

# SAINT ARNOLD'S HS SCHOOL

HIG-489, KALINGA VIHAR-V, BHUBANESWAR - 751 019

(Affiliated to CISCE-New Delhi, OR-089)

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## SCHOOL DIARY

Name.....

Address.....

.....

Date of Birth.....

Class..... Section .....Roll No.....

Parents' / Guardian Signature.....

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**Note: This Diary is to be brought to school daily.**

# SAINT ARNOLD'S HS SCHOOL

HIG-489, KALINGA VIHAR-V, BHUBANESWAR - 751 019

Name.....  
Class .....Section..... Roll No. ....  
AdmissionNo.....Aadhar #.....  
Date of Birth.....Blood Group.....  
Home Address.....  
.....

**Email:**

Phone No's.....  
Father's Name.....  
Mother's Name.....  
Guardian's Name.....  
Whether Transferable.....,,.....  
Religion.....  
Name of sibling/s studying in the school.....  
.....Class.....Class.....

Specimen Signature

Father.....

Mother.....

In case of emergency how to contact you?

.....

# SAINT ARNOLD'S HS SCHOOL

HIG-489, KALINGA VIHAR-V, BHUBANESWAR - 751 019

(OFFICE COPY)

Name.....

Class .....Section..... Roll No. ....

Admission #.....Aadhar #.....

Date of Birth.....Blood Group.....

Present Address.....

.....

## Email:

Phone No's.....

Father's Name.....

Mother's Name.....

Guardian's Name.....

Whether Transferable.....

Religion.....

Name of sibling/s studying in the school.....

.....Class.....Class.....

Specimen Signature

Father.....

Mother.....

In case of emergency how to contact you?

.....

## DECLARATION

I declare that I have read the rules and regulations of the school and I fully agree to abide by them and to any amendments made to the rules and regulations by school management.

Signature of parent/guardian.....

To be filled in and sent to the office through the class teacher for office record.



# **PREAMBLE**

With immense joy and gratification, I present the revised 'School Diary' to serve as an integral part of our school life, especially a companion to students. It is designed in a way to be a source of information for students and parents, as well as a mode of communication between the school, students, and parents. While navigating various challenges, our Vision-Mission has helped us to focus on what is important, today we are emerging as one of the best schools where besides academics values, ethics and integrity of every student matters with a distinct focus on character education.

Saint Arnold's HS School, a Unit of Divine Word Educational Society is a vision-driven school committed to meet the educational needs of K-12 students in the emerging times. Established in the year 2002 with the sole objective of giving affordable and quality education we are committed to the holistic development of our children encompassing physical, social, intellectual and emotional growth.

This customized school diary will have all the personal details of a student such as their name, address, blood group, class, and information regarding their parents, including contact details. This information is helpful in the event of a sudden emergency. Therefore it is mandatory for students to carry the diaries with them to school that the school can make use of the diary to contact the parents of a student in case of an emergency or any unforeseen events. It is helpful for teachers to use it to send notes to parents concerning important updates about the school, class, or student.

We have renovated the existing school building (Marian Block) with better facilities and features to meet our comprehensive curriculum and to foster a technology-driven teaching and learning environment. The new school building (Arnold Block) with State-of-the art classrooms with interactive flat panels, modernized labs, library etc. will offer the modern technology to make the learning process more engaging and interesting. The revamped KG Park featuring playful eco-friendly material and installation of Interactive boards has set the stage for a dynamic learning experience.

We are committed to fulfil the dream of our founder Arnold Janssen who said, "Since love completes all, makes all hard things soft, and the difficult easy, let us strive to make all our acts proceed from love." God bless Saint Arnold's HS School.

**Fr. Richard Vaz SVD**  
**Manager**

## **SCHOOL ANTHEM**

LET THE SUN SHINE  
ON OUR SAINT ARNOLD'S  
A TEMPLE OF KNOWLEDGE  
WHILE THE BLESSED CHILDREN  
OF THE ALMIGHTY  
WITNESS THE DAWN OF WISDOM

LET THE TEACHERS, CHILDREN ASSEMBLE  
AND CELEBRATE THIS JOURNEY  
TOWARDS ENLIGHTENED MIND  
AND KINDLED HEARTS

LET THE POWER OF TRUTH  
ELIMINATE THE EVIL  
AND THE BLESSINGS OF THE LORD  
TURN OUR SCHOOL TO A  
PARADISE OF LEARNING

LET THE STRENGTH OF THE YOUNG BE HARNESSSED  
TO BANISH THE DARKNESS  
IN THE GLORY OF THE FIRST LIGHT  
WE SEEK THE BLESSINGS  
O, HEAVENLY FATHER.

## **PRAYER BEFORE THE CLASS**

Oh, my God  
I thank you  
For all the good things  
You have given us,  
Especially  
For this beautiful day.  
Help me,  
Help my mummy & daddy,

My teachers,  
My school mates  
And all my dear ones.  
Increase in us  
A desire for knowledge  
For the good of others.  
Help me always  
To follow the truth  
With peace and sincerity.  
Protect us from all dangers  
And defend us from all evil, Amen.

### **PRAYER AT THE END OF THE CLASS**

Oh, my God  
We thank you  
For the good things  
We learnt today.  
Bless our teachers' every day.  
Keep thy holy hand upon us,  
So that no harm  
Either to soul  
Or to body  
May happen to us.

### **MY 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.  
I shall always strive to be worthy of it. I shall give respect to 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

जनगणमन अधिनायक जय हे

भारत भाग्य विधाता

पंजाब-सिन्धु-गुजरात-मराठा

द्रविड़-उत्कल-वंग

विन्ध्य-हिमाचल-जमुना-गंगा

उच्छल-जलधितरंग

तवशुभनामेजागे

तवशुभआशिष माँगे

गायेतव जय गाथा

जनगणमंगल दायक जय हे

भारत भाग्य विधाता

जय हे जय हे

जय जयजयजय हे ।



## **ASSEMBLY HYMNS**

### **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

**Chorus:** 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  
Where there's despair in life, let me bring hope  
Where there is darkness, only light,  
And where there's sadness, ever joy.

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

### **THIS IS MY PRAYER**

This is my prayer to thee, my Lord

Strike, strike at the root of penury in my heart

1. Give me the strength lightly to bear my joys and sorrows.
2. Give me the strength to make my love fruitful in service.
3. Give me the strength never to disown the poor or bend my knees before insolent might.
4. Give me the strength to raise my mind high above daily trifles.
5. Give me the strength to surrender my strength to thy will with love.

