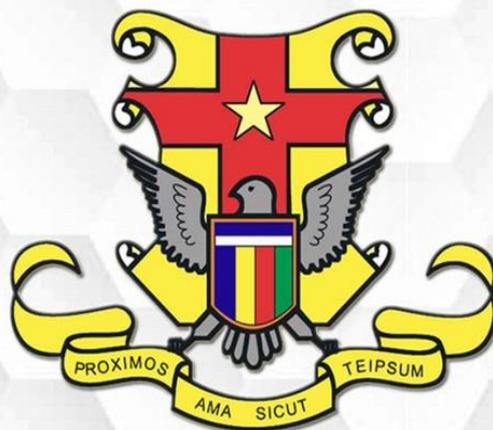


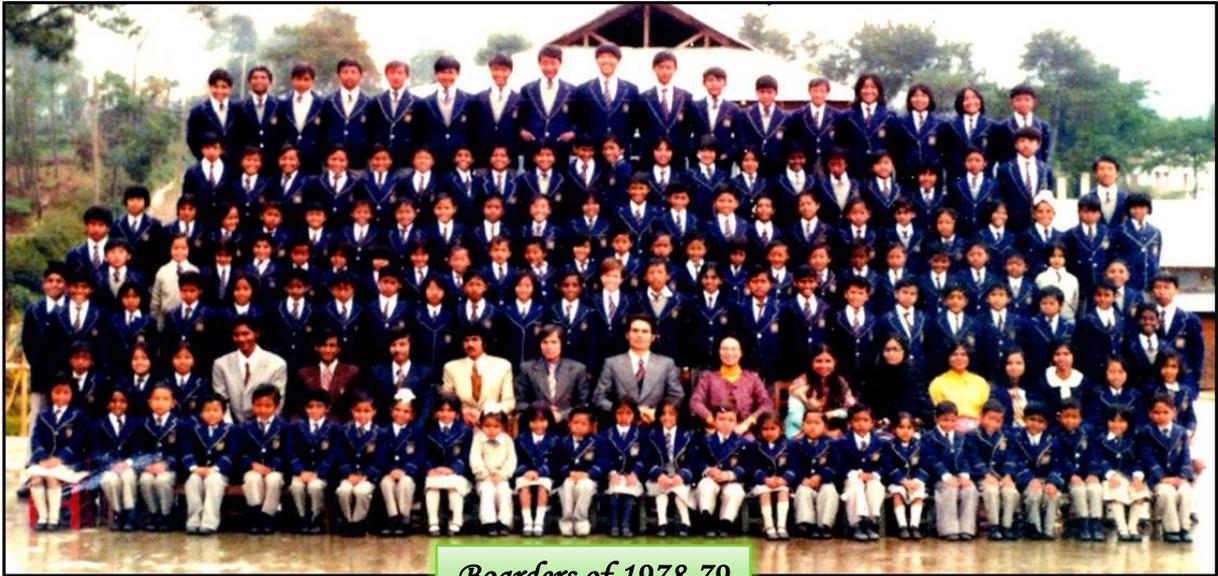
ST. JOHN'S SCHOOL WHITEHALL SHILLONG - 14



PROSPECTUS



Salient Features of St. John's School Whitehall Shillong



Boarders of 1978-79

- 1. Comprehensive value based holistic education from pre-Nursery to Higher Secondary level.*
- 2. Exceptional lush green environment with well laid out playground.*
- 3. Small teacher student ratio for personalized attention.*
- 4. Loving, friendly student-teacher relationship with a safe trusting culturally responsive environment.*
- 5. Entire campus under CCTV surveillance for protection and security.*
- 6. Interactive Smart boards in all classrooms.*
- 7. Latest sports facilities.*
- 8. School transport (Bus facility available for Boarders for 'drops and picks' to the nearest airport / railway station on request.*
- 9. Multi-media Library.*
- 10. Music, Dance, Art and Crafts Rooms.*
- 11. PA system for all classrooms.*
- 12. Clean, airy, spacious and well lit dormitories for boys and girls.*
- 13. Well-equipped Laboratories (Physics, Chemistry, Biology, Computers, Maths).*
- 14. Wi-Fi Campus.*
- 15. Multipurpose Auditorium.*
- 16. Proximity to all services like hospitals, markets, etc.*



