

ST. FRANCIS DE SALES HIGHER SECONDARY SCHOOL

(S.F.S. School)

Satgaon, Narengi, P.O. Udayan Vihar

Guwahati - 171, Assam, India.

Phone No.: 03612970238

Toll Free No. : 18003453581

Mobile No: 07099043177 (8:30 AM- 4:00 PM)

Admission Mobile No: 07099043077

Website: www.sfsguwahati.ac.in

email : pro@sfsguwahati.ac.in



SCHOOL CALENDAR

Name

Class Sec Roll. No. Adm.No

Address

..... Phone

Specimen Signature of Parent/Guardian

SCHOOL HOURS

Monday to Friday : 7:45 am to 2:10 pm

Saturday : 7:45 am to 12:10 pm

This calendar must be brought to school daily

Touching Lives, Moulding Future

PROFILE OF A FRANSALIAN STUDENT

A Fransalian student is a diligent and studious member of the student community of a fransalian school.

- He/She is a member of a fransalian school not by chance but by choice who chooses to be formed and educated by fransalians in a fransalian way.
- He/She practices salesian virtues of simplicity, honesty, gentleness, humility etc.
- He/She knows life and works of St. Francis De Sales, the patron, and Rev. Fr. Peter Mermier the founder of the Fransalians who manages and administers the fransalian educational institutions.
- He/She respects and obeys teachers, parents and elders.
- He/She develops human qualities together with the intellectual formation.
- He/She is regular to school, does his daily duties and follows the directions of the staff.
- He/She is God fearing, prayerful, follows the rules of the school in letter and spirit.
- He/She relates with others in a matured and balanced way irrespective of gender, age, caste or creed or economic inequality and promotes brotherhood/sisterhood.
- He/She accepts and respects the differences among them, learns to live as brothers and sisters.
- He/She lives and promotes eco-friendly life style which does not destroy the nature rather promotes.
- He/She is punctual, ready to accept corrections and take guidance from elders and teachers.
- He/She does not speak negatively about the school, management and staff.
- He/She keeps the school campus neat, clean and green.

ABOUT US

St Francis De Sales (S.F.S) School, Satgaon, Narengi, is a Catholic Minority Educational Institution run by the Society of the Missionaries of St Francis De Sales. This school envisages an educational programme inspired by the vision and mission of our heavenly Patron St Francis De Sales. The school primarily visualizes inculcating in every child, a scientific temper and a critical mind. We commit to uphold the values of secularism, democracy, justice, liberty and fraternity in all matters concerning the socio-economic and cultural life of the individual and society.

OUR VISION :

An institution of excellence imparting holistic education to its human resources to mould them into globally competent and scientifically tempered citizens who are spiritually awakened, environmentally sensitive, with ideals of nation-building, instilled through Fransalian values of universal fraternity, optimism and compassion.

OUR MISSION :

To foster an engaging environment for joyful and experiential learning through progressive curriculum, critical thinking, care for the marginalized, instilling personal integrity, respect for diversity, igniting discovery of self and universe, in a gentle but firm approach.

GOAL SETTING FOR TERM 1

Name of the Student:

Goal Statement: (Describe what you want to achieve, e.g. in English I will score 95% and in Mathematics I will score 100%)

Sl. No.	Subject	Mid Term Target (50-100%)	% Achieved Mid-Term	Signature
1				Student
2				
3				Parents
4				
5				Class Teacher
6				
7				
8				
9				

Goal	S	M	A	R	T
Definition	Specific	Measurable	Attainable	Realistic	Time bound
Description	The goal should be focused	The goal should be measurable	Goal should be attainable	The goal should be feasible	The goal should be attainable within a single school

Strategies for achievements the goal mid-term target:

This is my honest target for the academic year 2022-23 and I will do everything within my capacity to achieve this target.

Name and Signature
of the Student

Signature of the Class
Teacher

Name and Signature
of the Parent

GOAL SETTING FOR TERM 2

Name of the Student:

Goal Statement: (Describe what you want to achieve, e.g. in English I will score 95% and in Mathematics I will score 100%)

Sl. No.	Subject	Mid Term Target (50-100%)	% Achieved Mid-Term	Signature
1				Student
2				
3				Parents
4				
5				Class Teacher
6				
7				
8				
9				

Goal	S	M	A	R	T
Definition	Specific	Measurable	Attainable	Realistic	Time bound
Description	The goal should be focused.	The goal should be measurable.	Goal should be attainable.	The goal should be feasible.	The goal should be attainable within a single school

Strategies for achievements the goal mid-term target:

This is my honest target for the academic year 2022-23 and I will do everything within my capacity to achieve this target.

Name and Signature
of the Student

Signature of the Class
Teacher

Name and Signature
of the Parent

My Grammar

Be' Verb: Different forms for subjects in person

1st Person	I am	We are	I was	We were
2nd Person	You are	You are	You were	You were
3rd Person	He is	They are	He was	They were

'Have' Verb: No change except for subject in Third Person Singular in Present Tense

1st Person	I have	We have	I had	We had
2nd Person	You have	You have	You had	You had
3rd Person	He has	They have	He had	They had

TENSE	PRESENT	PAST	FUTURE
Indefinite	Sub + verb (s+es) I + do	Sub + verb + (Past Form) I + did	Sub + shall/ will + verb; I + shall + do
Continuous	Sub + am/ is/are + verb + ing; I + am + do + ing	Sub + was/ were + verb + ing; I + was + do + ing	Sub + shall/ will be + verb + ing; I + shall be + do + ing
Perfect	Sub + has/ have + past participle of verb; I + have + done	Sub + had + past participle of verb; I + had + done	Sub + shall/ will + have + verb shall + have + done
Perfect Continuous	Sub + has/have been + verb + ing; I + have + been + doing	Sub + had + been + verb + ing; I + had been + doing	Sub + shall/will + have + been + verb + ing; I + shall + have + been + doing

DIARY CONTENT		
Sl No.	Content	Page No.
1	School Anthem	9
2	The Pledge	9
3	National Anthem	10
4	O Mur Apunar Dekh - Assam State Song	10
5	School Prayers	11-13
6	Prayer Songs	14-33
7	Students Council	34-36
8	SFS SAFE Scholarship Programme	36-41
9	Desalite Students Olympiad	42-43
10	Admission Details	44-45
11	General Rules and Regulations	46-48
12	Attendance and Leave	48-49
13	Dress Code & Uniform	50-51
14	Discipline Manual	52-53
15	General Guidelines	53-55
16	Consolidated Disciplinary Procedures	56
17	Segregation of Offences	57-60
18	Plan of Action for Prevention of Acts of Indiscipline	61-62
19	Measures of Discipline	62
20	Personal Points Addition & Deletion System	63-64
21	Literary, Cultural, House & Club Events List -2021	65-68
22	School Fee	69
23	The Method of Study	70-71
24	Points for Students to Remember	72
25	Examination Record 2022	73
7		

DIARY CONTENT

Sl No.	Content	Page No.
25	Grades for Scholastic and Co-Scholastic areas	74
26	Scouts and Guides	75
27	SFS Fiesta-yearly & Star Assembly	76
28	Assembly Themes	77-79
29	Pin Board Themes	80-83
30	Extempore Speech Topics	84-85
31	Leave During School Hours	86-87
32	Absence From School	88-90
33	School Disciplinary Chart	91
34	Serious Offence	92
35	Communication from the School	93-95
36	Notes from Parents / Guardians	96-97
37	Event Fee Chart	98
38	Library Books Record	99
39	Examination Time Table	100-101
40	Star Awards	102-103
41	Star Assembly	103-104
42	Star Class	105
43	Academic Time Table	106-109
44	Literary & Cultural Event Judgment Criteria	110-112
45	Library Policies and Procedures	113-114
46	Subject Teacher Details	115
47	Notes	116-117

SCHOOL ANTHEM

Asatoma satgamaya tamasoma jyotirgamaya
Mrityoma amrutam gamaya
Om...om...SFS...SFS..jaye jaye he

(1) You are the champion of God's kingdom
You are the source of true wisdom (2)
Christ you are the radiance of disalites
Dispel the shad of avidya-2

Asatoma satgamaya...
(2) Your brighten the way to Gid and human
To spread the light of Christ and love
You teach the truth of Christ and wisdom
This for all time your vision and mission

Asatoma satgamaya...
Om..om..SFS..SFS..jaye jaye hey-2

THE PLEDGE

India is my country. All Indians / are my brothers and sisters. I love my country / and I am proud of its rich / and varied heritage/ culture / language and religions. I shall always strive / to be worthy of it. I shall respect my parents / teachers and elders/ and treat everyone with courtesy. To my country, and my people / I pledge my devotion. In their well being and prosperity /alone lies my happiness.

NATIONAL ANTHEM

Jana Gana Mana Adhinayaka Jaya Hey
Bharata Bhagya Vidhata
Punjab, Sindu, Gujrat, Maratha,
Dravida, Utkala, Banga.
Vindhya, Himachala, Yamuna, Ganga
Uchhala Jaladhi Taranga;
Tava Subha Naame Jage
Tava Subha Ashisa Mange
Gaahey Tava Jaya Gatha.
Jana Gana Mangala Dhayaka Jaya Hey
Bharata Bhagya Vidhata.
Jaya Hey, Jaya Hey, Jaya Hey,
Jaya, Jaya, Jaya, Jaya Hey.

Ö:1æÄ±ÄüüNäÄ

$$\begin{aligned} \tilde{O}\tilde{I} &= | \tilde{O} \rangle \langle \tilde{A} | \otimes | \tilde{I} \rangle \langle \tilde{A} | \\ \tilde{O}\tilde{I} &= | \tilde{g} \rangle \langle \tilde{A} | \otimes | \tilde{I} \rangle \langle \tilde{A} | \\ \hat{U} \tilde{E} \hat{a} \hat{a}^\dagger \hat{A} \hat{a}^\dagger \hat{U}^\dagger &= \hat{U} \tilde{E} \hat{a} \hat{a}^\dagger \hat{A} \hat{a}^\dagger \hat{U}^\dagger \\ \hat{U} \tilde{E} \hat{a} \hat{a}^\dagger &= | \tilde{I} \rangle \langle \tilde{A} | \frac{1}{4} \end{aligned}$$
[illegible][illegible]

SCHOOL PRAYERS

1. SIGN OF THE CROSS

In the Name of the Father / and of the Son/ and of the Holy Spirit, Amen.

2. GLORY BE

Glory be to the Father /and to the Son/and to the Holy Spirit.
As it was in the beginning/ is now/ and ever shall be/world
without end. *Amen.*

3. OUR FATHER IN HEAVEN

Our Father who art in Heaven/ Hallowed be thy name/thy
Kingdom come. Thy will be done /on earth as it is in heaven.
Give us this day our daily bread/ and forgive us our
trespasses/ as we forgive those who trespass against us/
and lead us not into temptation/ but deliver us from evil.
Amen.

Leader : St. Francis De Sales

All : Pray for us

4. PRAYER BEFORE CLASS

O God/ You are the truth/ and origin of all knowledge. Bless our studies/ which we consecrate to you. Enlighten our minds/ strengthen our memories / and direct our wills/ towards what is right. Grant us to seek truth always/ and make us truly wise. *Amen*

5. PRAYER AFTER CLASS

God of infinite wisdom / and source of all knowledge, grant that / we may remember / what we have learnt. We offer you our work and our endeavours / our failures and our successes. Forgive us our shortcomings / and give us courage / to follow the path of truth. We thank you Lord / for all the good things / You taught us today/ and help us to be good children always. *Amen*

6. PRAYER FOR PARENTS

Loving Father/ I thank you for my parents. I thank you/ for the many good things / that have come to me through them. Their love for me / is a sign of your love for me. Their concern for my need and care remind me of your unconditional/ love and acceptance. Grant them/ many years of life and keep them in good health of mind and body. Bless their work and all they do. Give them back / hundred fold/ all the good they have done for me. Inspire them with your love / and strengthen them/ to fulfill your Holy Law. One day may I be their comfort and strength/ as I have enjoyed their affection on earth. Lord I ask you / to remain close to them/in their life's journey /so that they may experience / the joy of true family life. May I have the joy of being with them in heaven. *Amen*

7. PRAYER FOR MY SCHOOL

Almighty God, bless our school with your most gracious favour and prosper it in all worthy and honest undertakings. May love, truth and goodness abound within its walls and may right judgment and common sense prevail. Give the staff and the students your wisdom and your goodness that together we may serve you as one great family. May Mary, our beloved mother assumed into Heaven, patroness of India and St. Francis De Sales, patron of our school, pray for us. *Amen*

8. PRAYER FOR TEACHERS

Lord, I thank you for my teachers/who from my childhood/ have inspired me. I thank you/for their love and patience. I admire and value/their patience/in framing my life / as it is today and their repeated efforts / to plant in me / the right sense of values. I thank you for my teachers and friends whose hearts are ever willing/to share a laugh or tear. I thank you for their faith in goodness and in truth/which they ever strive to make the goal of every youth. I thank you/for their vision of beauty, joy, and love/and for the knowledge they impart on earth, heaven and above. I ask you to bless every one of them. Make them more loving, tolerant, understanding and concerned towards their students. Help them to form their students for life alongside the academic programs.

