



HOLY CROSS HIGHER SECONDARY SCHOOL, BAGBASA

A UNIT OF HOLY CROSS EDUCATIONAL
FOUNDATION (REGD. NO. 3612/2000)

SCHOOL DIARY



IDENTITY CERTIFICATE

Name
Standard.....Division House.....
Admission No./Reg. No
Date of Birth
Name, Designation & the address of Parent.....
Name..... Designation
Resi..... Office
.....
.....
Tel. No..... Tel. No
Occupation of Father
Occupation of Mother
Name of the Hostel

* Specimen Signature of Parents /Guardians who will sign the pupil's Diary
Father..... Mother/Guardian
Initial..... Initial
Religion..... SC/ST/OBC*Name of brothers /
sisters studying in the school, if any
(1) Std.....
(2) Std*Name of brothers / sisters who
are past pupils of this school

To
The Principal,
Holy Cross School
I have read all the rules of the school as contained in the Diary and agree
to abide by them and all the decisions of the school.

Date.....

Signature of the Parents

IDENTITY CERTIFICATE & RE-REGISTRATION FORM

(To be submitted to School Office through Class Teacher)

Name
Standard.....Division House.....
Admission No./Reg. No
Date of Birth
Name, Designation & the address of Parent
Name..... Designation
Resi..... Office
.....
.....
.....
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To
The Principal
Holy Cross School,
I have read all the rules of the school as contained in the Diary and agree
to abide by them and all the decisions of the school.

Date..... Signature of the Parents

N.B. This form must be carefully filled, detached & handed over to the
class teacher.

Dear Parents/ Guardians,

This Diary is a kind of mirror that gives us a picture of the
day-to-day progress of your child/ ward. Please go through it
from time to time.

The School rules also should be gone through, so that
we can establish a better relationship and understanding among
Parents, Teachers and Students.

The success of a student is the result of the combined
efforts of all of us, Teachers and Parents. We strongly encourage
close and frequent contacts between Parents and Teachers,
especially in matters that concern the academic life of the
student.

Please feel free to call on us whenever a need arises.

Principal

DAILY PRAYER

*Our Father in Heaven
Holy be your name
Your kingdom come
Your will be done
On earth as it is in heaven.
Give us today our daily bread
Forgive us our sins
as we forgive those who sin against
us Do not bring us to the test
But deliver us from evil.*

- Amen



“You are the light of the world

*So let your light shine before people
that they may see your good works
and glorify your Father who is in Heaven.”*

– Jesus

MISSION STATEMENT OF HOLY CROSS SCHOOL



Saint Andre Besette

Born on August 9, 1845

Professed in the Congregation of Holy Cross
in the year 1872.

Died on Jan. 6, 1937

Beatified on May 23, 1982

Declared Saint on Oct. 17, 2010.

None but yourself who are your greatest foe. – Longfellow.

In keeping with Holy Cross charism of education, we shall avoid no sacrifice, and leave no stones unturned in providing holistic and quality educational opportunities to the young entrusted to our care, who hail from a wide range of backgrounds: social, intellectual, economic, ethnic and religious, who possess a wide range of talents and abilities. "We shall always place education side by side with instruction; the mind will not be cultivated at the expense of the heart". With zeal, we shall strive to form informed and useful citizens of the earthly society with heavenly values, and integrated morality. While striving to form excellent persons through our mission of education, we shall try "to blend gentleness with firmness, prudence and vigilance, which is the secret of successful education."

" EDUCATING HEART AND MIND"

In 1837 Fr. Basil Moreau, the Founder of the Congregation of Sainte Croix, (Holy Cross), envisioned education as the main source of empowering the young for a better and brighter world and to uplift the broken society of France. He prepared men and women religious, who wanted to see the world as he saw it, developed and empowered. To this end he founded a congregation of priests to do pastoral and educational ministry. Marianite sisters to do educational and domestic ministry and he incorporated the Brothers of St. Joseph to do formal and non-formal education. These three branches were brought under the one umbrella of Sainte Croix (Holy Cross). Thus Fr. Basil Moreau became a visionary who constantly spoke on the theme of unity as a family to keep the members focused on this meaningful mission of sowing the seed of

LOVE and PEACE. France: In 1789, the French Revolution, which rebelled against the political and religious oppression of the day, Stripped the country to the bare minimum and created destruction and chaos throughout France. It was a time of great confusion and division in the church, a period of uncertainty and fear, a period of execution and persecution, and a period when the churches, schools and seminaries were all nationalized. Religious congregations and organizations were banned.

