



SCHOOL PROSPECTUS



ST. XAVIER'S SCHOOL
PAKYONG- 737106, EAST SIKKIM

DIOCESAN EDUCATIONAL PLAN

MISSION & VISION STATEMENT

*To form a caring human community moulding
conscientious young men & women
of competence; commitment and compassion*

FEATURES

Affiliated to the council for the Indian School Certificate Examinations, New Delhi, Since 1979.

- Co-Ed from LKG - XII (ICSE & ISC, curriculum)
- Seperate blocks for Primary & Secondary Section.
- Stream offered in C. XI - Humanities and Science
- Boarding facilities for Boys & Girls within the school campus
- Full fledged school campus covering 12 acres of land with:
 - Two sizeable Football Grounds
 - Two Basketball courts
 - Indoor Table Tennis & Badminton courts
 - School Library
- School Motto - " For God and Country"



PROSPECTUS

The School: St. Xavier's School is a Christian minority private educational institution owned and administered by the Roman Catholic Diocese of Darjeeling-Sikkim. It is co-educational English medium school. It seeks to create a spirit designed to encourage growth in the exercise of responsible freedom, respect for human personality, appreciation of true values and enlightened awareness of the responsibilities of knowledge, love and service. As part of the training of the students, an endeavour is made to guide the students to choose those recreational, cultural and creative activities which will contribute to their spiritual, moral, mental and physical well being and enable them to become whole persons and worthy citizens of this country.

Academic

St. Xavier's School conducts classes from LKG to XII leading to:

- The ICSE (X) and
- The ISC (XI & XII)

The School is affiliated to the Council for the Indian School Certificate Examinations, New Delhi.

ICSE (X)

Group I: English, Second Language, History & Geography (Compulsory)

Group II: Mathematics, Physics, Chemistry, and Biology

Group III: 6th Subjects: Economical, Commercial and Computer Applications (Any one)

ISC (XII)

SCIENCE: English (Compulsory) Physics, Chemistry, Biology, Mathematics and Computer or Language

HUMANITIES: English (Compulsory)

History, Geography, Economics, Political Science or Mathematics, Computer or Language.

CO-CURRICULAR ACTIVITIES: A broad programme of co-curricular activities supplements the curriculum. A student should become member of at least one of the following:

- | | | | |
|-----------------------------|----------------|-------------------|-------------|
| a) NCC | b) Scouts | c) Guides | d) NSS Club |
| e) Music Club | f) School Band | g) Heritage Club, | |
| h) Xaverian Eco-Orchid Club | | | |

Other than these Elocution, Quiz, Painting, Singing and other contests are

GAMES & SPORTS: Facilities for the following games/sports are provided: Football, Volley Ball, Basket Ball, Badminton, Table Tennis, Cricket, Kho-kho and Athletics.

Regular coaching camps are conducted during the year by qualified coaches. Students are encouraged to take part in these camps and Inter House Tournaments.



UNIFORM: All students from LKG to XII are required to attend school in full uniform on all working days, and on all official school functions.

The uniform consists of Worsted Grey Trousers (Classes V – XII) for boys, Shorts for Classes LKG to IV for boys. Tunic for Girls from classes LKG – IV, pleated skirts for girls from classes V – XII.

Full white sleeve shirts for all from Classes LKG – XII, School tie, respective House badges (Cl. I – XII), School cardigans for classes LKG – X, Blue blazer with school crest for classes XI – XII, and flat bottomed (Naughty Boys) black shoes for all.

For attending PT/ SUPW classes, all students will come in respective PT uniform with white canvas and white school socks.

Trousers for boys: single pleated/Circumference of the trousers' bottom must be 16 cm.

Note: On all Saturdays, all the students will come to school with respective house uniform and track suit including School Captain, Vice-Captain, Prefects, House Captains and vice captains.

P.T DRESS: From Classes I – XII will be same for all. The prescribed dress for boys and girls will be available in Pakyong Bazaar.

HOUSE ASSEMBLY: On Saturdays, the school assembly will be House wise. Students will wear House wise uniform and common track suits and white canvas with white socks. No students will be allowed to attend classes without prescribed uniform.

DISCIPLINE: This aspect of education is given great importance in this Institution. Therefore, violation of school rules, directions and norms, disrespect towards the school and its authority and staff in words and deeds open or covert, disrespect towards the teaching and non-teaching staff may INCUR SEVERE PENALTY INCLUDING DISMISSAL of the students concerned. Also, students who are habitually irregular in their attendance and work, or who cause harmful injury (physical or otherwise) towards their fellow students, or those who have spoiled the good name of the institution by their behaviour in and outside the school and students who have failed to secure promotion for two consecutive years, will be asked to leave the school. Discipline is kind but necessarily strict. Parents and guardians are expected to abide by the Disciplinary committee's decisions where a particular student or a group of students is concerned in and outside the school. Boarders asked to leave the hostel on any disciplinary ground will automatically cease to be students of St. Xavier's.