## **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 lights  
    My heart will throb, and  
    My life will be one with your smile.

## **KEEP ME IN THE HOLLOW OF YOUR HAND**

Keep me in the hollow of your hand,  
Lead me through the wild and stormy land  
You who guide my feet, through the path way may be steep  
Keep me in the hollow of your hand

    Keep me, keep me day by day  
    Guide me guide me on my way  
    Never, never let me stray  
    Keep me in the hollow of your hand

Keep me in the center of your will  
All your plans for me may be fulfilled  
As I go my way help me Lord from day to day  
Keep me in the circle of your love  
Looking down to comfort from above  
Help me see your face as I pray for daily grace  
Keep me in the circle of your love

## **BIND US TOGETHER LORD**

Bind us together Lord

Bind us together with

Chords that cannot be broken

Bind us together Lord, bind us together Lord,

Bind us together with Love

There is only one God,

There is only one King

There is only one body

That is why I sing

## **WE SHALL OVERCOME**

We shall overcome (2)

We shall overcome someday.

Oh, deep in my heart, I do believe,

We shall overcome some day.

We shall live in peace (2)

We shall all be one (2)

## **TO FOLLOW THE LORD**

To follow the Lord and find freedom,

To love as he loved and bring peace,

To spend our lifetime for his kingdom,

To want it to grow and increase.

To search for the truth never ceasing,

To look for a star in the night,

To knock at the door never tiring,

To wait eagerly for his light.

To walk hand in hand with each other,

To share with the burdened their pain,

To comfort the people who suffer,

To help those in need, for no gain.

To sense how oppressed are the poorest,  
To struggle for justice and right,  
To stand for the truth and be honest,  
To die to oneself in the fight.

## **PRAISE HIM, PRAISE HIM**

Praise Him, praise Him.  
Praise Him in the morning  
Praise Him in the noontime  
Praise Him, praise Him  
Praise Him when the sun goes down  
Love Him.....  
Thank Him.....  
Serve him.....

## **THIS LITTLE GUIDING LIGHT OF MINE**

This little guiding light of mine  
I'm going to let it shine-2  
Let it shine all the time, let it shine  
Take this little light round the world, I'm.....  
Hide it under a bushel, Oh, no, I'm.....

## **GOD'S LOVE IS SO WONDERFUL**

God's love is so wonderful, (3)  
O wonderful love.  
So high, you can't get over it  
So deep, you can't get under it  
So wide, you can't get around it  
O wonderful love.

## **THANK YOU**

Thank you, O Lord your love is boundless  
Thank you, your presence is our peace  
Thank you, O Lord for so much goodness  
Thank you, your mercies never cease  
Thank you, you free the broken-hearted  
Thank you for calming all our fears  
Thank you for bringing us forgiveness  
Thank you for binding up our wounds  
Thank you for giving us this moment  
Thank you for every joy we share  
Thank you for all our friends and neighbors  
Thank you for those who love and care

## **SHOWERS OF BLESSING**

There shall be showers of blessing  
This is the promise of love  
There shall be seasons refreshing  
Sent from the saviour above  
Showers of blessing

Showers of blessing 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 now and honour thy word

## **ALL THE ENDS**

All the ends of the earth  
All you creatures of the sea  
Lift up your eyes to the wonders of the Lord  
For the Lord of the earth

The master of the sea  
Has come with justice for the world  
Break into song at the deeds of the Lord  
The wonders He has done in every age.

## **LISTEN**

Listen; let your heart keep seeking  
Listen to his constant speaking  
Listen to the spirit calling you  
Listen to his inspiration  
Listen to his invitation  
Listen to the spirit calling you.

1. He's in the sound of the thunder  
In the whisper of the breeze  
He's in the might of the whirlwind  
In the roaring of the seas
2. He speaks through all your companions  
Thru' the friendly, thru' the foe  
Therefore give ear to the Spirit  
Where so ever He may blow

## **LIBERATION**

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  
Their inhumanity to all  
There are those who have ears but refuse to hear  
The cries of men in agony

## **I HAVE COME TO THEE (R. TAGORE)**

Chorus: I have come to thee to take thy touch  
before I begin my day.

1. Let thy eye rest upon my eyes for a while.
2. Let me take to my work the assurance of thy comradeship, my friend.
3. Fill my mind with thy music to last through the desert of noise.
4. Let thy love's sunshine kiss the peaks of my thoughts.  
And linger in my life's valley where the harvest ripens.

## **LIKE A SUNFLOWER**

Like a sunflower that follows,  
Every movement of the sun,  
So I turn towards You, to follow You, my God.

1. In simplicity, charity, I follow. (2)
2. In simplicity, honesty, I follow. (2)
3. In simplicity, fidelity, I follow. (2)

## **BIRTHDAY SONG**

Happy Birthday to you-2  
Happy Birthday- 3 to you!  
From old friends and new  
And wishes so true  
May Good Luck go with you,  
And Happiness too!  
Happy Birthday to you-2  
Happy Birthday- 3 to you !

## वह शक्तिहमें.....

वह शक्ति हमें दो दयानिधि ।

कर्तव्य मार्गपर डट जायें ।

पर सेवा पर उपकार में हम,

जग जीवन सफल बन जायें ।

१. हम दीन दुःखी निर्बल-विकलों के

सेवक बन संताप हरे ।

जो हैं अटके भूले भटके

उनको तारें खुद तर जायें ।

वह शक्ति.....

२. छल, दम्भ, द्वेष, पाखण्ड, झूठ,

अन्याय से नित दिन दूर रहें ।

जीवन हो शुद्ध सरल अपना

नित प्रेम सुधा रस बरसायें ।

वह शक्ति.....

३. निज आन-मान मर्यादा का

प्रभु ध्यान रहे, अभिमान रहे,

जिस देश जाति में जन्म लिया

बलिदान उसी पर हो जायें ।

वह शक्ति.....

## हमको मन की शक्ति देना

हमको मन की शक्ति देना, मन विजय करे

दूसरों की जय से पहले, खुदको जय करें

भेदभाव अपने दिल से, साफ कर सकें

झूठ से बचे रहें, सच का दम भरें

दूसरों की जय से पहले, खुदको जय करें

हमको मन की.....

मुश्किलें पड़ें तो, हम पर इतना कर्म कर

साथ दें तो धर्मका, जलें तो धर्मपर

खुद पे हौसला रहे, बदी से हम डरें

दूसरों की जय से.....



## इतनी शक्ति हमें देना दाता

इतनी शक्ति हमें देना दाता  
मन का विश्वास कमजोर होना  
हम चलें नेक रास्ते पे हमसे  
भूल कर भी कोई भूल होना  
इतनी शक्ति.....

