

Our Motto: Virtue and Knowledge

Virtue :

There are three theological virtues, FAITH, HOPE AND CHARITY and four cardinal virtues, JUSTICE, FORTITUDE, PRUDENCE AND TEMPERANCE. The word cardinal comes from the word cardo (latin) means “hinge”. Our moral life is a door hinged by these virtues.

“Virtue may be defined as a habit of mind (animi) in harmony with reason, in order with nature. It has four parts: wisdom, justice, courage and temperance”

“She (Wisdom) teaches temperance, prudence, justice and fortitude, which are such things as people can have nothing more profitable in life” Wisdom of Solomon 8:7

Knowledge:

It covers information, descriptions and skills. These are acquired through experience and education.

The Crown

Represents Christ’s kingship and also Mary Queen of Heaven- the patron saint of the institute. It represents eternal life in a realm we cannot comprehend. Eternal life is often termed “a crown to be earned by a human pilgrim on earth”

The Laurel leaves

These represent “SUCCESS” This could come in many forms – sporting, academic, cultural, spiritual. They are an evergreen plant and we would also hope they represent eternity, eternal life and our obligation to look after our mother earth.

Now you understand how profound our logo is gifted to us by our pioneers. It is rich in symbolism and seeks to encourage the very best in all of us.

Our Vision

Transforming lives by instilling value based education to female section of the society, developing their full potentials in their quest for excellence and to live in right relationship with self, God and others.

Aims

With its motto VIRTUE and KNOWLEDGE, St. Mary’s Higher Secondary School helps our pupils form an enlightened conscience and strong character with quality academic

achievements, and thus enabling them to assume their responsibilities in the society and in the family. We aim to promote the integral formation of our pupils with respect to their ultimate goal for the good of the society and share important responsibilities as adults.

Objectives

The objectives of St. Mary's Higher Secondary School, Shillong are:

- ✓ To understand the students in order to nurture the best in them in body, mind and spirit;
- ✓ To build wholesome character and guide them into confident young women who can later play effective roles for the Society;
- ✓ To provide opportunities for all round development of the students with co-curricular activities, balancing them with academic activities;
- ✓ To inculcate the strength of moral values for a dignified life;
- ✓ To identify and nurture leadership and the need for social action for the rightful causes;
- ✓ To collaborate closely with the parents / guardians who are the first educators;
- ✓ To achieve everything for the glory of God and His mission.
- ✓ To provide religious instruction - being a Catholic Institution, the classes of Catechism are taught to Catholic students, while students belonging to other faiths are given moral science / value education.
- ✓ To aim at contributing to the building up of a just society by promoting a systematic, social education of the students.

Background History

Congregation

The Congregation of Our Lady of the Missions was founded in Lyons, France by Euphrasie Barbier on August 15, 1861. Being seized by the love of God, the spirit of devotion and service to mankind, Euphrasie Barbier had founded the congregation and had set an example for all members of Congregation for dedicated service for God and humanity. The missionary works of the Congregation has been spreading through the years with committed nuns who have professed to carry on the works of the Church through the vision of the founder, Euphrasie Barbier. The sisters of the Congregation were invited to India in 1915; the first mission of the Sisters was to take over St. Mary's School and Orphanage, Shillong. Since our first coming to India, we have been spreading the missionary activities and serving the people in different parts of the country. The Congregation of Our Lady of the Missions presently serves in France, Canada, England, Africa, Ireland, Wales, Scotland, Italy, Myanmar, Vietnam, Philippines and Bangladesh. In India, the Congregation has spread from south to north and has been divided into three provinces, headquartered at Shillong, Kolkata and Bangalore.

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The institution is sparing no pain to keep up its Tradition, "Virtue and knowledge" being its motto. It gives much stress on moral education and building up of the character and personality of its pupils, while instilling in them the yearning for knowledge to enable the students to face the world squarely, with the collaboration of their parents and

the government officials and other organizations by taking part in various programmes to meet the modern challenges with the same spirit of service to all.

School

St. Mary's Higher Secondary School was established in 1913 by the Salvatorian Sisters and taken over by the Congregation of Our Lady of the Missions as its first mission in India in 1915. The Institution had been growing gradually from strength to strength nurturing the young students, making them achieve and step forward in life for greater accomplishments in different fields of academics and life. The School had upgraded itself to Higher Secondary in 1998 and has been providing education in Arts and Commerce Streams. From the Academic Year 2016, the School is providing Higher Secondary education in the Science Stream too. The Institution, which had celebrated its centenary in 2013, is marching ahead, with renewed dedication, with the active support of committed members of the teaching and non-teaching staff.

