

SCHOOL REGULATIONS

Pattern

The School includes classes from Nursery to Class X. The curriculum of the Central Board of secondary Education (CBSE), New Delhi, is followed from Class I to X. English is the medium of instruction. Three languages are compulsory from class VI to VIII, namely, English (First Language), Bengali (Second/Third Language) and Hindi (Second/Third Language). In Classes IX and X the student can choose between Bengali and Hindi as their Second language, English is compulsorily the first language.

Course of Study

1. One year of Nursery - age 3+
2. One year of KG-I - age 4+
3. One year of KG II - age 5+
4. Ten years for CBSE Classes I - X.
5. Public examinations are held at the end of Class IX & X (CBSE).
6. Subjects Offered
 - Classes I - X**
 - a. English Communicative (Language 1)
 - b. Bengali (Language 2/3)
 - c. Hindi Course B (Language 2/3)
 - d. Social Science
 - e. Science (Biology, Chemistry, Physics)
 - f. Mathematics
 - g. Additional Subject (optional only in classes IX & X)
 - h. Internal Subjects
 - i. Life Skills
 - ii. Information and Technology
 - iii. Environmental Education
 - iv. Work Education
 - v. Music and art
 - vi. Classical dance
7. Rules and regulation of the syllabus and assessment of students' performance are in accordance with the standard set by the Central Board of secondary Education (CBSE), New Delhi.

Admissions and Withdrawals

- Admission and assignments to a particular section of the class are entirely reserved to the school authorities.
- All admissions will be subjected to a test of eligibility by means of oral and/or written tests. The merit of the student is the sole criterion of selection.
- The application for admission / Registration shall be accompanied by an authentic document containing the child's date of birth.
- A student coming from an affiliated and recognized school should produce a Transfer Certificate (T.C.) with a clear mention of the date of birth. (Original Mark sheet and T.C. should be submitted along with the application)
- The correct date of birth is to be given at the time of admission. No changes in the date of birth will be entertained. **The date of birth once registered cannot be altered.**
- Minimum age for admission to Nursery is 3+ years (40 months) as on March 30th.
- Certificates of any sort will be issued only two days after the application has been submitted to the office. A fee of Rs. 100/- will be charged for any extract from the school registers.
- The school management, acting through the Principal, will request the withdrawal of a student who fails for two consecutive years in the same class.

- The school reserves to itself the right to dismiss the students whose diligence or progress in studies is steadily unsatisfactory or whose conduct is harmful to the other students or whose guardians show little interest in the progress of their wards. Immorality/grave insubordination/contempt of authority/disrespect towards the members of the staff/willful damage to property is always a sufficient reason for immediate dismissal.
- The school does not charge capitation fees. Offers of donations, bringing innuendoes to bear on the management with a view to gain admission etc. will entail disqualification of the candidate.

Academic Year and Timings

The School academic year commences in April and ends in March.

School Working Days : Monday – Saturday

[These timings are subject to change whenever necessary; it may not always be possible to intimate the change in advance.]

Office Hours

The School office will remain open on all working days from 09.30 a.m. to 03.30 p.m. However, on second Saturday school office will be open from 10.00 a.m. to 12.30 p.m. in view of the convenience of hostel students.

Rules for payment of School Fees

- Each Student will receive a school Fee booklet from the school office. Please note the only one school fee booklet will be given to an individual student. Any extra booklet will have to be bought from the school office. See reverse side the booklet for other details.
 - The school fees normally will be paid in UCO Bank, Kumarghat Branch.
1. Fees will be received by the Office in-charge. The fee is to be paid on or before the 10th of the following month failing which **a fine of Rs. 10.00 per month** will be levied on all late payments.
 2. The School Fees cover twelve calendar months. No reduction is made for holidays or broken Periods.
 3. Students who have not cleared the fee dues may not be allowed to sit for any terminal examination.
 4. Fees will have to be paid as long as pupils name is on the roll.
 5. The school fees and other dues are liable to be revised at any time due to the increasing cost of maintenance, other expenses and teachers' salary.
 6. Certificates will be withheld from pupils who have arrears of fees.
 7. Pupils joining or leaving the school during the year will have to pay all the fees of that term. (April - September/October-March)
 8. Parents /Guardians may pay all the fees at a time in the beginning of the year.