दूर अज्ञान के हो अंधेरे  
तू हमें ज्ञान की रोशनी दे  
हर बुराई से बचके रहें हम  
जितनी भी हमें जिंदगी दे  
बैर हो ना किसी का किसी से  
भावना मन में बदले की होना  
हम चलें नेक रास्ते पे  
हमसे.....

हम न सोचें हमें क्या मिला है  
हम ये सोचें क्या किया है अर्पण  
फूल खुशियों के बांटे सभी को  
सबका जीवन ही बने जो मधुबन  
अपनी करुणा का जल तू बहा के  
कर दे पावन हर एक मन का कोना.....

## हर देश में...

हर देश में तू हर वेश में तू  
तेरे नाम अनेक, तू एक ही है  
तेरी रंग भूमि, यह विश्व धरा  
सब खेल में मेल में तू ही तो है ।  
सागर में उठा बादल बनके  
बादल से फूटा जल होकर के  
तेरे नहर बने नदियाँ गहरी  
तेरे विभिन्न प्रकार तू एक ही है ।  
यह दिव्य दिखाया है तूने  
वह है गुरुदेव की पूण्य धरा  
दुखिया कहीं और कोई न दिखा  
बस मैं और तू सब एक ही है ।  
हर देश में.....

## हे हमारे पिता

हे हमारे पिता, सर्व व्यापी पिता  
हे हमारे पिता.....  
तू है पावन सर्वज्ञानी, तेरा विस्तार सर्वस्वामी,  
तेरा अधिकार गगन अवनी ।  
देना हमको रोजी रोटी, माफ करना सब नादानी,  
जाल जंजालों से दानी, दूर रखना हम जो पापी ।  
सबको जाने अपना साथी, सब में देखें तेरी बाती,  
प्रार्थना ये तात स्नेही ।

## जब से मिली मुझे

जब से मिली मुझे तेरी दया

मेरा ये मन करता हर पल नमन, तेरा नमन

1. हर एक इक समान है तेरी निगाह में,  
चलते रहें कदम सदा बस तेरी राह में  
अर्पण करें तुझे सम्मान के सुमन ।
2. तेरी ही साधना करें, जियें तेरे लिए  
तेरी दया से जल उठे बुझे हुए दीये  
इक तू है बागवाँ, संसार है चमन
3. मिलते हैं रास्ते सभी इक तेरे द्वारा पे  
आँसू भी फूल बन गये, इक तेरे प्यार से  
करते हैं हम तेरे चरणों का आचमन ।

## हाथ जोड़े सिर झुकाये

हाथ जोड़े सिर झुकाये करता हूँ मैं वन्दना,

तू ही प्रभु सर्वस्व मेरा, करता हूँ मैं वन्दना ।

1. तू मेरी माता, मेरा पिता, तू मेरा बन्धु, मेरा सखा  
तू मेरी तृप्ति, तू मेरी मुक्ति, तू मेरा आनन्द, मेरा दाता ।
2. तू है प्रभु संगीत मेरा, तू गीत है तू साज मेरा,  
गाऊँ सदा गुणगान तेरा, ओ मेरे ईश्वर मेरे पिता ।

# ମଧୁର ପାବନ ବଚନ ତେରା

ମଧୁର ପାବନ ବଚନ ତେରା, ରାହ ମେଁ ଦୀପକ ମେରା ।

1. ଲେ ଚଳ ପ୍ରଭୁ ମୁझे सत्य की ओर, असत्य से सत्य की ओर ।
2. ଲେ ଚଳ ପ୍ରଭୁ ମୁझे ज्योति की ओर, अंधेरे से ज्योति की ओर ।
3. ଲେ ଚଳ ପ୍ରଭୁ ମୁझे जीवन की ओर, मृत्यु से जीवन की ओर ।

## ପ୍ରଭୁଙ୍କର ପ୍ରାର୍ଥନା

ପ୍ରାର୍ଥନା ଆମ ପାଦେ ତୁମ ଏହି ଜଗତରେ,

ତୁମ୍ଭି ରାଜ୍ୟ ଆସୁ (୩) ଆ.....

ତୁମ ରାଜ୍ୟ ଆଉ ଧାର୍ମିକତା କରିବୁ ଅନୁକ୍ଷଣ

ତୁମ୍ଭି ସେବାରେ ଏ ଜୀବନ କରିବୁ ସମର୍ପଣ,

ଶିଖାଇଲ ଯେଉଁ ପ୍ରାର୍ଥନା..... (୨)

କରୁ ନିବେଦନ, ତୁମ୍ଭି ରାଜ୍ୟ ଆସୁ.....

କହିଗଲ ତୁମେ ସାଥୀ ହେବ, ଘେନ ମୋର ନାମ,

ଦେଖ ଏ ଯୁଗର ଶେଷ ଯାଏ ମୁଁ ଅଛି ସାଥେ ତୁମ,

ସ୍ମରଣ କରି ସେ ଶପଥ ..... (୨)

କରୁ ନିବେଦନ, ତୁମ୍ଭି ରାଜ୍ୟ ଆସୁ.....

## **GENERAL INFORMATION:**

Saint Arnold Janssen (1837-1909) was born on November 5<sup>th</sup>, in Goch, Germany to a devout Catholic couple, one of the eleven siblings. He was a man of prayer, of unshakable trust in God-a man of deep faith. He was ever open to God's plans offering unconditional surrender to his will. A person of great apostolic zeal, educationist, philanthropist and a visionary. As a priest he served as a high-school teacher in mathematics and natural sciences. He was very much a man of his time at a time of authoritarian government, and strict customs. Father Janssen knew how to read the signs of the times and provide, as a fruit of his life of faith, viable answers to their challenges. He recognized the situation as coming from the hands of God, from his divine providence, and was prepared to be used as his instrument. Thus he founded Society of the Divine Word or Societas Verbi Divini (SVD) in Latin, a Catholic International Society whose members are involved in education, social welfare, justice and peace, communication, medical care and spiritual development of the humankind in about 80 countries.

## **THE AIM OF THE SCHOOL**

Saint Arnold's school was established by Society of the Divine Word in the year 2002, a co-educational institution, affiliated to the Council for the Indian School Certificate Examinations New Delhi, with the affiliation number OR-089 to provide quality education to students of the newly founded residential area, Kalinga Vihar-Bhubaneswar. The aim of Saint Arnold's School is the education of the Christian Community around and members of other communities without any discrimination. We strive to provide an education of highest quality within the context of Christian belief and practice. We seek to preserve in all aspects of school life, the ethos, moral and spiritual values of

the Christian faith, while respecting the other religious and cultural traditions of our community. Our goal is to help our students grow to live with integrity, confidence and purpose contributing positively and significantly to whatever community they find themselves in. Our programs are established with the aim of encouraging and supporting students in developing their God given gifts to their full potential, be they academic, performing arts, sports or any other area.