May they be filled with your love and understanding, enable them to bring out/the best in each of their students. May they help their students/to build up positive self-image. May they have enough courage to correct what is wrong in their students. Above all, may they teach them to be loving persons.

I pray you to bless my teachers so that they may lead us along life's pathways, to rest within thy heart. *Amen*

PRAYER SONGS

1. HYMNS

JAGAT GURU PRABHU JI
Jagat guru prabhuji namo namaha (2)
Sat guru prabhuji namo namaha (2)
Mam guru prabhuji namo namaha (2)
Namo namaha (4)
Javandayaka namo namaha (2)
Mangaladayaka namo namaha (2)
Shanitpradhayaka namo namaha (2)
Namo namaha (4)
Anugrahadata namo namaha
Anandata namo namaha (2)
Namo namaha (2)
Karunasagar namo namaha (2)
Paramdayakar namo namaha (2)
Prem Sarovara namo namaha
Namo namaha (4)

2. MAKE ME A CHANNEL OF YOUR PEACE

Make me a channel of your peace
Where there is hatred let me bring your love,
Where there is injury your pardon Lord
And where there's doubt true faith in you.

Ref: Oh Master grant that I may never seek.
So much to be consoled as to console
To be understood as to understand
To be loved as to love with all my soul.

Make me a channel of your peace,
It is in pardoning that we are pardoned,
In giving to all that we receive
And in dying that we are born to eternal life.

3. YOU ARE WITH ME

You are with me wherever I go
Every moment Your life in me flows
You're always there close by my side,
You are there O Lord both day and night.

You are with me in my mother's womb
You are with me in the days gloom
You help me stand against all odds,
And you filled me with Your strength O Lord.

In times of sorrow and in times of grief,
You gave me hope, strengthened my belief
When I did fall and was in pain,
Lord You set me on my feet again.

You have known O Lord all my secret fears,
You have seen O Lord all my unshed tears,
My Lord, you know me through and through
There is nothing I can hide from you.

4. Change my Heart, Oh God

Change my heart, Oh God,
Make it ever true.
Change my heart, Oh God,
May I be like you. (Repeat)

You are the potter,
I am the clay
Mold me and make me,
This is what I pray.
Change my heart, Oh God,
Make it ever true.
Change my heart, Oh God,
May I be like you.
(Repeat)

Jesus Oh Jesus,
Come and fill your Lambs.
Jesus Oh Jesus,
Come and fill your Lambs.
(Repeat)

5. This Is Your House

Verse 1:

As we gather in this place today
Holy Spirit come and have Your way, have Your
way
As we lay aside our own desires
Sweep across our hearts with holy fire, have
Your way

Chorus

This is Your house, Your home
We welcome You, Lord, we welcome You
This is Your house, Your home
We welcome You today

Verse 2

As we offer up our hearts and lives
Let them be a living sacrifice, have Your way

Be glorified in everything we do
Be glorified in everything we say, have Your way
(Repeat Chorus)

As we praise, o Lord draw near
It's Your voice, we long to hear
We welcome You today
We welcome You today

6. ALL THINGS BRIGHT AND BEAUTIFUL

All things bright and beautiful,
All creatures great and small,
All things wise and wonderful,
The good God made them all.

Each little flower that opens,
Each little bird that sings,
He made their glowing colours,
He made their tiny wings.

The purple headed mountains,
The river running by,
The sunset and the morning,
That brightens up the sky.

The cold wind in the winter
The pleasant summer sun,
The ripe fruits in the country,
He made them every one.

He gave us eyes to see them
And lips that we might tell
How great is God Almighty
Who has made all things well.

7. IN HIS TIME

In His time, in His time
He makes all things beautiful in His time
Lord please show me everyday
As you're teaching me your way
That you do just what you say in your time

In your time, in your time
You make all things beautiful in your time
Lord my life to you I bring
With its winter and its spring
May I fathom everything, in your time
There's a time, there's a time

Both for sowing and for reaping there's a time
Time for loosing, time for gain
Time for joy and time for pain
Every purpose under heaven has a time.

8. LIKE A SUN FLOWER

Chorus

Like a Sun flower that follows
Every movement of the sun
So I turn towards you, to follow you, my God

In simplicity, charity, I follow (2)
In simplicity, honesty, I follow (2)
In simplicity, fidelity, I follow (2)

9. IN NEED OF LIBERATION

Chorus

The world stands in need of liberation, my Lord
It still has to feel your power.
The blind and the deaf,
The dumb and the maimed
All need to feel your healing touch.
The world stands in need of liberation, my Lord
It still has to learn to love.

There are those who have eyes but refuse to see
the inhumanity that's done.
There are those who have ears but refuse to hear
the cries of those in agony.

There are those who have mouths but refuse
to speak, against injustice done to some.
There are those who have hands but refuse to
reach, them out in love and charity.

There are those who have talents they do not
use, to build a true community.
And we know that we all have the talent to love
But leave it buried in ourselves.

10. WE PRAISE YOU

We Praise You Lord with Joy,
With heart and mind and voice
You fill us with Your unending love
And grace from above

You are our Father, who's ever near,
With You beside us, we'll have no fear
You are our Father loving and true
All day and night, watching us through

You sent Your son that we all may know,
Your loving mercy that freely flows;
And life eternal is your promise,
To all who live in love and peace

You sent Your spirit with us to stay
To guide our steps and guard our ways,
From day to day our life renew
Drawing us ever closer to you.

11. WE ARE GATHERING

We are gathering together unto Him.
We are gathering together unto Him.
Unto him shall the gathering of the people be.

We are gathering together unto him
We are singing together
We are offering together unto him
We are praying together unto him

12. CARRY YOUR CANDLE

There is a candle in every soul
Some brightly burning some dark and cold
There is a spirit who brings the fire
In nights of candle and makes His home

Chorus

So carry your candle
Run through the darkness

Seek out the helpless Confusing thought
Hold out your candle for all see it
Take your candle go light your world (2)

Trusting above all
See how its shine too
Let's raise our candle
Someone who hears
See now your sister
Still hold your candle
With all our faith.

Seek out your family
Whose hearts are blazing
Let's raise our candle
Light up the sky
Pray to the Father in the
Name of Jesus
May God reign become in
Darkest night.

13. I HAVE COME TO THEE (TAGORE)

Chorus

I have come to Thee to take Thy touch
Before I begin my day

Let thy eyes rest upon my eyes for a while

Let me take to my work the assurance of
Thy Comradeship my friend.

Fill my mind with Thy music to last through the Desert
of noise

14. GOD IS SO GOOD

God is so good (3) He's so good to me.
He cares for me (3) Yes, He cares for me.
I'll trust in Him, (3) Yes, I'll trust in Him.

15. THERE ARE NUMEROUS STRINGS

There are numerous strings in Your lute
Let me add my own among them.

Then when you smite your chords,
My heart will break its silence,
And my heart will be one with your song.

Amidst your numberless stars,
Let me place my own little lamp.

In the dance of your festival of light
My heart will throb and
My life will be one with your smile.

16. SHOWERS OF BLESSINGS

There shall be showers of blessing
This is the promise of God,
There shall be seasons refreshing,
Sent from the Saviour above

Chorus

Showers of blessings
Showers of blessings we need,
mercy drops round us are falling,
But for the showers we plead.

There shall be showers of blessing
Send them upon us O Lord
Grant to us now a refreshing,
Come and now honour Thy word.

There shall be showers of blessing
O that today they might fall,
Now as to God we're confessing,
Now as on Jesus we call.

17. WHAT A FRIEND IN JESUS

What a friend we have in Jesus
All our sins and grief to bear,
What a privilege to carry,
Everything to God in prayer,
Oh, what grace we often forfeit
Oh, what needless pain we bear
All because we do not carry
Everything to God in prayer

Have we trials and temptation,
Is there trouble anywhere,
We shall never be discouraged,
Take it to the Lord in prayer,
Can we find a friend so faithful?
Who will all our sorrows share ?
Jesus knows our every weakness,
Take it to the Lord in prayer.

18. GREAT FRANCIS DE SALES

Great Francis our glorious patron,
Listen to our hymn we sing
From thy lofty throne in heaven
Guard us on our heavenly way
In thy footsteps may we follow,
Free from taint of sin or loss,
Till our final dedication,
Till we reach the heaven above.

Great Francis You gentleman saint
Listen to these sinful souls
Help us to be truly humble,
As you followed Christ Our Lord,
Doctor of Love, You O Francis
And in Love of God you died,
Help us also to love Jesus,
And our neighbour as ourselves.

Great Francis Apostle of Chablais
You worked for the souls that strayed
Teach us to labour in God's vineyard,
As thou did'st for Christ our Lord,

Shepherd of the fold of Jesus,
For his sheep thy life was spent
Help us to proclaim Lord Jesus.
To the people every where.

19. Shanti Path

Asato ma sadgamaya
tamaso ma jyotir gamaya
Mrityurma amritam gamaya
Om Shanti, Shanti, Shanti

Meaning:

Lead from Ignorance to knowledge
from darkness into light
from death into immortality
O! Peace, Peace, Peace.

20. I JUST KEEP TRUSTING**Chorus:**

I just keep trusting my Lord as I walk along.
I Just keep trusting my Lord and
He gives me a song

Though the storm cloud darkens the sky
O'er the heavenly trail,
I just keep trusting my Lord, he will never fail.

He is a faithful friend (2)
Such a faithful friend (2)
I can count on him (2)
to the very end (2)

21. PRAISE HIM

Praise Him, praise Him
Praise Him in the morning
Praise Him in the noon time
Praise Him, praise Him
Praise Him when the Sun goes down.
Love Him.....
Serve Him
Praise Him

22. WELCOME SONG_1

Welcome, welcome, welcome
Swagatam, su swag tam
With aarati (sign of welcome)
With Garland (sign of welcome) (2)

We welcome, we welcome dear loving (father/friend)
With clapping hands (sign of welcome)
With smiling lips (sign of welcome) (2)
We welcome, we welcome dear loving (father/friend)
Welcome, welcome, welcome
Swagatam, su swagatam

23. WELCOME SONG_2

All the birds and the flowers are rejoicing today.
They are telling a welcome so true
They are smiling a smile they are chirping a wish.
Blessings fall on our teachers and guests.

The earth is alive with laughter and song
To mingle with glee, our prayer and our songs
Gathered here are the works that are loyal and true
Singing chorus of welcome so gay.