In 1802. Napoleon's Concordat made a breakthrough for the revival of the church organizations. There was a mushrooming of charismatic persons and organizations to answer to the needs of the devastated situation of the society. Education was one of the greatest needs of the time. The religious leaders focused all their resources on education and on restoring the fallen society. One such religious leader was Basil Anthony Moreau, born on February 11, 1799 to Loui and Louis Moreau. He was the ninth of their fourteen children and showed a quick intelligence and qualities of leadership along with a pious character. He was ordained as a priest on August 12, 1821, at the age of 22. Since the formation of the clergy was one of the urgent needs of the time, he was asked by his bishop to train and educate the youth of his time for the priesthood. Thus he become a professor at the philosophy house of the seminary in the Diocese of Le Mans, France.

Soon the international character of the community began to evolve. The Holy Cross priests, sisters and brothers established foundation in Algeria (1840), the United States (1842), Canada (1847), Chile, (1943), East Bengal (1853) and in India (1960).

Holy Cross School, is an unaided private minority school, owned and managed by the Society of the fathers of Holy Cross through the Holy Cross Educational Foundation. Holy Cross Education is "EDUCATING HEART AND MIND" by

- 1) Promoting academic excellence
- 2) Upholding the cultures and traditions and
- 3) Advancing in sports and games

Objectives

1. To Provide education, geared to the promotion, advancement and sharing of knowledge for the development of Catholics in particular and others to the extent possible.
2. To train children, youth and adults to become good citizens of India, imbibed with zeal and the spirit of service proclaimed by the teachings of Jesus Christ.
3. To develop integrity and moral stamina and unselfish idealism in the students through teaching and other activities of the school.

PRAYER DURING THE ASSEMBLY

O My God, we come to you seeking knowledge. Help us to study well and do the task of this day. Bless our parents, our teachers and all our companions. Make us kind, truthful and considerate towards all. Enlighten our minds and be with us all through the day. This we ask of you through Christ our Lord.

Amen.

PRAYER BEFORE CLASS

O God/Who are truth / and the origin of all knowledge/ Bless our Studies/which we consecrate to you/Enlighten our minds / strengthen our memories/and direct our will / towards what is good and right / Grant us to seek the Truth always/and make us truly wise.

PRAYER AFTER CLASS

O God/of Infinite Wisdom/and the Source of all knowledge/ Grant that we may remember/what we have learned/We offer you our works, joys/our success and failure/Forgive us our shortcomings/and give us the courage /to follow always/the path of Truth.

STUDENT'S PLEDGE TO THE NATION

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 respect my parents, teachers and all 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.

OUR FATHER (HYMN)

1. Our Father who in heaven above
Dost rule O'er land and skies
The children's love, Thy children's prayer
Be pleasing in they eyes.
2. Our Father may The holy name
Be blessed by every tongue They
kingdom come in every soul Thy
glory to prolong.
3. Our father give us every day
The daily bread we need
And all our sins forgive us now
As we forgive we plead.
4. Our Father do not let us fall In
temptation's hour of strife O
guard us from all evil here
Give us eternal life.

THE NATIONAL ANTHEM

Jana-gana-mana-adhinayaka jaya he
Bharata-Bhagya-vidhata. Punjaba-
Sindhu-Gujarata-Maratha Dravida
Utkala Banga Vindhya-Himachala-
Yamuna-Ganga Utchala Jaladhitaranga
Taba subha name jage
Taba subha ashisha mage
Gahe taba jaya gatha.
Jana-gana mangala-dayaka jaya he,
Bharata-Bhagya-Vidhata.
Jaya he jaya he, jaya he
Jaya, jaya, jaya, jaya he.

You are the ruler of the mind of all people; the dispenser of India's destiny. Your name rouses the hearts of Punjab, Sindhu, Gujarata, Maratha, Dravida land, Orissa and Bengal. It echoes in the hills of the Vindhya and Himalayas, mingles in the music of the Ganges and Jamuna and is chanted by the waves of the Indian Ocean. They pray for your blessings and sing your praise. The liberation of all people wait in your hand; you are the dispenser of India's destiny.

SCHOOL ANTHEM

1. HOLYCROSS SCHOOL SONG

A happy band
From far and near We meet to learn This right today
Beloved school Holy Cross Hail
Our love for thee shall never fail For God is all our strength
In him we do and dare
The hard right against the wrong We'll cherish and revere
Then firmly let us stand, united heart and mind And
pray that God may bless and keep Holy Cross School/
Holy Cross School.

2. We are gathering

We are gathering together unto him-(2)
Unto him shall the gathering of the people be
We are gathering together unto him.
We are praising together unto him.... We
are Singing together unto him....