We at Arnold's are driven by our vision "**Academic excellence and integrity**" that stimulates us to provide education that is grounded in our values and traditions, contemporary and holistic, preparing our students for now and beyond. To achieve this goal, we have devised well-balanced curriculum, facilities that nurture not only academic areas but co-curricular areas too. This vision is carried out in an eco-friendly environment; green, safe, spacious, and well-organized infrastructure that ensures effective space for proper students' learning and growth.

We are constantly striving to stay on the cutting edge of technology. In our newly constructed Higher Secondary block(**Arnold Block**), every classroom is installed with interactive flat panels (IFPs) with touchscreen capabilities along with network connectivity. This has created an active learning environment, making learning more accessible to students through images and graphics. This has made not only learning easier and fun loving for students but also they are more engaged and attentive. A complete restoration of school building(**Marian Block**), revamping of the Administrative Block with high and upgraded technology, AC Conference hall, prayer room and a beautiful garden has given a new facelift to the school. The green dust free environment has almost seized the attention of the beholders.

To keep perfect pace with the world, the school too has adopted a new culture of collaboration, co-operation and

understanding between management, staff, parents and the community people that augments the development of the school. Today we are perfectly linked with parents and the community through social media, print media, website, etc. Everyday spiritual and motivational thoughts are sent to the parents for their nourishment. The management through structuring the staff has now gifted with most certified and experienced teachers who are multi-talented to nurture every potential of the child at Arnold's to be better human person and accomplish bright career.

The Society runs English Medium schools at the request of different parents who feel the need for English Medium Education. These mainly cater to the aspirations of all, especially those who cannot otherwise send their children to vernacular schools due to transferable jobs. We expect the parents to meet the entire expense of education themselves as the state government or other agencies do not give any financial help to us. Therefore we expect generous and whole hearted contribution from the parents, and the fee levied will be utilized for the payment of salary of the staff and other running expenses and development of the school.

### **ACADEMIC YEAR AND CURRICULUM**

The school year is from March to February. The medium of instruction is English, the international language of today. Learning English is vital as it is today the language of computers, conversation, Science and it is the language the world speaks. While English is to be spoken by all in the school premises and in the school bus, national and state language have a vital role in the curriculum. The education imparted at Saint Arnold's is liberal and universal, but at the same time firmly rooted in Indian history and tradition. Therefore stress is given to impart language fluency in Hindi and Odia. Computer education & AI is imparted from primary Class.

## **PARENTS' CO-OPERATION**

Parent/guardian retain their rights and duties in the education of their children, even though they delegate them in part to the school. The support and collaboration of parents and guardians, is in all cases considered indispensable for the success of the work of education carried out by the school. It is confirmed that children of more active parents who participate in the school life study much better than those ones who ignore school visits and partnership with the school. Hence parents are expected –

1. To inculcate in their children love for order and punctuality, sense of cleanliness, friendliness, and self-discipline;
2. To spend more time with their children for them not to feel ignored or lonely;
3. To make a comfortable study place for the child to be able to study at home without any disturbance or distraction;
4. To check regularly Whatsapp messages, SMS and their note books, school diaries and report cards and take adequate measures for the progress of their children;
5. To supervise and encourage the child to do his/her homework and lessons;
6. To contact the class teacher/teachers/principal from time to time and to discuss with him/her matters connected with the conduct and academic progress of their children;
7. To make necessary arrangements to have their children taken back home immediately after school hours;
8. To supplement class-room teaching with certain amount of guidance at home, especially, through conversation in English;
9. To seek leave of absence only in unavoidable circumstance and that too only through written leave form.
10. To cooperate to ensure that children attend the school regularly/punctually;
11. Not to withdraw their children during school hours;
12. Not to contact teachers or students during class hours;
13. A teacher/school employee should not be criticized in front of the child, as it undermines his/her respect for the teacher/ staff and the school. You can meet the Principal/Manager



regarding any complaint during given time of school hours or by appointment;

14. Exemplary behaviour is expected from all persons in the school campus;
15. The students should be recognized not only by their school uniform but also by their good conduct and behaviour as students of Saint Arnold's School;
16. When coming to drop / pick-up children or coming to school for any purpose, parents should be decently dressed;
17. The School cannot be held responsible for self-inflicted, accidents- minor or serious, on account of student's indiscipline or disobedience during school hours, excursion and while travelling by school transport;
18. Parents are requested not to give the children valuable articles like expensive watches, pens, cameras, cell phones, I-phone and jewelry etc. to bring to school. In case of any loss of valuables or other articles, the school authorities will try their best to trace these but shall not undertake any responsibility for the loss;
19. Any communication made by parents/ guardians should be addressed to the Principal and not to the class teachers;
20. Please ensure to inform the school of any change in your address, designation, contact number, e-mail id etc. in the prescribed proforma. The information of the same to be mailed to the school with a copy to the class teacher.

## **STUDENTS**

1. All SAS students are known for their discipline and cultivated mannerisms. The feeling of belongingness and oneness is inculcated during their schooling in SAHSS with an emphasis on character education;
2. Students shall be courteous, obedient and respectful to teachers, parents, visitors and elders and greet them warmly wherever they meet them-at school and outside;
3. Since cleanliness is next to Godliness, students must come to school in clean and proper uniform with shoes well-polished. I-Cards are an integral part of the uniform and must be worn

at all times. Students who are not in complete/neat uniform can be debarred from boarding the bus/or entering the school;

4. Punctuality paves the way for order and discipline. Hence, every student is expected to be present for the morning assembly. Habitual late comers will be sent back home;
5. Students are to speak English in the school premises;
6. Every student is expected to participate in all the activities of the school;
7. The diary and ID card should be carried by the students to school every day. In case the students lose their diary a replacement will be made on payment of Rs. 100/-;
8. Students are NOT ALLOWED to bring electronic gadgets (cellphones, cameras, iPod or ear phones, etc.) & smart watches to school. Henceforth, if any child is found carrying / using the same within the school premises / classroom, it will be confiscated and in case of mobile phones only the sim card will be returned;
9. Students must not bring articles of value such as gold rings or other pieces of jewelry to the school. The school will not be held responsible for the loss of such articles;
10. Students who damage any property of the school shall make good the loss.
11. Parents have to bear the expenses for the costumes to be used for any function like the Annual Day, Sports Day etc.;
12. Besides the books and library books, no other books, magazines or newspapers are to be brought to the school;
13. Prior permission of the principal is required by any student for activities like class organization, clubs, parties and picnics, ticket-selling and fund-raising schemes etc.;
14. The Principal maintains the right to control all correspondence that comes to students through the school;
15. Forging signatures of the parent or teacher, altering marks etc. is liable for disciplinary action;
16. No gift or donation in cash or kind to the teachers or any other employee of the school is allowed in the school;
17. Lending or borrowing money or any article is not permitted;

