

MAR BASELIOS OCEAN STAR PUBLIC SCHOOL

Affiliated to CBSE, New Delhi; No: 930917, School Code:75884

*Managed by The Malankara Catholic Educational Society of the
Major Archdiocese of Trivandrum*



Founded in 2001

“Build the Nation”

THALACHIRA P.O., CHIRATTAKONAM

Kottarakkara, Kollam– 691538

Kerala, South India

Phone: 0474 – 2404040, 7558050626

E- mail: marbaseliosschool@gmail.com

www.marbaseliosoceanstarschool.com

**SCHOOL DIARY &
STUDENT’S HAND BOOK
2023 – 2024**

Name.....

Standard..... Div..... Roll No..... House.....

Adm.No..... Phone No.....

Bus No..... Conductor’s Name.....Phn No.....

BRING THIS HAND BOOK TO SCHOOL EVERY DAY



Patron & President of the Society

HIS BEATITUDE MORAN MOR BASELIOS CARDINAL CLEEMIS

*(Major Archbishop Catholicos of
the Malankara Syrian Catholic Church)*

Founder

Moran Mor Cyril Baselios Catholicos

Correspondent (Un-aided Schools):

His Excellency Aboon Mathew Manakkarakavil Polycarpus

Bursar

Rev. Fr. Joseph Thottathilkadayil

Principal

Rev. Sr. Ancy Joseph S.H

Vice Principal

Mrs. Bindhu.P

OFFICE BEARERS

Bursar	: Rev.Fr. Joseph Thottathilkadayil
Principal	: Rev. Sr. Ancy Joseph S.H
Vice Principal	: Mrs. Bindhu .P
Head Mistress	: Mrs. Swapna Bintu
Accountant	: Mr. Joby James
PRO	: Mr. Vishakh.M

THE MENDING MASS

The teachers will continuously monitor and assess the curricular, co-curricular and extra curricular activities of the students to ensure the total development of their personality. To know the progress of your ward the parent should contact and visit the teachers timely.

COUNSELLORS

1. Rev. Fr. Thomas Poovannal MA, M.Th, M.S, CPE
2. Rev. Dr. Sr. Jermine DM

TEACHING STAFF

Sl.No.	NAME	Designation	Phone No.
1	Rev. Sr. Ancy Joseph S.H	Principal	9495845042
2	Bindhu.P	Vice Principal	8590038069
3	Swapna Bintu	Head Mistress	9562771252
4	Leena.R	TGT	9656915766
5	Anna Mini Sam	TGT	9400809229
6	Sunitha Padman	TGT	9961801393
7	Lekha Pillai	TGT	9495095183
8	Sheeja P.M.	TGT	9061134493

Sl.No.	NAME	Designation	Phone No.
9	Suja Simon	TGT	7034320750
10	Nancy Mol. S	PRT	8590594592
11	Jeeja T.S.	PRT	9495710017
12	Anitha Kumary.C	PRT	9846541424
13	Preethy Thomas	PRT	9495218805
14	Beena George	PRT	9746808455
15	Vidya A.K.	PRT	9496817479
16	Shibi John	PRT	9747802145
17	Jesno Varghese	PRT	9947687258
18	Jyothikrishnan A K	PRT	8592886981
19	Jemi T Abraham	PRT	9946784587
20	Sulu Jijo	PRT	8075720874
21	Ashamol.N	NTTC	9526917208
22	Saramma Baby	NTTC	8547551556
23	Bini Babu	NTTC	7902320688
24	Ruth Mary Varghese	NTTC	9400708383
25	Anitha Mathai	NTTC	9946973524
26	Bindhu C.N.	NTTC	8281794989
27	Vishak.M	PET	9544424658

NON TEACHING STAFF

Sl.No.	NAME	Designation	Phone No.
1	Joby James	Accountant	7907807172
2	Bindhu C.N	Store Keeper	8281794989
3	Asha Mathew	Librarian	9747799561
4	Sajeev.T	Driver	9249775465
5	Sabukumar	Driver	9495208467
6	Linu	Driver	9744586374
7	Pradeep R	Driver	9746918361
8	Shibu	Driver	8921026121
9	Sosamma	Conductor	9539709912
10	Rosamma	Conductor	9544807725
11	Salini	Conductor	9526277655
12	Vimala.S	Helper	9544182567
13	Jancy.G	Helper	9562674291
14	Daisy.G	Helper	8129973030
15	Ponnachan K.O	Peon	7510866210

CLASS INCHARGE

CLASS	TEACHER INCHARGE	Phone No.
PREKG	Bindhu C.N.	8281794989
LKG A	Sulu Jijo	8606373153
LKG B	Bini Babu	7902320688
LKG C	Anitha Mathai	9946973524
UKG A	Ashamol.N	9526917208
UKG B	Ruthmary	9400708383
I A	Anithakumary.C	9846541424
I B	Jyothikrishnan A K	8592886981
II A	Jeeja T S	9495710017
II B	Sheeja P.M.	9061134493
II C	Jesno Varghese	9947687258
III A	Saramma Baby	8547551556
III B	Shibi John	9747802145
IV A	Jemi T Abraham	9946784587
IV B	Beena George	9746808455
V A	Sunitha Padman	9961801393
V B	Lekha Pillai	9495095183
VI	Preethi Thomas	9495218805
VII	Vidya A.K.	9496817479
VIII	Leena.R	9656915766
IX	Swapna Bintu	9562771252
X	Bindu.P	9446825406

