

# 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. Regular day class begins at 8:30 am and ends at 3:00 pm. Students must be present in their class latest by 8:25 am on regular working days. All those come after 8:25 on regular working days will be considered as late comers.

Special classes and compensatory working days to compensate the unscheduled holidays will be held as per requirements either on Saturdays or holidays or between 3:30 pm to 4:30 pm in the evening after the regular classes.

Parents are requested to take your 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 8:30 a.m. to 12 noon & 12.40 p.m - 4.30 p.m. on week days (Monday to Friday) and from 9.00 a.m. - 12.30 p.m on Saturdays except on second Saturdays.

## 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.

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

- Normally half-day leave will not be granted to students. Even in case of emergency, no student will be sent home unless a duly authorised 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 have to submit medical certificate on the very first day when he/she coming 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 want to take your ward before the school hours, you are requested to inform the school office / class teacher / vice-principal / 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 (2:30 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 role.

## ASSESSMENT

The school conducts continuous assessments so that the teachers as well as parents can have an idea as to how much the child is able to comprehend. The system of academic assessment comprises of 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. There will not be scheduled termly/yearly examinations.

Students of PreKG, LKG and UKG will be assessed from their daily class works.

## DISCIPLINE

- **Every student should have School ID Card everyday. 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 diary. After four late coming remarks, the parent will be called for an explanation.

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

- 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 upto 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, colouring 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 mehendi, colouring of hair and nails, using of liquid eyeliner on the eyelids is strictly prohibited.
- 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, and camera shall be brought to the school. If found, such items will be confiscated and will not be returned.
- 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, any kind of malpractice or objectionable behaviour not in keeping with the good standards of the school are always sufficient reasons for warning and 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 a 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 pains to provide a green environment. The students should appreciate, nurture and protect the environment provided.
- Do not disturb the birds, insects and other animals but try and befriend them.

## **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.

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

**Misconduct shall include :**

- Staying away from classes without a letter from the parents / Guardian.
- Disrespectful behaviour towards the staff.
- Loitering on the verandas during class hours and creating disturbance to the classes in progress.
- Disorderly behaviour 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 FACILITIES**

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

Students can take the photocopies only during the breaks on payment.

**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 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.

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

- 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 stationeries / accessories required for the classroom activities.
- Parents are requested to make use of Profile Verification to update any data 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 colour in the school uniforms is compulsory. Any change in design and colour 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, sox and black shoes for boys upto 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 and shoes for the students of classes upto 10 and pants and shirts (special design) for the students of class 11 and 12. Sports uniform consists of the house colour T-shirt and skirt/pants with black shoes. School bag is part of uniform till class 05.

On the days of birthday, students are allowed to come in colour dress. Invariably of classes and days, students must come with school identity card.

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 the previous the 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 from the academic year 2017-18. Annual fee will be collected from the accounts in 5 instalments on or before 10<sup>th</sup> May, July, September, November and January.

Those who fail to pay the fees in time has to pay a fine of Rs 10/- per day. There will be approximately 10% of fees increment every year. Transfer Certificates cannot be generated if there is any kind of fee dues.

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

There are multiple ways of fee payment – Linked Bank Account of South Indian Bank, Online Payment and Advance Payment. The official mode of school fee payment is through Linked Bank Account of South Indian Bank.

**Linked Bank Account of South Indian Bank** – Please open an account preferably in the name of the student in South Indian Bank. Then submit a declaration to pay the fees from the account at the school office. You need to deposit the fees amount to the account of the student. School will collect the fees from the student account. If the parent is having an account in South Indian Bank, you are free to use the same account for the fee payment.

Those who want to pay the fees yearly can deposit the yearly fees to the student account and those who want to pay the fees monthly can deposit the amount monthly in such a way that the fees can be paid on the scheduled dates. Parents can deposit the fee amount to the student account by online transfer, by cheque or by cash deposit.

The passbook of the student will be the documentary proof of the payment.

**Online Payment** – Parents can pay the tuition fee in online mode too using the school ERP (School Digital) in use. Applicable online service charge will be deducted from the parents.

**Advance Fee Payment** – Parents can pay the tuition fee in advance. If the paid amount falls in the slab (given in the ERP), parents are eligible for the discount applicable to the slab.

Request for the Fees Paid Certificate can be placed only after 3 school-office-working-days after the payment. If anybody requires a fee paid certificate for any purpose like income tax returns, then you must get the certificate before the month of March of every academic year. School office requires at least 3 office working days to issue the Fees Paid Certificate from the date of request of the Fees Paid Certificate. It will not be possible to issue a fee-paid certificate after March-31 of a financial year.

**It is the duty of every parent to pay the school fees on time. There will not be any further reminders to pay the fees.**

#### **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 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.

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

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.