*MRSA Competition
Participants*



*Hockey Players after a
Practice Match*





Dear Parents,

The purpose of this booklet is to provide a general introduction to St. John's School Whitehall and its day-to-day running. May we welcome you to our school and emphasize that parents are encouraged to contact us if you have any concerns about your child, or your child's progress. We want your child to enjoy his/her time learning with us in St. John's.

If you are a prospective parent, considering sending your child to this school, you are very welcome to come and look round at any time. Please contact the school office to make an appointment.

*Yours sincerely,
Maushumi D
Principal*



*Founder Principal
Mr. Robert Zomawia Street*

The school was founded in 1974 by Mr. Robert Zomawia Street. He had felt the need of an English medium school that would impart education of high quality to the children of the town and those who came from other towns without such facilities. Hence, the school was started in Shillong in a rented Bungalow “Quasor Enver” in 1974 and moved to its present site where construction of the school buildings had begun.

The school has no endowments or trust funds and neither does it receive grants from the Government; it is entirely dependent on income from fees. Under the aegis and able leadership of the founder, the school has made enormous progress. Mr. Street dreams of a happy and prosperous world that is envisioned to be made true in his school. He earns spontaneous regard and respect from the students and teachers alike for providing an all-round leadership. His zest and devotion to St. John’s School Whitehall assures us of the highest levels of not only management and smooth running but also effective teaching and learning.



We are a comprehensive co-educational boarding and day school for children aged four to eighteen. Our strength lies in our boarding sphere, which sets the essential tone to the school. We are proud of our first class boarding amenities which offer a secure, homely and comfortable environment to all our boarders.

As a school community, it is our utmost endeavour to nurture and groom each pupil to develop and strive for excellence that encompasses all academic, cultural and sporting achievements. Quality education is our priority and as such we have an excellent team of dedicated and experienced teaching and non-teaching staff to guide our pupils to maximize their learning and development.

I invite you to browse through our website for a glimpse of the facilities and events in our school. Please do contact us for any additional information you may require.

Principal

St. John's School Whitehall

1. School Terms



Seniors performing on Founder's Day

The school term is from the first week of January to the last week of December with the following Term Breaks:

Summer Vacation – two weeks in June.

Puja Vacation – two weeks in September/October.

Actual dates of the vacations, together with other holidays and important events are contained in the annual calendar issued to parents at the commencement of term.

Weekend exeats are permitted every week. An exeat permits a child to leave the school for the week-end from 3:30 p.m – 05:00 p.m and 3:30 p.m – 4:30 p.m only on Friday & Saturday and Sunday in the custody of their parents or fully responsible guardians registered with us.

The person taking the students out on exeat must be the same person to bring the student back to school or the student will not be accepted back.

All boarders must go home during the Summer, Puja and Winter holidays as the school is completely closed and there are no facilities for keeping the children in the school during these holidays.

02. Education

The State Education Board Syllabus is followed in the school and the pupils are prepared for the S.S.L.C (Class-10) & H.S.S.L.C (Class-12) Examinations of the Meghalaya Board School Education. Love of learning is instilled from the outset and the S.S.L.C results are consistently good and leavers move confidently into higher education, the majority opting to follow degree courses. Boarders and day pupils are encouraged to take advantage of the excellent extra-curricular activities and study facilities during evening and weekends. Sports, Music and Drama feature strongly in school life.



Class Singing - General Check.

