

I am Special



I am special
as special as can be.
No one in the world
is just like me.

Name.....

Std..... Div.....

Roll No..... Ad. No.....



STELLA MARIS ENGLISH MEDIUM SCHOOL

VALANJAVATTOM - 689 104, THIRUVALLA, KERALA

CBSE Affiliation No. 930713

E-mail : smaristvla@yahoo.com

Fax : 0469 - 2713472

PERSONAL MEMORANDA

Name of the pupil
Ad.No.....Date of birthSex.....
Std.....Division.....Roll No.....House.....
Religion.....Caste.....SC/ST/OBC.....
Aadhar No.....BPL/APL.....
Residential address.....
.....Phone.....

Name of Mother.....
Occupation.....Mobile.....
Name of Father.....
Occupation.....Mobile.....
Name of Local Guardian (if any).....
Occupation.....Phone.....

Sibling studying in Stella Maris
Name.....Class.....
Name.....Class.....
Person to contact in case of emergency.....
Phone No.....

Mode of Transport Car/Auto/Jeep/School Bus
School Bus Boarding Point.....Bus No.....

I have read all rules & regulations of the school and I promise to abide by them and see that my child fully conforms to the standard required of him/her in conduct and studies.

Date.....

Specimen Signature

Signature of Parent/Guardian

Father

Mother

Local Guardian

Stella Maris English Medium School

Stella Maris English School started in 1990, is owned by the Daughters of Mary Congregation, Thiruvananthapuram. The school is affiliated to the Central Board of Secondary Education (C.B.S.E.), Delhi. The school prepares students for the All India Secondary School Examination (A.I.S.S.E.) conducted by the CBSE. It admits students of all communities irrespective of caste and creed.

VISION

The primary aim of education is to form the human person, especially the young, rooting them firmly in justice, truth, peace and faith.

MISSION

We seek to create an atmosphere of responsible freedom for the integral formation of the students, who stand about as men of sound character, real competence, creative leadership, academic excellence and genuine concern for others.

This guiding vision and professed mission as understood and practised at Stella Maris School all these years, implies that real education is holistic, pupil-centred, excellence-oriented and based on the generous co-operation of the stakeholders.

It is holistic because it aims at the total development of the pupils intellectual, emotional, social, cultural, aesthetic, moral, physical, spiritual and religious dimensions.

It is pupil-centred in so far as the teacher is more a mentor who inspires confidence and promotes active learning instead of passive listeners. It is excellence-oriented in the sense that it is a ceaseless striving. Excellence depends on tenacity, right relationship co-operation with others and competition with oneself.

The stakeholders in the participative process of education are the pupils, the parents and the educators.

The educators imbibe the Jesus system and implement it. As co-educator the parents support the teachers and supplement their

efforts by supervising their children's study at home. The pupils realise that everything is done for them and they respond with a sense of responsibility and reap the reward.

Thus Stella Maris School has been a living and interacting community

MOTTO : LIGHTED FOR LIFE

OBJECTIVES

1. To hold up before the students an integral view of life based on moral values and perspectives and promote their all round development, intellectual, physical and spiritual.
2. To provide an education which aims at excellence in the pursuit of knowledge and encourages creativity and independent thinking.
3. To awaken in students an awareness of social and economic realities in the world around them and a sense of social responsibility, to develop in them qualities of leadership and thus train them to be responsible and useful citizens of India.

CURRICULUM

Course of Study consists of :

- A. Language : English, Malayalam and Hindi.
- B. Mathematics
- C. General Science
- D. Social Science
- E. Art Education-Art, Music, Dance, Keyboard
- F. Physical & Health Education-Yoga, Karate
- G. Value Education
- H. Work Education
- I. Computer Science
- J. Band

School Timing

09.00 a.m.	- 1 st Bell, Teacher's Prayer
09.10 a.m.	- 2 nd Bell
09.15 a.m.	- Prayer, Assembly
09.30 - 10.10 a.m.	- 1 st Period
10.10 - 10.50 a.m.	- 2 nd Period
10.50 - 11.00 a.m.	- Short Break
11.00 - 11.40 a.m.	- 3 rd Period
11.40 - 12.20 p.m.	- 4 rd Period
12.20 - 01.00 p.m.	- Lunch
01.00 p.m.	- First Bell
01.05 p.m.	- Second Bell
01.05 p.m. - 01.40 p.m.	- 5 th Period
01.40 p.m. - 02.15 p.m.	- 6 th Period
02.15 p.m. - 02.50 p.m.	- 7 th Period
02.50 p.m. - 02.55 p.m.	- Short Break
02.55 p.m. - 03.30 p.m.	- 8 th Period

VISITING HOURS

Parents can meet the Principal at noon on all working days. Parents can meet the teachers in the afternoon from 3.30 p. m to 4.00 p. m. However in an emergency they can meet the teachers with the Principal's permission.

OFFICE HOURS

9.00 a.m. to 4.00 p.m.

(1st and 3rd Saturdays are working days)

Phone Number : LPS - 0469- 2611521
: H.S. - 0469 - 2610805, 2713472

SCHOOL UNIFORM

The School Uniform is a discipline in itself. All students must come to school well groomed and in clean, well-pressed uniforms. The norms prescribed for uniform must be adhered to strictly.

Hair must be neatly combed and shoes must be polished.

L.K.G.

Girls : Red Check frock with Sandal colour

Boys : Red Check Shirt with sandal colour and sandal colour shorts

U.K.G.

Girls : Red Check frock

Boys : Red Check Shirt and red colour shorts

Class 1&2

Boys : Shorts & Shirt red check with blue stripes, Dark blue shorts

Girls :Frock (Pink Check with blue stripes) with belt.

Wednesday

Boys : Pink T Shirt and dark blue shorts

Girls : Dark blue frock with red T Shirt.

