

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 for the students of Std I to VIII. For the students of Std IX to XII, regular class days begin in May and end in March/April. Regular day class begins at 8:10 am and ends at 2:30 pm. Students must be present in their classes latest by 8:10 am on regular working days.

Special classes and compensatory working days to compensate the unscheduled holidays will be held as per requirements either on Saturdays or holidays or between 2:30 pm to 4:00 pm in the evening after the regular classes.

Parents are requested to take their ward from the school within half an hour after the regular classes and on the days of term/annual evaluations as instructed. If the student has to stay back for extra classes, practices, etc., then the student must be taken from the school within 15 mins from the end of such sessions.

School Office functions from 8:00 a.m. to 12 noon & 12.40 p.m. - 3.45 p.m. on week days (Monday to Friday) and from 9.00 a.m. - 1.45 p.m. on Saturdays. Second Saturdays are generally holidays.

SYLLABUS

The syllabus is the course of study prescribed by the CBSE. The medium of instruction is English. Malayalam and Hindi are also taught.

ADMISSION

Admission is restricted by the policies of the management and by the conditions of age, ability and conduct. Availability, submission, and consequent acceptance of the application form do not guarantee any admission.

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.

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- 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.
- Those who return to school after absenting themselves without proper communication of absence, shall not enter the class without the leave note countersigned by the Principal.
- Students of Std VIII and above must submit medical certificate on the very first day when they come to school after absenting days due to medical reasons.
- A minimum of 75% of attendance is compulsory for the promotion to the next class along with the other applicable norms.
- All those students who are coming late to the school have to report to the school office by submitting the ID Card to mark the late coming.
- If anybody wants to take their ward before the school hours, they are requested to inform the school office / class teacher / vice-principal or Headmistress/ principal through any of the approved means of communication.
- The parent/guardian has to report to the school office and sign the 'Early Leaving Register' in case he/she wants to take the ward in between the school hours. However, no student will be allowed to leave the school within the last 30 mins of the normal working hours (2:00 pm).
- Short-time leave in between the school hours is not permitted. A student can enter and leave the school only once a day.
- Absence for a period of 15 days or more without communicating the reason of leave through the approved means will result in the removal of the pupil from the roll.

ASSESSMENT

The school conducts continuous assessments which comprises evaluations, class tests and projects.

For the students of class I and II, there will be only class tests and activities to assess the students, followed by a formative worksheets at the end of the year.

DISCIPLINE

- **Every student should have School ID Card every day.**
- 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 written request from the parent must be made for a replacement.
- 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 diary. After four late coming remarks, the parent will be called for an explanation.

- Students are strongly encouraged to speak English in the school campus.
- Every student must behave respectfully towards the members of the staff and greet them when they see them, the first time during the day. Students are expected to be courteous, polite and deferential both inside and outside the school.
- 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 etc. Unclaimed articles will be given away to charity.
- Students are not to wear gold ornaments 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 or longer to be neatly tied up in plaits or ponytails. Only black or white hair bands and hair clips will be permitted. Wearing of mehndi, tattoo, coloring of hair and nails, using of liquid eyeliner on the eyelids is strictly prohibited. More than one stud on the ears must be avoided.
- Every student shall have with him/her the text books and note books according to their day's time table. They should pack their bags on a daily basis so as to bring in only what they need to.
- No newspaper, periodicals, comics, CDs, pen drives, mobiles, I-pod, camera or any other gadgets must be brought to the school. If found, such items will be confiscated.
- Graffiti, littering and damage to school property is an offence. If found guilty the student will be penalized by the school.
- Contempt of authority, irregular attendance, habitual lack of moral application, disobedience or discourtesy to teachers, physical brawls, bullying, any kind of malpractice or objectionable behavior not in keeping with the good standards of the school are always sufficient reasons for warning and will lead to subsequent action even to the limit of dismissal as the case warrants.
- Students suffering from contagious / infectious diseases will not be permitted to attend school.
- No student may leave the school premises during school hours without authorization from the Principal.
- Fans and lights should be switched off when the students go out of the class.
- Before the commencement of the assembly, playing on the ground, classrooms and verandahs are strictly prohibited.
- Staffrooms and the office room are places out of bounds for the students.
- Regular late coming, frequent absence, negligence in wearing uniforms, carelessness in duties will be viewed seriously.
- The school takes great pain to provide a green environment. The students should appreciate, nurture and protect the environment provided.
- Do not disturb the birds and animals.