General Information

Uniform

Secondary Section Students – Classes VI to X

Summer: Navy blue Gymn, white shirt, red belt, red tie, school badge, white socks with two red stripes, navy blue round-neck cardigan with two narrow red stripes each on the bottom borders and cuffs, navy blue cotton shorts, red ribbon for hair and black shoes with laces.

Winter: Blazer with red and navy blue borders and school logo on the left chest pocket can be worn over the Summer School Uniform. Navy blue muffler, if need arises.

PT Dress: Navy blue pinafore with team shirts to be worn on PT days for Classes VI to VIII and on Wednesdays for Class IX and Thursdays for Class X.

Higher Secondary Section Students – Classes XI & XII

Summer: Navy blue round-neck kurta with logo on the left chest, white pyjamas, white chunni, school badge, white socks with two red stripes, navy blue round-neck cardigan with two narrow red stripes each on the bottom borders and cuffs, red ribbon for hair and black shoes with straps.

Winter: Blazer with red borders and school logo on the left chest pocket can be worn over the Summer School Uniform. Navy blue muffler, if need arises.

School Bag

Blue school bag with red stripes having school logo imprinted on it.

Some items of school uniform are available in the School.

M/s Lila Bros., Police Bazar deals in our school uniform.

School Timing

School Academic Hours : 08:45 AM to 03:00 PM

School Assemblies

The Morning School Assembly begins at 08:50 AM

There are prayers and reflections in the afternoon and at the closing of the daily academic hours.

School Functions

The School organises functions on days of National and International importance for creating awareness in the students. All students are to be present for all the school functions and participate in the events for personal benefit and for the welfare of all.

School Activities (Cultural and Co-curricular)

The school organizes an array of co-curricular activities for the total development of the student. Excellence in academics alone doesn't make a complete person. Students are expected to voluntarily participate in them in order to identify and exhibit their inherent talents and to learn and acquire. The School selects activities and timings of the same very carefully in order to provide maximum exposure, experience and learning to the students.

The School also prepares students meticulously to participate in events outside the school and take part in inter-school competitions. It is only natural that these students are selected, after ascertaining their aptitude and attitude to such competitions. No student, who is selected, shall refuse to participate in such inter-school events.

Team System

The School follows a team system for all cultural and co-curricular activities. The four teams are Red, Blue, Green and Yellow. The teams compete throughout the year and the top teams shall be recognised and awarded. All students are allotted a team in the beginning of the year. It is not necessary that a particular student is in the same team for two consecutive years. All students are to take active participation in all the activities of the school under the team system, following the advice and directions given by the teachers in-charge of teams and the team captains.

Action Groups

The School provides facilities for the students to learn additional skills through the action groups that it promotes.

Leadership Training Service (LTS)

Leadership Training Service is a youth movement, primarily for the students in schools. LTS has a vibrant history of decades, during which it has become part of the life of many young people in India, Bangladesh and Nepal. LTS has vision to form leaders for tomorrow, who join hands with the people through the inspiration of God to heal our broken world. The vision of the LTS can be summed up with its motto, "For God and the World".

LTS is a voluntary movement. Students of all classes are welcomed to join.

Young Christian Students (YCS)

Young Christian Students (YCS) is a movement that is run for, by and with school students. Its main focus is to form young Christian leaders to play active role in the world around them, being formed spiritually, morally and attitudinally. The life experience created in the movement transcends the campus of the School. The YCS is very dynamic in responding to the particular needs of the students. YCS creates a sense of belongingness with the entire creation of God, provides a chance to be oneself and creating an atmosphere where one feels accepted and respected. The movement offers opportunity to discover oneself and deepen one's strengths through right insights.

YCS is a voluntary movement. Students from Classes VI to XII are welcomed to join.