24. WELCOME SONG_3

Aaye Hai Hum Swaagat Karne(2)
Man Main Aadar Bhaav Liye
Swaagat Kaarte Hai Hum Sabka (2)
Phuloon Ka Uphaar Liya
Koyal Kuke Gaaye Papiha
Ye Dhara Ho Rahi Magan
Daso Dish Ayain Gunji Dekho

Ga Ga Karkehta Ye Man ManMan....Man
Swaatham (7) Subh Swaatham
Aap Aaye Khushiya Laaye
Ye fizaain Geet Gaayain
Man Main Uthti Hai tarange
Ye Pawan Bhi Cheh Chaaye
Chanda Suraj Laakho Taare
Jhume Naache Ye Gagan
Kaliya Dekho Muskai Hai
Keh Raha Hai Ye Chaman, Man.... Man....(2)
Swaagtam (7) Subh Swaagtam

25. WELCOME SONG_4

Suswagatam (2)
Swagat Karte Apke
We warmly welcome you
With our heart sincere and true
We warmly welcome you
Dear Fr./Sr. today
Suswagatam...(3)

May you ever be so Happy
Enjoy Our Love With Pleasure
May you Always Live in Splendor
With A Blissfull Kind Nature
Welcome, We Welcome we welcome all of you (4)
Swaagtam (7) Subh Saagatm.

26. Birthday Song

It's such a special day,
Let this happiness stay
For ever and for now (2)
Dear God to you we pray

It's such a special day, (2)
Let this happiness stay

Bless him dear God
Where he feels your love, My Lord
To grow up big and strong
To be grow all along (2)

It's such a special day
Let this happiness stay (2)
Forever and for now
Dear God to you we pray (3)

27. FEAST SONG

Ding-dong, ding-dong (2)
Angels of God are passing on
Ding-dong, ding-dong (2)
Sharing the good news
Of the living God
Wake up, children wake up
To welcome the angels passing on (2)

Happy feast day, Happy feast day
To wish you a very happy feast

Time and tide waits for none
To praise and thank God who is one (2)
Rise up, children rise up
To listen to the voice of the angels of God

Happy feast day, Happy feast day
To wish you a very happy feast

28. FAREWELL SONG

May the Good Lord bless and keep you
Whether near or far away.
May you find that long awaited, golden day today
May your troubles all be small ones
And your fortunes ten times ten
May the Good Lord bless and keep you
Till we meet again.

May you walk in sunlight shining
With a blue bird in every tree.
May there be a silver lining
Back of every cloud you see.
Fill your dreams with sweet tomorrows .

Never mind what might have been.
May the good Lord bless and keep you
Till we meet again (2)

29. JOY TO THE WORLD

Joy to the world ! The Lord has come
Let earth receive her king.
Let every heart prepares room
And heaven and nature sing (4)

Joy to the World! the saviour reigns;
Let men their songs employ'
While fields and floods
Rocks, hills and plains
Repeat the sounding joy (4)

He rules the world with truth and grace
And makes the nations prove
The glories of his righteousness
And wonders of his love (4)

30. SILENT NIGHTS

Silent night, Holy night
All is calm. All is bright
Round yon. Virgin mother and child!
Holy infant, so tender and mild
Sleep in heavenly peace (2)

Silent night, holy night.
Darkness flies, all is light'
Shepherds hear the angels sing.
'Alleluia ! Hail the King'
Christ the saviour is born (2)

Silent night, Holy night .
Son of God, love's pure light'
Radiant beams from thy holy face.
With the dawn of redeeming grace,
Jesus, Lord at they birth - 3

31. JINGLE BELLS

Dashing through the snow
in a one-horse open sleigh
o'er the fields we go
laughing all the way
Bells on bobtail ring'
Making spirits bright
What fun it is to lough and sing
A sleighing song tonight

Chorus:

Jingle Bells jingle bells
Jingle all the way
Oh! What fun it is to ride
In a one horse open sleigh (2)

A day or two ago
I thought I'd take a ride
and soon Miss Fanny Bright
was seated by my side
The horse was lean and lank
Misfortune seemed his lot
He got into a drifted bank
And we, we got upset.

32. VANDE MATARAM

Vande Mataram!
Sujalam suphalam, malayaja shitalam
Shassyashyamalam, Mataram!
Shubhrajyotsna pulakitayaminim,
Phullakusumita drumadala shobhinim,
Sahasini, sumadhura bhashinim,
Sukhadam, varadam, Mataram!

Saptakotikantha kalakala ninada karale
Dvisaptakoti bhujair dhrita-khara karavale
Abala kena ma eta bale
Bahubala dharinim, namami tarinim,
Ripudalavarinim Mataram!

Tumi vidya, tumi dharma,
Tumi hridi, tumi marma,
Tvam hi pranah sharire!
Bahute tumi ma shakti,
Hridaye tumi ma bhakti,
Tomarayipratima gari mandire mandire!

Tvam hi Durga dashapraharana dharini,
Kamala, Kamaladalaviharini,
Vani, vidyadayini namami tvam,

Namami kalmalam, amalam, atulam,
Sujalam, suphalam, Mataram,
Vande Mataram!
Shyamalam, saralam, susmitam, bhushitam,
Dharanim, bharanim, Mataram !

Shri Bankimchandra Chattyopadhyay

STUDENTS COUNCIL

Creating global citizens with an exceptional sense of humanity, service, knowledge and dedication, moral and ethical values coupled with leadership skill is always our dream and aspiration. To make our students eligible for a merit-based and honest upward curve is our daily task. We honestly believe that trait of leadership is ingrained at birth in every child in multiple areas. Identifying the right leadership trait, honing it and upskilling it is a process that has to begin in the school. This is our commitment to every child. This we do in the most transparent and democratic manner. Keeping this in mind school has a student council.

Purpose of the Student council

The Student Council is formed to assist the principal, coordinators, class teachers and subject teachers to impart quality education and to bring out holistic development of each and every student. The Student Council also deliberates upon the academic, discipline and other aspects related to the daily running of the school.

Students Council consists of the Student General and Executive Council.

The General Council

1. School Captain and Vice-Captain
2. Captains of Class 1 to 12
3. Vice captains of class 1 to 12
4. House Captains and Vice Captains

5. Sports Captain and Vice-Captain
6. CCA Captains and Vice-Captain.

The general council meets once in a term and maintains the report.

Executive Council

1. School Captain and Vice-captain
2. Captains of Class 6 to 12
3. House Captains and Vice-Captains
4. Sports Captain and Vice-Captain
5. CCA Captain and Vice-Captain

The Executive council meets once a month.

Election of Class Captains and Vice Captains:

Class Captains and Vice Captains are elected by the students of each class and section. Four candidates are nominated by the class teacher consisting of two boys and two girls. Among the four candidates, one who gets the highest vote becomes Class captain and the second-highest vote becomes Class Vice-captain.

School captain and Vice-captain

The school captain and Vice-captain are appointed by the principal from students of Class 12.

House Captains and Vice Captains:

Four students from class 9 -12, from each house, will be nominated by the principal consisting of two boys and two girls each. Students from class 6-12 will vote house wise.

The student who gets the highest vote will become House captain and the second highest will become Vice-captains.

Sports Captain, Vice-Captains & CCA Captain & Vice-Captain:

Four students from Class 9-12 will be nominated by the principal consisting of two boys and two girls. All students from class 6-12 will vote. Those who get the highest vote will become Sports and CCA captain and the second highest will become Vice-captains.

Student Accompaniment for Financial Empowerment (SAFE) Scholarship Programme

SFS School is committed to serve the society at large and a preferential care will be ensured for students with exceptional talents in scholastic and co-scholastic areas. The school is also steadfast in its service to the economically weaker section of the society. Keeping the welfare of its employees the organization feels obliged to support the wards of its employees. The Scholarship programme of the school is called **SAFE (Student Accompaniment for Financial Empowerment)**. Safe is based on three categories.

1. Talent Nurturing Scholarship
2. Financial Empowerment Scholarship
3. Employee Support Scholarship

TALENT NURTURING SCHOLARSHIP

Class X

1. Students who get **National Rank (Top 10)** in Class X will be given a cash award of **Rs. 1 lakh only**.
2. Applications for scholarship by eligible candidates must be submitted to the school.
3. **School Topper (SFS Guwahati only)** in Class X Board Examination (**must score above 95%**) shall be given 100% Admission Fee as scholarship in Class XI. To continue with the Scholarship in Class XII, the student must score at least 90% mark in Class XI Final Examination. He/She shall be given 50% waiver in Annual & Tuition fee.
4. Class X students who score 95% and above, shall be given a 50% Admission Fee as a scholarship in Class XI only. (**Applicable to students of any school or board**)
5. Class X students who score above 90% shall be given a 25% Admission Fee as a scholarship in class XI. (**Applicable to students of any school or board**)

Class XII

1. Students who get **National Rank (Top 10)** in Class XII will be given a cash award of **Rs. 1.5 lakhs only**.
2. SFS Guwahati **School Topper** in Class XII CBSE Board Examination (**Must score above 95%**) shall be given **Rs. 25000 (Twenty-five thousand only)** as a scholarship for their future studies.
1. **Stream Topper** in Class XII CBSE Board Examination (**Must score above 95%**) shall be given **Rs. 10000 (Ten thousand only)** each as a scholarship for their future studies. If the stream

topper scores between 90% - 94%, they shall be given **Rs. 5000 (Five thousand only)** each for their future studies.

2. Student availing the School Topper Scholarship shall not be eligible for the stream topper Scholarship.

Class I – IX

1. **EVALUATION OF TALENT NURTURING SCHOLARSHIP WILL BE ON THE FOLLOWING CRITERIA:**

Weightage of 20% from Term 1 Examination

Weightage of 20% from Term 2 Examination

Weightage of 60% from Desalite Olympiad

2. **Class Topper (Topper among all the sections)** in the school in the Talent Nurturing Scholarship shall be given **Rs. 8000** as Scholarship in Tuition Fee. **(Must score above 95%)**
3. The **Top 3 Toppers** from each section in the school in the Talent Nurturing Scholarship shall be given the following scholarship in Tuition Fee. **(Must score at least above 90%)**
RANK 1 – Rs. 7000
RANK 2 – Rs. 6,000
RANK 3 – Rs. 5,000
4. **Student availing the Class Topper Scholarship shall not be eligible for Section Topper Scholarship.**

**TALENT NURTURING CO-SCHOLASTIC
SCHOLARSHIP:**

Eligibility Criteria:

1. The scholarships will be given to those performer in recognized competitions held in previous calendar year.
2. The scholarship awarded under the scheme will be of one year only, provided the awardees pass in the annual examination with at least 60% marks in Term I & II examination.
3. The value of each Talent Nurturing Co-Scholastic Scholarship will be as follows:
Winner – Rs. 8000
Runner up – Rs. 6000
1st Runner up – Rs. 5000
4. The first / second / third position holders in individual events organized by any recognized Sports Federation by the Government & statutory bodies will be eligible for the Talent Nurturing Co-Scholastic Scholarship Programme.
5. The school will certify the correctness of contents of application filled in by the candidate.
6. **The scholarship will be applicable on the below mentioned disciplines:**

Priority Disciplines - Archery, Athletics, Badminton, Basketball, Boxing, Cycling, Football, Gymnastics, Handball, Hockey, Judo, Kabaddi, Kho-kho, Tennis, Shooting, Swimming, Table Tennis, Volleyball, Weight lifting, Wrestling

Other Disciplines - Badminton, Baseball, Billiards & Snookers, Bowling, Carrom, Chess, Cricket, Fencing,

Golf, Karate, Power lifting, Rowing, Softball, Squash, Wushu, Taekwondo.

7. **Selection Process:** There will be a duly constituted Selection Committee to scrutinize the applications and select candidates for these scholarships on the basis of performance and merit.

The decision of the Committee will be final and binding and no correspondence in this regard will be entertained.

FINANCIAL EMPOWERMENT SCHOLARSHIP

SFS School is committed to serving society and preferential care for the economically weaker sections. The school will give SAFE assistance to a total of 50 students in a year based upon the following criteria.

1. Safe assistance is to be applied to the school in the prescribed form available at school website with all the required documents. The decision will be taken based on first come first serve basis.
2. The assistance is for one year only. However, it may be renewed on re-application subject to the satisfaction of the school management.
3. Financial assistance is subject to the decision of the school management and its policies from time to time.
4. The school management has the right to cancel or modify the assistance without stating any reason whatsoever.
5. Scholarship refers to relaxation in Annual fee or Tuition Fee or both.
6. The scholarship will vary from 20% to 100% subject to the decision of the school management.
7. The scholarship committee will study and verify the documents. If required the committee will call the

- applicants for queries, clarification or interview before taking the final decision.
8. Family Annual Income of both the parents together should not exceed more than 2 lakhs per annum.
 9. Parents' seeking concession must have a **Ration Card or BPL Card** and need to be submitted to the scholarship committee.
 10. The student must score at least an aggregate of 65% marks each in both Term 1 & Term 2 examinations. If the student has exceptional co-curricular achievement in the District / State / National / International Level, 60 % marks would suffice.
 11. Parents with four or more children in the school will get a concession only for the first child. Also, he or she should qualify the No. 8, No. 9 & No. 10 criteria.