DISCIPLINARY ACTION

In the interest of the institution and for the sake of discipline, the Management is entitled to refuse admission to an applicant / to suspend / dismiss or take any other action on any student for misconduct. All attempts will be taken to avoid dismissal of a student. However, the power of dismissal may be exercised against any serious violation of discipline and moral conduct. Decision of the Principal will be final in the issues related to discipline.

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Misconduct shall include :

- Staying away from classes without a letter from the parents / guardian.
- Disrespectful behavior towards the staff.
- Loitering on the verandas during class hours and creating disturbance to the classes in progress.
- Disorderly behavior in class.
- Bringing outsiders into the school campus.
- Graffiti of all kinds
- Smoking, consumption of alcoholic beverages and use of narcotic drugs. (Legal proceedings will be initiated against those found under the influence of alcohol or narcotic drugs in the school campus).
- Vandalism and destruction of school property, flora and fauna will be severely dealt with and material loss will be fully recovered with fine.

UTILIZATION OF THE SCHOOL PHONE

Students can make use of the school facilities to make phone calls, with the consent of the class teacher / subject teacher through the school handbook.

LIBRARY RULES

- All members of the staff and students are members of the school library.
- Strict silence should be observed in the library.
- Personal belongings like books, umbrella, bags etc. are not allowed into the library.
- Books or any other records of the Reference Section will not be lent out.
- Books will be issued to the students of classes 5 and above.
- The borrower of a book has to point out to the librarian, at the time of borrowing, any defect the book may already have. Otherwise it will be deemed that the book is intact when issued. The borrower will be responsible for any damage caused to a book while in his custody.
- If a book or periodical is damaged or lost by a member, he/she will have to pay the cost along with the fine.
- If a member happens to recover a lost volume after having replaced it or paid the value thereof, he/she shall not be allowed to return it to the library and get back the new copy.
- TC will not be issued if there is any library book to be returned.

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 diaries daily. Remarks made in the diary should be acknowledged.
- Parents will not be permitted to meet or call the teachers during school hours and please avoid disturbing teachers off school hours 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.

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- Any accident inside the campus is dealt with immediate care and attention and simultaneously informed to the parents.
- Parents are requested to visit the school for all their transactions only during office hours on week days.
- Exemption for students from attending the assembly, physical training and games will be granted only on medical grounds and a written request in the diary by the parents.
- Parents must encourage their children to take part in the co-curricular and extra-curricular activities of the school.
- Critical remarks about a teacher should be avoided in the presence of the children. Parents should discuss such matters with the Principal in the absence of the child.
- In all communications with the school, admission number, name, standard and division of the student should be clearly mentioned.
- Parents are asked to equip their wards with the correct uniform requirements and stationery / accessories required for the classroom activities.
- Students are not permitted to bring mobile phone to school. However due to distance from school to home, the parent persists on the ward having a mobile phone, then the child may use a basic phone which must be labelled and surrendered at the school reception on entry and taken while exiting. The parent has to send a written request on day one of the submission of the phone.

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. Formal uniform consists of shirt, trousers, belt, black shoes and socks for boys up to Class 05. Boys of class 06 and above have pants instead of trousers in formal uniform. Formal uniform of girls consists of shirt, pinafore, belt, socks and shoes for the students of classes up to 10 and pants and shirts (special design) for the students of class 11 and 12. Sports uniform consists of the house color T-shirt and skirt/pants with black shoes.

On the days of birthday or festivals students may be allowed to come in modest color dress. However, sleeveless, short/crop tops, low-necked tops/frocks and above the knee dresses/skirts will not be permitted.

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 at least 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.

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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.

TOURS AND PICNICS

Guided tours and picnics have great educational value and are enjoyed by children. Hence one day trips / trips for more than one day are arranged to various places of interest. Such arranged picnics are compulsory for all students. The school authorities, management and the staff will not be held responsible for any accident or mishaps during picnics. However, all efforts will be taken for the safety and security of the students in all aspect. Tours and Picnics are compulsory for all students.

Request for Certificates/Timetable/Transcript

Request for Certificates like bonafide certificate, course certificate, examination timetable, fees paid certificate and the like are to be addressed to the Principal in A4 size paper and it will take a minimum of three office working days from the day of receipt of the request. Immediate processing of such requests is not possible.

In case of transcript, parent must submit the format of the transcript required and provide at least 15 office working days to issue the same.

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.

Name and Signature (with date) of the Parent who has signed in the Application for Admission

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