SCHOOL TIMING

Working hours : 8.15 am - 4.00 pm

8:15 am – 9.10 am (Student’s Study Time)

8:45 am	-	Teachers’ Prayer	
9:15 am	-	First Bell	
9:20 am	-	Second Bell (Prayer)	
9:25 am	-	10:10 am	- First Period
10:10 am	-	10:50 am	- Second Period
10:50 am	-	11:00 am	- Interval
11:00 am	-	11:45 am	- Third Period
11:45 am	-	12:30 pm	- Fourth Period
12:30 pm	-	01:00 pm	- Lunch Break
1:00 pm	-	01:45 pm	- Fifth Period
1:45 pm	-	2:30 pm	- Sixth Period
2:30 pm	-	2:40 pm	- Interval
2:40 pm	-	3:15 pm	- Seventh Period
3:15 pm	-		- First Bell
3 : 20 pm	-		- National Anthem
3:20 pm	-	04:00 pm	- IX & X (Special class)

Time for Meeting Teachers

8:45 am - 9:15 am

3:30 pm - 4:00 pm

School Store

8:30 am - 3:45 pm

Time for Meeting the Principal

10.00 am - 11.30 am

*Parents should seek permission from the principal before meeting teachers.
Nobody except parents/ guardian is allowed to meet students and teachers
during working hours.*

MAR BASELIOS OCEAN STAR PUBLIC SCHOOL, CHIRATTAKONAM
STUDENT'S PROFILE

(To be filled in by the parent/guardian and returned to the school)

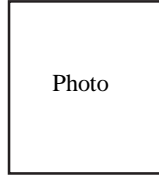


1. Name of Pupil
2. Class..... DivisionRoll No.....House.....
3. Date of Birth
4. Ad. NoAadhaar Card No.....
5. Religion
6. Caste : SC/ST/OBC
7. Father's Name.....Occupation.....
8. Mother's Name..... Occupation.....
9. Residential Address
-
-
- Land line:.....Office:.....
- Mob No. Father:.....Mother:.....
10. Mode of Conveyance (School Bus/ Private Vehicle/Own Vehicle/ Pedestrian)
11. Boarding Point.....School Bus No
12. Details of Brother / Sister studying in this school
Name..... Class & Division.....
Name..... Class & Division.....
In case of emergency contact,
Name.....
Ph.no.....

MAR BASELIOS OCEAN STAR PUBLIC SCHOOL, CHIRATTAKONAM

STUDENT'S PROFILE

(To be filled in by the parent/guardian and returned to the school)



1. Name of Pupil
2. Class..... DivisionRoll No.....House.....
3. Date of Birth
4. Ad. NoAadhaar Card No.....
5. Religion
6. Caste : SC/ST/OBC
7. Father's Name.....Occupation.....
8. Mother's Name..... Occupation.....
9. Residential Address
-
-
- Land line:.....Office:.....
- Mob No. Father:.....Mother:.....
13. Mode of Conveyance (School Bus/ Private Vehicle/Own Vehicle/ Pedestrian)
14. Boarding Point.....School Bus No
15. Details of Brother / Sister studying in this school
Name..... Class & Division.....
Name..... Class & Division.....
In case of emergency contact,
Name.....
Ph.no.....

E - Alert

AUTHORIZATION LETTER FOR RECEIPT OF SMS ALERTS & UPDATES

The Principal
Mar Baselios Ocean Star Public School
Chirattakonam, Thalachira P.O.

Respected Sir/ Madam,

I hereby agreed to receive Short Message Service (SMS) alerts and updates from the management of Mar Baselios Ocean Star Public School, Thalachira PO, Chirattakonam, relevant to the education of my ward, for the year 2023-24, via the School MBOS SMS service.

Name of the student.....

Class..... Division.....Male/Female.....

Name of the Parent/Guardian.....

Phone No. 1

Phone No. 2.

Thanking you

Date :

Signature of the Parent/Guardian

NB : 1. If there is any change in phone no. please inform the office immediately
2. For further details on SMS alert, please contact school office.

MEDICAL INSPECTION RECORD

To be filled in by the parent & attested by a medical Practitioner

1. Name of the student: 2. Age:.....
3. Height : 4. Weight : 5. Blood group with Rh factor:
Details of medical history (include physical/learning disability if
any).....
.....
.....

Special instruction to the Class teacher:

- a) Food allergy:.....
- b) Drug allergy:.....
- c) Any other:.....

Declaration by the parent,

I have furnished the facts and instructions given above to be used in
case of a medical emergency.

Parent's name:.....

Signature:.....

Attestation by a medical practitioner:

I have examined (name of the student).....

Remarks if any

.....
.....

The facts given above have been verified by me.