STD III - X

Boys : Red check shirt, Dark Blue Pants, Black shoes, Dark blue socks with light Blue stripes, school belt & ID Card.

Girls : Red check shirt, Dark Blue pants, Dark blue overcoat, Black shoes, Dark Blue socks with light blue stripes & ID Card.

During House function students (V-X) shall wear their respective House Colour 'T' shirts with black pants.

Low waist pants are not allowed.

SCHOOL PRAYER

Our Father in heaven / holy be your name / Your kingdom come / your will be done/ on earth/ as 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

PRAYER BEFORE CLASS

Oh! God,bless our studies/enlighten our minds/ strengthen our memories/ and direct our will / towards what is right.

PRAYER AFTER CLASS

Oh! God,grant that/ we may remember/ what we have learnt/ forgive our shortcomings /and give us courage/ to follow/ the path of truth always

PRAYER BEFORE EXAMINATION

Oh loving God, enlighten our mind/strengthen our memories and bless us to do well in the examination. Keep us healthy in mind and body/all through my examination.

PRAYER BEFORE MEALS

Dear God our Father, we praise you and thank you for giving us daily our food. Bless us and bless your gifts.

PRAYER AFTER MEALS

We thank you, O God, for all the gifts you have given us.

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.

Song 1

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,

Ch : Oh Master, grant that I may never seek
So much to be consoled as to console,
To be understood as to understand,
To be loved as to love with all my soul.

Make me a channel of your peace.
Where there's despair in life let me bring hope
Where there is darkness, your shining light
And where there's sadness ever joy.

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

Song 2

This little guiding light of mine
I'm ging to let it shine (3)
Let it shine all the time
Let it shine !

Hide it under a bushel Oh ! no (3)
I'm ging to let it shine (3)
Let it shine all the time
Let it shine !

Take this little light round the world
I'm ging to let it shine (3)
Let it shine all the time
Let it shine !
Make my little light burn for thee (3)

Song 3

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

There is only one God
There is only one king
There is only one Body
That is why I sing. so (Bind us...)

We are the family of God
We are the promise divine,
We are God's chosen desire,
We are the glorious new wine (Bind us..)

Song 4

Praise Him Praise Him
Praise Him in the morning
Praise Him in the noon time
Praise Him Praise Him
Praise Him when the sun goes down
(Followed by) love, serve Him etc.....

Song 5

Like a sun flower, that follows every
Moment of the Sun (2)
So I turns towards you
To follow you my God (2)
In simplicity, charity, I follow (2)
In simplicity, fidelity, I follow (2) (Like a sunflower)

Song 6

HOLY VIRGIN, BY GOD'S DECREE

1. Holy Virgin, by God's decree
You were called eternally,
That He could give his Son to our race.
Mary, we praise you, hail full of grace.
Ave. ave, ave Maria
2. By your faith and loving accord
As the handmaid of the Lord,
You undertook God's plan to embrace.
Mary, we thank you, hail full of grace.
3. Refuge for your children so weak,
Sure protection all can seek,
Problems of life you help us to face.
Mary, we trust you, hail full of grace.
4. To our needy world of today,
Love and beauty you portray,
Showing the path to Christ we must trace,
Mary, our mother, hail full of grace.

Song 7

MOTHER OF JESUS

Mother of Jesus and mother of lowliness,
Bearing the light of the world,
Radiant with glory, the glory of Jesus,
Conceived by the spirit of God.

1. In the beginning of time,
God's Holy Spirit did shine,
Breathed on the deep and the darkness of night
Bringing the promise of light,
2. Then in the fullness of time
Came the same spirit sublime
Breathed on the womb of the Virgin of grace,
called her the chosen of God.

3. Wondrous the moment that heard
You say "Amen" to the word
Son of the Father and Light of His light
Face of the God head unveiled
4. Mary our Lady of light
You are the Father's delight
Pray for us, sinners, to Jesus, your Son
Show us the light of the world.

Song 8

SCHOOL ANTHEM

A happy band
From far and near
We meet to learn
the right to dare
Beloved School Stella Maris Hai,
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 Proudly let us stand
United heart and hand
That God may bless and
keep Stella Maris School.

National Anthem

Jana Gana Mana Adhinayaka Jaya He
Bharatha Bhagya Vidhatha
Punchab Sindh Gujarath Marata
Dravida Utkala Banga
Vindhya Himachala Yamuna Ganga
Uchala Jaladhi Tharanga
Thava Subha Naame Jage
Thava Subha Asisha Mage
Gahe Thava Jaya Gadha
Jana Gana Mangala Dayaka Jaya He
Bharatha Bhagya Vidhatha
Jaya He, Jaya He, Jaya He
Jaya Jaya Jaya Jaya He.

Authentic English Translation of the National Anthem

Thou art the ruler of the minds of people,
The dispenser of Indian's destiny,
The name rouses the earth of the Punjab,
Sind, Gujarat, Maratha, Dravid, Orissa and Bengal,
It echoes in the hills of the Vidhyas and
Himalayas, mingles in the music of
Yamuna and Ganga and is chanted by
The waves of the Indian sea.
They pray for Thy blessing and sing Thy praise
Thou Dispenser of India's destiny
Victory, Victory, Victory to thee.

A MODEL DAILY PROGRAMME

- 5.00 a.m. - Wake up
- 5.30 a.m. to 7.30 a.m. - Prayer, Study
- 7.30 a.m. to 9.00 a.m. - Breakfast, News Paper
Reading, To school
- 9.30 a.m. to 3.30 p.m. - At School
- 4.00 p.m. to 6.00 p.m. - Play, Bath
- 6.00 p.m. to 7.00 p.m. - Study
- 7.00 p.m. to 8.00 p.m. - Prayer, Dinner, T.V.
- 8.00 p.m. to 10.00 p.m. - Study
- 10.00 p.m. - Bed Time

NB : Study the above daily programme carefully and prepare your own programme in consultation with your Parent/Guardian and write it down in the space provided.