Academic Session

The School Academic year is divided in the following manner:

Classes I to VIII

Periodic test 1 : July

Periodic test 2 : August

Half yearly exam: September-October

Periodic test 3 : December

Periodic test4 :February

Annual Examination: March

Classes IX to X – (Two Terms)

Unit Test IX-X-JULY

Periodic test 1 : August

Periodic test 2 : September-October

Periodic test 3: December

Model Exam-X-January

Model Exam- IX February

Annual Exam- March

Promotion to higher class depends upon:

- a. Regularity in attendance (minimum 75% is a must)
- b. Quality of day-to-day participation in class.
- c. Written work and projects assigned by the subject teachers.
- d. Satisfactory performance at the internal assessments and tests.
- e. The minimum mark required for pass for subjects out of 100 is 33 and for subjects out of 50, is 17.
- f. A pupil who fails to attain the required standard in **language subjects (i.e. English, Bengali, and Hindi), Mathematics, Science, and Social Science** will not be promoted.
- g. Promotion is granted on the basis of the marks/grades obtained in all the assessments/tests and whole year's work of the pupil. Hence, **one needs to be regular in school.**
- h. Students who do not appear for any of the Assessments will be treated as having no marks in it. **The decision of the school authorities with regard to promotion is final.**

Parent – Teacher Meeting

Parent Teacher meetings are arranged periodically and information about which will be given. During this meeting the guardians get an opportunity to talk to the class teacher concerned about the progress of their wards. The guardians of classes IX and X should meet their wards' teachers a minimum of four times in a year, i.e. After Each Formative Assessment. The Progress Report of Term I will be shown to the guardians in the school only. However, should any parent feel that she/he needs to meet the Principal or any teacher with regard to the work or conduct of his/her child or for any problem faced by the child, he/she is encouraged to do so at the earliest, after making an appointment with the Principal or the teacher concerned through the pages of the Diary.

The school administration will take a serious view of the parents regularly absenting themselves from such meetings or showing indifference towards their children's education.

School Uniform

Parents are requested to maintain uniformity in colour and tailoring. Those who do not have the approved colour and pattern will not be admitted to the class.

K.G-I and K.G-II

The students of Nursery, K.G-I and K.G-II will have the same uniform on all the days.

I to III - Monday, Tuesday, Thursday and Friday

Shirts	: Maroon and white vertical stripes
Half Pants/Skirt	: Grayish black
Tie	: As provided by the school
Belt	: As provided by the school
Socks	: As provided by the school
Shoes	: Black shoes WITH LAZE.

Wednesday

Shirts	: Plain white
Half Pants/Skirt	: Plain White
Tie	: As provided by the school
Belt	: As provided by the school
Socks	: As provided by the school
Shoes	: White P.T. (canvas) shoes with laze.

Saturday

T- Shirts	: According to the house
Half Pants/Skirt	: Plain White
Belt	: As provided by the school
Socks	: As provided by the school

Shoes : White P.T. (canvas) shoes with laze.

IV to X - Monday, Tuesday, Thursday and Friday

Shirts : Maroon and white vertical stripes
Pants (Boys) : Grayish black– (It should not be stitched very tight)
Skirt/Tunic (Girls) : Grayish black
Head band : Red (Nothing other than the specified colour is allowed)
Tie : As provided by the school
Belt : As provided by the school
Socks : As provided by the school
Shoes : Black shoes with laze.

Wednesday

Shirts : Plain white
Pants (Boys) : Plain white– (It should not be stitched very tight)
Skirt/Tunic (Girls) : Grayish black
Head band : Red (Nothing other than the colour specified is allowed)
Tie : As provided by the school
Belt : As provided by the school
Socks : As provided by the school
Shoes : White P.T. (canvas) shoes with laze.

Saturday

T-Shirt : According to the house
Pants/Skirt : Plain White
Belt : As provided by the school
Head band/Ribbon : Red (Nothing other than the colour specified is allowed)
Socks : As provided by the school
Shoes : White P.T. (canvas) shoes with laze.

Winter: Grey Pullover with red borders lines or blazer with Uniform Cloth (Gray)

❖ **Every student is expected to wear the school ID card around the neck everyday in the school once it is given to them.**

S.U.P.W / Art Education

The very purpose of the education is to strive to build an integrated personality, accord between thought, word and deed or between head, heart and hand.