Name & signature of medical officer
with designation / hospital

MY TEACHERS

1. Class Teacher : _____
2. English : _____
3. Spoken English : _____
4. Malayalam : _____
5. Hindi : _____
6. Mathematics : _____
7. Social Science : _____
8. EVS/Science : _____
9. Physics : _____
10. Chemistry : _____
11. Biology : _____
12. I.T : _____
13. G.K : _____
14. M.S : _____
15. P.T : _____
16. Drawing : _____

17. CCE

Activity	Teacher
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

MAR BASELIOS OCEAN STAR PUBLIC SCHOOL CHIRATTAKONAM

THE SCHOOL & IT'S IDEALS

Mar Baselios Ocean Star Public school established in the year 2001, was founded by Johnson Karoor with the blessings of His Beatitude Moran Mor Cyril Baselios Catholicos, the late Major Archbishop Catholicos of the Major Archdiocese of Thiruvanthapuram. It started as a pre-school and was gradually upgraded as Lower Primary, Upper Primary and High School and adopted the CBSE syllabus. Within a few years the school got recognition among the people for its sincerity in service and excellence in quality education. In 2012 the school was accredited with CBSE affiliation due to the strenuous attempt made by Rev.Fr.Varghese Kizhakkekara .The classes are run by a team of professionally trained and dedicated teachers. The school has been rendering praise worthy service to the society. This is the year of refinement and revitalization of the course of its voyage.

The school situated near St.Mary's MSC Church at Chirattakonam, 2.5 km from Valakom, is owned and managed by the Malankara Catholic Educational Society of the Major Archdiocese of Thiruvanthapuram. One of the primary apostolates of the Archdiocese is its service in the field of Education. For the last 88 years the society has been rendering excellent service in providing quality education to thousands of students across the nation inspired by the great love of God based on fundamental human values emphasizing on intellectual, physical, moral and spiritual growth of the children and making them self-reliant, to become the ideal citizens of the country. The educational programme of the Major Archdiocese of Thiruvanthapuram is guided by the universal values and principles of the Gospel.

Patron

His Beatitude Moran Mor Baselios Cardinal Cleemis Catholicos, the Head of the Malankara Syrian Catholic Church, is our patron of the institution.

Objectives:

“Music flows from the flute when the wooden rod is properly carved and put embouchure”. Education is the development of the potentials in the child. The talents innate in a child are precious gifts of God and are to be used for the good of the mankind. Keeping this in view Mar Baselios Ocean Star Public School tries its best to develop the child academically, aesthetically and spiritually, thus ensuring the integrated growth of the child. Its educational goals have always been something more than the ordinary or mediocre. It has always tried to reach out to all irrespective of caste, colour and creed, without compromising on quality, values and excellence. The school has taken utmost care to mould a generation which respects elder, shows veneration and fidelity to values and has fellow feeling. The school requests the parents and students to share and co-operate with its aims and objectives.

Motto

“*Build the Nation*” is our motto which is envisaged through an excellence in education.

Mission

By these years, the school will transform the students as educationally competent, morally sound and socially committed persons by providing a vibrant learning ambience.

Courses Offered

The school prepares the students for the CBSE (Central Board of Secondary Education) examination from LKG to standard X. The medium of instruction is English. Students are expected to speak English within the school campus. Malayalam and Hindi are compulsory languages from standards I to VIII. In standards IX and X the students can choose either Malayalam or Hindi. The school follows NCERT text book.

Co-curricular Activities

In order to enable the students to achieve the integration of education and cultural values with a true philosophy of the life, the school provides ample opportunities to the students for co-curricular activities through the Literary Association, Science Club, Audiovisual theatre, Quiz, Arts, Sports, Games, Study Tours, Computer Activities, Dance, Instrumental and Vocal Music, Public Speaking, Leadership Camps, Yoga, Martial Arts, Mass PT, Magazines, News Letters, Bulletin Boards etc.

ADMISSION & WITHDRAWALS

- a) Admission to the LKG class of the succeeding academic year is given in January of every year. Application forms and prospectus are issued from the school office in November.
- b) The minimum age for admission to Pre-KG class is 3 and to standard 1 is 6 years as on the 31st of May of the year in which admission is sought. The age limit varies correspondingly for admission to other standards. Relaxation to age limit will not be granted.
- c) Admission to all classes other than LKG is strictly restricted to the number of seats arising in each class every year and a selection test will be conducted on the date announced at the end of every academic year.
- d) Students seeking admission from other States or Countries should produce Transfer Certificates counter signed by competent educational authorities/embassies of the countries concerned.

Withdrawals

- a) Advance application signed by the parent or guardian is requested for withdrawing a student from the school.
- b) If a pupil is admitted to or withdrawn from the school in the middle of a term, tuition fee for the whole term should be paid.
- c) Transfer certificate will be issued only after all dues are cleared and all the books borrowed from the library are returned.
- d) The Principal may ask a parent/guardian to withdraw a child, if the child does not comply with the discipline of the school or is incapable of coping up with the curriculum.

EXAMINATIONS & PROMOTIONS

The CBSE scheme of assessment is three dimensional. Students' performance will be assessed in scholastic, co-scholastic and disciplinary aspects. Instead of formative assessment the Board has introduced Internal/Periodic Assessment (PA) of 20 marks along with a written examination of 80 marks. The students will be assessed in Art Education, Work Education, Health and Physical education as a part of co-scholastic assessment. Attendance, sincerity, behaviour and values are assessed as part of discipline. A student is eligible to appear in the Annual/ Board Examination if he/she has 75% attendance. Parents are advised to watch the progress of their children very closely, consult the teachers and take advice whenever necessary.

- 1. Scholastic Area** (100 marks): There will be two terminal examinations and Board Examination in a year, other than the unit tests. After every term examinations progress reports will be

issued to students in the presence of parents by the concerned class teachers.