MY DAILY PROGRAMME

Signature
Student

Parent

Class Teacher

GENERAL DIRECTIVES

Admission

1. Application for admission must be submitted in the prescribed form which can be obtained from the school office.
2. Admission is open to both boys and girls. It is restricted by certain policies of the management and by the condition of age, ability and conduct of the candidate.
3. While seeking admission the following documents are to be produced.
 - a. Transfer Certificate
 - b. Birth Certificate
 - c. Aadhar Card
 - d. Community Certificate (for SC/ST/Backward only)

ATTENDANCE

1. As regular attendance is an important element for successful work; no student should absent himself/herself from class and school programmes without sufficient reason.
2. Attendance on the re-opening and closing days are compulsory, special permission is required in exceptional cases.
3. In case of serious illness the Principal must be informed on time, and leave application should be accompanied by a doctor's certificate. Long absence from the school without prior intimation will be viewed seriously. They are liable to be removed from the roll. Leave record should be duly filled by the parent/guardian.

4. Pupils will not be allowed to leave the school during the working hours.
In case of emergency the parent or the guardian should seek permission from the Principal personally.
5. Pupils who come late should, obtain the signature of the class teacher in the Late Record Sheet of the school diary.
6. Every student must take part in physical education and other co-curricular activities unless rendered medically unfit or exempted by the Principal.

Class I & II

In class I and II the following skills and competencies will be assessed.

A Languages

- | | | |
|----------------------|---|--|
| 01. Reading Skills | - | Pronunciation, Fluency, Comprehension. |
| 02. Writing Skills | - | Creative Writing, Hand writing, Grammar, Spelling, Vocabulary. |
| 03. Speaking Skills | - | Conversation, Recitation. |
| 04. Listening Skills | - | Comprehension. |

B Mathematics

- Concepts, Activity, Tables, Mental ability.

C Environmental Science -

- Environmental sensitivity, Activity, Project, Group Discussion.

D Co-curricular Activities

- | | | |
|------------------|---|--|
| a) Games | - | Enthusiasm, Discipline, Team Spirit, Talent. |
| b) Art/Craft | - | Interest, Creativity, Skills. |
| c) Music / Dance | - | Interest, Rhythm, Melody. |

E Personality Development - Courteousness, confidence, neatness, care of belongings, regularity and punctuality, initiative, self control, respect for other's property, sharing and caring.

F Health - Height (cms)
Weight (kg)

Five points scale for indicating the achievements will be marked.

A - Outstanding	90%	-	100%
B - Excellent	75%	-	89%
C - Very Good	56%	-	74%
D - Good	35%	-	55%
E - Scope for improvement below	35%		

Classes III-V

A Languages

01. Reading Skills - (Loud Reading) Pronunciation, Fluency, Comprehension.
02. Writing Skills - Creative Writing, Handwriting, Grammar, Spelling, Vocabulary.
03. Speaking Skills - Conversation, Recitation.
04. Listening Skills - Comprehension, Extra reading activities / Project.

B. Mathematics - 1. Concept; 2. Activity; 3. Tables; 4. Mental ability; 5. Written work.

C. Environmental Science- 1. Environmental sensitivity; 2. Activity/Project; 3. Group discussion.

Science - 1. Concept; 2. Activity/Project; 3. Scientific skills; 4. Group discussion.

- D. Computer Education-** 1. Skills, 2. Aptitude
- E. Games** - 1. Enthusiasm; 2. Discipline;
3. Team spirit; 4. Talent (strength, stamina and speed)
- F. Art/Craft** - 1. Interest; 2. Creativity; 3. Skill
- G. Music / Dance** - 1. Interest; 2. Rhythm; 3. Melody
- H. Personality Development** - Emotional maturity, self knowledge, self esteem, self confidence, self reliance , courage and conviction, time management, goalsetting,resource management and adaptability

Class VI to X

Assessment is made in three areas. 1. Scholastic areas;
2. Co-scholastic areas 3. Discipline

Part - I : Scholastic areas

Student has to secure 33% marks out of 80 marks in each subject & 20 marks internal assessment

Part-2 : Co-Scholastic Activities

To promote co-curricular activities for the holistic development of the student, these activities will be graded on a 5 point grading scale (A to E).

Activities are work education or pre-vocational education, art education and health & physical education.

Part-3 : Discipline

It includes attendance, sincerity, behaviour and values.

Part-2 (B): Work Education

Part - 2 (C): Visual and Performing Arts

Part - 2 (D): Attitudes and values

Attitudes towards teachers, school mates, school programmes, and environment. Value system refers to the framework which must be developed right through Primary to Secondary level.

These will be recorded after a period of observation over the year by the Class Teacher in consultation with the subject teachers.

Part - 3 : Co-curricular Activities

It consists of Co-curricular Activities where in choice in participation and assessment of there is available. It has two subparts to be assessed on a five point grading scale.

- Part - 3 (A) :**
1. Literary and Creative Skills
 2. Scientific Skills
 3. Information and Communication Technology
 4. Organisational and Leadership Skills (Clubs)

A student is expected to choose two activities from these four groups and will be assessed.

Part - 3 (B): Health and Physical Activities

Co-Curricular Activities

To organise activities, the school constitutes the following clubs. Members of each club will gather together on Wednesday every week and implement their own programmes separately and will conduct common programmes as per the time schedule.

CLUBS

A

1. Technocrat Club
2. Heritage Club
3. Mathematics Club
4. Literary and Debating Club
5. Computer Club
7. Health club

B

1. Social Service Club
2. Dramatic Club
3. Sports Club
4. Arts Club
6. Eco Club

Students of Class VI to X should compulsorily choose one club each from group A and B.