SUPW/Art Education bridges the gap between work and education. This allows for closer linkages between theories learnt and skills acquired and their real life applications.

A student is recommended to keep the same discipline for a minimum of 3 years; that is, one discipline as long as he/she is in primary (I –III), another in middle school (IV-VI), another in high school (VII-X) and yet another at Senior Secondary level. This would mean that a student gets trained in four disciplines before he/she completes his/her schooling. Requests in between for the changes will not be entertained. The following chart gives a picture of various disciplines provided in the school:

S.U.P.W / Art Education

Classes	Disciplines
I – III	Art, craft, singing, Yoga, dance, Badminton, Foot Ball.
IV – VI	Yoga, craft, Dance, Singing, Art, Computer, Badminton, Volley Ball, Foot Ball, Basket Ball, Cricket, Club activities, etc
VII & VIII	Community Service, Dramatics, Folk Dance, Musical Instruments, Art, Computer, Needle Work, Club activities, NCC, Basket Ball, Badminton, Cricket, Foot Ball Volley Ball.
IX & X	Community Service, Folk Dance, Computer, Commercial Art, Craft, embroidery, Needle work, Knitting, Meal Planning, Gardening.

School Counselors:

Holy Cross School, Kumarghat provides two Counselors a male and female for the consultation of the Parents as well as students who look forward to some guidance in life. In order to avail this facility you should take a prior appointment.

Code of Conduct

Enrolment in Holy Cross School implies on the part of the pupil and the parents, willingness to comply with the requirements and regulations of the school.

A. School Uniform

1. All the students should come to the school clean and tidy; failing which they may be excluded from the class or even sent home.
2. The students are **strictly forbidden to wear gold ornaments** in the school. If they do so, it will be confiscated.
3. The students are strictly forbidden to use any **make-up, bleaching and colouring of hair, mehndi, nail polish and any other accessories** other than the prescribed uniform.
4. All the photographs to be used for school purpose or to be attested by the school should be in the school uniform.
5. Identity card is compulsory for every student for entry to class. To prepare a duplicate identity card a stamp size (2cmx2.5 cm) photograph in school uniform has to be submitted together with Performa which is available in the school office.
6. It is obligatory to wear the uniform prescribed for the season on class days and at school functions. Those who are **not correctly dressed** in conformity with the regulation of the school will not be admitted to the classes.

B. Regularity and General Department

7. Every student / teacher is expected to reach the school 15 minutes before the Assembly.
8. Pupils are required to put in 90% of Attendance. Those below 80% of attendance will not be promoted to the higher classes. **Leave of absence will be granted only for serious reasons on previously written application form by the parents or guardians.**
9. Except for reasons of ill health and unavoidable circumstances, a **prior written application** from the guardian is required for any leave of absence.
10. In case of absence without leave, the students, on returning to the school, **must produce the reason of absence certificate from his/her Parents or Guardian.**
11. If any pupil has been absent, on return he/she **should not enter** the class without first obtaining permission from the Class Teacher or Principal as required.
12. If a student is absent for **more than a day** then he/she should get permission from the Principal.
13. Those who are absent because of sickness or accident should produce a certificate from doctor.
14. A student returning to school after contracting a contagious or infectious disease should produce a Doctor's Fitness Certificate permitting him/her to attend classes, without any danger to other students.
15. No one may leave the school Premises during school hours without the Permission from the Principal. **Half day attendance** will not be permitted for the students. Pupils will not be sent home with anyone other than the parents.
16. A student missing from the class room during class hours without the permission of the teacher concerned even if it is for practices of any kind will be viable to punishment.
17. For those staying in rented houses will not be given leave for visiting their houses on school days.