3. We welcome you

1. As we gather, In this place to day,
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...

Cho: This is your house, your home.
We welcome you
Lord, we welcome you.
This is your house, your home
We welcome you

4. 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.

Cho: This is your house, your home.
We welcome you
Lord, we welcome you.
This is your house, your home
We welcome you

Echo :

As we praise (as we praise)
O Lord draw near
It's your voice (It's you voice)
We long to hear.

Cho: This is your house, your home.
We welcome you
Lord, we welcome you.
This is your house, your home.
We welcome you today.

This is your house, your home.
We welcome you
Lord, We welcome you.
This is your house, your home
We welcome you today
We Welcome you today. (2)

5. ON THIS HOUSE

On this house your blessing, Lord.
On this house your grace bestow.
On this house your blessing, Lord.
May it come and never go.
Bringing peace and joy and happiness
Bringing love that knows no end,
On this house your blessing Lord.
On this house your blessing send.

On this house your loving Lord
May it overflow each day
On this house your loving, Lord.
May it come and with us stay.
Drawing us love and unity,
By the love received from you. On
this house your loving Lord May it
come each day anew.

On this house your calling Lord
May it come to us each day.
On this house your calling Lord
May it come to lead the way
Filling us with nobler yearnings Lord
Calling us to live in you
On this house your calling, Lord
May it come each day anew.

6. Hearty² Welcome yes

To you our dearest parents oh hah.....
2 Hearty² Welcome yes We all we all wish you.

Cho: Come let us sing

Let us sing, Let us rejoice.

We are we are happy
To welcome you today
The day of happiness
Coz. that you are here.
May the good Lord bless you
May the good Lord guide you Today and everyday
This is what we wish you.

7. ABIDE IN MY

I am so happy as I wake
At the break of every dawn
For it's leap to Holy Cross I see.
And the reason of my joy
Yes the secret all is this
For its memories abide in me.
Ch: They abide..... they abide
Alleluiah they abide in me.
I am so happy as I wake
At the break of every dawn
For its memories abide in me.

Once that I was groping in
With a longing deep within
For the knowledge that was truly rich and deep
Many a thirst is vanished now
My love for you shall remain
And your memories abide in me.

8. "HAVE COME TO THEE"

Ch : I have come to Thee to take Thy touch before I begin my day.

1. Let Thy eyes 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 thought and linger in my life's valley Where the harvest ripens.

THIS IS MY PRAYER

**Ref : 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.

9. LET THY LOVE PLAY UPON MY VOICE

Ch: Let thy love play upon my voice and rest on my silence

1. Let it pass through my heart into all my movements.
2. Let Thy love like stars shine in the darkness of my sleep and dawn in my awakening.
3. Let it burn in the flame of my desires and flow in all currents of my own love.
4. Let me carry Thy love in my life as a harp does its music/and give it back to thee at last with my life.

10. PRAYER FOR OUR COUNTRY

Ref : Into that heaven of freedom my Father let my country awake.

1. Where the mind is without fear and the head is held high.
2. Where the knowledge is free.
3. Where the world has not been broken up into fragments by narrow domestic walls.
4. Where words come out from the depth of truth.
5. Where tireless striving stretches its arms towards perfection.
6. Where the clear stream of reason has not lost its way into the dreary desert sands of dead habit.
7. Where the mind is led forward by Thee, into ever widening thought and action.

11. ASATO MA SADGAMAYA

Asato ma sadgamaya; Tamosa ma joytirgamaya
Mrityor ma Amritamgamaya; Om shanti, shanti shanti, lead us from unreality to reality, from darkness to light. From mortality to immortality;
Om Peace, Peace, Peace.

12. WALKING WITH THE LORD

**Ch: Walking with the Lord.
We are walking in the morning.
Lift up your hearts.
For you are walking with God.
Singing to the Lord
We are singing in the sunshine
Lift up your hearts,
For we are singing to God.**

Rain and storm will not prevent us walking,
Walking Faith and hope and love,
Will send us walking. walking.
Crossing all barriers, Climbing all stiles
Breaking through fences. Walking distant miles.
Well, We're walking with the Lord.....

13. BIND US TOGETHER

**Ch: Bind us together Lord,
Bind us together with cords
That cannot be broken,
Bind us together Lord,
Bind us together Lord
Bind us together in love.**

There is only one God.
There is only one king. There is only one Body.
That is why we sing

14. JUST LIKE A CHILD

1. Just like a child who trusts his Father dear
And who delights to feel his presence near
Just like a child, whose mind has not a doubt.
And whose heart is never proud

**Here I come, O Lord
Here I come just like a child
Here I come, O lord
Here I come just like a child.**

2. Just like a child so weak he cannot stand
But who holds firm and tight his mother's hand
Just like a child, who sings in bright day light
Fearing our the long dark night.