A full complement of teachers impart education, each qualified in the subjects they are teaching; separate for Junior and Senior classes. In addition to the regular curriculum, the following subjects are also taught:

03. Library



Reading in the Library

The Library is computerized and well equipped with multimedia CD's. The collection of books covers a wide variety of subjects including magazines, periodicals, journals, newspapers, etc. New additions are constantly made in order to keep the library abreast of the latest.

Library Membership

It is open for all the students and faculty members. Members are issued a library card for all transactions in the Library.

04. Computer:

Computer classes are held in a special Computer Room with Internet facilities for classes 3 upwards. The latest model computers and allied software have been provided and are under the supervision of qualified computer instructors.



05. Elocution:

Elocution lessons helps a child improve his/her communication skills besides increasing confidence and improving overall personality. Poetry is compulsorily taught in all classes and special emphasis is laid on individual and group elocution sessions. Inter Class and Inter House competitions are regularly held in this important subject and students are prepared for public performances.

06. Singing and Music:

Children who opt for music may learn piano or guitar taught by qualified teachers. Instruments are provided for such training and the school is a Centre for the Royal School of Music, London, Annual Examinations.



07. Music and Drama:



Music and Drama builds upon the social, emotional, physical and even academic skills of students resulting into enhanced cognitive, motor and social skills. Being involved in drama results in working together and building a strong relationship with teachers and students which reinforces their bonding with the school.

08. Arts and Crafts:



Embroidery, needlework, model making, oil painting and other handicrafts are taught under qualified teachers and are part of the curriculum.

09. Second Language:

Hindi is taught as a second language from class I.

10. Tuition:

Special tuition is provided for every evening from 6:00 p.m to 7:00 p.m by special instructors.

11. Study Periods:

An hour of study each morning and one-and-half hours study each evening is part of the daily routine for boarders.

12. Boarders:

The care of boarders is entrusted to experienced staff, separate for boys and the girls, with their dormitories, spacious, well ventilated and lit, with attached toilets. In addition the following have been catered for: Hot baths and showers.

Bedding, including blankets and bed-sheets are provided by the school. Toilet requisites are provided by the school at cost.

13. Pastoral Care:

Pupil have well-developed personal qualities and are friendly, outgoing and confident. The school is highly successful in it and of promoting strong, moral, spiritual, social and cultural development which is apparent in the responsible and thoughtful way pupils behave and in the pride they take in their achievement.

14. Medical:



There is a Medical Room with a resident medical attendant. Medical examinations for boarders are carried out regularly by the attending school physician. The school has an ambulance so that in an emergency, no time is wasted in rushing the sick to hospital. Should a child fall seriously ill, parents are notified by telephone or express telegram.

15. Clothing:

The clothing list is given in a separate sheet. All items are available with the suppliers at Mohini Store at Police Bazar, Shillong. Phone: (0364) 2223492.

16. Games/Recreation:

Organized games are held daily and include cricket, football, badminton, hockey, table tennis, volleyball; roller skating etc and day scholars are encouraged to take part. Outings for shopping, school picnics and visits to places of interest are periodically arranged. All dormitories and the recreation rooms are equipped with colour T.V., where educational films and T.V. programmes of an educational or edifying nature are shown.



Badminton Players after a Practice Session



Basketball Match in progress

17. Diet:

The boarders receive a well nutritious diet. Each meal has healthy balance of carbohydrates, fats and proteins. Mutton, chicken, fish farm fresh vegetables, cottage cheese, milk and legumes from our farm, ensure daily supplication of nutrients and fibers for a balanced diet.



The menu caters to the need of both vegetarians and non-vegetarians besides ensuring variety.

18. Canteen:

The school has made provision for a canteen with a convenient layout. It provides wholesome snacks in the most hygienic conditions at a very reasonable price.

The canteen administration takes care of the special needs of the children like celebration of birthdays, lunch for day-scholars and any other requests.

19. Pocket Money:

As every possible requirement of the children has been catered for, parents are requested not to give large amount of money to their children. No more than Rs 1000/- per term should be given which should be handed over through the school office or concerned house parents.