Written Board Examination: Students have to secure at least 33% marks out of 80 marks in each subject. A written examination for 2-3 hrs will be conducted for 80 marks in each subject covering 100% syllabus of the subject of respective classes. Marks and Grades both will be awarded for individual subjects. 9-point grading will be followed same as previous years.

Periodic Assessment: Students have to secure at least 33% marks out of overall 20 marks enmarked in each subject. 10 marks of it will be allotted for the periodic tests, 5 marks for notebook submission and 5 marks for subject enrichment Activities. The internal assessment comprising 20 marks entails objectivity and a structured approach. The teachers are expected to make it an effective tool.

- i) **Periodic Tests:** The school conducts periodic written. The gradual increasing portion of content would prepare students to acquire confidence for appearing the Board examination with 100% syllabus. The school will take the average of the best two tests for final mark submission.
- ii) **Portfolio:** The portfolios are an extension of notebooks developed subject-wise. They would include classwork and homework assignments that would help evaluate learner's progress. Besides this, portfolio should be a space for the student to display his/her exemplary work in the related area.
- iii) **Notebook Submission:** As a part of internal assessment it is aimed at enhancing seriousness of students towards preparing notes for the topics being taught in the classroom as well as assignments. This also addresses the critical aspect of regularity, punctuality, neatness and up-keeping of notebooks.
- iv) **Subject Enrichment Activities:** These are subject specific application activities aimed at the enrichment of understanding and skill development. These activities are to be recorded internally by the respective subject teachers.

For languages: Activities conducted for enrichment in languages should aim at equipping the learner to develop effective speaking and listening skills.

For subjects: The listed laboratory /practical works or activities, map and project works as prescribed by the CBSE.

2. **Co-scholastic Area:** Co- curricular activities will be graded on a 5-point grading scale (A-E) by the concerned teachers and will have no descriptive indicators. No upgradation will be done.
 - i) **Work Education:** It is a distinct curricular area for the students for participating in social, economic and welfare activities. Through these skill- based activities students get a sense of family and community and develop self-reliance.
 - ii) **Art Education:** It constitutes an important area of curricular activity for the integral development of the personality of the students. Students will select one or more forms of creative arts; visual and performing.
 - iii) **Health & Physical Education:** A regular period is given for Physical Education. Indigenous sports, martial arts and yoga are encouraged for creating a sense of physical fitness, discipline, sportsmanship, patriotism, self-sacrifice and health care.
3. **Discipline:** It significantly impacts career shaping and helps building character. Attention, sincerity, good behavior and values develop strength and foster unity and co-operation. Class teacher will be responsible for grading the students on a 5-point scale (A- E).

Documentation:

Records pertaining to the internal assessment of the students will be maintained for a period of 3 months from the date of declaration of the result. If any those involving grievances may however be retained beyond three months.

GRADE POINTS SCHOLASTIC

Mark Range	Grade
91 - 100	A ₁
81 - 90	A ₂
71 - 80	B ₁
61 - 70	B ₂
51 - 60	C ₁
41 - 50	C ₂
33 - 40	D
32 & below	E(failed)

Promotion

- a) Promotion to a higher class is based on a student's performance in the various assessments conducted during the year.
- b) Results are published at the end of every academic year. Requests for review of the results will not be entertained.
- c) Results will be withheld if there are any fee dues.
- d) The promotion list will be put on the school notice board .Results will not be communicated to the parents or students by any other means.
- e) Students who fail to score 40% average in each subject will not be permitted to continue in the School.
- f) Promoted students can collect the text books for the new academic year by April of every year.

CERTIFICATES

Parents who require various certificates like character and conduct certificate, date of birth certificate, identification certificate, transfer certificate etc must give an application a week in advance.

LEAVE OF ABSENCE

- a) Students should try not to be absent from the school for any purpose other than illness.
- b) For unavoidable reasons parents are required to make a prior application for leave whenever possible. A brief record of leave of absence duly signed by the parent should be maintained in the diary on the page provided for the same.

- c) If a student is absent for 3 or more days without prior notice, the Principal has to be met personally and permission obtained for rejoining.
- d) If a student is absent without permission for more than a couple of weeks his/her name shall be removed from the register. To rejoin, re-admission procedure will have to be followed.
- e) In case of long absence due to illness, kindly attach medical certificate with the application. No leave of absence will be granted for monthly or terminal examination.

UNIFORM & ATTIRE

- a) The school uniform is to be worn on all working days including Saturdays and during special classes. However students can put on simple and modest casual wear on their birthdays, but no objectionable inscriptions or graphics should be displayed on the clothing.
Low-waist & pencil cut pants and such other style are strictly prohibited.
- b) On Wednesday, all students have to wear house uniform, black shoes & socks.
- c) Keep your footwear well polished and clean.
- d) Girls with long hair shall be twin braided and pinned with white hair buns. Boys should maintain short and trimmed hair. No fashionable hair styles are permitted.
- e) Students are not allowed to grow their nails.
- f) Do not wear gold ornaments.

KG Section

Boys: Lavender shorts with half sleeved check shirt having emblem stitched on left chest, black shoes and lavender socks and lavender and white striped tie and belt.

Girls: Lavender pinafore with check shirt having emblem stitched on left arm, black shoes and lavender socks, white bow, lavender and white striped tie and belt.