15. FATHER, I THANK YOU

**Ch: Father, I thank you for your goodness
You show yourself to children
And in my life I see you leading me Into
my childhood once again !**

1. Under the shadow of your guiding hand I
walk the journey of my life ! Across the
years I see you leading me. And I am
young again !
2. Beside your waters I am growing still !
Your spirit rises in my heart !
Renewing every fibre of my life !
And I am strong again !

16. GOD IS SO GOOD

God is so good. (3) He is so good to me

1. God cares for me
2. 'I trust in Him.
3. I'll sing his praise.

17. MOVE IN ME

Move in me precious Lord (3) one more time.
To fulfill your every word.
Every promise, I have heard.
Move in me, Precious Lord, One more time.

18. WE HAVE COME TO PRAISE YOU

1. We have come to praise you
We have come to thank you
We have come to love you Lord
Oh deep in my heart, I do believe
In your love for me O Lord
2. We have come to give you
We have come to ask you
We have come to pray O Lord
Oh deep in my heart, I do believe
In your love for me O Lord.

19. IN NEED OF LIBERATION

**Ch: 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 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.

20. LET IT SHINE

1. This little guiding light of mine.
I am going to let it shine (3)
Let it shine all the time, let it shine.
2. Hide it under a bushel, O! No.
I am going to let it shine (3)
Let it shine all the time, let it shine.
3. Let my light, burn for Thee.
I am going to let it shine (3)
Let it shine all the time, let it shine.

21. GIVE ME OIL IN MY LAMP

1. Give me oil in my lamp keep me burning (burning
burring) Give me oil in my lamp I pray (Alleluia)
Give me oil in my lamp keep me burning
Keep me burning till the break of day.
**Come on and sing Hosanna, sing Hosanna
Sing Hosanna, to the king of Kings!
Sing Hosanna, sing Hossanna
Sing Hosanna to the king!**
2. Give me joy in my heart keep me praising.

22. SING MY SOUL

Sing my soul to the Lord of the Universe
Lift your heart in song
Bring out all the love you can.
Praise the Lord, yes, sing an Alleluiah
..... praise Him for His
marvelous deeds. O sing my soul to the Lord.
He, the Lord, had made the earth;
Land and sky and sea.
He, he Lord, has given it birth;
Praise Him for his mighty deeds.
(O sing my soul)

23. ALL THINGS BRIGHT AND BEAUTIFUL

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

1. Each little flower that opens
Each little bird that sings
He made their glowing colours He made their tiny wings.
2. The purple headed mountains
The river running by
The sunset and the morning.
That brightens up the sky.

24. I JUST KEEP TRUSTING

I just keep trusting my Lord
As I walk alone
I just keep trusting my Lord And He gives me a song.

**Thou' the storm clouds darken 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)

25. IT TAKES COURAGE

Ch: It takes courage to answer a call

It takes courage to give you all

It takes courage to risk your name

It takes courage to be true.

1. It takes courage to dare what no others will share.
To be standing alone on whom no one will won. To
be ready to stake for another man's sake.
It takes courage to be true.
2. It takes courage to say, what you know will not pay.
To give each one his share.
Though there'll be less to spare.
To be seeking on more than the neighbor next door.

26. THE TRUTH SHALL MAKE YOU FREE

1. It you continue in my word then are you my disciples indeed.
And you shall know the truth and the truth shall make you free.

Ch : And the truth shall make you free (2)

2. If you continue in my word then are you my disciples indeed (2)
And you shall know the truth and the truth shall make you free.

27. PRAYER FOR PEACE

1. Lord, 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
**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.**
2. Make me a channel of your peace
Where there's despair in life. let me bring hope
Where there's darkness, only light
And where there's sadness, ever joy

28. WE SHALL OVERCOME

Ch: We shall overcome (2)

**We shall overcome some day
O deep in my heart I do believe
We shall overcome some day.**

1. The truth shall make us free
2. We shall live in peace
3. We shall integrate
4. We'll walk hand in hand

29. INDEPENDENCE DAY SONG

- Ch. Bless our country, Lord God of power and might bless our India today.
We are children of a people so in love with you Let that love not fade away.
1. Years have passed since we got our independence
Yet we are still the same
Poverty, injustice caste-discrimination
These are all our chains.
 2. Bless our efforts to eradicate corruption To
build up bridges of peace
To break down the barriers that separate the classes
And may your love increase.