EMPLOYEE SUPPORT SCHOLARSHIP

SFS Guwahati has introduced a scholarship program to assist the children of employees who plan to continue their education in SFS School. Keeping the welfare of its employees, the organization feels obliged to support the wards of its **Employment in the school is not a guarantee for the admission of their ward.**

1. The admission will depend upon availability of seats and merit only. Also, the student should clear the interaction and written examination (as applicable).
2. The support scholarship is applicable for one year only. However, it may be renewed on re-application, subject to the satisfaction of the school management.
3. An employee will be provided the scholarship with a 50% waiver in Admission Fee & Tuition Fee.

DESALITE STUDENTS OLYMPIAD Duration of the exam: 2 hrs									
CLASS	ENGLISH	MATHEMATICS	SCIENCE	EVS\SST	HINDI	ASSAMESE	COMP. SC.	G.K. & CURRENT AFFAIRES	TOTAL NO. OF QUESTIONS
1	15	15	NA	15	5	5	5	5	65
2	15	15	NA	15	5	5	5	5	65
3	15	15	NA	15	5	5	5	5	65
4	15	15	NA	15	5	5	5	5	65
5	15	15	NA	15	5	5	5	5	65
6	15	15	15	15	5	5	5	5	80
7	15	15	15	15	5	5	5	5	80
8	15	15	15	15	5	5	5	5	80
9	15	15	15	15	10	10	5	5	80

1. All questions will be MCQ. Each question carries 1 mark.
2. Questions will be based on the Class appropriate NCERT curriculum.
3. Questions will be strictly concept based for all subjects.
4. For General Knowledge, current affairs and general awareness will be tested.
5. For class 9, students will attempt either Assamese or Hindi.
6. For Classes 1-5, instead of science, there will be EVS (Environmental Studies)
7. From Class 6-9, there will be both Social Studies and Sciences.

ADMISSION DETAILS

1. New admission is done only in class-LKG, I & XI. Other admissions if any, will depend on availability of seats and on competence of the student (i.e-II-IX only.)
2. After the submission of application to classes (II-IX) a test will be conducted in due course of time to know the proficiency of the student in English, Science and Mathematics. The result of the test will be published on the school website.
3. Admission is made only on receipt of the following documents-
 - a. Copy of the Birth Certificate.
 - b. Transfer Certificate counter signed by the Inspector of schools.
 - c. Copy of the final result of class he/she studied.
 - d. Health certificate of the student.
4. The application form can be downloaded from the school website (www.sfsguwahati.ac.in).
5. Tuition Fee/Admission Fee/Annual Fee is to be paid online through the school software - Desalite connect (www.sfsguwahati.ac.in).
7. The school fee must be paid for twelve calendar months.
8. Pupil failing to pay fees for three consecutive months without prior information will have their names struck off the roll without any notice.
9. A pupil joining or leaving the school during any term will have to pay all the fees of the whole year, including the Annual fee. Absence from an examination does not mean exemption from examination fee.

10. Pupils whose dues are not cleared completely will be barred from sitting for the examinations.
11. Transfer Certificate will be issued only when all dues have been paid in full and on the receipt of the duly filled application form from the parents or guardians.
12. A fees of Rs. 350/- will be charged for Transfer Certificate and Conduct Certificate or for a duplicate of the same, or for any extract from the register.

GENERAL RULES AND REGULATIONS

1. School Hours :
 - a. From Monday to Friday: 7:45 am - 2:10 pm.
 - b. Saturday - : 7:45 am to 12:10 pm.
 - c. Holidays - Sunday, National Holidays & State Holidays as mentioned in school calendar in Desalite connect Mobile App.
 - d. If there is a sudden or emergency holiday on any working days, depending upon the need, third saturday will be a working day and even other saturday classes will be extended till 2.10 pm.
2. This institution is established by the Catholic Church. It is a minority institution primarily to educate the children of its community, but it is also open to all, irrespective of religion, caste or community. No disrespect should be shown to articles and images of religion and worship proper to that religious group. No other external form of religious worship will be allowed in the school premises.
3. No act of indiscipline interference in the administration, disrespect to any teacher and to any religion or community by any student shall be tolerated and delinquent may even be expelled from the school.
4. Guardians and parents are requested to make proper arrangements to collect the children immediately after school hours. Though proper care is taken to ensure safety of the children, the school cannot be held responsible if a student leaves the school campus on his/her own accord or any accident, minor or major, to pupil during their stay in the school or while taking part in any activities of the school.

5. Parents and Guardians are not allowed to see their children or meet teachers during class hours.
6. All the communication and correspondence relating to the school should be addressed to the Principal only.
7. All promotion to the next class will be according to the Academic performance of students. 33% mark is mandatory for promotion to next class.
8. Parents/Guardians who wish to meet the teachers can do so on every Wednesday after class from 2:15 pm to 3:15 pm.
9. The school diary is a record concerning the student. Therefore, every student should take care of the diary and bring it to class daily. If anyone loses it, he/she should get a written authorization from the Principal/ Headmaster to buy a duplicate diary.
10. Student of this school should not take private tuitions outside the school from the teacher's of SFS School.
11. The school does not recognize student's union nor any union activities are permitted within the school premises.
12. Students are strictly forbidden to organize strike or incite others to strike or to bring external elements that can destroy peace, harmony and effective running of the school. They shall be abstained from any act, which is likely to damage the reputation of the school.
13. Girls shall not wear ornaments and jewellery like rings, earrings, chain, bangles or the use of cosmetics such as lipsticks, nail polish etc. Girls are to tie their hair properly and not to let it loose.
14. Unconventional hairstyle, any make-up that degrades the uniform of the pupil will not be tolerated.

15. Boys must have a proper hair cut. Long hair, long nails, ear rings, chains, watches, inprinting tatoos, unconventional hair styles are not permitted.
16. Students are not allowed to wear baggy trousers.
17. The length of the skirts should be below the knee.
18. Those students who come to school early should sit and study in their classrooms or should be in the reading room.
19. Parents should not hand over the tiffin to the staff both teaching and non-teaching or to the students, to be distributed.

ATTENDANCE AND LEAVE

20. Regular attendance of all students at school is required to inculcate discipline and regularity in a student which in turn creates value system that becomes an essential part of life. The minimum attendance required for a student in each term is 90% irrespective of emergencies. Any attendance below that students will be penalized.
21. If a student is absent, he/she must bring a leave note mentioning the date and the reason of absence written by the parent /guardian in the page of the school diary on the day of joining, otherwise the student may be sent back home.
22. A student returning to school after recovering from a contagious or infectious disease should also produce a doctor's certificate of fitness. If a student fails to produce such a certificate, the school authorities are entitled to send him/her back.
23. Students are required to be present on the opening day of the school after the end of each term / long

holiday (more than 7 days), failing which the student has to pay a fine of Rs. 100/- per day.

24. Students will not be allowed to leave school before it gets over, except in case of an emergency, with permission from the Principal/Vice Principal. For security reasons no student will be allowed to go home under any circumstances without a parent coming to pick him/her. Parents should carry Parent's ID.
25. In case of bereavement in the students' immediate family, the Principal / VP will grant leave. Leave requests for attending marriages and other functions and ceremonies during the term are to be avoided by the parents. Parents are asked to try and ensure that all family functions and ceremonies are planned for the students' vacation as given in the school diary. There will be no retest under any circumstances if a student is absent during the exam day.

School Uniform

1. School uniform helps the school to create a sense of oneness among all learners. It is also a symbol of the identity of the students.
2. Every learner of the school must strictly adhere to the school uniform policy.
3. Guardians are requested to purchase the uniform from the authorized dealers only. (MR Traders, opposite to SFS Narengi, Guwahati)
4. T-shirt and track pants is to be worn by the students on all Saturdays, and on the day of drill and PE practical classes.
5. Summer season: 1st April to 30th October. Winter season: 1st November to 30th March.

SUMMER UNIFORM		WINTER UNIFORM	
CLASS LKG			
BOYS	GIRLS	BOYS	GIRLS
Half Shirt	Half Shirt	Full Shirt	Full Shirt
Shorts	Skirt	Trouser	Skirt
Bow	Bow	Bow	Bow
Socks	Socks	Socks	Socks
Black Shoes	Black Shoes	Black Shoes	Black Shoes
House Uniform: House T-shirt, Track Pants, socks & White Canvas shoes	House Uniform: House T-shirt, Track Pants, socks & White Canvas shoes	House Uniform: House T-shirt, Track Pants, Sweatshirt with front zippers, socks & White Canvas shoes	House Uniform: House T-shirt, Track Pants, Sweatshirt with front zippers, socks & White Canvas shoes
=	=	Blazer	Blazer
=	=	Half / Full Sweater	Half / Full Sweater
=	=	Scarf	Scarf
=	=	=	Black leggings
CLASSES I - V			
BOYS	GIRLS	BOYS	GIRLS
Half Shirt	Half Shirt	Full Shirt	Full Shirt
Trouser	Skirt	Trouser	Skirt
Bow (Class I)	Bow (Class I)	Bow (Class I)	Bow (Class I)
Tie (Classes II – V)	Tie (Classes II – V)	Tie (Classes II – V)	Tie (Classes II – V)
Socks	Socks	Socks	Socks
Black Shoes	Black Shoes	Black Shoes	Black shoes
House Uniform: House T-shirt, Track Pants, socks & White Canvas shoes	House Uniform: House T-shirt, Track Pants, socks & White Canvas shoes	House Uniform: House T-shirt, Track Pants, Sweatshirt with front zipper, socks & White Canvas shoes	House Uniform: House T-shirt, Track Pants, Sweatshirt with front zipper, socks & White Canvas shoes

=	=	Blazer	Blazer
=	=	Scarf	Scarf
=	=	=	Black leggings
CLASSES VI - XII			
BOYS	GIRLS	BOYS	GIRLS
Half Shirt	Half Shirt	Full Shirt	Full Shirt
Trouser	Trouser	Trouser	Trouser
Tie	Tie	Tie	Tie
Socks	Socks	Socks	Socks
Black Shoes	Black Shoes	Black Shoes	Black shoes
House Uniform: House T-shirt, Track Pants, socks & White Canvas shoes	House Uniform: House T-shirt, Track Pants, socks & White Canvas shoes	House Uniform: House T-shirt, Track Pants, Sweatshirt with front zipper, socks & White Canvas shoes	House Uniform: House T-shirt, Track Pants, Sweatshirt with front zipper, socks & White Canvas shoes
=	=	Blazer	Blazer
=	=	Scarf	Scarf

DISCIPLINE MANUAL

"Discipline enables us to operate by principles, rather than by desires".

– John McArthur

Every educated human being is supposed to learn to say no to our impulses which may not bear positive fruit. The ones who have already learnt this are called disciplined. They can control their actions with reason, logic and principles and not by emotions and desires.

Our homes and schools are the best places from where we learn discipline the most. In schools, children are supposed to remain disciplined from boarding the bus in the morning to getting down from the bus in the afternoon.

Discipline can be categorized into the following broad areas:

- i. Punctuality
- ii. Uniform
- iii. Behaviour

Punctuality covers,

- * Timeliness to the bus stop
- * Timeliness to the school (if the child plies through private cars),
- * Timeliness to and from the Class to Sports and Activity Classes, during breaks
- * Timeliness to submit tasks etc.

Uniform covers,

- * Dress code as per the School Almanac
- * Hair Style
- * Beard
- * Overall disposition etc.