Jesus Youth Movement

Jesus Youth is an international Catholic Youth Movement with a charismatic spirituality. It is an initiative of young people themselves, who, filled with the Holy Spirit, try to reach out to other young people. The strength of the movement is its special focus on a life centred on Lord Jesus Christ – beginning with an experience of God nourished by prayer, the Word of God, the Sacraments, and fellowship and sharing the Good News of Jesus Christ with others. Jesus Youth is a network of small but vibrant groups of young people. In their own life situations, they strive to give time to the Lord, responding to the challenges of today's world in the power of the Holy Spirit.

Jesus Youth is active in about 25 countries. In India, it has an active presence in more than 140 areas. Jesus Youth members seek to grow as faithful disciples of Christ, through the six pillars of the Movement – Daily Prayers, Word of God, Sacraments, Fellowship, Service and Evangelisation.

Jesus Youth is a voluntary movement. Students from Classes XI and XII are welcomed to join.

Guides Movement

In the words of the Chief Scout, the aim of Girl Guiding is “character development towards happy citizenship, through natural rather than artificial means”. Guides movement strongly believes that character is largely a matter of environment and training and later on, of experience and that the mother's influence gives the first impetus to character. The Guides promise that they would do their best to God and country, help other people and obey the Guide Law.

Guides Movement is a voluntary movement. Students from Classes VI to X are welcomed to join.

Course of Studies

Secondary

The School is affiliated to the Meghalaya Board of School Education (MBOSE) and prepares students to appear the Secondary School Leaving Certificate Examination, following the syllabus prescribed by the Board. The primary subjects offered are English, Modern Indian Language – Khasi or Alternative English, Mathematics, Science, Social Science, Health Education, Computer Science and Environmental Education.

Higher Secondary

The Higher Secondary Section of the School too is affiliated to MBOSE and prepares students to appear the Higher Secondary School Leaving Certificate Examination, following the syllabus prescribed by the Board in three streams, viz., Arts, Science and Commerce.

The subjects offered in the Higher Secondary are:

<i>Arts</i>	<i>Science</i>	<i>Commerce</i>
English	English	English
MIL – Khasi / Alt. English	MIL – Khasi / Alt. English	MIL – Khasi / Alt. English
EVS	EVS	EVS
Economics / Elective Khasi	Physics	Economics
Political Science	Chemistry	Accountancy
Education	Biology / Com. Sc.	Business Studies
History / Maths/ Com.Sc./ Home Sc.	Maths / Home Science	Entrepreneurship / Maths / Com. Sc.
Catechism / Value Education	Catechism / Value Education	Catechism / Value Education

Admission and Withdrawal

Secondary Section

All students are to renew their admission for forthcoming academic year, at the end of the current academic year, with requisite fees.

The School admits students to Class VI from our junior Schools, namely, St. Mary's Lower Primary School and St. Mary's Montessori School, situated in the same campus.

The vacancies, if any, from Classes VI to VIII are filled by the School. The parents / guardians seeking admission for their wards visit the School office to know if there are vacancies and then meet the principal and apply for admission. The principal, after personal meeting with parents / guardians and the student, decides on the admission.

A student can be withdrawn from the School with application addressed to the Principal, attaching the details of the student and the photocopy of the last report card, issued by the school, submitting the requisite fees for transfer certificate and proof of payment of school fees, as required. The school takes upto three days to issue the transfer certificate. Students, seeking admission outside East Khasi Hills District or schools affiliated to Boards other than MBOSE, will have to get the transfer certificate countersigned by the District School Education Officer (DSEO), East Khasi Hills District with a request letter from the School. Parents / Guardians of such students shall seek the request letter from the School at the time of applying for transfer certificate.

Higher Secondary Section

Admission process to Class XI in Arts, Science and Commerce Streams is carried out on the day MBOSE declares the result for Secondary School Leaving Certificate Examination (SSLC). Though the prospectus and the application for admission may be procured earlier, the application form for admission has to be submitted on the very day MBOSE declares the SSLC result with the required enclosures.

The applicants are strictly to follow the instructions given by the office / notices for claiming admission into the school.

Admissions are opened to all students passing SSLC, however, the eligibility criteria, as prescribed by the school, are to be fulfilled.

It is not the right of the students, who pass the SSLC Examination as regular candidates of the school, to be admitted in the higher secondary section, however, certain quota, on fulfilment of minimum criteria, is available for such students on a first-come-first-served basis on the very first day of the admission process.