INSTITUTION

1. Holy Cross School is a Catholic institution established and administered by the Holy Cross Educational Foundation. The institution comes under the Rights and Power granted to religious and linguistic minorities by the Constitution of India (Art. 29 & 30)
2. The Institution is co-educational.
3. The medium of instruction is English while Bengali is taught as second language.

AIM OF THE INSTITUTION

1. While, therefore, the prime purpose of the establishment of this Holy Cross School is the education of the Catholic children in Catholic faith and principles, children of other faiths irrespective of caste, tribe, creed or community are also accepted.

2. As Catholic School, it is a learning community which has Christ as its central motivating force. His values as expressed in the beatitudes and summed up in the virtues, of love, sincerity peace, justice and freedom will so permeate the atmosphere that children of all social backgrounds even the most deprived and of all religions feel welcomed in the loving warmth which cherishes even as it challenges.
3. This institution fosters child centered, activity based, value-focused educational system.

ATTENDANCE

1. 75% attendance is a must for every student for promotion. If the student is absent for more than three consecutive days. He/She should submit documents stating his/her reasons of absence to the Principal.
2. Regular attendance at school is in the interest of the student. It builds up a sense of devotion to duty and a habit for regularity and discipline.
3. The students should arrive on time to the school. Parent's co-operation will be much appreciated so that punctuality may be ensured.

WITHDRAWAL

1. In case a student has to be withdrawn before the end of the academic year, prior to the withdrawal the fee of the term has to be cleared.

2. Should a pupil be removed from the school no certificate will be granted until all dues to the school have been paid.
3. Application for a Transfer certificate has to be made in writing to the Principal. This must be collected from the school office and Rs. **100/-** is to be paid. Duplicate copies of Transfer Certificates are not issued.
4. Other Certificates will be issued against a written application and notice of three days must be given.

PARENTS AND GUARDIANS

1. Parents are requested to see that their children attend school punctually and to ensure that those who come to take children home are there at the time school closes.
2. Parents and Guardians are requested not to meet their children or interview a teacher during school hours without the permission of the Principal as the members of the staff may not leave the class room during a teaching period.
3. Parents are requested not to take their children for holidays before the set date for vacation nor to extend the vacation. No Leave of absence for the child will be granted without a previous written application from the guardian.
4. All correspondence regarding the students are to be addressed to the Principal.
5. Parents are requested to co-operate with the work of the school

by enforcing regularity and discipline by taking a general interest in children's progress. Parents should check the school calendar everyday for any remarks, homework or holidays.

6. After every examination the guardians are requested to look into the performance of their students and put their signature on the progress report.
7. If any pupil is sick, parents are requested not to send the pupil to school.

SCHOOL UNIFORM

K.G. to Class-V

For Boys :

For Girls :

In Winter :

Class VI to X

For Boys :

In winter :

For Girls :

In winter :

H. S. :

For Boys :

For Girls :

In winter :

A Good Student

- A - Always liked by the teacher
- G- Greets everyone with a smile
- O-Obedient to teachers
- O- On time to school
- D- Dresses neatly

- S- Studies with interest
- T- Treats every one with a smile U
- Understands everything taught D-
- Does his home work daily
- E Eager to know new things
- N- Never misbehaves
- T -Thankful to the school

Self-Discipline

“..... is the magic power
that makes you
virtually unstoppable.

- *Dan Kennedy*

Words of Love & Deeds of Mercy. **Discipline**

1. Pupils are expected to regularly prepare their lessons & do their homework. Those who have not done their home work will not be allowed to sit in the class.
2. It is obligatory to wear the uniform prescribed for the season on class days and at school functions. Those who are not correctly dressed in conformity with the regulation of the school will not be admitted to the class.
3. Except for reasons of ill-health and unavoidable circumstances, a previous written application from the guardians is required for any leave absence. If any pupil has been absent for more than three days, he/she should not enter the class without first obtaining permission from the Principal.
4. Any pupil who absents himself/herself for one calendar month/ without a written permission from the Principal shall have his/ her name struck off the rolls. To be-readmitted he/she will have to pay fresh admission fees as well as all fees for the said period of absence.
5. 75% attendance in a class is required for promotion to the next higher class. On medical grounds another 10% of attendance may be considered for promotion.
6. Those who do not report to class for one week after the vacations will have their names struck off the rolls. The principal reserves the right to consider applications for the readmission of such pupils.
7. Pupils should treat their class rooms as sacred places. They

are expected to maintain silence and order in the class rooms. Those who disturb the class will be sent out of the class room. During the absence of a teacher from the class, Pupils must obey the monitor appointed to maintain good order.