Behaviour covers,

- * Manners and etiquettes
- * Behaviour towards the teachers, other staff and other children
- * Not submitting tasks/assignments

GENERAL GUIDELINES

1. General

Discipline Offenders or Defaulters (willingly and/or unwillingly), irrespective of the magnitude of the offence/default, must not be spared and must be made to face the consequences as laid down in the manual. If this policy is not resorted to, the same becomes a habit for both-the teachers as well as the students. As a result, the students develop an idea that discipline is a concept found in books & manuals and does not mandate practice. This very trend is dangerous for the future societies.

Consequences to be implemented in such a way that the defaulting/offender child does not feel isolated or victimized.

Serious incidents involving cases of accidents, assault and affray, unnatural deaths, ragging, immoral behavior, damage to property, scribbling on the benches and the walls etc., substance abuse and loss of life is to be reported immediately on occurrence in accordance with the underlaid procedure.

2. The School Discipline Coordinator

The School has a Discipline Coordinator (DC). He/she is appointed by the Principal. This responsibility is additional to his/her normal responsibilities. Duties of the School DC:

- i. He/she receives cases/complaints (in writing: Reports/ Memoes) of acts of indisciplines from the Class Teachers.
- ii. He/she imposes consequences after scrutinizing facts and figures.
- iii. He/she takes up the matter (reported by CTs) with the Principal and receives his/her directions.
- iv. He/she maintains records of each and every (may the same be a petty act of indiscipline) report and recommendations of consequences. This is to be done on individual basis.
- v. He/she convenes meeting of the school discipline Committee, organizes the same and prepares the final report.
- vi. He/she is solely responsible for inducing discipline among the students.

3. The School Discipline Committee

The School has a well-managed Discipline Committee.

The Committee comprises the Principal as the Chair Person, the VP and Discipline Coordinator. The Committee must have at least one lady staff.

The roles and responsibilities of the School Discipline Committee are enumerated as under:

- i. The Committee sits for hearing, discussing & proposing consequence every time any student resorts to a serious violation of School Discipline.
- ii. The Committee/member of the committee calls the parents to brief parents about the act/default of the child and subsequently to intimate the decision of the Committee about the consequence, the child needs to face.
- iii. The Committee prepares teams and delegates authority & responsibility to impose discipline when there are events in the School premises or even outside depending upon the merit of the case.

4. Disciplinary action to be taken by the school

As per the school rules, the following disciplinary measures/ procedure in steps (based on the seriousness of the offence) is to be adopted by the school authority:

- i. Counselling the defaulter child
- ii. Oral Warning
- iii. Giving minus points according to school diary
- iv. Imposing Fine
- v. Detention during breaks and games periods
- vi. Exclusion from school activities
- vii. Issuing of Green, Blue, Pink and Red Cards
- vii. Suspension from the school
- viii. Expulsion from the school

CONSOLIDATED DISCIPLINARY PROCEDURES		
OFFENCE	CONSEQUENCES	ACTION TAKEN
Minus 50	Green Card	1. Signing Students Discipline Form
Minus 100	Blue Card	1. Calling Parents 2. Signing Students Discipline Form
Minus 150	Pink Card	1. Calling Parents 2. Signing Students Discipline Form 3. Suspension for 1-2 Days
Minus 200 or Zero tolerance Offence	Red Card	Expulsion from the school

SEGREGATION OF OFFENCES <i>(To be handled by the Class Teacher/Subject Teacher/ Discipline coordinator/ Vice Principal / Principal</i>		
Sl. No.	Offence	Minus point
1	Being absent in the School: In addition the following fine shall be imposed after 15 days of absentism.	
	1) First five Days :	-5
	2) 6th Day onward: 3) 15 days of absentism : Rs. 1000 as fine 4) 20 days of absentism: Rs. 2000 as fine (Exception shall be given only in case of hospitalization due to serious ailments or death of immediate family members. Medical certificate and other documents to be submitted)	-10
2	Violating dress code or grooming standards	-5
3	Failure to follow General School Rules	-5
4	Eating during class hours and other prohibited places and time.	-10
5	Minor cases of Fighting, teasing, insulting, name-calling, whistling, shouting, running in the academic block, loitering in the corridors or in unauthorized areas etc. Misbehaving/Shouting in the school bus, disrespecting the staff and the school authority. Playing anywhere/everywhere/anytime/every time, at times with water during the school hours. Making noise in the Library/Reading Room and failing to return the books on time. Misbehaving outside the school campus that leads to bad impression of the School.	-10
57		

Sl. No.	Offence	Minus point
6	Late arrival in the school	-5
7	Not bringing school books, copies, pens pencils, Instruments (including Musical Instruments), sports kits, ID-Cards, school record book and not submitting assignments and Home Works on time etc.	-5
8	Not getting parents-Leave Notes, Diary Remarks, Test Copies, Report Cards etc.	-5
9	Littering in the school campus and throwing wrappers and other wastes anywhere other than in the dust/garbage bins	-5
10	Not conversing in English/using vernacular language	-5
11	Leaving books and/or other personal property in the school campus	-5
12	Disobeying/refusing to obey instructions of the teachers/staff	-10
13	Not participating in the House Activities/School Functions	-5
14	Parents not attending PTMs	-5
15	Keeping hair loose (for girls) and not tying. Making unconventional hairstyle/haircut, sporting long hair/ponytail, hair-coloring etc.	-5
16	Wearing baggy trousers (for boys) and short skirts above the knee, (for girls)	-5
17	Wasting Food/Water/Electricity	-5
18	Offering unauthorized gifts/presents to the Teacher/School Staff:	-10
19	Spitting on the school building or properties	-10

20.	Imprinting tattoos, sporting long nails etc.	- 10
21.	Scholastic dishonesty; using unfair means in the Examinations	- 30
22.	Misuse/Falsification of School Certificates/School Record Book/Report Card	- 30
23.	Leaving school premise without permission	- 20
24.	Making ethnic, racial or religious slurs and practicing Casteism, communalism and untouchability, disrespecting religious articles in the school premises.	- 20
25.	Disrupting the school programme.	- 30
26.	Defacing or damaging school property; scribbling on the school vehicles, wall/desks; tearing pages from the library books, textbooks and copies etc.	- 30
27.	Possessing supari, gutkha, chocolates, chewing gum, aerated drinks, chips etc.	- 20
28.	Stealing school property or of others	- 30
29.	Possession of electronic devices such as transistors, cassette-players, Walkman, portable DVD (and DVD Player), costly watches, camera, Mobile-Phone, I-Pod, cameras and other digital devices etc.	- 20
30.	Inappropriate use of the school computer, the interactive board and its components, downloading songs, videos etc.	- 20
31.	Lying as a witness. Failing to disclose information, hiding or covering up evidence.	- 30
32.	Collecting money for any purpose whatsoever (like Party, Picnic, Meeting, Demonstration etc.) without the permission of the authorities.	- 20
33.	Disrespect shown to articles and images of any religion and worship	- 20

34.	Attending parties, visiting movie halls, visiting friends etc. in school uniform and bunking classes.	- 30
(Zero Tolerance Offences) (To be taken up by the Principal/VP/Coordinator on reporting by Class Teacher/Subject Teacher/Other Staff/Students)		
1.	Possessing Firearms/Weapons of destruction;	Red Card & Expulsion
2.	Harmful additives, Alcohol, smoking in the School premises etc.	
3.	Resorting to Gang-Activity, significant bullying and initiating violence.	
4.	Engaging in inappropriate behavior or physical contact.	
5.	Resorting to Sexual harassment/sexual abuse;	
6.	Possessing obscene pictures/videos/printed matters;	
7.	Possessing volatile chemicals;	
8.	Resorting to repeated scholastic dishonesty;	
9.	Regularly defaulting to be in School Uniform;	
10.	Verbally/Physically abusing Teachers;	
11.	Displaying any such behavior that threatens the student's community at large;	
12.	Using Social-Media platform to defame any teacher, the School or the School Authority at large.	
13.	Bringing to the School, objects like knife/dagger or any other lethal weapons	
60		

PLAN OF ACTION FOR PREVENTION OF ACTS OF INDISCIPLINE

The school desires that the children remain disciplined and do not resort to acts of indiscipline at all. As such the School possesses definite strategy to prevent acts of indiscipline. These strategies are to be implemented judiciously and in a comprehensive manner.

Following specific measures will be taken to prevent undesired happenings of indiscipline:

- i. The school diary contains all the rules & regulations pertaining to the school discipline, the procedures to be followed for defaulters and the consequences to be faced in case of indiscipline. This is deliberately done so that the children become alert and maintain the discipline norms.
- ii. Teachers (and particularly the CT) will sensitize the children to ensure that discipline is maintained under every circumstances.
- iii. Class teachers will play the most vital role in disciplinary matters, as they possess a good rapport with the children of their classes. CTs need to get personally attached to each & every child of his/her class.
4. Parents and students shall constantly check the disciplinary section in the Desalite connect to know the minus points and other unhealthy activities done by their wards.
- iv. Parents will be informed about the disciplinary action to be taken by the school authority for defaulters when such situation arises.
- v. Teachers, under any circumstance, must not show leniency/ignorance/biasness towards any child and the Discipline Rules.
- vi. Each teacher possesses one Class Out-Card (his/her name printed on it). Students can come out of the classroom with the Class Out-Card only when a teacher is there in a class. This means, when there is no teacher in the Class, students are not supposed to come out.
- vii. Each teacher will enter the indisciplinary behavior of the student in the class related to regularity, punctuality, uniform, school ID, school diary, homework, class in and out, grooming

standard etc. in the monitor's Diary. Accordingly, necessary disciplinary action such as issuing Green/Blue/Pink and Red cards will be done depending upon the level in which it falls. Accordingly, the class teachers and subject teachers shall monitor the students. Any violation of the rules of the school shall be meticulously be entered in the monitors diary by the respective teachers without fear, favor or biasness of any sort.

- vii. Every teacher shall possess a White Card. She/he needs to jot down the names of those students who are found violating the Discipline Norms of the school. On the White Card teacher writes down the misbehavior or school violation outside the school and submit to the discipline Coordinator within 24 hours. The discipline coordinator will call the student and seek explanation and take necessary disciplinary action such as issuing Green/Blue/Pink Card depending upon the level in which it falls.
- ix. Any forbidden items, if found in possession of the student will be confiscated (then & there) and the same will be kept in the School only to be returned (except perishable item) while the student pass-out from the School or take TC. The confiscated items will be kept in custody of the Principal (under lock & key). The confiscation of forbidden item(s) must be through filling-up of necessary forms issued by the school.

MEASURE OF DISCIPLINE

Students are liable to be given grades for resorting to an act of indiscipline. The same is based on the minus points they get in an Academic Session (Year).