Std I – IV

Boys: Deep blue shorts with half sleeved striped shirt having emblem stitched on left chest, black shoes with blue socks and deep blue and white striped tie and belt.

Girls: Deep blue shorts with puffed striped shirt having emblem

stitched on left chest, black shoes with blue socks and, and deep blue and white striped belt.

Std V - X

Boys: Deep blue shorts with half sleeved striped shirt having emblem stitched on left chest, black shoes with blue socks and deep blue and white striped tie and belt.

Girls: Deep blue ladies pants and sleeved (3/4th) Nehru collared striped shirt with a deep blue over-coat having emblem stitched on left chest, blue socks with lady's black shoes.

Stitching style must be in the prescribed manner.

LIBRARY

1. All the staff and the students are directed to avail themselves of the library facilities in the school.
2. Students may borrow only one book at a time and return it after a week and it can be renewed for another week.
3. Books can be issued/returned during the library periods.
4. If the book is lost or damaged or defaced, a fine of double the cost of the book will be levied.
5. Reference books shall not be taken out of the library.
6. Library books are to be returned before the last working day of February.

PARENT- TEACHER ASSOCIATION

The Parent- Teacher Association (PTA) of the school is very strong and active in supporting the academic and the total development of the students. Class wise PTA meetings are organized timely, which will be informed through SMS or hand book, to evaluate the academic performance of the students. It is highly necessary to have a healthy and constant relationship between the school and the parents. Kindly avoid meeting with the teachers directly without the permission of the principal.

DISCIPLINE

- a) Discipline is an integral part of the learning process. For this a student has to learn self-control over his emotions and impulses. He must learn to live in harmony with others by respecting the customs and traditions of others and society, by keeping the laws of the country and by obeying the commandments of God.

- b) Order must be the hall-mark of our school. For this an atmosphere of silence must be maintained by everyone during working hours in class-rooms, staff-rooms and office. Thus everyone should contribute to maintain an excellence of standards in everything.
- c) The school insists on punctuality, regular attendance, good manners, cleanliness and devotion to study. Above all a student must be courteous to superiors and fellow students.
- d) Class timings are from 9:15 am to 3:15 pm. Pupils must be in their classrooms by the first bell at 9:10 am. Early comers are expected to sit in their respective classrooms preparing their lessons in silence.
- e) Please note that the school gates will be closed at 9:15 am .Whoever wants to enter the campus after that should take permission from the principal. Disciplinary action will be taken against regular late comers.
- f) Every student shall bring the text books and note books required for the classes neatly covered and labelled. No news papers, periodicals or pictures shall be brought to school.
- g) All assignments shall be regularly done and submitted in time. Parents/Guardians are requested to read the REMARK sections of the school diary of their ward every day.
- h) No child may be taken away during school hours without the permission of the principal/ vice principal and the presence of their parents/ guardian and shall also sign in the movement register.
- i) Every student is required to maintain the school premises clean and tidy. Waste paper/ plastics and other waste materials should be deposited in the bins provided for the purposes. Defacing or damaging of school property may result in disciplinary action and making good of the cost.
- j) Pupils are responsible for the safe custody of their books and other belongings. No valuable articles or money should be brought to school. Dangerous objects are banned and bringing them to school will result in expulsion.
- k) The school will not be responsible for the loss of any articles.
- l) Students must move along the corridors and veranda in absolute silence and in an orderly manner. While moving to classes or halls, they are to keep left and move in a line.
- m) Students who remain in their class rooms during intervals are not allowed to play inside. They are not allowed to play in the corridors

or in the school yards during intervals.

- n) In the absence of a teacher, it is the class leader's responsibility to keep order in the class. Strict silence should be observed inside the class during such times.
- o) If a teacher has not come to the class within 3 minutes after the bell given for the period, the class leader should inform the matter to the vice principal.
- p) **Students are expected to converse only in English while they are in the school campus.**
- q) If any student is found sick or wounded, the matter should be immediately reported to any of the teachers for immediate attention.
- r) All students are expected to strictly follow the instructions given by the class teacher through the class leader.
- s) Students travelling by school buses should queue up when they board the buses.
- t) Students are not allowed to wear gold or silver ornaments at school. Electronic equipments like mobile phones, mp3 players, memory cards, smart watch etc. shall not be brought to school. Violation of which will be taken seriously, including imposing a huge fine.
- u) Misbehaviour in the bus, violence in school, participation in unhealthy groups are considered as major disciplinary violation. Reports of violence in any form in or out of the school shall result in rustication of the pupil concerned.
- v) The school will not be responsible at any means for the use of motor vehicles by the students.
- w) Students should never forget to wish 'Good morning/Good afternoon/ Good evening' as they may meet the teachers and other respectable persons and elders. Students should speak honestly and frankly and never be shy but cheerful always, and show signs of good manners, courtesy and culture in conversation saying 'thank you, please, yes teacher, etc'. Students shall not scream or howl in the school.
- x) Students as well as parents are expected to speak and behave courteously at all time to the teaching and non teaching staffs.
- y) Indulging in physical violence or use of offensive language /gestures will be viewed very seriously and appropriate action will be taken.
- z) Rule of touch should be compulsorily observed in the school campus.

