

PROSPECTUS

De Vito School has been established and administered by "The Society of the Maids of the Poor", a charitable Society. It is a recognized, unaided English Medium School, affiliated to the Central Board of Secondary Education, New Delhi. It is a Christian Minority co-educational Institution recognized by the Government as a Minority Educational Institution as per F.No.1481 of 2006-14308.

The school is situated in one of the healthiest spots of Bhowali in a clean and safe locality, away from the market place. It is therefore, an ideal school for parents to whom the health of their children is a matter of prime importance. The building is spacious, fitted with electricity and light. It has a multi-utility auditorium. The school conducts classes from Nursery to Class XII, with all general subjects including Computer up to class VIII & Information Technology for class IX & X. Class XI & XII (Science PCM & PCB) & Commerce.

The students are given courses in Value education/Life skills, that teaches them their obligation towards God, themselves their fellowmen and their country. Here boys and girls grow up together in a healthy atmosphere of equality and mutual respect. Besides catering for the scholastic needs of the students, the school also provides for the development of the entire personality of the child. Hence education is directed towards the training of the pupil's intellectual, moral, emotional, physical and aesthetic endowments and such other cultural attainments as are suitable for boys and girls. Every step is taken to provide quality education and create a homely atmosphere in the school. School provides regular physical education for all students.

The entire school campus is under surveillance through CCTV cameras twenty-four hours. There is also arrangement made to deal with any kind of fire accident by providing fire extinguishers, smoke sensors, and hose reels thus fulfilling all fire safety norms as laid by the Government. The school management is conscious about the health of the children; therefore, RO plant has been provided for safe drinking water.

AIMS AND OBJECTIVES OF THE SCHOOL

- To impart spiritual, moral, academic, and aesthetic values through

formal and informal courses with emphasis on courtesy, honesty, integrity and loyalty.

- To help our students to be catalyst of social change bringing about justice and peace in society.
- To develop a spirit of patriotism and responsible leadership for the service of our country.

OUR VISION

We Educate to Empower

OUR MISSION

Imparting quality education, we strive to build effective, efficient, responsible individuals to transform the society.

RESPONSIBILITIES OF PARENTS & GUARDIANS

1. Parents 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 is in all cases considered indispensable for the success of the work of education carried out by the school.
2. POSITIVE COOPERATION of parents with the school is absolutely essential for the constructive upbringing of their child. They are strongly exhorted to do the same:
 - a. By urging their wards to be regular and punctual in school
 - b. By checking the school Diary on a regular basis
 - c. By insisting on neatness and cleanliness in their text books, copies, diary and personal appearance.
3. The parents of those students repeatedly coming late or forgetting to bring books or coming without the proper uniform will be called to the office.
4. Parents should always keep in mind that the school, the teachers and the parents are linked together in a continuous process for the education of the child. Therefore, they need to be gentle and cordial towards school authorities.

5. Parents must check the school diary of their wards at least once a week and sign with the word "Checked" with date and signature. For Primary classes it should be checked on daily basis.
6. Should there be any infectious disease in your home, please report the fact to the principal at once and do not send your child to the class till the danger of infection is over. In case of sudden illness in the school, parents will be informed and they may collect their wards after fulfilling the formalities.
7. Parents/guardians are specially requested to notify the school of any change in their residence addresses and telephone numbers.
8. All the photographs to be used for the school purpose or to be attested by the school should be taken with the school uniform.
9. In all correspondence kindly mention the student's full name, class, section, roll number and registration number. Letters are not sent to the students at the school address.
10. Please see that your child brings with him/her Tiffin, water bottles, pen, pencil, books etc., when coming to school. No arrangements will be made to send these things to the students during class hours.
11. Parents must look after their children very diligently by checking the company they keep and by checking on time they leave for school and return from the school to the house. Also monitor the use of mobile phones for the contacts they keep and other social network usage.
12. A counsellor will be available for students /parents between 9.30a.m. to 3.30p.m. on Fridays and Saturdays.
13. Parents are requested to meet the class teacher/subject Teachers on Parent Teacher Meeting (PTM) to know their wards progress report or problem if any. Continuous absence is an indication of lack of interest and co-operation and may affect the progress of the child. Parents will be required to explain this in writing to the principal.