18. Private tuitions hamper the real progress of the students. They are not encouraged;
19. Attendance on the opening and closing dates after the holidays like Puja, Christmas, summer vacation, Annual and Half Yearly vacation is compulsory. Absence will be punishable with a fine or removal of name from the attendance register;
20. Attendance at official functions like Independence Day, Republic day, sports day, annual day, teachers' day and children's day is mandatory;
21. Students who absent themselves without leave for more than 15 consecutive days shall be deemed to have left the school and their names shall automatically be struck off the rolls. Re-admission is left to the discretion of the Principal;
22. Students whose attendance is irregular, or who habitually neglect homework or who in the opinion of the school authorities repeatedly violate the rules and regulations of the school or whose conduct is not in keeping with the moral tone of the school or whose activities are detrimental to the very objectives of Saint Arnold's HS School, are liable to be expelled;
23. Students will not be allowed to leave the school during the school hours unless they submit to the Principal a written application from the parents/guardians in the diary;
24. Students are not permitted to bring mobile phones, CD, cameras or pen drives or any other electronic gadgets to the school;
25. Students are not permitted to come to school by driving except bicycles. The security personnel at the gate will be authorized to stop the students from entering the premises with motor vehicles. Parents are requested not to encourage their children to drive under age;
26. During school hours students may use the school phone only in case of emergency;
27. During the activities and outings the school takes all necessary care and precaution. In spite of this if any accident or mishap occurs, the school will not be held responsible for the same;

28. Students who use their own transport should reach the school at least 5 minutes before the prayer bell rings; and must leave the school campus immediately after the school hours;
29. Students who come to school under the care of guardian/ attendant/ private van/car should never leave before he/she arrives to take them back. In case of delay, they should report to the school office;
30. Students must observe the “given rules” in order to maintain clean green surrounding. The school premises should not be littered with disposable tumblers, papers or polythene bags; school aims to make the campus free of polythene. Parents are requested to co-operate in this effect;
31. Playing or shouting inside the school buildings is strictly forbidden. While passing along the corridor or staircase, pupils should keep to the left.
32. Students of one class are not allowed to enter any other class.
33. In the event of the child having a contagious or infectious disease or illness or in the event of an outbreak of a contagious or infectious disease, regardless whether the child is infected or otherwise, the Principal may at his discretion prohibit the student from attending School for such period as deemed necessary;
34. In case of a medical emergency, the child will be taken to the nearest clinic/hospital for medical attention (Loyola Hospital-KalingaVihar). The school shall inform the parent immediately and the school's responsibility shall cease from the time of admitting the child to the hospital. Complete medical expenses, legal or government charges incurred by the school in all such cases should be compensated / refunded by the parent;
35. The School shall not be liable for any personal injury, death or loss or damage of any kind whatsoever which the child may sustain at any time either within the School premises, authorized field trip or elsewhere, which is not attributable to the negligence of the School and its employees.

# **SANCTIONS & DISCIPLINE POLICIES AGAINST CHILD ABUSE & BULLYING**

Schools have legal right to impose reasonable sanctions on student's misbehavior. We are committed towards creating a safe and inclusive learning environment for all students.

1. We at Saint Arnold's School consider it our sacred obligation to protect children from all types of abuses and exploitation. Society of the Divine Word (DWES) has implemented "Child Protection Policy 2018" to all its institutions;
2. The School reserves the right to suspend or expel a student without notice, in case of a serious breach of discipline, particularly if this has a detrimental effect on other students, in the opinion of the School;
3. The School may require at any time withdrawal of a child from School for any reason at the discretion of the Management. Reasons may include matters related to the student's inability to attend or participate in school and/or get benefit from the School's curriculum or breach of regulations and obligations of the parent or the child;
4. As part of School's preventative programme carried out as per school's policy for safety and security of students, designated staff may conduct random or surprise searches on student's belongings. Any banned / prohibited items like mobile phones, electronic gadgets etc. shall be confiscated. These items shall not be returned to students or their parents as they are liable to make sure that no such items are brought to school for any reason whatsoever.

## **BULLYING:**

1. Bullying is any repeated or intentional behavior that causes harm to another person physically or mentally. It includes acts of aggression, intimidation, and discrimination based

on gender, caste, religion, disability, or sexual orientation. It is a repeated action by one child/children over another individual/s with a wilful, conscious desire to hurt, threaten or frighten someone. Other forms of bullying might include interference with personal property, extortion, etc.

2. The victim of bullying will be assured of appropriate action and school shall depute class teacher to check and report bullying. No matter how small the issue may seem, the school will take appropriate action against bullying including reporting to parents, etc. or such action appropriate to the case;
3. Students are encouraged to report any incidents of bullying to their teachers or school authorities;
4. The management ensures confidentiality and protection for the victim/s and witnesses during the investigation process;
5. Management's decision on sanctions and discipline shall be final and binding to all.

## **ADMISSION**

1. No child/learner will be refused admission on the grounds of race, gender, culture, or religious belief;
2. Nobody can claim admission as a matter of right and the school authorities can refuse admission without assigning any reason;
3. Age limit for admission to class 1 is 6+.
4. There will be interaction for admissions and assessment tests for Grades I – IX & XI. Please note that admissions will be confirmed only after the assessment tests and also the competency level of the student. These assessment tests are a tool for both the school and the parent to get a genuine report of where the child stands and if there are any particular areas of weaknesses that needs to be focused upon;

5. If the child has a known special need (autism, lack of interest in writing, slow learner etc.) details of the same should be communicated while applying for admission. Failure to do so will lead to cancellation of admission. Please note that for a candidate with special needs, the admission process is different. At this point of time, we have limited capabilities and we will take a call on the admissions on a case to case basis;
6. All candidates who have previously attended any school must produce Transfer Certificates that has PEN#. Birth certificate and aadhar card should accompany the application for any fresh admission;
7. Name and date of birth of students (endorsed by a competent authority) once entered in the admission register will not be altered;
8. Admission form must be duly filled in only by the parent/guardian of the child who is seeking admission;
9. Parents/guardian should take great care to fill in the correct date of birth as this will, in no case be altered later.