HOLIDAYS & VACATIONS: Beside the major winter vacation, there are three short vacations summer, Pujas and Diwali. Other leaves, therefore, need prior permission from School authority. Students who are absent for any reason, should produce a duly signed leave note by the Parents/Guardians in the school office and same should be approved by the Principal or Vice-Principal. If the leave is due to continued illness, the leave note should be accompanied by a medical certificates/treatment record by an approved medical officer. With regard to the leaves, norms are subject to disciplinary action which the school authority deem fit, including heavy fines, suspension, or even dismissal from the school. Everyone must be present on the last and the first working day before and after the vacations.

Parents/Guardians are strongly discouraged to take the children/ their wards for long treatment during normal class days. Unless it is very urgent, or when they have official prior appointment from the doctors for continued treatment. In the latter case, they are required to come with all the medical reports and fitness certificate accompanied by Parents/Guardians.

EXAMINATIONS, RESULTS AND PROMOTIONS: During the First and Second terms, regular Unit-Tests are held. The result of the unit test will be noted in the UT marks column in the student's school diary. Parents/Guardians are expected to make it a point to go through this particular column and counter sign the same. There are three term examinations. Progress reports are given to students to be shown to their parents/guardians and to be counter signed by them. Performance of a student throughout the whole academic year will be taken into account in tabulating the promotion of a student. To help the parents, guardians and students in this regard, promotion criteria will be given to all concerned, in the month of April. Attention of Parents/Guardians and students is drawn to the fact that the pass marks for all the school examinations is 40 % in every subjects. Please note that there is no system on re-examination for students who have been absent from any unit tests or term test.

As far as promotions are concerned **KINDLY DO NOT PRESURISE EITHER THROUGH INFLUENTIAL PEOPLE OR THROUGH SOCIAL, POLITICAL ORGANISATIONS. IT IS NOT BECOMING FOR PARENTS/GUARDIANS OF ST. XAVIER'S SCHOOL.** Parents/Guardians are encouraged to visit the school as often as possible and meet the school authority or concerned subject teachers to ascertain the progress of their children/wards.

NO PRIVATE TUITION IS PERMITTED IN THE SCHOOL





ADMISSION: All students seeking admission into this Institution are required to undergo an admission test in English and Mathematics. Candidates seeking admission should apply in the months of September – October for registration (Reg. Fee ₹1500/- non-refundable) for the new academic session. Information regarding the Interview/Admission will be displayed in the school's main notice board. Only successful candidates will be granted admission to the classes for which they have given test. A written admission tests are held for classes UKG – VII, and an interview for class LKG.

Documents required are: BC, T/C if any, half yearly progress report is must.

NOTE: Date of birth once entered in the admission form cannot be changed (Ref. letter from the Dept. of Education, Govt. of Sikkim, No. 613/Est – 1, Edn, dated 05/08/03).

HOSTEL FACILITIES: There are separate hostels for Boys and Girls. JEEVAN JYOTI HOSTEL for Boys under the

care of School Fathers, NIRMALA HOSTEL for Girls, under the care of Sisters of St. Joseph's of Cluny. Hostel

accommodations are granted only after getting admission in the school. All admissions to the Boys' and Girls' hostels are

done only through the school. There is no arrangement to be made before a student is admitted into the school. Students f

rom outside Pakyong are compulsorily to stay in these school Hostels

Please apply to the following address for more information regarding Girls' Hostel:

Sr. Superior,
Nirmala Girls' Hostel,
Pakyong, East Sikkim
(03592 – 257833)

PROVISIONAL ADMISSION TO CLASS XI (SCIENCE & HUMANITIES)

Students desirous of joining Cl. XI after the Board Examinations (ICSE, CBSE, NOS, and other Boards) in ISC stream should register their names by 1st week of April and will have to go through the selection test in English, general science, mathematics and History and Civics. Classes commence from the week after the declaration of selection test.

School prospectus is available from school account section. Only the registered candidates are allowed to stay for the test. Registration fee of Rs. 1500/- (non-refundable) to be deposited in the A/C section along with Board's Admit card. However, admission till the publication of the board result will remain provisional. If a candidate is selected in the test, and he/she fails to acquire required percentage - Science: 70% in PCB & Mathematics, Humanities: 50% in History & Civics will not be allowed to continue in the same opted stream.