CODE OF CONDUCT FOR STUDENTS

1. Students should be polite and well behaved in and outside the school. All Students should endeavour to excel in the practice of good manners and obedience, honesty and truthfulness at all times to their teachers and elders.
2. Students must be orderly, clean in their person and neatly dressed and also cooperate to maintain cleanliness in the school. Any student who comes to school as untidy turnout, will get a negative remark in their anecdotal record.
3. Students should maintain absolute silence during school assembly, moving into the Class Room, the Library, Laboratory and Play ground.
4. Irregular attendance, malpractice during exams, disobedience, any serious misconduct are sufficient reasons for dismissing a child from the school.
5. Students should avoid writing, carving and scratching on the walls and furniture.
6. In the absence of the teacher, the Monitor assumes responsibility for order and discipline of the class.
7. No fines or collection for any purpose whatsoever may be made and no meeting or picnics may be held without the previous sanction of the principal.
8. All the students must take part in Games, Physical Exercise and all other co-curricular activities of the school. These are compulsory for all the students. No excuses and conditions should be presented. unless declared physically unfit by a medical certificate or exempted by the principal.
9. The Head boy/Head girl and all School Captains will assist in enforcing the discipline. All students must respect them and co-operate with them.
10. If a student is absent for 15 consecutive days without prior permission of the principal, his\her name may be removed from the register of school and readmission will be done.
11. Students are forbidden to give presents to their teachers in school.
12. All should be particularly careful to keep their classrooms neat and tidy, and throw waste papers into the dustbins specially provided for this purpose.
13. In school, all should and must speak / converse in English. Hindi may be spoken during Hindi periods only.

14. Mobile phones, fancy items and electronic gadgets are strictly forbidden in school.
15. Any form of jewellery such as bangles, ear tops, finger rings, anklets, ear rings, wrist bands, fancy watches etc., with the school uniform are not permitted in the school.
16. After reporting to school, children may not leave the premises without the permission of the Principal. The school will not be responsible for the protection and safety of the offenders in this respect.
17. The class teacher will be checking the student's uniform, hairstyle, the clipping of nails, shoe-polish, school ID etc. during the assembly.
18. If the student is found untidy turnout or flouts the rules of the school, a written note will be given to their parents through diary communication.
19. When a student is absent from school due to various reasons, he\she, on returning to school should bring Leave application from his\her parent\guardian in the leave record provided in the diary.
20. Attendance is compulsory on the closing and re-opening days besides National festivals.
21. The students are not allowed to move from one class to the other without the permission of the teacher.
22. The students could avoid coming to school if they are ill. No student is allowed to go home between the school hours without the permission of the Principal.
23. Chewing gum is strictly prohibited in school. Possessing or consuming sedatives, beverages, tobacco in the classroom or in the campus is strictly prohibited. If found, the school will take stringent action even to the extent of suspension\dismissal. Similarly, children are discouraged from eating junk food.
24. The school is not responsible for the misconduct of the students outside the school premises.
25. There will be a surprise checking of bags by the teachers on regular intervals.
26. Students to handle the lab equipment and materials very carefully.
27. Damaging the school property is intolerable and a fine will be collected depending on the damage done.
28. Students using abusive languages and showing disrespect to their teachers will be dealt severely

ADMISSION

Applications for admissions are accepted from students of all religions. Parents /Guardians seeking admission of their children are required to fill in a prescribed registration form with utmost accuracy. No subsequent changes will be permitted. The date of birth of a student once entered will not be changed in the Admission Register.

Admission to Nursery: Admission to Nursery is open for boys and girls who have completed 3 years as on 1st April of the academic year and a corresponding scale of age for the subsequent classes.

Procedure: Registration forms will normally be made available at the school office in the month of December for a period which will be notified on the school notice board. The Registration Forms should be returned to the office, duly filled by a specified date as notified on the Form/Notice Board.

The Registration Form should be completed and submitted with:

1. Date of Birth Certificate (Attested Copy) obtained from the Municipal, Hospital or Church (Baptismal Certificate) only
2. Latest passport –size photographs of Parents along with the child
3. Latest Passport-size two Photographs of the child

Meeting with the Principal: On the date and at the time specified at the acknowledgement slip of Registration Form, the father, mother and the child must meet the principal in office in person.