8. Running, playing or Shouting in the school building are not permitted. During the class hours pupils should move along the corridors in silence and in order.
9. Participation in games, physical training, cultural activities and socially useful productive works, are compulsory. Exemption will be granted on medical grounds only.
10. Books, cardigans, tiffin boxes, water bottles etc. belonging to the pupils should bear the name of the owner. The school does not hold itself responsible for articles lost in the school premises.
11. Pupils are not allowed to buy, sell or exchange any articles among themselves in the school premises.
12. No one should write on the furniture or walls or damage any school article. Damage by accident should be reported to the principal at once. Any damage caused to school property or the property of another student must be made good.
13. Pupils shall not circulate books, magazines or periodicals in the school without the permission of the principal.
14. Irregular attendance, habitual idleness, theft, dishonesty, immoral conduct, in subordination, neglect of home work, disobedience or disrespect towards the members of the staff, unruly behaviour or immoral influence justify dismissal.
15. English should be spoken in the school and in the school premises at all times in order to acquire fluency in speaking the language.
16. Certificates will be issued only three days after the application has been submitted to the office. A fee of Rs. 50/- will be charged for any extract from the school registers.
17. Without the written permission from the Principal pupils will not be allowed to leave the school during school hours.

18. Pupils of this school are not permitted to bring Mobile Phones, Electronic gadgets, unauthorized CDs, Fancy watches, Gold ornaments and other valuable goods to the school at any time.
19. Older children should set a good example to the younger children.
20. Usage of the bathrooms to be restricted only at the break time, unless it is an emergency.
21. All litters should be put in the bins provided before we say the final prayers daily.
22. Students must use only good, decent and positive words at all times.
23. Students must not waste electricity and water.
24. Students are to be quiet and orderly and observe proper decorum during school events such as assemblies, celebrations, and special while leaving the classroom daily.
24. Students are to stand up and greet the teacher before and after every class.
25. Pants and skirts must be buttoned up properly and shirts be tucked in decently. Finger nails are to be short and unpainted and hair properly combed.
26. Male students must be neat in appearance. Girls must use hair accessories such as hair bands and clips, which are to be red. Girls skirts must be up to the knees, socks pulled up to the knees and hair neatly combed and made into one or two plaits.
27. Tattoos are not allowed, chewing gum, gutka or any other addictive drugs bringing or using in the school premises or in the school bus can result in serious action.
28. Students are not allowed to post any indecent comments about the school, staff or students, or post photos in any form in any website.
29. Students are not to use gel on hair or colour their hair. Any student showing disrespect to the staff at any time will have to face serious consequences.

SCHOOL SONG

1. I'm so happy every morn At
the break of every dawn
For I'm going to Holy Cross wit joyful heart
And the reason of my joy.
Yes the secret all is this
It's a place where I can feel belonged

Ch : How I love, How I love

How I love to learn and discover so much

I am so happy every morn

At the break of every dawn

Holy Cross we hail to you with love

2. Once that I was groping in
With a longing deep within
For the knowledge that was truly rich and deep
To its threshold I was led
And I came to realize
It's a place where I can feel belonged
3. Holy Cross gives me chance to learn And
it knows my every need
Here I'm happy as a bird and just as free
For the school has given me
Steps I needed for my growth
It's a place where I can feel belonged
4. There is still so much to learn In
the vast ocean of life
My school has given me much to give my best
My heart is filled with gratitude
My love for you shall remain
It's a place where I can feel belonge

PEACE

1. To develop simple healthy living
2. To uproot evil tendencies (greed, anger, ego, etc.)
3. To develop truthfulness, politeness & friendliness
4. To preserve self respect & self confidence
5. To share & sacrifice for others
6. To respect others' rights
7. To practise justice & tolerance
8. To keep equal-mindedness while facing problems
9. To be true in word and deed
10. To see good, do good & be good.

TEACHING DEVICES

✓ Group Activities, ✓ Social Service, ✓ Organizing Cultural Programs, ✓ Excursions, ✓ Exhibitions, ✓ Silent Sitting Creative Activities

TEACHING OUTCOMES

- ★ Leadership
- ★ Self Confidence
- ★ Socialization Recognition from parents
- ★ Acceptance from friends

NON-VIOLENCE SUPREME LOVE

1. Non-injury at body and mental level.
2. Seeing oneself in others.
3. Extension & expression of love to all humanity.
4. Loving God through all His creation.
5. All pervasive universal love.
6. A way to perfection-moral and spiritual.

"Strength comes from an indomitable will."

TEACHING DEVICES

- ★ Loving flowers, birds & animals
- ★ Helping plants to grow
- ★ Practising tolerance in daily activity
- ★ Reading stories & poems on human beings and God
- ★ Drawing pictures on God's creation

"Only those who dare succeed."