LIBRARY RULES

“Reading makes a perfect man”

1. All students are members of the school library.
2. Strict silence should be observed in the library at all times.
3. Students should not bring any book of their own into the library except their note books and a pen or pencil. A very short summary of the book read must be written in the library note book.
4. Books will be issued to students during the library periods mentioned in the time table.
5. Any book lost must be replaced or duly compensated for. Fines will be levied for damage to books borrowed.
6. Reference books and other books like the Dictionary and Encyclopedia etc, cannot be taken home. They are to be read only with in the library.
7. Books should be returned on or before the due date indicated on them without fail.
8. No book, magazine or newspaper should be taken out without the permission of the Librarian.

RULES FOR LABORATORY

1. Silence should be observed while doing practicals in the laboratory.
2. The instructions given by the teacher must be followed.

3. Students will be responsible for any breakage or loss of the apparatus which is used in the experiment. Every breakage or loss should immediately be reported to the teacher.
4. Students shall bring to laboratory proper record books and observation note books and shall record all observations after the experiments are performed.
5. Students will hand over the chemicals and apparatus taken for the experiment to the teacher when the experiment is over. They shall not take out or bring in any chemicals or instruments to the laboratory.
6. Students shall strictly adhere to safety rules & regulations while in laboratory.

SUGGESTIONS TO PARENTS

1. Parents are requested to co-operate with the school authorities by enforcing regularity and discipline, by seeing that the children prepare their lessons and by remitting the fees on scheduled dates. They are also expected to see that their children attend school in the prescribed uniform and with the required books.
2. Openhouses are conducted for all classes. Parents will be invited individually as and when it is found necessary.
3. All official matters will be transacted only in the school and during office hours.
4. Parents are encouraged to give positive suggestions for the improvement of academic standard. All dues must be cleared before a student is admitted to the terminal & final examinations.
5. Parents shall see the teacher concerned with prior permission of the Principal, from time to time during visiting hours. So that they can have the first hand knowledge of the progress and conduct of the child.
6. Parents are requested not to enter the children's class rooms without permission.
7. Parents are requested to refrain asking for special leave to attend wedding of other than the child's own brother or sister or for religious ceremonies, social functions and domestic celebrations as leave for such purpose is normally not granted.

8. Improper conduct reflecting character, persistent, irregularity, continued neglect of studies, disobedience, insubordination and disrespect towards any staff member, malpractice at tests and examinations, immoral behaviour and other serious intentional offences are punishable by expulsion.
9. Lunch should be provided to children only in boxes along with a towel for keeping the lunch place of every student tidy. Excess food if any should be taken back home.
10. Please remember that a disciplined child at home will be a disciplined child at school also. Take interest in their tests, assignments, and their daily work and also in their co-curricular activities.
11. Fine 25/- will be levied from the indisciplined students. The amount shall be transferred to charity fund.
12. Entrusting a pupil to the school implies that parents, agree to stand by the rules and regulations of the school and they should see that children also abide by the school regulations.
13. The school uniform is to be worn on all school days. A student who is solvenly dressed may not be permitted into the class room or may even be sent home.

DISCIPLINARY RULES

1. All students are expected to conduct themselves in a disciplined manner at all times and in all places.
2. Classes start at 9.30 a.m. and end at 3.30 p.m. Students must reach the school by 9.00 a.m. students will queue up for assembly. Attendance at school assembly is compulsory. Those who come before 9.00 a.m. should study quietly.
3. At the first sound of warning bell all STOP STILL wherever they may be. At the second bell all proceed briskly in SILENCE for the assembly or classroom as the case may be.

4. Students are expected to speak English in the school premises.
5. If at the beginning of the period no teacher had arrived the class leader will see that order and silence are maintained in the classroom. If after three minutes the teacher has not yet arrived, the leader should send his/her assistant to inform the Principal/office about it.
6. Pupils should always be dressed in the prescribed school uniform or sports uniform, wherever applicable informal dress.
7. Students shall greet the teachers, elders and companions respectfully when they meet them any day for the first time. They should show sign of good manners and culture in conversation saying 'thank you' 'please' 'excuse me' 'yes teacher' etc. according to the occasion.
8. Students shall be responsible for the safe custody of their belongings. As a precautionary measure, it is suggested that they have their names inscribed on articles like tiffin carriers, umbrellas, school bags, pencil box etc. The school authorities will not be responsible for the loss of article of students.
9. Lost articles must be claimed from school office within a week, after that period, unclaimed articles will be disposed off. Any damage caused to the property of the school must to be made good.
10. Classrooms and the school premises shall be kept neat and tidy. All waste paper must be put in the proper receptacle. Students must make a point of picking up and disposing of litter.

SCHOOL BUS

1. Pupil should wait for the school bus in their respective collecting centres on the road side at least five minutes earlier. Loss of bus pass is to be reported promptly to the office. If anybody is found missing at the time of departure of the bus he/she will be responsible for it.

2. No student will be permitted to board the bus without the entry pass.
3. Pupils who fail to remit the busfare in due time will not be allowed to travel in bus. Bus charges should be paid in advance.
4. The school bus service will be as usual in the morning and evening - even on the examination days. Children must enter the bus in queue system.
5. The school bus facility or the discontinuance is not admissible for any part of a term
6. One month's notice in writing shall be given for discontinuance of bus facility . Request for change of boarding points shall be made in writing at least 2 weeks in advance
7. Commuting by school bus is an occasion for the pupils to cultivate good habits like patience, forbearance, tolerance, sympathy, teamspirit, co-operation and consideration for others
8. Gentlemanly and exemplary behaviour is expected of the students in the bus and the boarding points where they wait for the bus
- 9 Any student found using foul language or caught fighting in the bus shall be suspended from using the school transport. In order to maintain order and discipline in the bus, students are to co-operate with the conductor
10. An amount equal to two months bus fee to be paid in the beginning as advance . Those who discontinue the schoolbus facility will lose the advance.