Result and Admission: Parents will be informed about the selection of their wards by display of names on the school notice board. Parents of selected candidates have to produce an official Date of Birth Certificate, mentioned above which must tally with the one submitted at the time of Registration and will have to complete the Admission Form and other formalities specified and submit the same at the school office by the specified date. Affidavits are not accepted.

Admission to Other Classes: I to XII

Admission to other classes will be based on the entrance exam and previous school report card.

The following documents to be submitted:

1. A plain paper application should be accompanied by a copy of the final report card of the school last attended.
2. In case of parents Transfer, a document stating the transfer notice.

Admission Test: Only those who had applied for those classes which have vacancies will then be issued cards for the Admission Test / interview. Date and time for tests will be notified on the notice boards.

Students will be tested on the following subjects:

For classes **I – V** English, Mathematics, and Hindi

For classes **VI – IX** English, Mathematics, Science and Hindi

For Class **X & XII** Generally no admissions are taken.

- A student who has attended any school cannot be admitted without a Transfer Certificate from the school last attended. If the student comes from the school outside the state of Uttarakhand or recognition is doubtful, the Transfer Certificate must be counter signed by the Education Officer of the district in which the school is situated.
- Class XI admission will not be automatic. It will be on the basis of marks obtained in the Assessments of the Board Exam and an interview of the parents by the school management. The percentage of marks required for admission and the choice of the group will be decided by the principal.

Eligibility criteria for class XI

SCIENCE

- i. 80% and above in class 10th annual theoretical exam.
- ii. Minimum A2 grade in Mathematics, Science and English.

COMMERCE

- i. 75% and above in class 10th annual theoretical exam.

EXAMINATION

Scheme of Examinations and Promotion Rules:

Subject to change anytime of the year as per latest CBSE guidelines. Examinations are an integral part of the educational process. Evaluation is continuous and reveals the strengths and weaknesses of the learners frequently so that learners have better opportunity to understand and improve themselves. Our examination system and promotion rules are consistent with the concept of evaluation developed by the National Council of Educational Research and Training (NCERT) and the policy envisaged by the Central Board of Secondary Education. The details about the system are as follows:

1. **The Programme of Evaluation in various curricular areas is as under:**

- Objective based – aiming at the specific objective of the scheme of studies.
- Comprehensive – providing for coverage of all the objectives.

2. **Continuous Evaluation (Nursery to II) → NEP (Foundational stage)** In conformity with the new evaluation scheme suggested by the CBSE and in order to provide a stress-free environment to the students in the Foundational stage (Nursery to Class II) of the school, we have no formal examination system. Four cycles of test (40 marks each) will be conducted for classes I-II in the months of June/September/November/February or March.

3. **Academic Assessment (Classes III– IX)**

The academic year is divided into Two Terms- (Half Yearly & Annual). The assessment will be done in scholastic and co-scholastic aspects. Scholastic aspects will be subjects of specific areas whereas co – scholastic aspects will include co –scholastic activities for the holistic development of the student.

The assessment structure will be as follows:

SCHOLASTIC AREAS

Each Term will have one cycle of Periodic Test, Enrichment Activities, Check on Notebook and Term End Examination.

PERIODIC ASSESSMENT (20 MARKS EACH IN TERM-I & TERM-II)	WEIGHTAGE	
a) Periodic Test (in June/ August /November /December)	30 marks	10 marks
b) Note book Submission (Once in Term-I & Term-II separately)	15 marks	5 marks
c) Subject Enrichment Activity (Once in Term-I & Term-II separately)	10 marks	5 marks
d) Half Yearly Examination (In September)	80 marks	80 marks
e) Annual Exam (February/ March)	80 marks	80 marks

Class VI: 10% of First Term and entire syllabus of Second Term.

Class VII: 20% of First Term and entire syllabus of Second Term.

Class VIII: 30% of First Term and entire syllabus of Second Term.

Class IX: Entire syllabus of First and Second Term.

The performance of the student in Scholastic area will be assessed using conventional numerical marking mode and the same will be later converted into grades using a nine-point grading scale for individual subjects. Co-Scholastic activities and Discipline will however be graded on a 5-point grading Scale (A–E).