The following table depicts the methodology of the grades based on points:

Sl. No.	Grades	Required Points
1	A	No Minus Points
2	B	Minus 1 to 99
3	C	Minus 100 to 199
4	D	Minus 200 and above

PERSONAL POINTS ADDITION SYSTEM

The parameters for addition/gaining points is depicted as under:

CODE	PARAMETERS/PARTICULARS	POINTS
A1	Full attendance in a particular month	+30
A2	If no minus point in a term	+50
A3	For any special appreciation cheque issued from the school. (On submitting the certificate, the CT shall award points)	+25
A4	Best performance in the Annual Sports, SFS Fiesta, Inter-Class Literary Competitions Final etc. (On Submitting the Certificate, the CT shall impart Points)	+25
A5	Second Best Performance in the Annual Sports, Annual Cultural Fest, Inter-Class Literary Competitions Final, Out-side School Championships etc. (On Submitting the Certificate, the CT shall impart Points)	+20
A6	Third Best Performance in the Annual Sports, Annual Cultural Fest, Inter-Class Literary Competitions Final, Out-side School Championships etc. (On Submitting the Certificate, the CT shall impart Points)	+15

A7	For Being Topper in the Class in the PT- 1, PT-2, T-1, PT-3, PT-4 & T2	+30
A8	For Being Second Topper in the Class in the PT- 1, PT-2, T-1, PT-3, PT-4 & T2	+25
A9	For Being Third Topper in the Class in the PT- 1, PT-2, T-1, PT-3, PT-4 & T2	+15
A10	For securing 90% or more marks in a subject for the periodic test.	+20
A11	For being the Head Boy/Girl, Asstt. Hd Boy/Girl, Class Captain, Vice Captain, School Captains (Yearly)	+25
A12	For Winning Star Class, Star Assembly, Class Magazine and Exhibition (For all the students of a class)	+25
A13	For being Star Student & Super Star Student	+50
A14	Reading Library Books and submitting the summery to the Librarian (In not less than 2 pages of an A4 size paper/500 words)	+25
64		

LITERARY, CULTURAL, HOUSE & CLUB EVENTS LIST -2022					
Name of the Events	Event Type	Class	Plus Points to be Awarded		
Literary Events :			1st	2nd	3rd
1) Story Telling	Single Event	I-IV	25	20	15
2) English Essay Writing & Calligraphy	Single Event	I-XII	25	20	15
3) Hindi Essay Writing & Calligraphy	Single Event	I-XII	25	20	15
4) Assamese Essay Writing & Calligraphy	Single Event	II-XII	25	20	15
5) Quiz	Single & Group	I-XII	25	20	15
6) Art Competition	Single Event	I-XII	25	20	15
7) Prepared Speech	Single Event	I-XII	25	20	15
8) Extempore Speech	Single Event	I-XII	25	20	15
9) Character Depiction	Single Event	I-XII	25	20	15
10) Talent Hunt	Single Event	V-XII	25	20	15
11) Debate	Single Event	V-XII	25	20	15
12) Spell Bee	Single Event	V-XII	25	20	15
Cultural Events :					
1) Single Dance	Single Event	I-XII	25	20	15
2) Solo Singing	Single Event	I-XII	25	20	15
3) Fancy Dress	Single Event	I-XII	25	20	15
Sports :			25	20	15
1) 50 M Race	Single Event	I-II	25	20	15
2) Frog Jump	Single Event	I-II	25	20	15
3) Spoon & Marble Race	Single Event	I-V	25	20	15
65					

LITERARY, CULTURAL, HOUSE & CLUB EVENTS LIST -2022

Name of the Events	Event Type	Class	Plus Points to be Awarded		
			1st	2nd	3rd
4) Musical Chair	Single Event	I-V	25	20	15
5) Blind Hit	Single Event	I-V	25	20	15
6) 100 M Race	Single Event	I-XII	25	20	15
7) Sack Race	Single Event	III-V	25	20	15
8) 200 M Race	Single Event	III-XII	25	20	15
9) 400 M Relay -Boys	Group Event	III-XII	25	20	15
10) 400 M Relay - Girls	Group Event	III-XII	25	20	15
11) Three Legged Race	Group Event	III-VIII	25	20	15
12) Slow Cycle Race	Single Event	VI-VIII	25	20	15
13) Cock Fight	Single Event	VI-VIII	25	20	15
14) 400 M Race	Single Event	VI-XII	25	20	15
15) High Jump	Single Event	VI-XII	25	20	15
16) Long Jump	Single Event	VI-XII	25	20	15
17) Hurdle Race	Single Event	VI-XII	25	20	15
18) Discuss Throw	Single Event	VI-XII	25	20	15
19) Javeline Throw	Single Event	VI-XII	25	20	15
20) Shot Put	Single Event	IX-XII	25	20	15
House Events :					
1) Basket Ball	Group Event	All Houses	25	20	15
2) Football	Group Event	All Houses	25	20	15
3) Volley Bball	Group Event	All			

LITERARY, CULTURAL, HOUSE & CLUB EVENTS LIST -2022					
Name of the Events	Event Type	Class	Plus Points to be Awarded		
		Houses	Ist 25	2nd 20	3rd 15
4) Throw Ball	Single Event	All Houses	25	20	15
5) Pyramid Making	Single Event	All Houses	25	20	15
6) Kabaddi	Group Event	All Houses	25	20	15
7) March Past	Group Event	All Houses	25	20	15
8) Marathon Race	Group Event	All Houses	25	20	15
Club Events:					
1) Basket Ball	Group Event	III-IX	25	20	15
2) Karate	Single Event	III-IX	25	20	15
3) Taekwondo	Single Event	III-IX	25	20	15
4) Volley Ball	Group Event	III-IX	25	20	15
5) Table Tennis	Single & Group	III-IX	25	20	15
6) Fine Arts	Single Event	III-IX	25	20	15
7) Quiz	Single & Group	III-IX	25	20	15
8) Debate	Single Event	III-IX	25	20	15
9) Western Dance	Single & Group	III-IX	25	20	15
10) Bharat Natyam	Single & Group	III-IX	25	20	15
11) Bulbul & Cubs	Group Event	III-IX	25	20	15
12) Scouts & Guides	Group Event	III-IX	25	20	15
67					

LITERARY, CULTURAL, HOUSE & CLUB EVENTS LIST -2022					
Name of the Events	Event Type	Class	Plus Points to be Awarded		
			1st	2nd	3rd
13) NCC	Group Event	III-IX	25	20	15
14) Violine	Single & Group	III-IX	25	20	15
15) Tabla	Single & Group	III-IX	25	20	15
16) Guitar	Single & Group	III-IX	25	20	15
17) Band	Group Event	III-IX	25	20	15
18) Vocal Music	Single & Group	III-IX	25	20	15
19) Olympiad	Single & Group	III-IX	25	20	15
20) Science Club	Single & Group	III-IX	25	20	15
21) Maths Club	Single & Group	III-IX	25	20	15
22) ATL Lab	Single & Group	III-IX	25	20	15
23) Kshatriya Nitya	Single & Group	III-IX	25	20	15
24) Kathak Nitya	Single & Group	III-IX	25	20	15
25) Bihu Dance	Single & Group	III-IX	25	20	15
26) Chess	Single Event	III-IX	25	20	15
68					

SCHOOL FEE

This is an unaided minority institution and does not receive any financial help from the Government or any other agency and the only income of the school is the fee realized from the students. Hence it becomes necessary to increase the fee from time to time depending upon the increase in the salary, increase in the cost of maintenance, addition and up-gradation of facilities.

All fee are to be deposited only through Online Portal (www.sfsnarengi.ac.in) unless prescribed otherwise.

Fee is charged for twelve months of the year. The fee is due in April, July, October and January. The fee should be deposited on/before the last day of the month mentioned above or a late fee will be charged as specified in the Fee Book. The name of the student will be struck off the rolls after two months, if the fee has not been paid and re-admission will only be allowed depending on the availability of seats in the class. Parents will kindly keep the pay slip counterfoils with them till the end of the session, untill promotion to the next class has been granted.

Computer Science is compulsory for all classes and will be charged extra. Those who take Computer Science as an optional subject in Class XI and XII will also have to pay extra for the same.

THE METHOD OF STUDY

All of you have to devote a lot of time for your studies but most of you find it impossible to finish the given task or assignments. Then from where can you find time to study? For this there is no magical formula. But the formation of correct study habits, will keep you free from anxiety and give a feeling of confidence.

A. Study Condition

1. Avoid all distractions. Do not let your mind wander or be distracted from what you are doing. For this, select a quiet place.
2. Keep ready all the materials you might require close at hand so that you do not waste time and energy looking for it.
3. Study under proper light, because poor light tires the eyes and you lose concentration.
4. Have a proper ventilation, for fresh air keeps the mind alert.

B. Make a plan for study

1. Keep in mind what you have to study, how much you have to study and the time you have. Have a balance between leisure and study. Organize a time table in such a way that you have fun and sufficient time for study. "All work and no play makes Jack a dull boy". Fun is essential because an exhausted mind cannot absorb what it studies.
2. Decide when to study and what to study. Make a weekly timetable. It is better to have short frequent periods of study for each subject than long hours for one. Start with interesting, easy lessons/topics and then go on to difficult ones unless they are

interconnected.

3. Pay total attention to what you are studying. You will absorb more and understand better.
4. Do not study when you are tired. Relax with something light for a short-while and come back to studies. But do not confuse laziness with tiredness.
5. Understand the material that you have to learn as a whole
6. Re-learn and revise previous lessons frequently. If you have learnt ,mathematical formula or grammar rules practice them, for practice makes a man perfect.
7. Do not practice rote learning. Read the chapter carefully, understand the ideas and write the essentials points.
8. Do not learn from notes, but get the most important points and put them down in order, under headings and subheadings.
9. During the weekend, set aside sometimeto go over the week's work concentrating on points you had not grasped. Regularity and concentration are the key words to success.

POINTS FOR STUDENTS TO REMEMBER

01. Never neglect the lesson or homework assigned. If you do so, it is like missing a train that you can never catch afterwards.
02. Always revise the work done in class.
03. Consider tuition as social evil. Avoid it by concentrating and participating in the class.
04. Never postpone what you can do each day.
05. Be enthusiastic in doing everything. Live well by doing everything well.
06. Daily show your school diary to your parents and get them to sign any remarks.
07. Participate in peer learning and teaching. They will help you by words and example.
08. Take part in games. Recreation serves to refresh your mind and gives you new energy for study.
09. Do not flinch in the face of difficulties in your studies. Remember, a prayer to God for light will always help. Your teacher will help you too.

EXAMINATION RECORD 2022

ROLL No	Name of the Students	TERM 1										TERM 2															
		PT1		PT2		Listening (5)	Reading (5)	DA2	Written Exam (20)	Speaking (5)	Writing (5)	Presentation (10)	CW & HW (5)	P (10)	PRA	TERM 1 WRITTEN (80)	PT3		Listening (5)	Reading (5)	PT4		Speaking (5)	Writing (10)	Presentation (10)	CW & HW (5)	IP
DA1	Written Exam (20)	DA2	Written Exam (20)	DA2	Written Exam (20)																						

1. Total marks for Periodic Assessments (Written Exam) will be 20 marks for Maths, General Science, English and Computer Science / IT
2. Total marks for Periodic Assessments (Written Exam) will be 30 marks for EVVS, Social Science, Hindi, Assamese.
3. Detailed Assessment (DA) will be conducted in classes 3 to 10 for 25 to 30 marks.
4. Detailed Assessment (DA) will be conducted for Maths, General Science, EVS(Science part) and English only.
5. The PT exams will be for 1 hour 15 minutes.
6. For English, Hindi and Assamese, listening and reading will be conducted during the PT1/PT3 semester and speaking and writing will be covered in the PT2/PT4 semester.
7. Marks for Practical/Viva (PRA) will be subject specific.
8. Presentation will be conducted for all subjects once every term for 10 marks.
9. Listening, Speaking, Reading and Writing will be conducted for 5 marks each.
10. Integrated Project will be conducted once in every term for 10 marks per subject.
11. Classwork and Homework will be conducted for 5 marks.

Grades for Scholastic and Co-Scholastic areas						
Scholastic Performance	100-91 60 -51	AI C1	90-81 50 -41	A2 C2	80-71 40 -33	B1 D 70 -61 32 -0 B2 EIOP/Fail
Moral Science & GK	50 -41	A	40 -31	B	30 -21	D 20 -0
Discipline	No Minus Point	A	Minus 1 - 99	B	Minus 100 -199	C Minus 200 and above
Versatility	+300 and above.	A	+ 200 - 299.	B	+100 - 199.	D + 0 - 99
Homework & Class work	100% completed.	5	5 times not done. 10 times not done	4 3	15 times not done. 20 times not done	2 1 Above times not done.
SUPW & Drawing	A		B		C	D

Scouts and Guides



The Bharat Scouts & Guides is a voluntary, non-political, educational movement for young people, open to all without distinction of origin, race or creed, in accordance with the purpose, principles and methods conceived by the Founder Lord Baden Powell in 1907.

Motto:

"Do your best" = Class: III - IV (Club- Bul- Bul)

"Be prepared" = Class: V-X (Scouts and Guides)

"Service" = Class XI-XII (Rover/ Rajer)

NCC:

The cadet corps is the Indian military cadet corps with its head Quarters in New Delhi. It is open to school and college students on voluntary basis. The National Cadet Corps in India is a voluntary organization which recruits cadets from high schools, colleges and universities all over India. The Cadets are given basic military training in small arms and parades. The officers and cadets have no liability for active military service once they complete course but are given preference over normal candidates during selections based on the achievements in the corps.