LOVE TEACHING DEVICES

Love all serve all
Love for Humanity
Immediate
Neighbourhood
Parents
Family
Love

FAITH & FELLOWSHIP AS SPIRITUAL OUTCOME OF LOVE

- ★ Story telling on the lives of great persons of humanity and God.
- ★ Dramatization on the lives of great men, saints, prophets & god-men.
- ★ Visiting places of worship & ethical importance.
- ★ Slide shows on people & places of interest.
- ★ Organizing cultural shows & films on Indian heritage.

TEACHING OUTCOMES

- ★ Appreciation of Truth, Goodness & Beauty.
- ★ Feeling oneness of human beings with nature.
- ★ Love of God & His Creation.
- ★ Attitude of service to humanity.

TRUTH INDIAN HERITAGE UNITY OF FAITH

CONTENTS

Prayers, Stotras, Hymns, Stores, Messages

TEACHING DEVICES

Memorization, Group singing, Story telling, Showing picture

TEACHING OUTCOMES

- ★ Acquiring skill & knowledge
- ★ Respecting one's own faith
- ★ Showing respect towards all faiths
- ★ Understanding unity in diversity
- ★ Appreciating universal brotherhood of man in the fatherhood of God.

RIGHT CONDUCT

Ethical Skills

1. Truthfulness
2. Honesty in all matters
3. Peacefulness
4. Practising Silence
5. Avoiding wasting of time, money & labour
6. Forming simple habits

Social Skills

1. To listen to others
2. To speak calmly
3. To maintain discipline
4. To be punctual & regular
5. To help arrange seats
6. To keep books in order
7. To avoid wastage in every way
8. To be friendly to others

TEACHING DEVICES

- ✓ Role Play ✓ Mono acting ✓ Dramatization ✓ Story telling
- ✓ Service activities ✓ Aptitude tests

TEACHING OUTCOMES

1. A balanced dutiful disciplined personality.
2. An effective leader in society.
3. An efficient follower in society

Developing Talents Bringing out the best

ACADEMIC & CULTURAL

- Painting Competition (Inter House Open)
- Handwriting Competition (Inter House Open)
- Face Painting Competition (Inter House Open)
- Rangoli / Alpana Competition (Inter House Open)
- Singing Competition (Inter House Rep.)
- Dance Competition (Inter House Rep.)
- Recitation Competition (Inter House Rep.)
- Choral Recitation (Inter Class)
- Ex-tempore Speech comp. (Inter House Rep.)

Story -telling Competition (Inter House Rep.)
Debate Competition (Inter Class)
Skit/Drama Competition (Inter Class)
Speech Competition (Inter House Rep.)
Spelling Bee (Inter House Rep.)
Fancy Dress Competition (Inter House Open)
Patriotic Songs Competition (Inter Class)
Quiz Competition (Inter House Rep.)

**A student can take part in only two inter house events in the Representative category.*

SPORTS & GAMES

Annual Sports
Football Tournament
Badminton Tournament
Table Tennis Tournament
Kabadi Tournament
Basketball Tournament
Volley Ball
Cricket Tournament
Yoga Demonstration Tournament

SPECIAL ACTIVITIES

Basket Ball
Bull-Bull
Classical Music
Cricket
Cubs
Classical Dance
Fine Arts
Foot Ball
Guides
NSS
School Band
Table Tennis
Scouts
Volley Bal
Yoga

REGULARITY RECORD

Non-attendance and leave

Days & Date	Reasons with Guardian's Signature and Date	Signature Principal/ Class Teacher

<p>NOTE TO PARENTS</p>
<p>NOTE TO PARENTS</p>
<p>NOTE TO PARENTS</p>
<p>NOTE TO PARENTS</p>
<p>NOTE TO PARENTS</p>

PROGRESS REPORT

Nursery to KG II

Name Class Roll No.....

Subject	First Term	Second Term	Annual Exam.
English (Oral)			
English (Written)			
Mathematics			
Science			
General Knowledge			
Singing/Rhyme			
Reading			
Handwriting			
Drawing			
Attention			
Character			
Cleanliness			
Science KG II			
TOTAL			
Rank			
Attendance			

PROGRESS REPORT

Class I to Class VIII

Name Class Roll No.....