20. Tuck:

Pupils are not allowed to receive or bring in foodstuffs other than bottled jam, pickles, Horlicks or fresh fruit in limited quantities.

21. ADMISSION

The School is co—educational. The placing of a student as a pupil at St. John’s School implies a full acceptance of the Rules and Regulations of the School.

Applications for admission, on prescribed forms, will be accepted immediately after the announcement of the M.B.O.S.E. HSLC result. Each application must be accompanied by:

- i) An attested copy of the mark sheet of the examination passed.*
- ii) A recent passport size photograph of the student.*

N.B:- Fee details will be made available with the application form.

When a student is admitted, the Admission Form must be accompanied by:

- i) A testimonial copy of character from the Head of the school last attended.*
- ii) An attested copy of the admit card and mark sheet of the last examination passed.*
- iii) Two further passport size photographs of the student.*
- iv) An ORIGINAL Transfer certificate from the School last attended.*
- v) An attested copy of the schedule caste/tribe certificate*

An ORIGINAL Migration certificate, for those students coming from Boards other than Meghalaya is to be handed over to the office not later than one month from the date of admission.



Chemistry Laboratory

The Original Mark Sheet must be produced at the time of admission. The Original Mark Sheet is not to be handed in to the Office under any circumstances.

The School reserves the right to refuse an application for admission without assigning any reason for the same. When admission is granted, all fees must be paid and the admission form must be deposited at the School Office within the stipulated period, otherwise the admission will stand cancelled. Application forms not accompanied by all the required documents will not be accepted.

SUBJECTS OFFERED IN XI AND XII ARTS:

English, Alternative English/MIL, Environmental Studies (EVS) are compulsory subjects. In addition, any four selective subjects are to be chosen from the following:

- *Political Science*
- *Anthropology*
- *History*
- *Sociology*
- *Economics*
- *Education*
- *Geography*
- *Computer Application*

MIL – Khasi



SUBJECTS OFFERED IN XI AND XII SCIENCE:

English, Alternative English, Environmental Studies (EVS) are compulsory subjects. In addition, any four subjects are to be chosen from the following:

- *Physics*
- *Chemistry*
- *Biology*
- *Maths/Geography*
- *Computer Application*

MIL – Khasi

To select Mathematics a candidate must have secured at least 50% in both Maths and Science in SSLC Examination.

3. EXAMINATIONS

The School conducts regular tests during the term. These tests are conducted with the view to making sure that the students are ready for their Public Examinations. Report Cards are given out after the tests. The marks obtained in these tests are taken into consideration at the time of Selection for the Public Examination.

22. ATTENDANCE

A minimum of 75% attendance is required if a student is to be sent up for the Public Examination. A student having less than the required percentage of attendance is liable to be debarred from these Examinations. Parents are earnestly requested to help us by checking with the School Office from time to time regarding the attendance of the Student.

Any student who is absent for Two Weeks without prior permission will have his/ her name removed from the register.

23. GENERAL NORMS

1. *Dress and general appearance of the students must be in good taste.*

2. *Smoking, drinking, eating / consuming tobacco, talab, khaini- kwai; using of mobile phones or eve-teasing in any form is strictly prohibited in the School and any student indulging in any such activity will be suitably punished. Possession of marker pens/indelible ink is prohibited.*

3. *Communal harmony is to be preserved and fostered by word and deed.*

4. *Change of subjects will not be allowed once ONE MONTH OF CLASS has been completed.*

5. *Students wishing to take a transfer certificate during the year have to clear all School dues up to the end of the Academic Year.*

6. *Fees once paid will not be refunded.*

7. *Each student must have School Identity Card which may be purchased from the School Office for Rs.100/-. The Identity Card is to be brought to the School every day. ONLY ONE DUPLICATE Identity Card may be applied for during the course (two years). This will only be issued after the student satisfies the School authorities that the original has been lost. The cost of a duplicate Identity Card will be Rs. 100/-.*