Motto :- Unity and Discipline (Ekta aur Anushasan)

SFS FIESTA-YEARLY

SI No.	Event	Class	Organizer & Mark Giver
1	Single Dance	All Category	Cultural Committee
2	Fancy Dress	All Category	Cultural Committee
3	Prepared Speech	All Category	Cultural Committee
4	Extempore Speech	All Category	Cultural Committee
5	Character Depiction	All Category	Cultural Committee
6	Story Telling	I - IV	Cultural Committee
7	Talent Hunt	V - XII	Cultural Committee

STAR ASSEMBLY

SI No.	Event	Class	Organizer & Mark Giver
1	Pragromme of own choice	I - XII	Star Assembly Committee
2	Academic theme based	V - VIII	Star Assembly Committee
3	Academic theme based	I - XII	Star Assembly Committee

ASSEMBLY THEMES FOR Class I & II	
MONTH	Themes
APRIL	Our School
MAY	My Class Teacher
JUNE	Different Festivals of India
JULY	My Favorite Game
AUG	My Best Friend
SEPT	Our Principal
OCT	Father of the Nation
NOV	Discipline in Life
DEC	My Family
JAN	My first day in school
FEB	Respect for Elders
MAR	My Parents
ASSEMBLY THEMES FOR Class III-V	
APRIL	My Country -Unity in Diversity
MAY	Discipline in Life
JUNE	Our Environment
JULY	My Family
AUG	My State Assam
SEPT	Season in India
OCT	My favourite Games
NOV	Respect for Elders
DEC	Christmas
77	

ASSEMBLY THEMES FOR CLASS III-V	
MONTH	Themes
JAN	The family that prays together stays together
FEB	Do your best and God will do the rest
MAR	Gardening
ASSEMBLY THEMES FOR Class VI-VIII	
APRIL	Positive Attitude
MAY	Mother -“As your role model”
JUNE	Make recycling mandatory for environment
JULY	My Favorite Book
AUG	My Country
SEPT	My teacher my hero
OCT	Nuclear power the answer to the energy crisis
NOV	Simple living and high thinking
DEC	Hard work is the key to success
JAN	When you know better, you do better
FEB	Joy shared is double joy, grief shared is half grief
MAR	The importance of newspaper in our daily life
ASSEMBLY THEMES FOR Class IX-XII	
APRIL	Importance of Moral Values in students life
MAY	Freedom of Press gone too far
JUNE	Effects and control measure of nuclear power
JULY	Fortune Favours the brave
AUG	India of my dream
78	

ASSEMBLY THEMES FOR Class IX-XII	
MONTH	Themes
SEPT	Tourism for all - promoting universal accessibility
OCT	Importance of speaking English
NOV	Tell people to vote, Individual vote matters
DEC	Christmas
JAN	Importance of following traffic rules
FEB	Politeness
MAR	Positive attitude
<div>79</div>	

PIN BOARD THEMES CLASS I & II		
Month	Date	Themes
APRIL	01-15	My Neighbourhood
	16-30	Wall of Happiness
MAY	01-15	Mother's Day
	15-31	Family
JUNE	01-15	Environment
	16-30	People who help us
JULY	01-15	Natural Resources
	16-31	Animals
AUG	01-15	India-My Motherland
	16-31	The Main Festival of Assam
SEPT	01-15	Teachers Day
	16-30	The beauty of smile
OCT	01-15	Guwahati: My city
	16-31	Wild life
NOV	01-15	Children's Day
	16-30	I am an Artist
DEC	01-15	National Flag
	16-31	Christmas & New Year
JAN	01-15	My Holiday Destinations
	16-31	SFS School
FEB	01-15	Parents
	16-28	Our Freedom Fighters
MAR	01-15	My Best Friend
	16-31	Computer
80		

PIN BOARD THEMES CLASS III-V		
MONTH	Date	Themes
APRIL	01-15	Health and hygiene
	16-30	World Heritage
MAY	01-15	International Nurse Day
	15-31	Uses of computer in our daily life
JUNE	01-15	Environmental Pollution
	16-30	Nature our mother
JULY	01-15	Rongali Bihu
	16-31	7 wonders of the world
AUG	01-15	Independence Day
	16-31	Great lines from literature
SEPT	01-15	Cleanliness and safety rules
	16-30	Bharat Mata (our country)
OCT	01-15	Girl Child
	16-31	Durga Puja
NOV	01-15	Different types of crafts
	16-30	Swacha Bharat
DEC	01-15	Be thankful
	16-31	Christmas
JAN	01-15	Heroes of Assam
	16-31	St. Francis de Sales School
FEB	01-15	Importance of Education
	16-28	People who help us
MAR	01-15	Our Universe
	16-31	A Peaceful world-the need of the hour
81		

PIN BOARD THEMES CLASS VI-VIII		
MONTH	Date	Themes
APRIL	01-15	Bihu: The regional festival of Assam
	16-30	Earth Day
MAY	01-15	Revolt of 1857
	15-31	Culture and Tradition of India
JUNE	01-15	Globalization
	16-30	Historical Monuments of Assam
JULY	01-15	Media and Communication
	16-31	Child Rights
AUG	01-15	Constitutional Rights
	16-31	Peace and Security
SEPT	01-15	I am an Artist
	16-30	Natural Disaster
OCT	01-15	Great Indian Poets
	16-31	Fighters of India
NOV	01-15	Nirmal Ganga
	16-30	Great lines from literature
DEC	01-15	Joy of Winter
	16-31	Gender Equality
JAN	01-15	Hindi Diwas
	16-31	SFS School
FEB	01-15	Girl Child
	16-28	Travelling-A part of Education
MAR	01-15	Pollution (water, soil, air & noise)
	16-31	Late politicians of India
82		

PIN BOARD THEMES CLASS IX-XII		
MONTH	Date	Themes
APRIL	01-15	Monuments of Assam
	16-30	Women & Politics
MAY	01-15	Literature
	15-31	Ancient History of India
JUNE	01-15	Robotic Surgery
	16-30	Go Green
JULY	01-15	Environmental science
	16-31	Holiday destinations of India/world
AUG	01-15	Human Trafficking
	16-31	Secularism
SEPT	01-15	I am an Artist
	16-30	Miracle of Medical science
OCT	01-15	Non-Violence
	16-31	Mathematical application in real life
NOV	01-15	E-commerce
	16-30	Current affairs
DEC	01-15	Hornbill Festival
	16-31	Christmas
JAN	01-15	Save girl child
	16-31	Martyrs Day
FEB	01-15	Unity in Diversity
	16-28	Smart city and Digital India
MAR	01-15	Stages of life
	16-31	Importance of Teamwork
83		

Extempore Speech Topics :

Class : V-VIII

1. Market.
2. A funny incident
3. An unforgettable trip
4. Animal Poaching
5. My Best friend
6. What I dream to be
7. A memorable day in my life
8. Your favourite pass-time
9. Internet
10. My favourite book
11. Global warming
12. A trip to remember
13. Water conservation
14. Our parents
15. My favourite sports
16. Our school
17. Modern education system
18. Home town
19. Friendship
20. Haste makes waste

Class IX-XII

1. Technology
2. Politics
3. Positive attitude
4. Child labour
5. Population explosion
6. Brain Drain
7. Newspaper reading as a habit
8. Fear of the unexpected
9. A stitch in time saves nine
10. How to achieve your dreams
11. Inflation good or bad?
12. Foreign channels are a threat to our culture

13. My life my rule
14. Importance of execution and planning
15. All work and no play make Jack a dull boy
16. What according to you is a greatest gift of God?
17. Both inferiority and superiority complex are bad
18. Women are better managers
19. Saving mother earth is our responsibility

Object Description Topics:

Class: I-IV

1. Apple/Any fruit
2. Watch
3. Roses/Any flower
4. Tajmahal
5. Mahatma Gandhi
6. Map of India
7. Plants
8. National Flag
9. My teacher
10. Globe
11. Mobile
12. My parents
13. My School

Other Topics for Debate

1. All students should have an after school job
2. Abortion should be legal
3. Homework should be banned
4. Schools should block youtube
5. Students should be held legally responsible for bullying in school
6. Democracy is the best form of government.
7. Death penalty should be abolished
8. Demonitization is good for Indian Economy
9. The driving age should be raised
10. Performance enhancing drugs should be allowed in

LEAVE DURING SCHOOL HOURS

(While leaving the school due to illness)

Name

Class Sec..... Roll. No.

Date & Time	Reason	Signature
<div style="border: 1px solid black; width: 50px; height: 50px; margin: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 5px;"></div>		Signature of Parent
		Signature of Class Teacher
		Signature of Principal/Vice Principal/Co-ordinator
Date & Time	Reason	Signature
<div style="border: 1px solid black; width: 50px; height: 50px; margin: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 5px;"></div>		Signature of Parent
		Signature of Class Teacher
		Signature of Principal/Vice Principal/Co-ordinator
Date & Time	Reason	Signature
<div style="border: 1px solid black; width: 50px; height: 50px; margin: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 5px;"></div> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 5px;"></div>		Signature of Parent
		Signature of Class Teacher
		Signature of Principal/Vice Principal/Co-ordinator

LEAVE DURING SCHOOL HOURS

(While leaving the school due to illness)

Name

Class Sec..... Roll. No.

Date & Time	Reason	Signature
<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Sign. of Nurse Incharge</div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		Signature of Parent
		Signature of Class Teacher
		Signature of Principal/Vice Principal/Co-ordinator
Date & Time	Reason	Signature
<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Sign. of Nurse Incharge</div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		Signature of Parent
		Signature of Class Teacher
		Signature of Principal/Vice Principal/Co-ordinator
Date & Time	Reason	Signature
<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Sign. of Nurse Incharge</div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		Signature of Parent
		Signature of Class Teacher
		Signature of Principal/Vice Principal/Co-ordinator

ABSENT FROM SCHOOL

Name

Class Sec..... Roll. No.

Dates of Absent		Reason in Brief from Parents	Signatures	
From	To			
			Signature of Parent	
No. of days Absent				
			Signature of Class Teacher	
			Signature of Principal/Vice Principal/Co-ordinator	
Total No. of days till date				
			Signature of Parent	
No. of days Absent				
			Signature of Class Teacher	
			Signature of Principal/Vice Principal/Co-ordinator	
Total No. of days till date				
			Signature of Parent	
No. of days Absent				
			Signature of Class Teacher	
			Signature of Principal/Vice Principal/Co-ordinator	
Total No. of days till date				

ABSENT FROM SCHOOL

Name

Class Sec..... Roll. No.

Dates of Absent		Reason in Brief from Parents	Signatures	
From	To			
			Signature of Parent	
No. of days Absent				
			Signature of Class Teacher	
			Signature of Principal/Vice Principal/Co-ordinator	
Total No. of days till date				
			Signature of Parent	
No. of days Absent				
			Signature of Class Teacher	
			Signature of Principal/Vice Principal/Co-ordinator	
Total No. of days till date				
			Signature of Parent	
No. of days Absent				
			Signature of Class Teacher	
			Signature of Principal/Vice Principal/Co-ordinator	
Total No. of days till date				

ABSENT FROM SCHOOL

Name

Class Sec..... Roll. No.