Students coming from other than ICSE Board must have following subjects:

- 1) English as First Language
- 2) Second Language (as distinct from English-any of Indian languages)
- 3) Other subjects such as Science (PCB), Mathematics, History & Civics and any other Subjects which Council has permitted.

Subjects offered:

SCIENCE: English (compulsory) Language or Computer, Mathematics, Physics, Chemistry, and Biology.

HUMANITIES: English (compulsory) Language or computer, History, Geography, Economics, Political Science or Mathematics.

NOTE:

- A student failing to get the required academic marks in the Board Examination, will be required to change the stream and switch over to the one for which he/she is eligible.
- Students from outside Pakyong, admitted to Class XI (Arts or Science) are required to deposit the tuition fee for the whole year at the time of admission. The same will be forfeited should the student leave or is withdrawn on his/her own, after getting admission in this institution.
- STUDENTS OF CLASSES XI & XII WHO ARE FROM OUTSIDE PAKYONG ARE COMPULSORILY TO STAY IN THE SCHOOL HOSTEL (JJH & NGH) THEY ARE NOT PERMITTED TO STAY AS PAYING GUEST.
- Students of Classes XI & XII must wear Navy Blue Blazer every day.

SOME IMPORTANT SCHOOL REGULATIONS

- ENGLISH WILL BE SPOKEN BY ALL STAFF AND STUDENTS AT ALL TIMES IN SCHOOL PREMISES.
- Students and staff should be punctual for morning assembly and for the class. No one who has been absent or late may be admitted into the class without a leave/late note signed by the Principal/Vice-Principal. Space for this leave/late note is provided in the school diary.
- The school is not responsible for goods lost. Students are advised not to bring valuable articles, Mobiles and money to school. POSSESSION OF MOBILE PHONES WILL INCUR A FINE OF RS.5000/ AND CONFISCATION OF THE SAME. All of our students are expected to be honest and truthful at all times, especially with regards to the goods that belong to others. THINGS ONCE CONFISCATED WILL NOT BE RETURNED.
- Day Scholars/Boarders who do not return promptly after the holidays (major/minor) are liable to disciplinary measures which may include suspension, heavy fines, or even dismissal as the school authorities may deem fit.
- Private tuition for students is not allowed. Teachers will be most willing to help those who need extra help during their free time or after the classes. No teachers are permitted to take private tuition business as this practice will result in negligence of the regular classes.
- Buying eatables from the hawkers outside the school premises is strongly forbidden. Violation of this rule may incur heavy fines.
- Day scholars are not to leave the school premises during normal class hours except during lunch break. During other times, a permission slip is to be obtained from the Principal/Vice-Principal to leave the premises.
- Dismissal from the school hostel on disciplinary ground will result in dismissal from the school since his/her admission is on hostel quota.
- Boarders should get explicit permission from the Hostel Superintendent/Principal/Vice-Principal to leave the hostel/School premises at all times.
- Students, who want to go out of the class room for any reason, should obtain a permission slip from the incoming/outgoing subject teachers.
- Personal letters of the students are to be addressed to their home/ Hostels address. Only official letter may be addressed to the school address.
- USE OF TOBACCO PRODUCTS IN ANY FORM, CONSUMPTION OF ALCOHOLIC DRINKS, USE OF GANJA, AND DRUGS IN ANY FORM WILL RESULT IN IMMEDIATE DISMISSAL WITHOUT ANY CONSIDERATION. NO SECOND CHANCE WILL BE CONSIDERED.
- Absolute silence must be maintained in the school library at all times. Library books, newspapers and magazine should be handled with utmost care and returned within the stipulated time.
- Chewing of gums/eating/bring soft drinks in the class room is strictly forbidden. Violation of this rule will incur heavy fines.
- Anyone who runs away from hostel will be automatically expelled from school.
- Students involved in bullying and ill treating the young ones in school as well as hostel will be expelled from school without any consideration.
- Parents and guardians are urged to inculcate in their children/wards a taste for prayer, a sense of the Divine and the necessary of ethical and spiritual values right from their homes.
- All Parents/Guardians of students admitted into St. Xavier's School, Pakyong, Sikkim are required to sign the school Identity-cum-agreement certificates.
- Students (specially of higher Classes) are not allowed to develop and cultivate deep and committed friendship with a single person of the opposite sex from among the school community and its open manifestation in the class rooms or in the school campus. Parents of such students who develop and continue such committed friendship will be asked to withdraw their son/daughter from the school as such students can hardly concentrate on their studies besides adversely influencing fellow students to take up similar mode of school life style.
- PARENTS/GUARDIANS ARE EXPECTED TO ACCEPT AND ABIDE BY THE DISCIPLINARY MEASURES TAKEN BY THE SCHOOL/HOSTEL AUTHORITIES.