7. *Students must read the Notice Board every day. Ignorance of any notification, such as tests, examinations, special classes etc., will not be accepted as an excuse for not performing a required activity.*

8. *Students shall maintain perfect silence in class rooms and should not loiter in the corridors or speak loudly near other class rooms, library and office premises.*

9. *Disciplinary action will be taken against any student who causes damage to School property or defaces the walls, classrooms and toilets. Desks and benches must not be taken outside the class rooms. Intentional damages will have to be paid in full with a fine.*



10. Students should abide by the rules, conduct and discipline inside the School. "Ragging" is strictly prohibited. Infractions of good conduct and behavior will lead to suspension/ expulsion of the student from the School.

11. No Society or Association can be formed by students in the School without the permission of the Principal nor shall any person be invited to address a meeting in the School premises without the prior permission of the Principal.

24. School Fees

Details of fees are set out on a separate sheet. Boarding fees are payable on or before the first day of the term for which they are due. The Principal reserves the right to increase the fees without notice, though every effort is made to give a term's notice of such intended increases.

No fee reductions are made for periods of broken attendance or late arrivals and no refund of fees is permitted in the event of a child leaving mid-term or without permission.

Boarders must submit a Term's notice in writing prior to a pupil's withdrawal. In lieu of notice a Term's fee will be charged.

Amounts paid at the time of admission are not refundable whether a child subsequently joins school or not.

25. Transfer Certificate

A Transfer Certificate from the school last attended, duly signed by the District Inspector of Schools must be submitted at the time of admission.

A written application must be submitted for issue of a Transfer Certificate for day scholars which will be issued only after all dues are cleared. Such application must be submitted on or before 31st December of the year or a Term's fees will be charged.

St. John School Whitehall conducts courses in Arts, Science and Commerce streams for classes XI and XII. The school so far has an impressive academic performance.

26. Discipline

The placing of a child in St. John's School Whitehall implies a full acceptance of all the school rules and regulations.



The school will not be responsible in the event of a child leaving the school premises without the Principal's permission. In such a case, the child is automatically expelled.

Smoking, chewing pan/khaini, consumption of alcohol, rowdy and disorderly conduct or major breaches of discipline may result in suspension for periods of one week or more and or expulsion

depending on the severity of the offence.

The Principal reserves the right to insist on the withdrawal of a child who is considered a bad influence or for major breaches of discipline, or who, in spite of the best efforts of the school, does not appear to have derived any benefit from his/her stay in the school. In such cases, the Principal is not bound to assign any reason when insisting on any withdrawal.

In the case of withdrawal either by the school or at the request of the parents, no transfer certificate will be issued until the school dues are cleared in full.

A child may be placed in a lower class if found unfit for the class for which admission is sought and to which he/she has been admitted.

27. Students' Code of Conduct:

St. John's Whitehall is proud of all students and recognizes that continued cooperation of parents and school authorities is essential to our educational mission and to provide our students a safe, supportive and positive learning environment.

The Student Code of Conduct provides information to parents, teachers and students regarding standards of conduct and consequences of misconduct. It will provide guidance to both the school authorities and students in their joint endeavour to achieve a meaningful and successful educational experience.



All students enrolled in St. John's regardless of age or grade level, shall abide by this Student Code of Conduct.

Conduct Before and After School: Teachers and Administrators have full authority over student conduct during, before school or after school activities on school premises and at school sponsored events of school premises, such as play rehearsal, athletic practice and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct.

Between Classes: Loitering or standing in the corridors/hall between classes is not permitted.