Subject	First Term	Second Term	Final Average
English I			
English II			
Mathematics			
Science			
Social Studies			
Value Education			
General Knowledge			
Bengali			
Hindi			
Handwriting			
Drawing			
Singing			
Character			
Cleanliness			
TOTAL			
Rank			
Attendance			

PROGRESS REPORT

Higher Secondary

Subject	Full Marks	Pass Marks	1st Term	2nd Term	Annual Average
English	100	40			
History	100	40			
Political Science	100	40			
Education	100	40			
Home Science	100	40			
Geography	100	40			
Environmental Studies	A	C			
Value Education	A	C			
TOTAL					
Percentage (%)					
Rank					
Work Education					
Physical Education					
Social Service					
Attendance					

HOME WORK NOTE

Date	Subject	Assignments	T. Sign.

CLASS TEACHER'S REMARKS

PRINCIPAL'S/HEADMISTRESS'S REMARKS

RECORD OF COMPLAINTS

Name

Class Roll No.

Date	Nature of Complaints	Teacher's Signature	Parents Signature

RECORD OF MERIT

Name

Class Roll No.

Date	Nature of Merit	Teacher's Signature	Parents Signature

Responsibility of Class Leaders

1. Special attention shall be paid by class teachers in choosing suitable leaders.
2. Leaders must be as far as possible exemplary in conduct and industrious in their studies.
3. They must be able to command respect in the class.
4. They are employed for all assistance in the class eg. Maintaining discipline, collecting or distributing books, attending to cleanliness and neatness of the classroom, bringing charts, maps, reporting to concerned authorities about various needs of the class, up keeping of bulletin boards etc.
5. They must rubout the writing on the blackboard immediately after each period.
6. The leaders will write each day on the blackboard, the date and the number of students present in the class.
7. The leaders will be responsible for all the happenings in the class during the absence of the teacher.
8. Periodic meetings of the leaders will be held under the guidance of appointed supervisors where methods and means are discussed and adopted for improving discipline and redressing grievances.
9. It is incumbent on all leaders to report to the principal, the teacher in-charge or the class teacher any breach of discipline noticed even during recess.
10. In the event of a teacher being absent, they must inform the Headmistress within the first five minutes from the commencement of the periods.

Responsibility of the SPL and ASPL

1. He/She should ensure that the leaders carry out their duties in a responsible and impartial manner.
2. He/She should command the whole school in discipline at prayer assemblies every morning and all school gatherings.
3. He/She should be constantly alert, observant and sensitive to the needs of the school and act promptly after consulting and getting orders from the principal.
4. He/She should show exemplary behaviour with head held high, providing a shining example of leadership, trust, courtesy, love and goodness.
5. He/She should bring to the notice of the teachers minor day-today problems of students like fights, misunderstandings, injuries, damage to school property, missing articles, etc.

Non Attendance and Leave Record

To be entered briefly in ink. Leave for 3 or more days must be applied together with medical certificate. Please bear in mind that 75% attendance is compulsory to be promoted to the next class.

Name..... Class/Section.....

Parent's Signature.....

Date	Reason	Parents signature	Sign of the class teacher/ Principal
	I have been absent from school for _____ days from ____/____/2018/19 to _____ / _____ / 2019/20 on account of _____ _____ _____		
	I have been absent from school for _____ days from ____/____/2018/19 to _____ / _____ / 2019/20 on account of _____ _____ _____		
	I have been absent from school for _____ days from ____/____/2018/19 to _____ / _____ / 2019/20 on account of _____ _____ _____		
	I have been absent from school for _____ days from ____/____/2018/19 to _____ / _____ / 2019/20 on account of _____ _____ _____		

Application for Renewing the School Bus
facility for the Academic year - 2019

To
The Principal
Holy Cross School



From ,
Name of the candidate (IN BLOCK LETTERS)

Present Class (2019).....Sec

Full residence Address (IN BLOCK LETTERS)

.....

.....Pincode

Phone.....Mobile No

Sub : Renewal of School Bus facility for the coming year - 2019.

Dear Sir,

My ward would like to avail school bus facility for the coming year 2019.

The Bus Stoppage for my Son / Daughter is given below

Bus Stoppage from :

Yours faithfully

Name;..... Name;.....

Signature of the parent / Guardian Signature of the student

Date..... Signature of the Parents

STUDENT'S LEAVE-LETTER FORMAT

From
Name: -----

Class: ----- Sec. ----- Roll No. -----

Place ----- Phone No. -----

To
The Principal
Holy Cross School Kumarghat

Subject:

Respected Principal,

May I bring to your kind attention that I have been / will be absent
from school for -- days from --/--/2019/20 to ---- / --
--- / 2019/20 on account of -----

Yours faithfully,

Date --- / -- / 2019/20

Signature of the Parent / Guardian

Granted ----- days Medical / Special leave.

Principal

- Please Note:**
- **Leave means authorized absence from classes.**
 - **All requests for leave should be previously made in-writing.**

Note

A series of horizontal dotted lines for writing notes.

