or third day of the leave.
- If any student is continuously absent from the school without any information for more than 15 days his / her name will strike off from the register.
- Parents should not visit the students without the permission of the Principal.
- Guardians should see that their ward has done the home task given to his / her daily.



- Students should not bring any costly articles or money to the school. The school authorities will in no way responsible for costly items brought to the school and lost.
- Parents should not visit the class teachers without the permission of the Principal.
- No student will be allowed to remain for more than two years in the same class.
- Students may be required to attend extra classes on any working day after school hours or on holidays, provided they have been informed on the previous day. Students themselves must make the alternative for their conveyance etc., if necessary.
- Rule of language - Students are Supposed to communicate only in English in the school premises.
- Respect your elders and teachers wherever you meet them and greet them with respect and love.  
Before and after every class, stand up for prayer.
- No books, magazines, comics etc. other than those provided by the school, will be allowed in the hands of pupils unless signed by the Principal.
- No child is allowed to bring mobile phone to the school. Using mobile phone in the school premises is strictly prohibited.
- No exemption shall be given from the school programmes and functions. Every student is supposed to take part and co-operate in the various school activities such as cultural programmes, sports and games, drill etc.



## General Discipline:

- Great care is taken to form the character of pupils, to inspire them with a love of religion and morality, to help them become against of needed social change in the country trend and to be gentlemen and women and acquire habits of the cleanliness and order, prepare them to be good and loyal citizen of India.
- Monthly reports will keep parents informed of the behavior and diligence of their children. These reports have to be signed by the parents and returned to the class teacher for verification.



- Reports on general progress are given at the end of each term.
- Pupil whose conduct is injurious to the moral tone of the school or incompatible with strict discipline is liable to be dismissed. In particular, stealing and cheating will be dealt very sternly. Whose presence In the opinion of the Principal is not beneficial or whose application is unsatisfactory or whose parents show little interest in their progress will be requested to be withdrawn.

## Caution Money:

- Every student on admission for the school shall be liable to pay caution deposit.
- At the end of the particular course of study, the caution deposit will be refunded on accept of application after adjusting the dues, if any on account of recovery of fine for breaking school property and other loss caused to the school.

## School Fees:

- The School fee is to be paid in four Equal installments which will be collected in the month of April, July, October and January. The composite fees is to be paid before 10th of the above mentioned months.
- Caution deposit, admission fees and exam fees will be charged separately in addition to the composite fees.
- Activity fee includes Prizes and Awards, Cultural Activities, Festivals and Occasions etc.
- School Tuition Fees are charged in full for all 12 months.

## Rules For Collection of Fees:

- If any student fails to pay the fees on the due date he / she shall be liable to pay a fine of Rs. 20 along with the fees on or before the 5<sup>th</sup> day after the due date.
- If the fee with the fine of Rs. 20 is not paid on or before the last date fixed for fine of Rs. 20 an additional fine of Rs. 40 will have to be paid. If the fees



and fines are not paid before the last opportunity given for payment, the name of the student will be removed from the rolls of the school. If the student is to be readmitted he / she has to apply for the special permission of the Principal and also has to remit all the arrears of fees with fine. Readmission fee of Rs. 500 will be charged.

## Promotion Rules:

35 % of the aggregate marks in each of the subject is must for pass. Candidates whose attendance is below 75 % of the working days are ordinarily not eligible to sit for examination.

## School Vacations:

There are two vacations :

- Summer Vacation : May, June
- Winter Vacation : Dec., January

## Withdrawal / Dismissals of Children:

Guardian can withdraw their ward from the school only after the clearance of fees. A month's notice is required prior to the withdrawal of a pupil. The school reserves the right to dismiss pupils whose progress in studies is unsatisfactory. Honesty, cleanliness, neatness of person and dress, good manners, loyalty and respect to seniors are demanded and any one not confirming to the school's ideal in these matters may be asked to leave. Immorality or grave insubordination and contempt of authority are also reasons for dismissal.

**NOTE:** Notice of withdrawal from the school is given before the start of the term, the school fees for the whole terms will be charged.

**Indemnity:** The school authorities are not liable for any damage on account of injuries, fatal or otherwise, which may be sustained by a student during his stay in the school or while taking part in P.T. Games, Sports or any other training activity inside or outside the school including education tours.