### **SPECIAL NOTE FOR SECONDARY AND HIGHER SECONDARY CLASSES**

1. Direct admission to class X and XII is not permitted except transfer cases of ICSE/ISC;
2. As per the regulations of the council, candidates are required to put in 75% attendance of the total working days in each of the academic year i.e. Class IX, X and Class XI & XII in respect of the ICSE and ISC Examinations respectively, to be eligible for appearing in the concerned examination;
3. The admission into Class XI is finalized only after the publication of the Class X (ICSE) results by the Council;

4. Course of study in Class XI is not automatic. Choice of subject offered by students will be awarded to them only on the basis of their performance in Xth Board examination;
5. The admission fee must be paid in advance to complete the admission formalities;
6. Once the selection of subjects is done, there will not be any change;
7. Those who wish to take up PCM should have secured at least 60% marks in Math's and also in Science and for PCB 60% marks in Science in class X.
8. Choice of subjects offered: Science Stream: Physics, Chemistry, Mathematics/PEd, Computer/ Biology. English is compulsory for all;
9. In view of providing more working days for the students of Class XI & XII their Classes will commence from the month of March;
10. For promotion from Class XI to Class XII 45 marks is necessary in each subject;
11. After the admission, if the candidate fails to attend class, no refunding of any kind shall be made.

### **WITHDRAWAL**

1. From the month of July, any student applying for a TC will have to pay the whole year's fees before the TC can be given;
2. Application for T.C along with the prescribed fee should be submitted to the school office at least 5 days before the T.C. is to be issued;
3. No certificate will be issued until all dues to the school have been paid in full and only on receipt of a written application to the Principal, from the parent/guardian;
4. Any student failing two years in succession in the same class will have his/her name struck off the rolls and a Transfer Certificate will be granted;
5. Students whose attendance is irregular, who do not pay their fees, who are habitually late or absent, lazy or disobedient,



whose conduct is injurious to the moral tone of the school or incompatible with strict discipline, may be dismissed;

6. As a rule, a student who is dismissed / has taken Transfer Certificate, is not re-admitted;
7. Every student is expected to attend the school on the opening day as well as on the closing day of the holidays. Absence on these days ipsofacto deletes the name of the child from the current school register. Attendance on opening and closing days of the term is compulsory;
8. Management's decision is final in all cases of dismissal or withdrawal.

### **EXAMINATION AND PROMOTION**

1. Annual promotion depends upon the performance of the students in the Half Yearly and the Final Examination as well as upon the assessment of Unit Tests, Projects and activities allotted to them throughout the year;
2. Students absenting themselves from any examination will not be re-examined.
3. No student who fails twice in the same class will be kept in the school;
4. A Minimum of 75% attendance is a requirement for promotion to the higher class.
5. No Test or Examination date will be brought forward or postponed if a child is absent on medical grounds, his/her final result will be declared on his/her year's performance;
6. Anyone who resorts to malpractice will be debarred from the rest of the examinations. This may even lead to the dismissal of such students from the school;
7. Result declared at the end of the academic year is final in all cases and will not be reconsidered;
8. In all matters connected with the admission, dismissal, examination and promotion / detention of the student, the decision of the Management is final and binding.

## **SCHOOL UNIFORM**

Every student must wear a clean, complete and correct uniform daily purchased only from the authorized dealer. Uniform is compulsory for school activities, both curricular and co-curricular. Defaulters may be penalized or sent back home. Whenever the complete or correct uniform cannot be worn, permission to attend school must be obtained in the School diary under 'Message from Parents to teachers'.

### **1. Nursery, LKG & UKG**

#### **Boys: Regular Uniform**

Half pant – Fawn shade with design (specified fabric)

Shirt: Half sleeve-orange checks with design (specified fabric) and logo, School belt, tie,  
Socks S/L

Shoes – black shoes with Velcro

#### **Boys: Activity Uniform**

T-Shirt – House T-Shirt, red, parrot green, lemon yellow, royal blue with logo

Black track pant with white tape on the sides with SAS print.

Socks – white school socks

Shoes – White shoes with Velcro

Winter: Nursery, KG-I & KG-II Navy blue hoody with logo.

### **2. Nursery, LKG & UKG**

#### **Girls: Regular Uniform**

Tunic–fawn shade with specified design (specified fabric) and logo

Shirt – Half sleeve orange checks with design (specified fabric)

School belt, tie, socks S/L

Shoes – black shoes with Velcro

#### **Girls: Activity Uniform**

T-shirt – House T-shirt red, parrot green, lemon yellow, royal blue with logo

Black track pant with white tape on the sides with SAS print.

Socks – white shoes with Velcro

Winter- Navy blue hoody with logo

### **3. Std I to Std IV**

#### **Boys: Regular Uniform**

Half pant – Fawn shade with design (specified fabric)

Shirt: Half sleeve-orange checks with design (specified fabric) and logo, School belt, tie, socks S/L

Shoes – black shoes with Velcro

#### **Boys: Activity Uniform**

T-Shirt – House T-Shirt, red, parrot green, lemon yellow, royal blue with logo

Black track pant with white tape on the sides with SAS print.

Socks – white school socks

Shoes – White shoes with Velcro

Winter: Std-I and Std-IV – Navy blue hoody with logo

### **4. Std I to Std IV**

#### **Girls - Regular Uniform**

Girls – Divided skirt – fawn shade with specified design

Shirt – half sleeve orange checks with design (specified fabric) and logo

School belt, tie, socks S/L

Shoes – Black shoes with Velcro

#### **Girls – Activity Uniform**

T-shirt – House T-shirt red, parrot green, lemon yellow, royal blue with logo

Black track pant with white tape on the sides with SAS print.

Socks – white school socks

Shoes: White shoes with Velcro

Winter: Navy blue hoody with logo

### **5. Std V to XII**

#### **Boys - Regular Uniform**

Trouser – fawn shade format with design

Shirt – half sleeve - orange checks with design (specified fabric) and logo

School tie long, belt, socks S/L

Shoes- Black shoes with lace.