AMENDMENT OF RULES

The Management / Principal has the right to introduce new rules, amend or change these rules and regulations in case of exigencies and in furtherance of the aims and objectives of the managing society and the school as and when necessity arises.

SCHOOL FEES

Fees are to be paid in full or four instalments.

Yearly fee:- Before 31st May

1st Term:- May to August.

First term fee can be remitted from **2nd June to 29th June**. A fine of Rs.20/- will be charged after **30th August**.

II Term:- -September to November. 2nd term fee can be remitted from 1st September to 29th September. A fine of Rs. 20/- will be charged after 30th November.

III Term:- -January to March. IIIrd term fee can be remitted from 1st January to 28th January.

Students will be permitted to sit for the examination only if the dues have been cleared and a 'No Dues Certificate' has been obtained prior to the commencement of the examination.

Parents must keep all the fee receipts issued to them, and produce them as proof of payment, if needed.

Term Fees & Bus Fees are to be remitted in any branches of South Indian Bank using bank challan.

If the fee is not paid for 2 months after the due date, the pupil's name will automatically be struck off the rolls. Re admission fees Rs.100/- will be charged along with the fees not paid by the students, if she/he is to be re admitted to the school.

GUIDE LINES FOR EFFECTIVE STUDY

1. Study the daily portions without postponing to the next day.
2. Make a fixed time table for daily study and follow strictly.
3. Attend the classes regularly, eagerly and enthusiastically.
4. Write short notes in the class with out disturbing others.
5. Advance reading and asking doubts to the teachers.
6. Use reference books and other extra reading.
7. Combined study during free time especially with bright students.
8. Revise the previous portions at weekends.
9. Writing and studying help to improve hand writing, spelling, memory etc.
10. Fix the equations, formulas, definitions etc. beside your study table.
11. Healthy and energetic body and fresh brain help to concentrate well. Practice Yoga.
12. Do the assignments neatly and properly.
13. Watch only educative T.V. Programmes.
14. Give short intervals while studying. eg:- when you study for a longtime, you can give short intervals of 5 minutes which refreshes your mind and brain.
15. Over eating reduces our concentration. Try to avoid it.
16. A competitive mind always helps to improve studies. Be competitive.
17. Have some goals or ambitions and strive for that.
18. Read news papers everyday which will develop general knowledge.
19. Pray to God the source of talents, for the grace to discover and develop them.

GOLDEN CHANCE

Each day waits for you to make you happy and the lives of others around you. Here are some Golden means to attain happiness.

Sunday : Today I will do some service or help some one with out expecting anything in return.

Monday : Today I will not speak ill of others or complain about any situation and observe 'Silence' on the way to school and back to home.

Tuesday : Today I will speak to all with a smile and treat everyone with respect.

Wednesday : Today I will not waste my time by watching the Television or playing other than the prescribed time.

Thursday : Today I will help my companion in his/her studies or in some other way.

Friday : Today I will nurture trees by planting them and watering them.

Saturday : Today I will pray 5 minutes more than the regular time for my parents, teachers & friends.

SUBJECT FOR DISPLAY BOARD 2019-2020

June	Std X A	School Reopens Welcome All. Experience God in the context of our daily life and in Nature.
July	Std X B	Compassionate love for all, specially the poor and the weak.
August	Std IX A	Independence Day Communion, collaboration and team spirit.
September	Std IX B	Teachers' Day, Respect for elders.
October	Std VIII A	Gandhi Jayanthi, Simplicity of life style and dignity of labour.
November	Std VIII B	Children's Day Truth, Justice and Peace
December	Std VII A	Christmas Respect for life and religion.
January	Std VII B	Republic Day Love for the nation
February	Std VII C	Education for all round development.
March	Std VI A	Gratitude is the best attitude.

Relationship

MY SCHOOL

The relationship between you and your school must be two way, give and take.

The school can provide you with opportunities to :

- gain a quality education
- access varied careers
- develop special qualities such as sporting, craft, debating etc.
- meet a variety of different people.
- equally, you can provide the school with :
- your enthusiasm to involve yourself in many activities.
- your willingness to accept responsibility.
- your talent to enhance the school's reputation.
- It is a partnership between you and your school. Have pride in your school.



"You are an important brick in the wall." Anon

The Gift Of Good Manners

Good manners are an outward expression of inner virtue. These are best learnt by constant use and example. Experiences and attitudes of children in their formative years are reflected in their future. At a very tender age they should be taught the correct and important graces of life so that they imbibe these at the earliest. Good manners make interaction smooth and pleasurable. Manners are a pen portrait of an individual.

Let us resolve to practice good manners and make ourselves good human beings.

KEEP IN MEMORY

- ◆ PLEASE when you want someone to do something for you.
- ◆ THANK YOU when someone does something for you.
- ◆ SORRY when you do something wrong, intentionally/unintentionally.
- ◆ EXCUSE ME when you sneeze or cause an interruption.
- ◆ I BEG YOUR PARDON when you would like something to be repeated or to offer an apology.
- ◆ YOU ARE WELCOME when someone thank you.
- ◆ GOOD MORNING/GOOD AFTERNOON/GOOD NIGHT greet people in the right way as per custom.

PERSONAL HYGIENE

Personal hygiene is a regular routine of self-care that keeps your body clean, fresh and healthy

- ◆ Brush your teeth in the morning and before going to bed at night.
- ◆ Take bath daily
- ◆ Keep your finger and toe nails clean and trim them regularly.
- ◆ Hair should be clean and combed neatly.
- ◆ Wear clean clothes and change your undergarments daily. Always carry a handkerchief in your pocket.
- ◆ Do not pick your nose or ears or search your body parts in public view.
- ◆ Wash your hands after every meal

AT THE DINING TABLE

Remember good manners are important and make meals enjoyable.
Learn the rules at home as these reflect a good upbringing.