*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 .....*

## Fees Structure: 2023-24

Admission Fee			
PreKG, LKG, UKG	55000	Std VI to VIII	40000
Std I to V	70000	Std IX to XI	25000

## Tuition Fee (Regular Class): 2023-24

Date of Payment	Play	LKG	UKG	Std I	II	III	IV	V
Instalment I - May 10	9280	9280	9280	9360	9360	9060	9060	9060
Instalment II - July 10	9280	9280	9280	9360	9360	9060	9060	9060
Instalment III - Sep 10	9280	9280	9280	9360	9360	9060	9060	9060
Instalment IV - Nov 10	9280	9280	9280	9360	9360	9060	9060	9060
Instalment V - Jan 10	9280	9280	9280	9360	9360	9060	9060	9060
<b>Total</b>	<b>46400</b>	<b>46400</b>	<b>46400</b>	<b>46800</b>	<b>46800</b>	<b>45300</b>	<b>45300</b>	<b>45300</b>

Date of Payment	VI	VII	VIII	IX	X	XI	XII
Instalment I - May 10	8460	8460	8460	8660	8660	9300	9300
Instalment II - July 10	8460	8460	8460	8660	8660	9300	9300
Instalment III - Sep 10	8460	8460	8460	8660	8660	9300	9300
Instalment IV - Nov 10	8460	8460	8460	8660	8660	9300	9300
Instalment V - Jan 10	8460	8460	8460	8660	8660	9300	9300
<b>Total</b>	<b>42300</b>	<b>42300</b>	<b>42300</b>	<b>43300</b>	<b>43300</b>	<b>46500</b>	<b>46500</b>

- Instalment I is to be paid with the Admission Fee
- Those students who join in PreKG, LKG or UKG have to pay Rs 15,000/- when they are promoted to Std I.
- Students of Class 11 have to pay Rs 2750/- per lab at the time of admission. Number of labs varies depending on the combination of subjects. There will be maximum of 4 labs.
- There will be 10% increment in fees every year.

## Refund Policy (Classes PreKG to 08)

Parent must apply for a Transfer Certificate through the School Digital (School ERP) or the ERP in use at the time of leaving the school. Date of completing the procedures of transfer certificate through online and sending the TC Request PDF to the specified email id from the OTP verified mail id will be considered for the refund of applicable fees.

The amount to be refunded is decided as per the Refund Policy given below:

1. Academic Year is from 01-April to 31-March.

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



2. Admission Fee will be fully refunded if date of completing the procedures of transfer certificate mentioned above is on or before 31-December of the previous academic year to which the student was admitted.
3. An amount of Rs 5,000/- (Five Thousand) will be deducted if date of completing the procedures of transfer certificate mentioned above is on or before 31-March of the previous academic year to which the student was admitted.
4. An amount of Rs 12,500/- (Twelve Thousand Five Hundred) per academic year (not completed academic year) and the term fees, if not paid, will be deducted from the Admission Fee if date of completing the procedures of transfer certificate mentioned above is after 31-March of the previous academic year to which the student was admitted.
5. The amount to be refunded as per the above refund policy will be electronically transferred to the given account within 7 bank working days of the school office working days. There will not be any other mode of amount transfer.
6. Sacred Heart CMI Public School will not be held liable if there is any delay in transferring the above said amount due to technical issues.

## **No Refund Policy (Classes 09 to 12)**

It is the duty of the parent to make the final decision regarding completing the studies of Classes 09 & 10 at Sacred Heart CMI Public School, Thevara once you join in Class 09. There is no refund of any kind of fees including admission fee and tuition fee instalments. In the same manner, it is the duty of the parent to make final decision regarding completing the studies of Classes 11 & 12 once you join in Class 11. There will not be refund of any fee paid either in connection with admission or tuition fee installment.

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

# Letter of Consent

*(To be attached only with the Applications for Std XI)*

We understand that:

- There will be Test Papers after one or two chapters of every subject, Mid-Term Test and Annual Examination.
- Those students who score at least 33 % in the Annual Examination for every subject separately for theory and practical together with 75% attendance will only be eligible for promotion to the next grade.
- **Re-test will be given to those who fail only for one subject.**
- Valuation of the answer sheets and marks given by a teacher will be final once it is approved by the principal.

We understand that:

- All communications will be through School Digital (School Management Software) and there will not be any other medium of communication.
- School will not be responsible for the damages that come from ignoring the messages sending through School Digital.
- If parent / student fails to submit a valid Transfer Certificate from the previous school within the given date, then the student will be removed from the list of students in itself. In such case, there will not be any refund.

If the student indulges in any of the following acts, then this Letter of Consent can be considered as the request for Transfer Certificate:

- Any act that is in tune with ragging.
- Bringing any kind of electronic gadgets including mobile phones or any other prohibited items without prior permission.
- Involving in any activity which is not respecting the opposite sex.
- Involving in any manner in activities like smoking, drinking alcohol, forming gangs, stealing ....
- Involving in the propaganda by which others are hurt.
- Absenting from the regular classes, special classes and all kind of examinations without prior permission from the Class Teacher / Subject Teacher / Vice-Principal / Principal.
- Absenting from the online classes and its all activities like examinations without prior permission from the Class Teacher / Subject Teacher / Vice-Principal / Principal.
- Damaging the properties of the School, Staff or Students.
- Violating the uniform dress code of the school.
- Violating the Rules and Regulations of the School even after warning.

Name & Signature of the Student with Date:

Name & Signature of the Parent with Date:

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