### **Boys – Activity Uniform**

T-Shirt – House T-Shirt, red, parrot green, lemon yellow, royal blue with logo

Black track pant with white tape on the sides with SAS print

Socks – white school socks

Shoes – White shoes with lace

## **6. Std V to Std XII**

### **Girls - Regular Uniform**

Girls – Divided skirt – fawn shade with specified design

Shirt – half sleeve orange checks with design (specified fabric) and logo

School belt, tie, socks S/L

Shoes – Black belly shoes

Cycling shorts – Skin colour

### **Girls – Activity Uniform**

T-shirt – House T-shirt red, parrot green, lemon yellow, royal blue with logo

Black track pant with white tape on the sides with SAS print

Socks – white belly shoes

### **Winter uniform**

For boys & girls: Std V to Std –XII blazer- Casper suiting shade # CS 007 of Anuj Textile corporation.

## **SCHOOL FEE**

1. The School fees will be revised every year (a minimum of 10 to 12%) as the school authorities find it necessary. The school office will be open for payment of fees from 8.00 a.m. to 2.00 p.m. except on Sundays and other holidays scheduled in the school calendar;
2. School fee is collected for 12 months of the year and it has to be paid quarterly. It should be paid within 12 working days of the beginning of the quarter.

3. School Fee is to be paid in the office regularly. Defaulters will have to pay a fine of Rs. 100/- per quarter;
4. Parent/guardian will kindly keep the receipts, issued to them and produce them in proof of payment if needed;
5. No student, whose fee remains unpaid in full or in part, will be allowed to write examination, and until the outstanding fee is received no examination results, reports, Transfer Certificates will be issued to the student or parent;
6. If the fee is not paid even after 2 reminders, the child's name shall be struck off from the schools records. Readmission fees will be charged in case the child decides to continue his/her studies after a written request from the parent/guardian;
7. It is mandatory to clear all dues before Unit tests, Half Yearly and the Final Examinations in order to obtain the Admit Card for the Examination;
8. After the declaration of the Final Exam results parents are requested to pay the annual fees and the first quarter fee before the start of the new academic year but time may be extended to the maximum of second Saturday of April;
9. After commencement of the academic year, whether or not a student joins classes, under no circumstances will the Academic Fees and other charges/fees paid to the school be refunded, if a student withdraws admission or leaves the school before the end of that academic term, for any reasons.

## **SCHOOL HOURS**

### **Regular Timings**

Play Section: 7.30 to 10.30 am (Mon to Sat)

KG I & II Section: 7.30 to 11.00 am (Mon to Sat)

Junior Section Std. 1 to 2 - 7.30 am to 11.35 pm (Mon to Sat)

Middle/Senior Section Std. 3 to 12- 7.30 am to 1.50 pm (Mon to Fri)

Saturday: All classes from 1 to 10 - 7.30am to 11.35 am,

## **OFFICE HOURS**

The Manager/ principal will be available for meeting the parents from 8.15 a.m. to 9.30 a.m. on all working days and at other times with prior appointment only. All school matters should be discussed only during office hours.

The School Office remains open from 8.00 a.m. to 2.00 p.m. No school business will be transacted on holidays. The office will remain closed for Dussehra and Christmas vacation.

## **SCHOOL BUS POLICY & SAFETY**

The Management of Saint Arnold's school provides safe, reliable and efficient bus facilities for students. While we are committed to offer best of the bus services to you, we cannot do it without your cooperation and understanding. We have framed the policies taking into consideration safety and the convenience of the students based on the directives given by the SC and State Government.

1. Parents are responsible for the conduct of their children while they are waiting for the bus and returning home from the designated bus stop;
2. Buses will arrive and depart from pick-up/drop-off points at the scheduled times and cannot wait for late students or parents/guardians;
3. Students are requested to be present at their designated bus stop 10 minutes before the scheduled pick up time and should wait up to 10 minutes after the scheduled pickup time;
4. The bus service cannot drop-off every child to an individual address therefore children may have to walk some distance to the bus pick up point;
5. Pickup times are only estimated times and may vary due to weather, road conditions, or as students are added/deleted from bus routes during the course of the year;

6. If a student misses the bus, the parent must find alternate means of transporting the child to school;
7. During inclement weather, a bus driver may determine that a street/road cannot be negotiated safely. Parents are responsible for making alternate arrangements to ensure that their child gets to school;
8. Students while traveling on the school bus must maintain discipline. Any student guilty of misconduct will not be allowed to avail the bus facility;
9. A student shall be refused the bus facility if involved in damage to the bus property or causing any kind of disturbance to other students sitting in the bus or any kind of act that amounts to ragging. Any damage done to the bus will have to be compensated by the student/parent;
10. Eating and/or drinking on the bus is not permitted;
11. Discontinuation of bus facility will only be allowed term wise. Bus facility cannot be discontinued for any particular month;
12. Bus facility will be immediately terminated if the dues are not cleared on time;
13. Bus fees are made for 12 months in a year and have to be paid quarterly. It should be paid within 12 working days of the beginning of the quarter. A fine of Rs.150.00 will be charged for payments made after the last date;
14. No transport facility shall be available for other activities / events that school may plan on holidays / vacations;
15. Students/ parents will not have any transactions / altercation / with the bus staff. Bus employees are not authorized to change/add bus stops;

16. Parents are requested to note down any violations committed by the driver or the bus staff and immediately report to the school Management;
17. Please cooperate with the drivers and attendants. It takes nearly two weeks to set the transport route. Hence, there is a possibility of mismatch of timings given to you at the start;
18. The school should be informed about any change of address or contact number, immediately to avoid any inconveniences;
19. The school has taken utmost care for the safety and convenience of the students. Any suggestion/ complaint regarding the transport service are to be made in writing strictly to the Management only.
20. Bus fees are dependent upon escalation of various factors which are not in the control of Management and therefore Management reserves all the rights to revise the Bus facility charges at any point of time.

### **RULES FOR THE COMPUTER LABORATORY**

1. The Computer/ATL/AI Centre is a place of learning and serious work. For this 'Silence' is very necessary. Therefore, OBSERVE STRICT SILENCE in the computer/ATL/AI center;
2. Do not play with computer/gadget peripherals and wires;
3. Don't move or shift the C.P.U. from its position;
4. These labs are equipped with very delicate and expensive machines and gadgets. Damages must be paid for, by the student. Report immediately any kind of defect or damage so that prompt remedial action can be taken;
5. Students are not permitted to surf the internet without the permission of the teacher.



6. Warning: If anyone is found misusing or playing with any computer peripherals he/she will be liable to pay a heavy penalty.