- ◆ Say a prayer to thank God for what you are about to receive/have received.
- ◆ Wash your hands before and after every meal.
- ◆ Sit straight and don't slouch.
- ◆ Place the napkin/serviette on your lap.
- ◆ Do not blow your nose into the napkin
- ◆ Keep your elbows off the table.
- ◆ Ask politely for the dishes to be passed, never reach out.
- ◆ Wait till everyone is seated and served before you start eating
- ◆ Do not chew with your mouth open
- ◆ Do not talk with your mouth full
- ◆ Do not waste food or play with it.
- ◆ Do not belch at the dining table.
- ◆ Do not pick your teeth in public view.
- ◆ If you eat with knife, fork and spoon learn to use them correctly.

HOME AND SCHOOL

Knowing how to behave correctly on different occasions and in different situations at home and in school is very essential if one is to succeed and get along well with others.

- ◆ **ENVIRONMENT**
Keep your surroundings clean. Do not litter, use dustbin.
- ◆ **SAFE GUARD**
Do not scribble on walls or deface furniture
- ◆ **PRESERVATION**
Love nature, admire it, and do not spoil it.
- ◆ **CONSERVATION**
Do not use plastic bags which are non degradable and pollute our earth.

◆ **BEHAVIOUR**

Do not disturb others by shouting, laughing loudly or gesticulating.

◆ **COURTESY**

Wish elders, rise to greet them, open the door for them and sit only when told.

◆ **SAFETY**

Do not board or alight from a moving vehicle.

◆ **RESPECT**

Be courteous to parents, teachers, guests, helpers, elders and disabled.

◆ **PREPARATION**

Pick your school bag on the previous day according to the timetable.

◆ **ORGANISATION**

Plan, go about your tasks in a systematic fashion.

◆ **ATTENDANCE & ASSIGNMENTS**

Be punctual and regular

◆ **UNIFORM**

Wear correct and clean uniform.

◆ **CONTROL**

Say no to unhealthy food/drinks etc.

◆ **CARE & SHARE**

Help willingly and do not be greedy.

Good manners are a continuous learning and teaching process. Children need to be constantly guided and supervised. If they are wrong they must be chided gently, not made to feel small or humiliated. Teachers and parents must always explain to them what is right and what is wrong and why. Children have to be given explanations because they have curious minds and are keen observers. Initially, it is desirable to set boundaries within which they must behave. Once they begin following the above tips, good manners and good behaviour will come to them naturally.

STELLA MARIS A CENTRE OF EXCELLENCE

A series of programmes have been planned for execution to make Stella Maris a centre of excellence.

- ◆ We visualise
- ◆ Excellent facilities
- ◆ Excellent faculty and
- ◆ Excellent fellows

Some of the salient features of the programme are:

1. ENABLING CLASS ROOMS

- ◆ Develop mentally vibrant classroom experiences which call for higher level thinking skills including analysis, synthesis, evaluation, interpretation etc.
- ◆ Facilitate expression of ideas and messages from mental images -paintings, construction, music, play etc.
- ◆ Encouraging, sharing and gaining other's perspectives, move to new levels of awareness .
- ◆ Help them learn through meaningful activity - open ended discussions and long term activities - development of interrelationship between things.
- ◆ Enable cross functional thinking across the curriculum
- ◆ Empower to work on in-depth exploration.

2. ATMOSPHERE

- ◆ Nature friendly
- ◆ Spick and span
- ◆ Teacher friendly
- ◆ Calm, peaceful & serene
- ◆ Learner friendly
- ◆ Parent friendly

3. TEACHER

- ◆ With the right attitude and aptitude.
- ◆ Know their role in the changed scenario.
- ◆ Always a co-learner ◆ Promotes innovation.

- ◆ Provides new experience every time.
- ◆ Promotes thinking and creativity.
- ◆ Prepare plans and executes.
- ◆ Make learners self-reliant.
- ◆ Always aware of educational developments taking place globally.
- ◆ Makes herself / himself fresh through in service training;
- ◆ Makes the best use of science and technology in teaching.

4. DIGITAL CLASS

Today's class rooms are marked by changes ushered in by technology. New technology driven initiatives are being taken up by institutions so as to enable teachers to make day-to-day teaching and learning more enriching and rewarding. At the same time, the world is transforming into a knowledge era where information is serving as the springboard to growth and development. It is therefore imperative that institutions empower themselves by leveraging technology appropriately to meet the challenges of the future.

With a view to achieving the boon of technology, Stella Maris has installed 20 Digital class rooms.

5. COMPETITIONS

The school helps the students to explore all possible opportunities to participate in inter-house, inter-school, regional and state level competitions. But the expenses and the risks of all competitions except the inter-houses must be borne by the students and parents.

LIST OF IMPORTANT DAYS / DATES

(National & International)

JANUARY

- 4th : Isaac Newton
- 12th : National Youth Day
- 15th : Army Day
- 26th : Republic Day

FEBRUARY

- 11th : Thomas Alva Edison
- 12th : Charles Darwin
- 14th : Valentine's Day
- 15th : Galile Galileo
- 20th : World Harmony Day
- 28th : National Science Day

MARCH

- 3rd : Alexander Graham Bell
- 8th : International Women's Day, International Literacy Day,
United Nations Day for Women's Rights and
International Peace
- 14th : Albert Einstein
- 15th : World disabled day & World Consumer's Day
- 21st : World Forestry Day
- 23rd : World Metrological Day

APRIL

- 5th : National Maritime Day
- 7th : World Health Day
- 17th : World Telecom Day
- 18th : World Heritage Day
- 21st : Astronomy Day
- 22nd : World Earth Day
- 23rd : World Book Day