Dates of Absent		Reason in Brief from Parents	Signatures	
From	To			
			Signature of Parent	
No. of days Absent			Signature of Class Teacher	
			Signature of Principal/Vice Principal/Co-ordinator	
Total No. of days till date				
From	To		Signature of Parent	
			Signature of Parent	
No. of days Absent			Signature of Class Teacher	
			Signature of Principal/Vice Principal/Co-ordinator	
Total No. of days till date				
From	To		Signature of Parent	
			Signature of Parent	
No. of days Absent			Signature of Class Teacher	
			Signature of Principal/Vice Principal/Co-ordinator	
Total No. of days till date				
From	To		Signature of Parent	

SCHOOL DISCIPLINARY CHART

Sl. No.	Date	Late Arrival/Diary/ ID/ Uniform/ improper hairstyle/ lack of study material	Fine Amount	Name of the Teacher
01			1st Corection	
02			2nd Corection	
03			-5	
			-10	
04			Rs. 10	
05			Rs. 10	
06			Rs. 10	
07			Rs. 10	
08			Rs. 10	
09			Rs.10	
10			Rs. 10	
		Green Card: Student has to be sent to the VP and Green Card is Given.		Signature of the Parent
11			Rs. 15	
12			Rs. 15	
13			Rs. 15	
14			Rs. 15	
15			Rs. 15	
		Yellow Card: Student has to be sent to the VP and Blue Card is given. (Suspension)	Rs. 20	Signature of the Parent
16			Rs. 20	
17			Rs. 20	
18			Rs. 20	
19			Rs. 20	
20			Rs. 25	
		Orange Card: Students has to be sent to the VP and Pink Card is given. (Expulsion)		Signature of the Parent

Incomplete Uniform & material : No school diary, ID, proper shirt, pant, skirt, tie, shoes, socks, ribbon, text books, copy, pen pencil, eraser, untidy uniform, long hair, tattoos on hand etc.

Serious Offence

[illegible]

COMMUNICATION FROM THE SCHOOL

Name

Class Sec Roll. No.....

Date	Remarks with signature	Signature of Parents/ Guardian

COMMUNICATION FROM THE SCHOOL

Name

Class Sec Roll. No.....

Date	Remarks with signature	Signature of Parents/ Guardian

COMMUNICATION FROM THE SCHOOL

Name

Class Sec Roll. No.....

Date	Remarks with signature	Signature of Parents/ Guardian

NOTES FROM PARENT'S / GUARDIAN'S

Name

Class Sec Roll. No.....

Date	Informations / Request / Notes by Parent/ Guardian with the Signature	Signature of Parent/ Guardian

NOTES FROM PARENT'S / GUARDIAN'S

Name

Class Sec Roll. No.....

Date	Informations / Request / Notes by Parent/ Guardian with the Signature	Signature of Parent/ Guardian

EVENT FEE CHART				
Date	Event Details	Amount	Sign. of CT/ Reciever	Sign. of Parents
98				

BOOKS I HAVE READ

Name

ClassSec.....Roll. No.....

Date of issue	Title	Date of Return	Sign.of Librarian

EXAMINATION TIME FOR TERM 1

[illegible]

EXAMINATION TIME TABLE FOR TERM 2

[illegible]

STAR AWARDS

1. The school gives the following star awards conducted by the school. The star awards are given in the following category wise;

Category I - Cl. I & II Category 2 - Cl. III-V
Category 3 - Cl. VI-VIII Category 4 - Cl. IX-XII

2. For being **Star Student & Super Star Student**

Criteria:

- i. No minus points
- ii. 300 and above + points
- iii. Aggregate 90% & above in T1 & T2 exam
- iv. 100% attendance
- v. When all the above 4 criterias are met the student with highest overall percentage is chosen from each category as Super Star Student.

3. Best Artist of the Year.
4. Best Assamese Essayist of the Year.
5. Best Assamese Calligraphist of the Year
6. Best Hindi Essayist of the Year.
7. Best Hindi calligraphist of the Year.
8. Best English Essayist of the Year.
9. Best English calligraphist of the Year.

10. Best debater of the Year.
11. Best quizzee of the Year.
12. Best speaker of the Year.
13. Best Story teller of the Year.
14. Best dancer of the Year.
15. Best singer of the Year.
16. Best Mathematician.
17. Best sports girl of the Year.
18. Best sports boy of the Year.
19. Best class magazine of the Year- Trophy for the class.
20. Best Scientist
21. **Best Exhibit of the Year-** Individual medals and Certificates for the winning students.

These competition are done once a year. Medals and certificates are given to first, second and 3rd prize winners. Only the champions of the individual event are given trophy.

Star Assembly

1. A good assembly in the morning is food for the soul.
2. It's an occasion to pray together and experience togetherness and oneness as members of the same family and we seek God's blessings throughout the course of the day.
3. Star Assembly is conducted by each sections in category wise.

4. It's an occasion to show the talents as well the discipline and unity of each class.
5. The order of the star assembly is the following.
 - a. Introduction by anchor.
 - b. Prayer song.
 - c. Pledge.
 - d. News Reading.
 - e. Speech.
 - f. Special programme/Cultural Dance/Group Song.
 - g. Welcome Board- Thought, Word and Quote for the day.
6. All these activities are evaluated by the star assembly committee and prizes are awarded category wise.
7. No same student shall appear for any of the above events for a second time in a year except for the special events.
8. Special programme shall always be a group activity including not less than 6 students.

Date	Class	Prayer Song (5)	Pledge (5)	Speech (5)	News (5)	Anchor (5)	Extra Programme (5)	Total Point (5)

Star Class

Based on the evaluation of the discipline committee in the morning and each subject teacher in the class, at the end of the month the star class shall be chosen. The winning class shall be given trophy and star point cheques.

Star Class Evaluation Chart

Month:

Class:

Sl. No.	Date	Class Pinboard (5)	Discipline during the Assembly (5)	Uniform, Hair, Riboon, badge, Shoes, ID(-) (depend upon the number of defaulters) (-10)	Overall Cleanliness (5)	Day's Point	Total Points

--

TIME TABLE FROM MONDAY TO FRIDAY										
	1	2	1st Break 9:55 - 10:05 (10 min.)			3	4	5	2nd Break 12:20 - 12:40 (20 min.)	
	45 m	45 m				45 m	45 m	45 m	45 m	45 m
Day	8:20-9:10	9:10-9:55				10:05-10:50	10:50-11:35	11:35-12:20	12:40-1:25	1:25-2:10
MON										
TUE										
WED										
THU										
FRI										
* N.B: School Arrival Time : 7:45 AM.										

TIME TABLE FOR ZERO PERIOD-MONDAY TO FRIDAY											
		Zero Period	I	II		III	IV	V	2nd Break 12:30 -12:50 (20 min.)		VII
Day		40 m	40 m	40 m		40 m	40 m	40 m		40 m	40 m
		8:20-9:00	9:00-9:40	9:40-10:20	1st Break 10:20 -10:30 (10 min.)		10:30-11:10	11:10-11:50	11:50-12:30	12:50-01:30	01:30-02:10
		9:00									
MON											
TUE											
WED											
THU											
FRI											
* N.B: School Arrival Time : 7:45 AM.											

TIME TABLE FOR SATURDAY

SATURDAY							
I	50 min. 8:00- 8:50	II	50 min. 8:50- 9:40	Break 9:40 - 9:55 AM (15 min.)			
III	45 min. 9:55- 10:40	IV	45 min. 10:40- 11:25	V	45 min. 11:25 - 12:10	School will get over by 12:10 PM	

***N.B:** *School Arrival Time: 7:45 AM*

ZERO PERIOD FOR SATURDAY

SATURDAY					
Zero Period	1	2	BREAK 10:00 - 10:10 (10 min.)		
40 min.	40 min.	40 min.	3	4	5
8:00-8:40	8:40-9:20 9:20	9:20 10:00	40 min. 10:10-10:50	40 min. 10:50-11:30	40 min. 11:30-12:10

***N.B:** School Arrival Time : 7:45 AM.

LITERARY & CULTURAL EVENT JUDGMENT CRITERIA								
Sl. No.	Event	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Total
1	Debate Competition	Presentation & Body language (10 points)	Eye Contact (5 points)	Content (20 points)	Time management (5 points)	Rebuttle (5 points)	NA	45 points
2	Mime competition	Expression & Body movement (10 points)	Presentation (Costumes, Music & use of stage) (10 points)	Proper execution of theme (10 points)	Originality (10 points)	NA	NA	40 points
3	Prepared Speech Competition	Content (20 points)	Body language & Eye Contact (5 points)	Communication & Vocabulary (10 points)	Time Management (5 points)	Overall presentation (10 points)	NA	50 points
4	Story telling competition	Body language (10 points)	Voice Modulation (10 points)	Eye contact (10 points)	Overall presentation (10 points)	NA	NA	40 points
5	Instrumental playing competition	Coordination between different instruments (20 points)	Interpretation/ Expression (10 points)	Stage Presence (10 points)	NA	NA	NA	40 points

110

LITERARY & CULTURAL EVENT JUDGMENT CRITERIA								
Sl. No.	Event	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Total
6	Solo Singing competition	Vocal ability (20 points)	Selection of song (10 points)	Stage presence (10 points)	Timing & Basic Rhythm (20 points)	NA	Overall Presentation (10 points)	70 points
7	Solo Dance competition	Selection of the song (5 points)	Presentation & costume (10 points)	Movement (10 points)	Coreography (20 points)	Floor Craft (10 points)	NA	55 points
8	Group Dance Competition	Choreography (20 points)	Adhere to theme (10 points)	Expression & Depiction of Theme (10 points)	Costumes (10 points)	Use of Props (10 points)	NA	60 Points
9	Essay Competition	Creativity & wow factor (10 Points)	Spelling/ Punctuation (10 points)	Introduction & conclusion (10 points)	Content (20 points)	Language competency (Grammar, (10 points)	Format, Handwriting & word limit (10 points)	70 Points
10	Calligraphy Competition	Presentation/ neatness & format (10 points)	Spelling/ Punctuation (10 points)	Cursive writing (10 points)	Word count (10 points)	NA	NA	40 points

111

LITERARY & CULTURAL EVENT JUDGMENT CRITERIA								
Sl. No.	Event	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Total
11	Drawing competition	Originality (Exhibits creativity) (10 points)	Craftsmanship (Artist's skill in the use of material) (10 points)	Elements of Art (Line, colour, space, form, media, texture) (10 points)	Composition (effective use of forms or abstract techniques) (10 points)	Presentation (Appearance, complimentary framing and /or mounting) (10 points)	NA	50 points

112

ST. FRANCIS DE SALES SCHOOL LIBRARY POLICIES AND PROCEDURES

LIBRARY TIME:

School Days: Monday to Friday: 8:00 am-4:00 pm

Saturday: 8:00 am-1:15 pm

OPEN during nutrition and lunch
break

LIBRARY COLLECTION: The library houses approximately 10,000 books. The circulating collection consists of fiction, non-fiction, books in all subjects of the school, picture books, general knowledge books, novels and short stories. A professional collection is available to faculty for checkout. Non-circulating items are reference books, dictionaries, encyclopedias and periodicals. Seven categories of newspapers and various magazines are available in the reading room.

LIBRARY LOANS: Student checkout limit is two books at any one time. Library books are issued to the students from Class IV-XII. Students from Class I-III are allowed to read books in the library and reading room during substitute and library periods. The checkout period is 15 days. Books may be renewed for another 7 days only. (Student registration number is required for renewal).

OVERDUE BOOKS: Books are to be returned to the library on time. Any students with overdue books are blocked from checking out more materials until their record is cleared. Late return will invite a fine of Rs.5 per day. A 'No Due Certificate' by each student is to be obtained from the Librarian while his/her transfer/withdrawal from the school.

OVERDUE NOTICES: Overdue notices will be forwarded to the Principal before T 1 and T 2 and their admit cards will be blocked.

LOST/DAMAGED BOOKS: Patrons will be charged for lost or damaged books. The lost/damaged book charge is three times the cost of the book. Borrowers should not lend books to others, as they will be responsible for payment if the book is lost.

STUDENT ADMITTANCE TO THE LIBRARY: Teachers may send up to five students to the library at one time with their ID. Students coming to the library must have a specific assignment or task to be worked in the library. One of our goals is to assist students in becoming responsible and self-sufficient. Students are asked to maintain silence sustained reading in the library.

LIBRARY BEHAVIOR: Only one student at a time is to be at the circulation desk. No food, drinks, gum, cell phone, electronic equipment, or inappropriate dress (per school dress code) is allowed in the library. Students may check out books only for themselves.

WISH LIST: Faculty and student suggestions for titles, authors or subject areas are welcome. Please contact the librarian with any suggestions or requests, or place your request on the circulation desk.

A library is not a luxury but one of the necessities of life.

– Henry Ward Beecher

Librarian

Subject Teacher Details

Sl No.	Name of the Teacher	Subject	Phone No.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

NOTES

Date _____

NOTES

Date _____