TIPS TO STUDENTS

- a) Be punctual and be attired in prescribed uniform and be a role model.
- b) Never hesitate to say an emphatic 'NO' when asked or tempted to do anything wrong.
- c) Be God-fearing. Remember all true wisdom begins and ends in God. Take care; never offend God, thus alienating His help from you.
- d) Never waste time, time is precious, never seek excuses for being absent from school and for omitting the assignments. Be neat and tidy in your work.
- e) Follow up your studies day by day. Do not postpone anything. Never be afraid of asking further explanation from your teachers.
- f) Choose your friends carefully. Good friends will help you both by word and example.
- g) Take part in games.
- h) Take challenges bravely.
- i) When studying, keep your mind only on your books. If you read, read useful books; do not get crazy for comics, animated cartoon and video games.
- j) Good behavior is an expression of the fine character.
- k) Be polite, obliging and helpful. Be careful not to hurt anyone with your words or actions.
- l) Be a cheerful giver; you will help to create a beautiful world.
- m) Label your name and class on your belongings.

SUGGESTIONS TO PARENTS

- a) Dress your child neatly but sufficiently in loose and comfortable dress. Let the socks be clean, shoes polished and without foul odour.
- b) It will be useful if you send an additional set of uniform (for nursery classes) every day.
- c) Avoid gold or silver ornaments totally. Do not allow your child to bring mobile phones, dangerous objects, toys or expensive gadgetsto school.
- d) Attach identification tags or name slips to all the belongings of your child (Books, bags, towels, tiffin boxes, water bottles etc.)

- e) Please send limited quantity of food which the child likes in lunch boxes along with a towel for keeping the lunch place of every student clean.
- f) Celebrate your child's birthday in a novel way. Instead of distributing sweets please donate few stationery items for charity purposes.**
- g) Please do inform class teacher in writing, if your child has any health problem, minor or major, and for administering medication for Asthma, Allergy etc.
- h) If a child has any particular traits or character or any other matter that needs special care, kindly inform it to the class teacher.
- i) There is infirmary room in the school to give medical aid to children. Whenever necessary, parents will be informed. In an emergency the child will be hospitalized.
- j) If any child board the wrong bus or fail to board the bus or not being collected in time, he/she will be kept in the school, till received by his/her parents.
- k) Parents will have to make their own arrangements for students who come to school for extra classes or to practice for events.
- l) Kindly provide the driver's name, contact number, photocopy of the license and the vehicle number of the private vehicles arranged for the conveyance of the students made by you.
- m) Go through the hand book every day and sign the daily entry and relevant pages. Ensure that your child completes his/her homeworks and assignments on time. Take note of the teacher's remarks and follow ups on corrections and incomplete works.
- n) Please do remember that a disciplined child at home will be a disciplined child at school. Take interest in their tests, assignments, daily works and other activities. Check your child's uniform, bag, grooming and punctuality in the morning. Give enough attention to health, growth, behaviour etc. of your child and to keep their uniform, identity card, school bags, books, tiffin box and water bottle neat and tidy.
- o) Please do attend the classes and general PTA meetings without fail. You will be able to meet the teachers during those days and discuss your child's progress with them. If you are unable to attend please inform the class teacher.
- p) Please visit the teachers, during the intervals only.
- q) Please do not visit your child or the teachers in their classrooms

without the permission of the principal .In case of emergency, contact the front office.

- r) Kindly avoid criticizing the teachers in the presence of your children.
- s) Please do not believe everything that your child tells you about the teachers or the school. Children are very imaginative and they cook up stories to escape punishment.
- t) But if you have genuine complaints please do not hesitate to bring the matter to notice of the school authorities.
- u) Kindly send an authorization letter if someone else is deputed to collect yours child from school.
- v) Please keep all the receipts of payments and other valuable documents of your child that are given from the school and kindly submit the fees in due time.
- w) Fine Rs. 20/- will be levied from the undisciplined students. The amount shall be transferred to charity fund.

COUNSELLING

Learning is possible only in a fear free ambience. A counselling centre is functioning in the school to reduce the fear and anxiety of the students, parents and teachers as well. Students, parents as well as the teachers can avail the services of the counselor whenever it is necessary.

SCHOOL BUS RULES & REGULATIONS

- a) The students can travel by school bus only after remitting the bus fees and obtaining Journey Card from the school office. The route and other details can be obtained from the office. The bus fees for 3 months are collected in advance. Note the following points as safety measure.
- b) Students with guardians are requested to be present at the boarding point at least 5 minutes before the arrival of the bus.
- c) While in the bus, do not stretch your head or hands out of the bus, be disciplined and never make any unnecessary noises.
- d) Guardians should ensure that children board the bus safely and are taken back on their return.
- e) Students who travel by school bus should always carry the Journey Card with them.
- f) No one is allowed to travel by the bus without the permission of the principal.

- g) The school bus will not wait for late-comers.
- h) 75% of Bus Fees is only allowed for one way trip.

On the Road

“When you are in the street keep the rules of the road. Be decent and gentle in walking. Avoid staring and pointing others. Avoid noisy talk. When crossing a road, look at the signals. Always walk by the right hand side of the road. Use foot path. Take care of yourself when you have to follow queue system. Wait patiently for your turn. Skipping others and taking unjust advantage is an uncultured habit.”

PAYMENT OF FEES

- 1. First installment of fees shall be remitted before receiving the text books.
- 2. All other installments should be remitted before 10th of every month.
- 3. Parents and guardians should keep the receipts issued to them and produce them as a proof of payment of fees, if needed.

