

## **GENERAL RULES AND REGULATIONS**

### **INTRODUCTION**

Sacred Heart CMI Public School, run by Sacred Heart CMI Public School Educational & Charitable Trust, established, and administered by Christian Minority Community, is declared 'Minority Institution' by National Minority Commission for Minority Educational Institutions, New Delhi and is entitled to the benefits under article 30(1) of the Constitution of India.

### **ACADEMIC YEAR & SCHOOL TIME**

The regular class days begin in June and end in March. Regular day class begins at 8:15 am and ends at 2:30 pm. Students must be present in their class latest by 8:10 am on regular working days. All those who come after 8:10 on regular working days will be considered as late comers.

School Office functions from 8:00 a.m. to 12 noon & 12.40 p.m. - 4.00 p.m. on week days (Monday to Friday) and from 9.00 a.m. - 12.30 p.m. on Saturdays except on second Saturdays.

### **WITHDRAWAL**

No school leaving certificate will be issued unless applied for in the manner instructed from time to time, by the parent or guardian and until all the dues have been cleared. As a rule, parents are requested to submit the T C application at least one week in advance.

In case of mid-term withdrawals from school, parents are liable to pay the full fee for that particular month.

### **ATTENDANCE**

- No student should absent himself/herself from class without valid reason.
- Reasons for the absence must be clearly communicated to the School Office / Class Teacher / Principal through the approved means of communication.
- Normally half-day leave will not be granted to students. Even in case of emergency, no student will be sent home unless a duly authorized person comes to take the child with a note of authority from parents.
- In case of serious illness, the Headmistress must be informed within 10 days with a doctor certificate accompanied by the leave application from the parent
- Those who return to school after absenting themselves without prior permission shall not enter the class without leave note counter signed by Headmistress.

### **ASSESSMENT**

Students of Pre KG, LKG and UKG will be assessed through their daily class work.

Name of Parent/guardian

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signature with date

## DISCIPLINE

- **Students should wear their School ID Card every day. Students will not be allowed to get into the school without School ID Cards.**
- If a student loses his/her ID card, then a request from the parent to issue a new ID card must be made through school handbook.
- Students should bring the HAND BOOK to school every day.
- If a student loses his/her handbook, then a request from the parent must be made in an A4 size paper.
- Every student is expected to be present for the daily assembly.
- It is compulsory for every student to come to school in full uniform. Students must be punctual to school. Those who are late or have been absent on the previous day must fill in the record of late coming / record of leave in the handbook. After four late coming remarks, the parent will be called for an explanation.
- Students are not permitted to wear gold ornaments except small studs or bring other valuable articles to school. Students up to Std V are not allowed to wear watches.
- The boys should come to school with their hair neatly trimmed. Long hair, pony tail, spiked and styled hair, coloring of hair and shaving of head other than for religious purposes are strictly forbidden.
- For the girls, shoulder length hair / longer should be neatly tied up in plaits or ponytails. Only black or white hair bands and hair clips will be permitted. Wearing of mehendi, coloring of hair and nails, using of liquid eyeliner on the eyelids is strictly prohibited.
- Students suffering from contagious / infectious diseases will not be permitted to attend school.

## PARENTAL CO-OPERATION

- Parents are requested to use regularly the Mobile Application (School Digital) for the better communication and information.
- Parents / guardians are also requested to check their ward's school handbook daily. Remarks made in the handbook should be acknowledged.
- Parents will not be permitted to meet or call the teachers during school hours. Even after school hours avoid calls unless it is an emergency.
- Parents should ensure that their wards rejoin the school on scheduled reopening dates after long holidays and on the last working day of every term.
- Any accident inside the campus is dealt with immediate care and attention and will be simultaneously informed to the parents.
- Parents are requested to visit the school for all their transactions only during office hours on week days.
- For all communications with the school, admission number, name, standard and division of the student should be clearly mentioned.
- Parents are requested to make use of Profile Verification to update any data

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pertaining to the student. Manual updating is not encouraged.

## **SCHOOL UNIFORM**

Uniform for the school is the identity of the school. Uniformity in pattern, design and color in the school uniforms is compulsory. Any change in design and color will have to be rectified when the school informs. Any addition or alteration in the prescribed uniform will not be permitted.

Students have to wear formal uniform on Mondays, Wednesdays and Fridays and sports uniform on Tuesdays and Thursdays. On their birthdays, students are allowed to come in color dress

Management reserves the right to change the uniform. However, if there is any change in the uniform in an academic year, then it will be informed through website or circular before the closure of the previous academic year.

## **FEES**

In the spirit of CBSE Circular asking CBSE schools to go for digital means for all kinds of money transactions including the school fee, School is following the below given method **since** the academic year 2017-18. Annual fee will be collected from the accounts in 5 instalments on or before **10th June, 10th August, 10th October, 10th December and 10th February**.

Those who fail to pay the fees in time have to pay a fine of Rs.50 per month. There will be approximately **10% increment in fees every year**. Transfer Certificates shall not be issued if there is any fee dues.

### **There are multiple ways of fee payment:**

1. Online Payment – Parents can pay the tuition fee through online mode (Net banking, Rupay debit cards, credit cards, UPI using the school ERP (**School Digital**). Applicable Service charge shall be deducted from the parents. **(Please do not make online payment if auto debit facility has been availed)**
2. Auto Debit facility can be availed through bank accounts with Federal Bank. You may please contact the school office **to register for this facility**.

It is mandatory for every parent to pay the school fees on time. Reminders for payment shall be initiated from the school office every term. If any parent wishes to make a onetime payment for the tuition fees, it must be done at the beginning of the academic year and not at the end of the academic year.

**Request for the Fees Paid Certificate can be placed only after 3 school-office-working-days after the payment.**

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## SCHOOL BUS

Transportation facility by school is available in the selected routes. Parents can make use of the school bus facility by paying the prescribed fees in the window period given. Those who opt for school bus have to make use of the school bus for the whole academic year. Conditions of the Use of School Bus will be given at the time of bus registration.

## CONCLUSION

Since the school calendar is prepared at the beginning of the year, minor changes in dates and timings may sometimes have to be effected. This will be communicated through the handbook.

The management reserves the right to introduce new rules and regulations or to amend or change the existing ones in case of exigencies and in furtherance of the aims, objectives and ideals of the school.

*I have gone through all the above mentioned Rules and Regulations of Sacred Heart CMI Public School, Thevara and understand that the management has the right to introduce new rules and regulations or to amend or change the existing ones in case of exigencies and in furtherance of the aims, objectives and ideals of the school.*

*I, ..... (Name of the person*

*Who fill the application), accept all the above-mentioned Rules and Regulations and request for the admission of my ward ..... to*

*Std .....*

Name of Parent/guardian

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signature with date