18. Any pupil who absents himself/herself for one calendar month without a written permission from the Principal shall have his/her name struck off the rolls. To be re-admitted he/she will have to pay fresh admission fees as well as all fees for the said period of absence.
19. Those **who do not report to class for one week after the vacation will have their names struck off the rolls**. The Principal reserves the right to consider applications for the readmission of such pupils.
20. **Attendance on opening and closing day is compulsory.**
21. Pupils are expected to regularly prepare their lessons & do their homework.
22. Pupils who travel by the school buses are expected to observe strict discipline inside the buses as well as at the bus stops.
23. Pupils should treat their classrooms as sacred places. They are expected to maintain silence and order in the classrooms. During the absence of a teacher from the class, pupils must obey the leader appointed to maintain good order.
24. Running, playing or shouting in the school building is not permitted. During the class hours pupils should move along the corridors in silence and in order.
25. Participation in games, physical training, cultural activities and socially useful productive works, are compulsory. Exemption will be granted on medical grounds only.
26. Pupils are strictly forbidden to form any association or to engage themselves in any group activity or to raise funds for any purpose without the permission of the Principal or an officer authorized by him on his behalf.
27. Irregular attendance, habitual idleness, theft, dishonesty, immoral conduct, insubordination, neglect of home work, disobedience or disrespect towards the members of the staff, unruly behaviour or immoral influence justifies dismissal.
28. **English should be spoken in the school bus and in the school premises at all times** in order to acquire fluency in speaking the language.

C. Personal Belongings and School Property

29. Books, cardigans, Tiffin boxes, water bottles, etc. belonging to the pupils should bear the name of the owner. The school does not hold itself responsible for articles lost in the school premises.
30. Pupils are **not allowed** to buy, sell or exchange any articles among themselves in the school premises.
31. No one should write on the furniture or walls or damage any school articles. Damage by accident should be reported to the Principal at once. Any damage caused to school property or to the property of another student must be made good or a fine will be levied.
32. **Pupils of this school are not permitted to bring Mobile phones, Electronic gadgets, unauthorized CDs, memory cards, pen drives, Fancy watches, Gold ornaments and other valuable goods to the school.**
33. **Students are not allowed to bring crackers, colours, etc. to the school. Burning of crackers and playing with colours are liable to lead to the expulsion of the student from the school.**
34. Pupils shall not circulate books, magazines or periodicals in the school without the permission of the Principal/Headmistress.

D. Examination, Home Work and Assignments

35. Only pupils who have cleared school fees are permitted to appear for examinations.
36. Home work is any assignment given by the teacher to be done at home; it may include writing, reading, memorizing, drawing, Project making, etc. Every student is expected to do the Home Work regularly; it is the sign of a good student.
37. Those who have not done their homework may not be allowed to sit in the class.
38. It is the duty of the guardians to make sure that the students do the home work.
39. If a student fails to do the home work **1 mark** per each day's home work will be reduced from his **FA** marks by the subject teacher.
40. If a student is found to be not doing the homework regularly a warning will be issued to the student through the guardian and after a total of such three warnings in an academic session in any subject the student will be issued Transfer Certificate.

41. Silly reasons like headache and visits to relative's house and any kind of functions will not be considered as valuable reasons for not doing the homework.
42. Any student found resorting to unfair means and receiving/giving assistance in any form during tests/examinations tampers with marks/answer sheets or school certificates will be given zero in the subject and a warning letter. Repetition of the same will result in dismissal.

E. Hand writing & use of pen, pencil etc.

43. Every student is expected to submit a page of Hand Writing as instructed from the school.
44. If any student doesn't submit the Hand writing, he/she is liable to lose mark from the total and the student should write 5 pages minimum while submitting the same Hand Writing copy the next time.
45. Hand Writing is to be done only with pencil in classes up to all the classes.
46. If there is no improvement in the Hand writing of a student it is to be brought to the notice of the guardian and Principal by the teacher concerned.
47. The Hand-writing copies are submitted to the teachers and given back to the students by the class leaders and the defaulters names are given to the Class Teacher by the leaders.
48. Students of K.G-I to class-II are allowed to use only pencil for writing.
49. Students of Classes-III to Class- V are allowed to use only ink-pens or gel pens and not ball pens.
50. The students are allowed to write the notes only in black and blue colours.
51. Students are not allowed to use red or green colour pens, blade, knife, correction ink and calculator in the school.
52. Students are not allowed to use in the school geometry box, scales and note books with mathematic equations and formulas.
53. Students are required to keep their note books, safe, neat and tidy. No unnecessary drawing, stickers and writings are to be found in the note books and school diary.

F. Library Rules

1. Library books may be issued once in two weeks.
2. When taking a book, if any defect is noticed, it should be brought to the notice of the Librarian.
3. Books lost or damaged must be replaced by the borrower.
4. Books overdue may be returned on any library day with a fine of Rs. 5/- per day.