28. School's Authority and Jurisdiction

School rules and authority to administer discipline apply whenever the interest of school and its student is involved, on or off school grounds, in conjunction with or independent of classes and school sponsored activity. The school has disciplinary authority over a student:

- 1. During the school day and while the student is going to and from school.*
- 2. While the student is in attendance at any school related activity, regardless of time or location.*
- 3. During lunch.*
- 4. For any school related misconduct, regardless of time or location.*
- 5. When criminal mischief is committed on or off school properties or at a school related event.*
- 6. For certain offences committed while on school property or while attending a school sponsored or school related activity of another school.*

The school has the right to search students' bags in school whenever there is a reasonable cause to believe it contains articles or materials prohibited by the school.

29. Standards for Student Conduct:



Independence Day

In order for students to take advantage of available learning opportunities and to be productive members of our school community each student is expected to:

- 1. Demonstrate Courtesy, even when others do not.*
- 2. Behave in a responsible manner, always exercising self-discipline.*

3. *Attend all classes, regularly and on time.*
4. *Prepare for each class; take appropriate materials and assignments to class.*
5. *Meet school standards of grooming and dress.*
6. *Obey all school and classroom rules.*
7. *Respect the rights and privileges of students; teachers; and other staff and volunteers.*
8. *Respect the property of others, including school property and facilities.*
9. *Cooperate with the school staff in maintaining safety, order and discipline.*
10. *Avoid violations of the Student Code of Conduct.*

Students' responsibilities for achieving a positive learning environment at school or school related activities shall include:

1. *Abiding by the Student Code of Conduct.*
2. *Attending all classes regularly and on time.*
3. *Being prepared for each class with appropriate materials and assignments.*
4. *Dressing and grooming appropriately.*
5. *Behaving in a responsible manner.*
6. *Paying required fees and fines, unless these are waived.*
7. *Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels.*
8. *Cooperating with staff in investigation of disciplinary cases, and volunteering information within the student's knowledge relating to a serious offense.*
9. *Following all campus and classroom rules, including safety rules.*
10. *Respecting the property of others, including school property and facilities.*
11. *Respecting the rights and privileges of other students and of teachers and other staff.*

30. Dress Code:

The school's dress code is established to teach grooming and hygiene, instill discipline prevent disruptions, avoid safety hazards, and teach respect for authority. The School prohibits any clothing or grooming that may reasonably be expected to cause disruption of or interference with normal school operations.

All students must conform to the following dress code requirements:

1. *Torn clothing is not allowed.*

2. *No head gear (i.e. hats, caps, skullcaps, scarves) are to be worn in school unless approved by the authorities for a special occasion, program or unless there is a medical justification.*



3. *No sunglasses are to be worn unless there is a medical justification.*
4. *Visible body piercing jewellery/accessories is prohibited.*
5. *No tattoos.*
6. *Shirts must be tucked in and staff members should be able to see the students' belt.*
7. *All pants shall be worn at the waist. No visible draw strings are allowed on pants.*
8. *Boy's shirts / T-shirts must either be half-sleeved or full sleeved.*
9. *Girls blouses should be sleeved fall well below the waistline, be modestly cut and not transparent.*
10. *Girls' dresses/ skirts must be of length which maintains modesty.*

31. Hairstyle:

Hairstyle should be simple, tidy and in keeping with school uniform.

1. *Coloured combs or ribbons are not to be worn.*
2. *Boys or Girls must not cut each other's hair.*
3. *Boys must not have long hair or punk hairstyle.*

32. General



Jewellery, other than small cross or medal and ear studs for girls, is not permitted. The school takes the utmost care to look after the valuables of the children but will not be held responsible for any losses that may occur.

Steel lockers are available for boarders requiring them. Boarders may use the telephone under the supervision of the house staff and prefects to receive calls during the following hours only.