Co-Scholastic activities will include Work Education, Art Education and Health & Physical Education, Subject Enrichment Activities & Co-curricular. Discipline will be assessed on Attendance, Sincerity, Behaviour and Values.

Classes X-XI & XII:

The year will be divided into two terms (Half-yearly and Annual) Class tests will be conducted after every lesson. Periodic tests will be conducted in each term. Mock / Pre – Board examination will be administered in Classes X and XII to give the students practice in taking examinations of the whole course on the Board pattern. The number of papers and marks for each will be the same as in the Board Examination.

Eligibility:

No student is generally eligible to appear in the Annual Examination who has not put in at least 75% of the actual attendance during the session as per the school calendar.

Promotion Criteria:

The school follows the promotion criteria as specified by the Central Board of Secondary Education.

Promotion cannot be claimed as a matter of right but is made on the basis of the cumulative result of periodic tests, subject enrichment activities and the Term end examination.

Homework Assignment:

A series of home-based activities are devised for students in the form of worksheets, assignment, projects, interactive discussions, debates and presentations so that along with education at school there is reiteration through homework. A proper homework schedule is provided that ensures that the child is not overburdened at any stage.

Rules for Examinations:

Attendance is compulsory for all tests and examinations held during the year, failing which the student will be awarded absent or zero. No consideration will be given to the absentees except on medical grounds, at the sole discretion of the Head of the school. It is the responsibility of both students and their parents to ensure that they do not miss any Written Tests or Examinations. Subjects like PE, Art, Music and Sports will also be graded.

Unfair Means:

Students found using any unfair means during any of the examinations, will be awarded zero in that subject. Parent and the concerned student will be summoned and asked to provide an explanation.

WITHDRAWAL AND DISMISSAL

1. A written notice of the withdrawal is to be given a month before the pupil can be withdrawn. In the absence of such notice, a full additional month's fees will be charged. No notice is accepted during the vacations and in case of a withdrawal at this time, the fee must be paid up to the end of the term.
2. In case the withdrawal of a candidate is in the middle of the academic year, the school fee will not be refunded.
3. Neither the report card nor the transfer certificate will be granted unless all the school dues are paid.
4. In all cases of re-admission, the full admission fee will be charged.
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.

SCHOOL FEES (SEE FEE BOOK)

1. De Vito School is an unaided Minority School and does not receive any financial help from the government or any other agency. The only income of the school is the fee realized from the students. Hence it becomes necessary to increase the fees from time to time depending on the increase in the salary of teachers and increase in the cost of maintenance.
2. The school Fees cover Twelve calendar months. No exemption or reduction in fees will be made on account of holidays or absence for any cause. Fees once paid will not be refunded.

3. Fees to be paid every month regularly in the Bank of Baroda, Bhowali from 1st to 20th of each month. After this date a late fee will be charged.
4. A Bank pay- in- slip booklet will be provided to each student at the time of admission indicating the amount of fees to be paid and all other relevant fee rules.
5. No student will be allowed to appear for examination/participate in any school activities/issuance of T.C./other documents/certificates unless all dues have been paid. Absence from an examination does not imply any exemption in paying the examination fees.
6. Full fees will be charged from all students even if they come from the same family.
7. Fee is subject to change/revision from time to time as per exigencies, though every effort will be made not to have any changes made during the session. Parents will be required to pay the full amount as applicable.

SCHOOL UNIFORM

Every student must wear a clean, complete and correct uniform daily. Defaulters may be fined. Whenever the uniform cannot be worn, permission to attend the school must be obtained from the principal. Students are not to be seen at public places in school uniform during and after school hours. All the students must follow the prescribed uniform only.

Nursery To Class XII

Navy-blue full pants, full sleeved white Terry cot shirt, & Navy-blue cardigan full sleeved & sleeveless (V- Neck with white strips) Navy- blue blazer with monogram, Navy blue cap & muffler, school tie and belt.

Classes I to XII

Black shoes with Navy blue socks for girls & for Boys Black shoes with Lace & Navy-blue socks.

Classes I to XII (Wednesday & Saturday)

Blue Track suit with House coloured T-shirt, white keds & white socks.

Classes XI & XII (Saturday)

White Full Pants & House Coloured T- Shirt, White Keds & White Socks.