Declaration by Parents

I have read the prospectus in detail and agree to abide by the rules and regulations of the school.

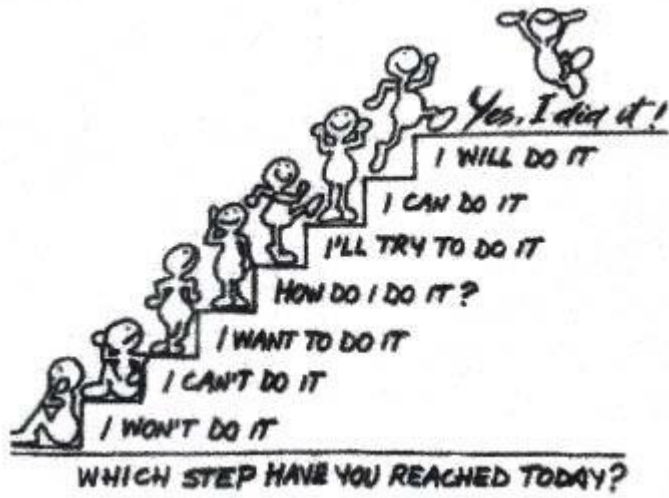
(Signature)

Date

.....

(Parents Name)

HOW AND WHY I NEED TO CHANGE?



It is better to correct oneself rather than waiting for others. So

..... I Need to

I

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PRAYERS

SONG - 1

*There shall be showers of blessings This
is the promise of love
There shall be season refreshing
Sent from the Saviour above*

*Ch: Showers of blessings Showers of
blessings we need Mercy drops
round us are falling But for the
showers we plead.*

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

SONG - 2

*I just keep trusting my Lord
As walk along
I just keep trusting my Lord
And He gives me a song
Though 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
such a faithful friend I
can count on him Till
the very end. (2)
Though the storm, clouds darken the sky
O'er the heavenly trail
I just keep trusting my Lord
He will never fail*

SONG - 3

**God will make a way
Where there seems to be no way He
works in ways we cannot see He
will make a way for me**

**He will be my guide
Hold me closely to His side
With love and strength for each new day He
will make a way, He will make a way**

**By a roadway in the wilderness, He'll lead me And
rivers in the desert will I see
Heaven and Earth will fade but His Word will still remain And
will do something new today (Oh, God will make a way..)**

SONG - 4

ssZhta Rm≥ \n≥ khnt[
 lqΠpssi | fpamsbδpw
 AW™nSpt°mf \o \n≥,
 Ir] Fδn→ XqIWta (ssZhta.)
 k;Δ /m\Øn≥ DdhnSamw tZhm \o
 \ns, /m\Øm→ Ftδ \nd°nSWta
 Rm≥ sNøpw I;ΩBf \n≥ Ir]bm→ BIWta
 Fs, hoYn |fn→ \o Zo]ambnStW
 hnZy GlnSpw Cu hnZymebtØbpw
 t\;hgnlm´pδ A[ym] | tcbpw
 \o XδXmsa≥ amXm]nXm°sfbpw
 \n≥ A\p{K |Øm→ \nXyw \nd°oSWta (ssZhta.)

SONG - 5

NnΣbcq]m Nnc÷ohm
 kv\lkzccq]m PKZoim
 Pohk¥mbIm \an°pδp
 l\nthmsSδpw A\p{Kln°q (NnΣb)
 Bbncw hk¥Bf hnS;δmepw
 Bbncw aghn√p sXfn™mepw
 \nZm¥ kuμcyta \ns, ap°n→
 \njv{] `at√m NcmNcBf (2) (NnΣb)

THE LORD'S PRAYER

Our Father who art in Heaven,
Hallowed be Thy Name, Thy kingdom come.
Thy Will be done, on earth as it is in heaven.

Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. For the Kingdom, the Power and the Glory are Yours now and forever. Amen.

TEACHER'S PRAYER

Oh! Divine Teacher, we give you thanks and praise for all your blessings. Oh! Saviour of the world, we offer ourselves to you as devoted teachers. Help us to acknowledge our responsibilities. As we are builders, help us to build up our students as integrated personalities so that they can play their part well on their stage of life. As we are moulders, help us to mould the characters of our students by instilling in them principles of morality both by percept and by example. As we are leaders, help us to direct and guide the steps of our pupils towards the heights of truth, goodness, faith and love. As we are lovers, help us to love our students whether they are good or bad, clever or dull, rich or poor, with a love that is noble and inspiring. Help us that our selfishness, weakness, problems and anxieties may not trouble our children. Help us always to remember that we work with the most precious material in the world, the mind of a child. Help us to remember that the future of the nation and of the world is in our hands. Above all, grant us the grace to reflect your light everywhere and love one another. Bless our staff and students and family in a special way. Oh! Lord, bless all those who have cared and nourished the growth of this institution in the past. Amen.

MORNING PRAYER

Oh! my loving God, give me your grace and blessings. Help me to apply my mind to do my studies that I may understand and remember what I learn. Give me courage to work well and to fulfill my duties. Bless our school, teachers, elders and friends. Let my work be worthy of you, my Lord to whom I offer it.