33. IN APPROPRIATE CONDUCT:

The following offenses are prohibited at school or school related activity and may be punishable by in-school suspension, detention, after school assignment, withdrawal of privileges or any other discipline management techniques as determined by the Principal:

Disregard for authority:

- a. Cheating or copying work of another student and unauthorized communication between students during an examination.*
- b. Leaving classes during instructional times without permission.*
- c. Loitering or trespassing on school grounds.*
- d. Insubordination.*
- e. Refusal to accept discipline management techniques assigned by a teacher or administrator.*
- f. Leaving school grounds during the academic day without permission.*

- g. Leaving, without permission, a school-sponsored event in which the student is a participant.*
- h. Committing or assisting in a robbery or theft or stealing from a student, staff, campus visitor, or school.*



***Misuse of Computers, Internet, Telecommunications/Electronic Devices.
Safety Transgressions:***

- a. Engaging in conduct that constitutes a disruption of classes or lawful assemblies, activities, or transportation.*
- b. Engaging in any other conduct that disrupts the school environment or educational process but that the Principal/designee determines is an offence.*
- c. Engaging or assisting in making threats.*
- d. Throwing objects that can cause bodily injury or damage property. Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.*

Possession of Prohibited Items:

- a. Possessing or using matches or a lighter.*
- b. Possessing, smoking or using tobacco products.*
- c. Possessing, using, giving or selling intoxicating substances.*
- d. Possessing or distribution of pornographic materials.*

Violating Dress and Grooming standards.

Mistreatment of Others:

- a. Engaging in verbal abuse.*
- b. Using profanity, vulgar language, or obscene gestures.*
- c. Fighting, scuffling, committing physical abuse or threatening physical abuse.*
- d. Engaging in inappropriate, verbal, written, physical conduct.*
- e. Harassment & Bullying.*

Discipline Management Techniques:

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Techniques:

- a. Verbal correction.*
- b. Seating changes within the classroom.*
- c. Rewards and incentives.*
- d. Counseling by teachers and counselors.*
- e. Parent-teacher conferences.*
- f. Detention— for infractions of the Student Code of Conduct or other policies and regulations, teachers may detain students after school hours.*
- g. Sending the student to the office or other assigned areas.*
- h. Assign school duties other than class tasks.*
- i. Withdrawal of privileges.*
- j. Penalties.*
- k. Suspension.*
- l. Expulsion.*



Founder Principal with Sr. Boarders 1979



Prefect in charges with Prefects (Sr. Sec)



Grace before Meals

Be present at our table Lord and bless us and the food we are about to eat. Bless those who have diligently and lovingly prepared it. May it bring us strength in mind and body to serve you better and to do the works that have been entrusted to us. Amen.

Thanksgiving after Meals

We return Thee thanks almighty God for all the benefits which of Thy bounty we have received. Amen.