A student can be withdrawn from the School with application addressed to the Principal, attaching the details of the student and the photocopy of the last report card, issued by the school, copies of admit card and mark sheet(s) of SSLC and HSSLC, submitting the requisite fees for transfer certificate and proof of payment of school fees, as required. The school takes upto three days to issue the transfer certificate. Students, seeking admission outside East Khasi Hills District, will have to get the transfer certificate countersigned by the District School Education Officer (DSEO), East Khasi Hills District with a request letter from the School. Parents / Guardians of such students shall seek the request letter from the School at the time of applying for transfer certificate.

Absence and Leave

Attendance on the first day after the Holidays is a must. Failure to do so can attract removal of the student from the school.

Students should have a minimum of 85% of attendance in a year; Students having 100% attendance will receive merit certificates.

A student of the school is not allowed to be absent from school without a valid reason and prior permission from the Principal / Vice Principal / Class Teacher.

Prior leave must be obtained for religious ceremonies or special occasions. Such reasons as tours, birthdays, excursions, festivals, social functions, family affairs, urgent business, studying for exams, etc. are not considered sufficient reasons for leave.

The student who is absent from school due to ill health and emergency will have to get the necessary columns filled in the School Diary and duly signed by the parent / guardian in the record of absence on the day the student returns to school and submit the same to the school for verification and signature. Absence, on medical ground, for more than 3 (three) days will have to be supported by a certificate from a registered medical practitioner.

Students must not absent themselves from school on the day prior to holidays or tests / examinations.

Students are not allowed to take part in any external tests / competitions on school days without prior permission.

Early Departures: It is availed when there is an emergency at home or when a student gets sick in the school.

Fees

The School fees shall cover twelve calendar months and are generally paid in advance. No reduction is made for holidays or broken periods. Students shall have to pay full fees as long as their names are officially on the rolls. Fees once paid are not refunded.

Details of the fees, details of payment are as given in the fee / bill books. Late payment of fees attracts a fine.

No bills or reminders are issued for payment of fees. Parents / Guardians are requested not to delay the payment of fees.

Students joining or leaving the school during any term will have to pay the fees for the entire year.

The results of the students will be withheld, if there are outstanding dues.

Duplicate Fee / Bill Book can be obtained on payment of prescribed charges.

The school reserves the right to increase the fees, if an increment is considered necessary for the welfare of the Institution and the teachers and non-teaching staff employed by the school.

Ten percent (10%) annual increase in the fee is normal.

Evaluation / Promotion

The School has a three terminal examination system in an academic year.

For promotion, appropriate weightage is given to all the three terms.

To secure promotion one must obtain 40% of marks in all the subjects. The promotion of a student to the higher class implies that she has successfully learned a prescribed syllabus for current academic year.

Answer scripts of all examinations will not be returned to students. Students must check for any error in the scripts / marks and clear all doubts when the scripts are shown before the marks are taken down and it should be done in the class room only.

Students, who have either copied from other candidates or given opportunity to other students to copy from them, or communicate dishonestly with other students or found guilty of bringing papers, answer sheets or substituting answer scripts in examinations will get zero in that subject and / or will be debarred from further examinations. She will be declared to have failed and it is a sufficient reason for expulsion from the school.

Students, who are detained in the same class for two consecutive years, will have to be withdrawn from the school.

Due to any unforeseen circumstance, if an examination is not held on the scheduled date, the same will be held on another working day as per notification. No early examination or postponed examination shall be conducted for anybody whatsoever.

General Rules of Discipline

Irregular attendance, unjustified or unexplained absence, habitual idleness, disobedience, conduct injurious to the moral tone of the school are sufficient reasons for dismissal of a student at any time of the year. One whose misconduct is liable to be injurious to others may be dismissed.

No act of indiscipline, insubordination, demonstration, interference in the administration, disrespect to any member of the staff, disrespect to any religion or community by students shall be tolerated and she may even be expelled from the school.

The Principal may suspend attendance or require the withdrawal of any student without having to assign any reason; provided she is satisfied that such a step is necessary in the interest of the school and the student concerned.

The students are subject to school discipline not only in the school but also while coming from and returning to their home and at other public places.

Students are required to treat teachers and all members of the staff, teaching and non-teaching, with respect and politeness. Arrogant and challenging behaviour towards teaching or non-teaching staff is forbidden. On their way to and from school, students must behave in a gentle manner.

Presents to the staff or demonstrations in their honour are not permitted in the school.