## **SCHOOL CANTEEN**

1. School canteen facility aims to provide children to buy nutritious and healthy food at competitive prices during the school day at a reasonable price;
2. Students must form a queue at the canteen counter for purchases;
3. Students must keep the canteen area neat and clean by placing rubbish in the bins provided;
4. Students are encouraged to bring with them packed food/ snacks from their home;
5. Students may bring water to drink during the day in a clean water bottle but School provides potable (filtered) water at all the floors of the school

## **LIBRARY RULES**

1. Only the students, teachers, staff and those authorized by the school management can use the library;
2. Silence will be strictly maintained in the library;
3. A student can be issued all books except reference books and magazines. These could be issued only for reading purposes in the library itself;
4. A student can be issued a book only for one week;
5. Students who do not return the books will be fined Rs.10/- per week. Habitual delay in returning books will cause the student to be barred from using and lending library books;
6. Students should not damage or write on any book, chart, map that belongs to the library. They will be responsible for replacing any damage or books lost;

7. Students are not allowed to trace or make mechanical reproduction of any book without the permission of the Principal;
8. Students are not allowed to bring their bags or personal belongings into the library.
9. There shall be absolutely no eating in the library;
10. Students are requested not to loan their library books out to any other student. Any loss due to this will be charged to the student under whose name the book is borrowed;
11. Students are not allowed to borrow more than one book at a time;
12. Transfer certificate(s) will not be issued to anyone who has a pending library book issued in his/her name;
13. All library books have to be returned before any vacation – summer, puja, winter and before all terminal examinations.

## **ABSENCE**

1. All absence from school must be explained by the parents in the “Absence Record” page, found in this Diary. If the leave is for more than 3 days besides the note in the diary an application must be made for the purpose of taking leave;
2. An absence of more than 3 days, before or after a vacation, without prior permission, renders the student liable to have his/her name struck off the rolls and to submit to a formal re-admission by paying a fee equivalent to a month's fee, when he/she returns, provided his/her place has not been given to another applicant;
3. At the start of the academic year or the first working day after major holidays such as summer, Christmas, Easter and Puja vacations, the students should be present in the class;

4. Absence without leave application is seriously viewed and in case of absence for six days continuously; the name of the student shall be struck off the rolls. He/She may be Re-Admitted after he/she pays all the dues with fresh admission fee and that too at the discretion of the management.

## **HEALTH REGULATIONS**

A student returning to school after suffering from an infectious or infectious disease must produce a doctor's certificate declaring him/her completely cured. When there is any such sickness at home the school authorities should be informed immediately.

## **TRANSFER CASES**

In transfer cases, application for transfer certificate must be filled-up and submitted to the office with Rs.200/- in cash by the parents of the child, stating the reason (Application form is available in the school office). Transfer certificate, conduct certificate once issued and received by the student/ parents/ guardian, cannot be re-issued by the school office. Should these be lost, only a duplicate can be obtained from the school on the following conditions:

1. A written application stating the reason (loss or theft);
2. Application must be signed by parents or guardians.
3. There will be a gap of three days between the day of application and the issue of the duplicate.
4. No certificate (original or duplicate) will be issued without the clearance of fees due, books of the library etc.
5. Other Certificates: Any other certificate required from school need to be informed to the school office in written/in proper format with Rs. 50 in cash.

## **A NOTE TO THE PARENTS**

The enrolment of the pupil to the school implies that the parents of the ward have agreed to abide by the Rules and Regulations of the school and those framed from time to time, in the best interest of the school and all its students.

Whereas the School management is committed to provide maximum possible assistance to suit the individual need of every student, at times it may not be practically feasible to make changes in policies, systems and procedures to suit to the requirement of a specific students/parents. Please be assured that such matters of concern will be looked into with due importance and a decision will be taken in the best interest of the students and the school.

The decision of the principal shall be final in all matters related to the school including those related to disciplinary action or violation of school rules. THE MANAGEMENT RESERVES THE RIGHT TO MODIFY OR CHANGE THE RULES AND REGULATIONS AS AND WHEN DEEMED REQUIRED AND THE MANAGEMENT'S DECISION WILL BE FINAL.

For amendments and the latest version of the school diary, please visit the school website: [www.starnoldsbbbsr.com](http://www.starnoldsbbbsr.com) or write to [saint\\_arnoldbbbsr@gmail.com](mailto:saint_arnoldbbbsr@gmail.com) the most current version of this SCHOOL DIARY will be available on school's official website and will supersede all previous versions.

<b>ACTIVITY RECORD</b> <b>Events I have participated</b>		
<b>Date</b>	<b>Event</b>	<b>Sign. of the class Teacher</b>

<b>ACTIVITY RECORD</b> <b>Events I have participated</b>		
<b>Date</b>	<b>Event</b>	<b>Sign. of the class Teacher</b>

## MESSAGE FROM PARENT TO TEACHER

Date	Matter	Initials of Parents	Initials of Teacher

## MESSAGE FROM PARENT TO TEACHER

Date	Matter	Initials of Parents	Initials of Teacher



## MESSAGE FROM TEACHER TO PARENT

Date	Matter	Initials of Teacher	Initials of Parents

## MESSAGE FROM TEACHER TO PARENT

Date	Matter	Initials of Teacher	Initials of Parents

**PRINCIPAL'S COMMUNICATION TO PARENT**

Date	Remark	Signature of Parent

**PRINCIPAL'S COMMUNICATION TO PARENT**

Date	Remark	Signature of Parent

## LATE COMING RECORD

Whenever a student comes late to school it will be marked by the Class Teacher and should be countersigned by the parent. If a student reports late for three times in a month appropriate action will be taken by the school.

DATE	SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		JANUARY		FEBRUARY	
	Signature of Class Teacher	Parent's Signature	Signature of Class Teacher	Parent's Signature	Signature of Class Teacher	Parent's Signature	Signature of Class Teacher	Parent's Signature	Signature of Class Teacher	Parent's Signature	Signature of Class Teacher	Parent's Signature
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## LATE COMING RECORD

Whenever a student comes late to school it will be marked by the Class Teacher and should be countersigned by the parent. If a student reports late for three times in a month appropriate action will be taken by the school.

DATE	MARCH		APRIL		MAY		JUNE		JULY		AUGUST	
	Signature of Class Teacher	Parent's Signature	Signature of Class Teacher	Parent's Signature	Signature of Class Teacher	Parent's Signature	Signature of Class Teacher	Parent's Signature	Signature of Class Teacher	Parent's Signature	Signature of Class Teacher	Parent's Signature
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ABSENCE RECORD					
Sl. No.	Dates	Reason for Absence	No. of Days	Signature of Parents	School Authority

ABSENCE RECORD					
Sl. No.	Dates	Reason for Absence	No. of Days	Signature of Parents	School Authority