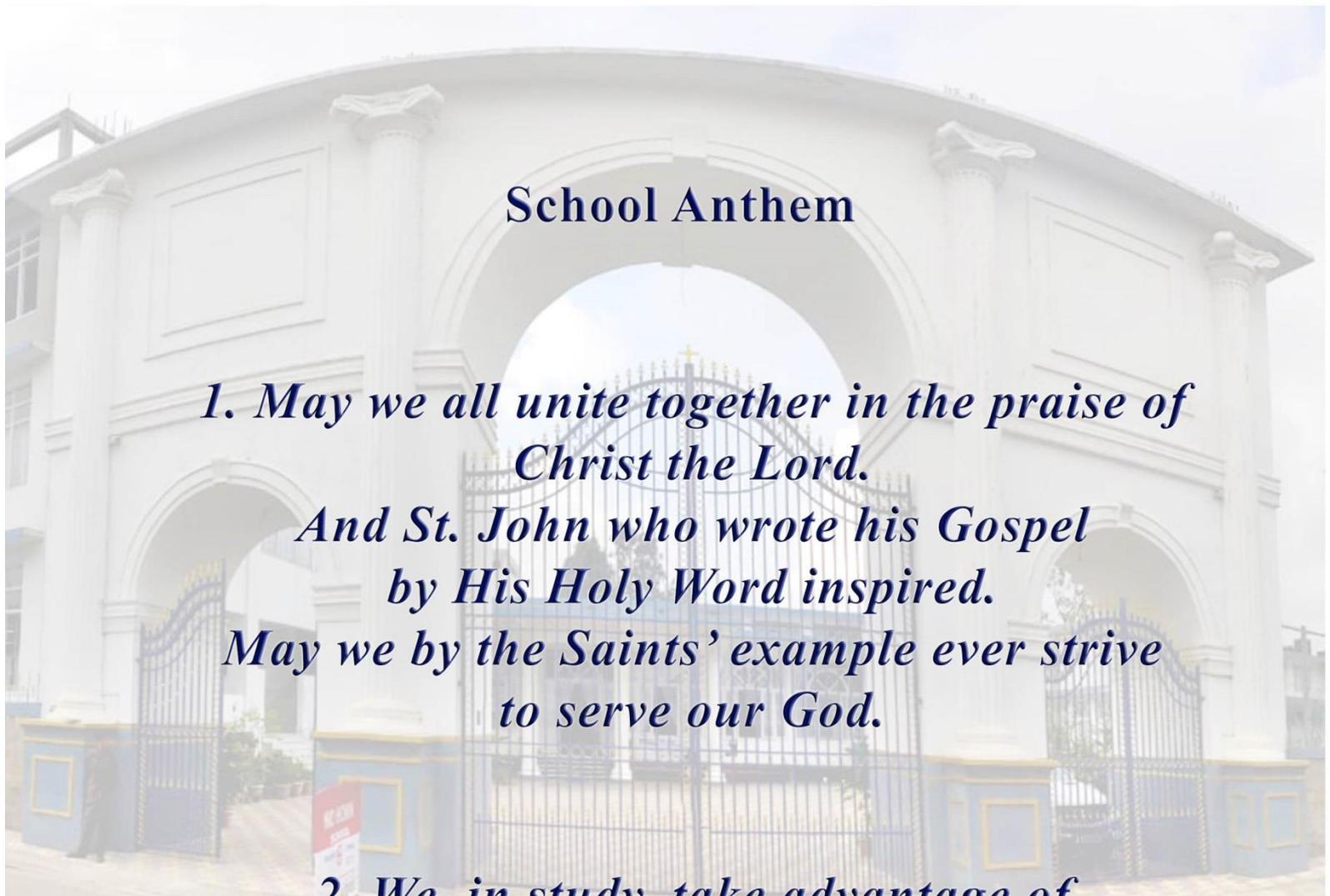
School Prayer

Oh my God, I offer Thee this day which I am just commencing; grant me grace to spend it holily and to perform all my actions in union with Your Holy Spirit. Amen.

Our Father, Who art in heaven, Hallowed be Thy Name. Thy Kingdom come, Thy will be done on earth as it is 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 Thine is the Kingdom, the power and the Glory, now and forever. Amen.

Oh! My God, I am sorry from my heart, for having offended Thy infinite Goodness and Majesty. I hate and detest all my sins because they displease Thee, Oh! My God, Who art so deserving of all my love and I firmly purpose by Thy Holy Grace, never more to offend Thee and to avoid the occasions of sin. Amen.

Pour Down Thy Blessings, Lord, on my parents, brothers, sisters, relatives and friends. Protect my superiors, help the poor and sick and those who are dying. Oh God of mercy and goodness, grant to all those for whom I am particularly bound to pray, eternal light, rest and happiness. Amen.



School Anthem

*1. May we all unite together in the praise of
Christ the Lord.*

*And St. John who wrote his Gospel
by His Holy Word inspired.*

*May we by the Saints' example ever strive
to serve our God.*

*2. We, in study, take advantage of
all opportunities,*

*So we may achieve the highest honours
that this life bestows.*

*Thus together, sisters, brothers,
One in heart and constancy.*



Contact us:

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Fax Number : (0364) 2537591

Email : secretary@stjohnswhitehall.com

Website : www.stjohn.in ; www.stjohnswhitehall.com

*We look forward to welcoming you to our school and to a
long happy association*