Collections for any purpose whatsoever can only be made with the permission of the Principal.

Students must show gentleness and courtesy to their companions. Refinement of manners, uprightness and self-restraint should be the distinguishing mark of our students.

Students are responsible for the safe custody of their own books and belongings. Each article should be marked with the student's name.

Any damage done to the school property must be made good by the parents / guardians of the student(s) concerned.

The school uniform is a sacred and prized possession of a student. It symbolizes the ethos and culture of the school, of which the student is an integral part. Any violation of its sanctity calls for firm disciplinary action such as suspension, termination, etc. Visit to restaurants, cinema, multiplexes, other public places, etc. In school uniform is a serious breach of discipline inviting action.

Only School Exercise Books are allowed in the school. All text books must be covered.

No magazines, comics, papers, books or printed matter other than School textbooks, copy books and the School Diary, may be brought to the school without the permission of the Principal. School bags, parcels and letters are subject to inspection. All printed materials except those mentioned in the school book list when brought into school must be presented to the Principal / Vice Principal for approval.

Students must come to school in their school uniform during any school programme, unless otherwise permitted. No students without school uniform shall be allowed for the school programmes.

No student will be allowed to leave the school campus during school hours except on the strength of a written request from his parent and due authorization by the Principal / Vice Principal.

Guardians and parents are requested to make proper arrangement to collect the children immediately after school hours. Though proper care will be taken to ensure the safety of the children, the school cannot be held responsible if the student leaves the school campus on her own accord.

St. Mary's Higher Secondary School is an English Medium School. The students and teachers will converse in no other language except English in the school premises and during other outdoor programmes, when they represent the School.

Students are not allowed to come to school by Motorbike / Scooter / Car driving by themselves. They can be dropped or picked in school by the Parents / Guardians.

While utmost precaution is being taken, the school cannot be held responsible for accidents, minor or serious to pupils during the stay in the school or while taking part in sports and co-curricular activities within or outside the school premises.

Smoking, chewing pan, chewing gum, betel-nut or tobacco product, etc. Is strictly forbidden.

Electronic gadgets, mobile phones, digital watches, toys, calculators, video games, pen drives, DVDs, CDs, portable audio and video devices and any mass storage devices are forbidden in the school. Students who bring any of the above items are liable to be penalized. It would mean confiscation of the unit, suspension and repeated offence may even lead to the dismissal of the student. Seized or confiscated articles will not be given back.

Stealing, consumption of alcohol, drug abuse, any form of verbal or written obscenity, using unfair means in examination or sickness which are liable to be injurious to other girls justify dismissal.

Tattooing on the body is strictly prohibited.

Hair colouring, using styling gel and fashionable hair cuts are not allowed in school.

No association or union is allowed or recognized by any of the schools run by the Congregation of Our Lady of the Missions.

The school diary is a record concerning the student. Therefore, every student should take special care of the diary and bring it to class daily.

Parents retain their rights and duties in the education of the children, even though they delegate them, in part, to the school. The support and collaboration of the parents / guardians are in all cases considered indispensable to the success of the work of education of the child. The school diary should be checked and signed everyday for any instructions that may have been given and for homework as well. Please check the diary for remarks regularly.

Enrolment in the school implies, on the part of the parents / guardians and students, willingness to comply with the requirements and regulations of the school.

Parents / guardians are requested to notify the school authorities whenever there is a change in their address or telephone numbers, as recorded in the Identity Certificate in the school diary and School ID.

Parents / guardians are not allowed to meet their wards or interview teachers during the class hours.

If a parent / guardian wishes to meet any teacher, he / she needs to write a note to the teacher concerned, to fix an appointment. Teachers cannot meet parents / guardians, while they are taking class.

The school will not accept from the parents / guardians, books, tiffin, etc. for their wards, during the school hours unless otherwise asked for.

School campus is no smoking area on all days.

All communication to the school should be addressed to the Principal.

Library and Laboratories

The School Library has a rich collection of books meant for the benefit of the students of the School.

All students are requested to enrich themselves by reading books for academic and additional academic growth.

The school has well-equipped laboratories for different science subjects and computer science.

All students are expected to use the library and laboratory facilities effectively, keeping self safety and the safety of fellow students in mind and without having to inflict any damage or breakage to the assets. Any damage or breakage will have to be made good by the parents / guardians of the students.