Nursery, LKG & UKG (Wednesdays & Saturdays)

Blue Track Suit with Blue Coloured T-shirt & Rex Gola Black Velcro Shoes with White Socks.

NOTE:

- Girls from Nursery to Class XII will use white ribbon (as per sample) black hair pins(optional). Shoulder length hair must be tied in two ponytails and long hair should be braided in two plaits with middle parting. Fringes are strictly not allowed. Girls from XI & XII hair has to be neatly single plaited with white ribbon.
- Blazers should be worn with School Monogram.
- Students must have school identity card in their possession at all times when they come to the school campus or go elsewhere in school uniform or represent the school.
- Birthdays- Students are allowed to distribute sweets on their birthdays, Only Students from Nursery to class V can wear colored dress on their birthdays. Students are expected to dress modestly on their birthdays. ID must be worn. (Sleeve less, transparent dresses, shorts three fourth, T-shirts are not allowed.
- Students from classes VI to XII are not allowed to wear colored dress on their birthdays. They will wear their Uniform.
- Stylish hair styles (both boys and girls), use of henna (Mehandi), nail polish, fancy watches, ear rings, wrist bands, and any other types of ornaments that distract other students are strictly forbidden. Parents are requested to check their wards against these practices.

SCIENCE LABORATORIES

1. Strict silence must be kept in the Laboratories during practical and at other times.
2. Chemicals are very dangerous. Therefore, follow the instructions of the teacher carefully before you use them.
3. Damage must be made paid by the student.
4. Students are warned not to take any equipment or chemicals out of the laboratories without the explicit permission of the teacher – in- charge. In case any student is found violating the norm, he/she may get the penalty of exclusion from practical classes for a whole year or any other penalty the principal deems fit.
5. Prescribed lab overcoats are a must for practical classes.
6. Practical time is precious Don't waste it.

COMPUTER LABORATORY

1. The computer lab is a place for learning and serious work. For this purpose, silence is a very necessary element. Observe strict silence.
2. Take nothing into the computer lab without the prior permission of the teacher.
3. Computer is a very delicate and expensive equipment. Damage to any equipment must be paid for, by the student. Report immediately any kind of defect /damage, so that prompt action may be taken and the computer is available for the next user.

LIBRARY RULES

1. Strict silence shall be maintained in the library.
2. All articles and personal belongings must be left outside when entering the library. Only a notebook and a pen is allowed.
3. No one shall take out a book from the library without the permission of the librarian and without having it duly entered in the library register.
4. Books are issued for the use of the borrower only.
5. Reference books will not be taken out of the library.
6. Students should take great care in handling the books and the magazines. Books and magazines used in the library should be kept back in place from where they have been taken.
7. Tearing pages and pictures from the books or magazines is an offence. Students must desist from this practice. Serious action will be taken against anyone found guilty of doing so.
8. The librarian should invariably be apprised of any damage that a borrower finds in a book one intends to borrow.
9. Damage done to books or magazines will have to be made good by the borrower.
10. In case a book is lost by a borrower, it is to be replaced by a new copy of the same book within 15 days. Otherwise, he shall have to pay double the prevailing cost of the book.
11. Failure to return a book within the due date will entail the payment of the fine of Rs.10 per day for the period the book is overdue.
12. All books must be returned before the beginning of each examination.

SCHOOL HOURS

DAYS	CLASSES I TO XII	NURSERY, LKG & UKG
MONDAY TO FRIDAY	9:00am to 3:00pm	9:30 am to 1:30 pm
REMEDIAL CLASS	9:00am to 9:30am	---
ASSEMBLY	9:30am to 9:40am	9:30am -9:40am
RECESS	12:00 to 12:20 PM	11:25 to12:00 Noon
SATURDAY	9:00 am to 2:00pm	9:30am to 1:00pm (Classes 1 to V also included)

OFFICE HOURS

Monday to Friday-9:00am to 3:30pm

Saturday- 9:30am to 2:00pm

CONCLUSION

1. The Manager reserves the right to waive any of the rules contained in this book without assigning any reason for her action.
2. The interpretation of any rules in this book as well as any amendment to it, rests solely and entirely with the Governing Body of the School. Their interpretation shall be final and binding on Parents and students and no case shall lie in any court of Law in respect of their decision.