EVENING PRAYER

We give you thanks Almighty God, for all the blessings and for helping us to learn our lessons well and for keeping us healthy and happy. Watch over me and bless those who have helped me. Amen.

PRAYER BEFORE LUNCH

Bless us, Oh Lord, for these your gifts which we are about to receive from your bounty through Christ our Lord. Amen

PRAYER AFTER LUNCH

We give you thanks almighty God, for all your benefits which we have received through Christ our Lord. Amen.

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 my parents, teachers and all elders respect 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. Jai Hind !

[XnÚ

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Rm≥ Fs, amXm]nXm °tfbpw Kpcp °Σmtcbpw apXnçìðh tcbpw BZcn°plbpw _lpam\ñ°plbpw sNøpw. FvmhtcmSpw Rm≥ hn\btØmSp lqSntb s]cpamdp/bp≈p.

Rm≥ Fs, cmPytØmSpw Fs, \mçplmtcmSpw {}Xn]Øn bp≈h\mbncn°psaðv {}Xn/sNøpðp. AhcpsS tEaØnepw sFizcyØnepw am{XamWv Fs, kpJw. Pbv `mcXv !

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NATIONAL ANTHEM

*Jana-gana-mana-adhinayaka jaya he
Bharatha-bhagya-vidhatha
Punjab-Sindhu-Gujaratha-Maratha
Dravida-Utkala-Bhanga
Vindhya-Himachala-Yamuna-Ganga
Uchala Jaladi-tharanga
Thava Subha name Jage
Thava Subha Ashisha mage
Gahe thava jaya-gatha
Jana-gana-mangala dayaka jaya he
Bharatha bhagya vidhatha
Jaya he, Jaya he, Jaya he,
Jaya, Jaya, Jaya, Jaya he.*

TRANSLATION OF NATIONAL ANTHEM

Thou art the ruler of the minds of all people, dispenser of India's destiny. Thy name rouse the heart of the Punjab, Sindhu, Gujarat and Maratha of the Dravid, Orissa and Bengal echoes in the hills of the Vindhyas and Himalayas mingles in the music of the Jamuna and the Ganges and chanted by the waves of the Indian sea. They pray for thy blessing and sing thy praise. The savings of all people's want sin thy hand, Thou disappear tiny Victory, Victory. Victory to thee.

ACADEMIC CALENDAR 2023-2024

TIPS FOR STUDY

How to learn more in less time.

1. Take up first the subject you dislike the most. Once you have done this, the rest of your work will be easy.
2. Do not hesitate to ask your teacher or your companions, things you do not grasp clearly. Never leave doubts un-answered as this will put you in greater difficulties later.
3. Do not continue working when you are tired: walk round the garden, or talk to a friend or have some other pleasant interruption, but only long enough to refresh you. Finish your lessons and don't waste time, for time is precious.
4. Get enough exercise everyday, it will keep the mind fresh.
5. Pray often to the almighty God to help you in your studies.
6. Never omit the lesson or home-work assigned: for it will be like missing a train that you can never catch afterwards.
7. Always make sure that you have understood the work done in the class clearly and thoroughly.
8. If memory work is assigned, learn it over-night and repeat it in the morning.
9. Always take down in your diary the work that is assigned for the next day.
10. All home-works should be done neatly and the day's work always dated. Each new home- work should be done on a fresh page.
11. Make a daily time-table for yourself (the different subject in order of difficulty, the most difficult one being first). In this way you will learn to become a person of regular habits.
12. Write the equations in bold letters and paste it near your study table, so that it will be easy to remember.

TEACHERS' REMARKS

Date	Remarks	Signature of Parent	Signature of Teacher

APPLICATION FOR LEAVE OF ABSENCE

MAR BASELIOS OCEAN STAR PUBLIC SCHOOL

Date	Days of Absence	Reason	Parent's Sign	CT's Sign



CLASS SCHEDULE

PERIOD & DAY	I	II		III	IV	V	VI		VII
MON			I			L U N C H B R E A K		I	
TUE			N				N		
WED			T				T		
THU			E				E		
FRI			R				R		
			V				V		
			A				A		
SAT			L			L			

SYLLABUS FOR ALL CLASSES.....

FIRST UNIT TEST TIME TABLE

Date	Day	Time	Subject

PORTIONS FOR FIRST - UNIT TEST EXAM

Malayalam	
English	
Hindi	
Social Science	
Mathematics	
Science/EVS/Biology	
Physics	
Chemistry	
I.T	
G.K	
M.S	

SECOND UNIT TEST TIME TABLE

Date	Day	Time	Subject

PORTIONS FOR SECOND UNIT TEST EXAM

Malayalam	
English	
Hindi	
Social Science	
Mathematics	
Science/EVS/Biology	
Physics	
Chemistry	
I.T	
G.K	
M.S	

MID TERM EXAMINATION TIME TABLE

Date	Day	Time	Subject

PORTIONS FOR MID TERM EXAM

Malayalam	
English	
Hindi	
Social Science	
Mathematics	
Science/EVS/Biology	
Physics	
Chemistry	
I.T	
G.K	
M.S	

THIRD UNIT TEST TIME TABLE

Date	Day	Time	Subject

PORTIONS FOR THIRD UNIT TEST EXAM

Malayalam	
English	
Hindi	
Social Science	
Mathematics	
Science/EVS/Biology	
Physics	
Chemistry	
I.T	
G.K	
M.S	