MAY

- 1st : World Labour Day
- 8th : World Red Cross Day
- 9th : World Thalassaemia Day
- 11th : National Technology Day
- 15th : World Family Day
- 21st : Anti-Terrorism Day
- 22nd : International Biodiversity Day
- 23rd : Communication Day
- 24th : Common Wealth day
- 31st : World No Tobacco Day

2nd Sunday - Mother's Day

JUNE

- 5th : World Environment Day
- 26th : International Day Against Drug Abuse

3rd Sunday - Father's Day

JULY

- 11th : World Population Day
- 20th : Moon Landing Apollo-11
- 25th : Astronomy Day
- 28th : World Nature Conservation Day

AUGUST

- 3rd : International Friendship Day
- 6th : Hiroshima Day
- 12th : International Youth Day
- 15th : Independence Day
- 29th : National Sports Day

SEPTEMBER

- 1st : National Nutrition Week
- 5th : Teacher's Day
- 8th : Girl Child Day & International Literacy Day
- 16th : International Day for the Preservation of the ozone layer & world ozone day
- 21st : International Day of peace and non violence UN
- 28th : Green Consumer Day

OCTOBER

- 1st : World donation day & International day of older persons
- 2nd : World Habitat Day
- 4th : World Animal Welfare Day
- 8th : Indian Air Force Day
- 13th : International Day for natural disaster reduction
- 16th : World Food Day
- 17th : International poverty Eradication Day
- 19th : S.Chandra Shekhar
- 24th : United Nations Day
- 30th : Homi Bhabha

NOVEMBER

- 7th : C.V.Raman and Madame Curie
- 10th : International Science Day
- 14th : Children's Day
- 16th : International Day of Tolerance
- 21st : World television Day
- 30th : J.C.Bose

DECEMBER

- 1st : World Aids Day
- 3rd : National pollution Day
- 4th : Navy Day
- 8th : Pro life Day
- 10th : Human Right Day
- 11th : International Mountain Day
- 14th : National Energy Conservation Day
- 17th : First Flight Wright Brothers
- 22nd : S.Ramanujan
- 23rd : Farmer's Day
- 27th : Louis Pasteur

ASSESSMENT

The assessment of performance of students of classes I to X during the academic year is done as per the scheme implemented by CBSE. Changes have been made in the assessment pattern with the restoration of Board exams for class X.

Classes		Scholastic	Co-scholastic
I - II	2 Terms	2 Midterm Exams 2 Term Exams	Graded in each term
III - V	2 Terms	4 Periodic Tests (2 in each terms) 2 Term Exams	Graded in each term
VI - VIII	2 Terms	Term I. 2 Periodic Tests 1 Term end Exam Term II. 2 Periodic Tests 1 Term end Exam	Graded in each term
IX - X	Full year	3 Periodic Tests Yearly Exam	Graded once a year

Academic Year 2019-2020**Major Activity Guide**

Month	Major Activities	Suggested Date
June	Pre-Midterm for classes IX & X	24 th - 28 th June 2019
July	First Periodic Test for Classes I- VIII	15 th - 20 th July
August	School Kalotsav & Sports Meet	9 th - 10 th August 30 th - 31 st August
September	Second Periodic Test I to VIII Midterm Test for Classes IX & X Onam Celebration	2 nd - 7 th September 2 nd -6 th September 7 th September
October	Half yearly Exam I to X Sahodaya Art Fest	9 th - 17 th October
November	Sahodaya Sports Meet State Kalotsav	
December	Third Periodic Test I to VIII Post Midterm Test (1 st Model) for IX & X X'mas Celebration	2 nd December - 9 th December 21 st December 2019
January	Fourth Periodic Test I to VIII Second Model IX to X	21 st - 28 th January 2020
February	Third Model IX & X Annual Exam for classes VIII & IX	
March	Board & Annual Examinations Classes begin for 2020-21 Batch IX & X	

Exam Time Table

Date & Time	Subject	Topic
Signature of Classteacher		Signature of Parent
Date & Time	Subject	Topic
Signature of Classteacher		Signature of Parent

Exam Time Table

Date & Time	Subject	Topic
Signature of Classteacher		Signature of Parent
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Signature of Classteacher		Signature of Parent

Exam Time Table

Date & Time	Subject	Topic
Signature of Classteacher		Signature of Parent
Date & Time	Subject	Topic
Signature of Classteacher		Signature of Parent

REMARKS BY PRINCIPAL			
Date	Remarks	Signature	
		Principal	Parent

REMARKS BY TEACHER

Date	Remarks	Signature	
		Teacher	Parent

REMARKS BY TEACHER			
Date	Remarks	Signature	
		Teacher	Parent

REMARKS BY TEACHER			
Date	Remarks	Signature	
		Principal	Parent

PARENT'S PAGE

Date	Remarks

PARENT'S PAGE

Date	Remarks

GENERAL NOTES

**SCHOOL CALENDAR
MAY 2019**

1	Wed		
2	Thu		
3	Fri		
4	Sat		
5	Sun	H	
6	Mon		
7	Tue		
8	Wed		
9	Thu		
10	Fri		
11	Sat		
12	Sun	H	
13	Mon		
14	Tue		
15	Wed		
16	Thu		
17	Fri		
18	Sat		
19	Sun	H	
20	Mon		
21	Tue		
22	Wed		
23	Thu		
24	Fri		
25	Sat		
26	Sun	H	
27	Mon		
28	Tue		
29	Wed		
30	Thu		
31	Fri		

“The fear of God is the beginning of wisdom.” Bible

JUNE 2019

1	Sat		
2	Sun	H	
3	Mon		School re-opens for Std. I - X
4	Tue		
5	Wed	H	Ramsan
6	Thu		
7	Fri		
8	Sat		
9	Sun		
10	Mon		
11	Tue		
12	Wed		
13	Thu		
14	Fri		
15	Sat		
16	Sun	H	
17	Mon		
18	Tue		
19	Wed		
20	Thu		
21	Fri		
22	Sat		
23	Sun	H	
24	Mon		
25	Tue		
26	Wed		
27	Thu		
28	Fri		
29	Sat		
30	Sun	H	

“Time and tide wait for none”

JULY 2019

1	Mon		
2	Tue		
3	Wed	H	St.Thomas Day
4	Thu		
5	Fri		
6	Sat		
7	Sun	H	
8	Mon		
9	Tue		
10	Wed		
11	Thu		
12	Fri		
13	Sat		
14	Sun	H	
15	Mon		
16	Tue		
17	Wed		
18	Thu		
19	Fri		
20	Sat		
21	Sun	H	
22	Mon		
23	Tue		
24	Wed		
25	Thu		
26	Fri		
27	Sat		
28	Sun	H	
29	Mon		
30	Tue		
31	Wed	H	Karkidakavavu

“Reading makes a perfect man” Bacon

AUGUST 2019

1	Thu		
2	Fri		
3	Sat		
4	Sun	H	
5	Mon		
6	Tue		
7	Wed		
8	Thu		
9	Fri		
10	Sat		
11	Sun	H	
12	Mon		
13	Tue		
14	Wed		
15	Thu	H	Independence Day
16	Fri		
17	Sat		
18	Sun	H	
19	Mon		
20	Tue		
21	Wed		
22	Thu		
23	Fri	H	Sree Krishna Jayanthi
24	Sat		
25	Sun	H	
26	Mon		
27	Tue		
28	Wed	H	Ayyankali Jayanthi
29	Thu		
30	Fri		
31	Sat		

“Do all you can to live at peace with every one” Bible

September 2019

1	Sun	H	
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat		
8	Sun	H	
9	Mon	H	Muharram
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat		
15	Sun	H	
16	Mon		
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat	H	Sree Narayanaguru Samadi
22	Sun	H	
23	Mon		
24	Tue		
25	Wed		
26	Thu		
27	Fri		
28	Sat		
29	Sun	H	
30	Mon		

*“Asatoma Sat Gamaya, Tamasoma jyothir Gamaya,
Mrithyorma Amritham Gamaya”
Brihedaranyaka Upanishad*

October 2019

1	Tue		
2	Wed	H	Gandhi Jayanthi
3	Thu		
4	Fri		
5	Sat		
6	Sun	H	
7	Mon	H	Mahanavami
8	Tue	H	Vijayadesami
9	Wed		
10	Thu		
11	Fri		
12	Sat		
13	Sun	H	
14	Mon		
15	Tue		
16	Wed		
17	Thu		
18	Fri		
19	Sat		
20	Sun	H	
21	Mon		
22	Tue		
23	Wed		
24	Thu		
25	Fri		
26	Sat		
27	Sun	H	Deepavali
28	Mon		
29	Tue		
30	Wed		
31	Thu		

“Character is the crown and glory of life”

November 2019

1	Fri		Keralapiravi
2	Sat	H	Parumala Feast
3	Sun	H	
4	Mon		
5	Tue		
6	Wed		
7	Thu		
8	Fri		
9	Sat	H	Nabi Dianam
10	Sun	H	
11	Mon		
12	Tue		
13	Wed		
14	Thu		Children's day
15	Fri		
16	Sat		
17	Sun	H	
18	Mon		
19	Tue		
20	Wed		
21	Thu		
22	Fri		
23	Sat		
24	Sun	H	
25	Mon		
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat		

“Awake, arise and stop not, till the goal is reached”

Swamy Vivekanadan

December 2019

1	Sun	H	
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat		
8	Sun	H	
9	Mon		
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat		
15	Sun	H	
16	Mon		
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat		
22	Sun	H	
23	Mon		
24	Tue		
25	Wed	H	Christmas
26	Thu		
27	Fri		
28	Sat		
29	Sun	H	
30	Mon		
31	Tue		

*“Save those who believe and do good works and
exhort one another to truth”* *Quran*

January 2020

1	Wed		
2	Thu	H	Mannam Jayanthi
3	Fri		
4	Sat		
5	Sun	H	
6	Mon		
7	Tue		
8	Wed		
9	Thu		
10	Fri		
11	Sat		
12	Sun	H	
13	Mon		
14	Tue		
15	Wed		
16	Thu		
17	Fri		
18	Sat		
19	Sun	H	
20	Mon		
21	Tue		
22	Wed		
23	Thu		
24	Fri		
25	Sat		
26	Sun	H	Republic Day
27	Mon		
28	Tue		
29	Wed		
30	Thu		
31	Wed		

“Let us fear God and we shall cease to fear man”
Mahatma Gandhi

February 2020

1	Sat		
2	Sun	H	
3	Mon		
4	Tue		
5	Wed		
6	Thu		
7	Fri		
8	Sat		
9	Sun	H	
10	Mon		
11	Tue		
12	Wed		
13	Thu		
14	Fri		
15	Sat		
16	Sun	H	
17	Mon		
18	Tue		
19	Wed		
20	Thu		
21	Fri	H	Maha Sivarathri
22	Sat		
23	Sun	H	
24	Mon		
25	Tue		
26	Wed		
27	Thu		
28	Fri		
29	Sat		

"I pray thee, O God, that. I may be beautiful within"

Socrates

March 2020

1	Sun	H	
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat		
8	Sun	H	
9	Mon		
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat		
15	Sun	H	
16	Mon		
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat		
22	Sun	H	
23	Mon		
24	Tue		
25	Wed		
26	Thu		
27	Fri		
28	Sat		
29	Sun	H	
30	Mon		
31	Tue		

*“After crosses and losses, human beings grow humbler and wiser”
Bejamin Franklin*

