

GENERAL RULES

The pupils of this school are expected to :

- Speak in English while in the school campus and in the classroom.
- Participate fully in all the activities of the school faithfully, the school rules of discipline and obey all duly constituted authorities.
- Cultivate loyalty and devotion to home, school and country.
- Develop healthy habits of mind and body by constant self - discipline.
- Acquire qualities of leadership and competency in the art of expression and persuasion, and to strive to be gentlemen and ladies and learn to serve and be helpful to others.

KG SECTION RULES

- Christ Nagar Central School has its own reputation and all the students are required to obey the rules set by the school authority.
- The school begins at 8:00 am and ends at 2.00 pm. All the students are expected to be in the school before 7.50 am. Parents visiting time – 2:15 pm – 2.45 pm.)
- Students should come to school in proper uniform.
- Wrist watches should be avoided.
- Boys should have proper haircut. Fashionable haircut is not permitted.
- All students are required to wear proper undergarments.
*For boys, vest and brief
*For girls, petticoat and bloomers.
- Children should bring breakfast, lunch, water, handkerchief, lunch towel, spoons etc every day.(Junk foods are not allowed.)
- Children should not bring money to school unless a notice is given from school.
- Children should not bring any fancy stationery to school as it will distract the attention of other children.
- Children should bring their books neatly covered and labelled according to the time table. Student's handbook should be

brought to school everyday. Parents must ensure checking and signing of the day today notes and circular.

- Children are expected to speak in English.
- Students should be given one set of pencils (1 packet) and 2 erasers (labelled) to be kept at school, which will be issued to them as and when necessary.(no need to send pencil box).
- Individual items of each student (bag, water bottle, tiffin box-1 (breakfast), tiffin box -2 (lunch),towel,dress etc.) must be labelled with name, class and division.
- Project should be submitted on the assigned date.
- Medicines should be handed over directly to the class teacher with details clearly mentioned. Inform the details of allergy, disease etc to the class teacher, if any.
- Spare dress (labelled) should be brought for KG students.
- Day celebrations will be there for KG students (colours, fruits, vegetables etc). Follow the dress code on the corresponding day along with bringing necessary items for celebration.
- Students availing school bus should give the details regarding the Bus number, Boarding point etc to the class teacher.

ACADEMIC YEAR AND SCHOOL TIMING

- The School follows the semester system up to the senior secondary level as per the CBSE direction. The year is divided into two semesters from May to October and November to March.
- The Class time is from 8:00 am to 2:00pm
- The school office is open from 7:50 am to 4:00pm. All Saturdays except second Saturdays are working days. (9:00am-4:00pm).

GENERAL DISCIPLINE

- Pupils must be in their classrooms by the first bell at **7:55am**.
- On reaching the school the students should form a line and proceed to their respective classrooms in silence.
- Utilize the morning time for silent study till the bell goes for prayer/assembly.
- At the second bell, on the days when there is school assembly, all should march to the place assigned to their respective classes on the assembly ground/hall. On the other days they sit in their classrooms in silence and stand up for prayer.

- At the end of the day before the students disperse, there will be a thanks-giving prayer led by one of the senior class leaders.
- If no teacher comes to the class for three minutes after the bell has been given for that period, the class leader should send his assistant for reporting the matter to the Principal.
- In the absence of the teacher the class teacher assumes the responsibility by maintaining the discipline of the class.
- During intervals and play time pupils should not go out of the school campus. They should avoid unwanted shouting or quarreling or the use of discourteous language.

ADMISSION

- New admission students should follow the new admission procedure:
 1. Registration
 2. Entrance Exam
 3. Personal Interview
 4. Admission Fee payment
 5. Development Fee payment
 6. Annual Fee payment
 7. First Term Fee payment
 8. Text Book collection
 9. Uniform & other stationery
- Students are admitted to the school at the beginning of every academic year.
- Pupils seeking admission for Pre-KG to Class V for any academic year should register their names before the end of December.
- Admission for VI - XII may be given according to the availability of seats based on an entrance test in the month of January to April.
- Application forms for registration will be available at the school office in the above prescribed months.

Minimum age for admission

LKG -4 Years Old

CLASS I - 6 Years Old

SCHOOL DRESS CODE / UNIFORM

Uniform - Boys (Class I- IV)

- Hair cut should be done at regular intervals. Caps are not allowed to be worn in the school building.
- Studs are not allowed.
- Trousers should be worn above the hip. Shirt should be inserted in such a way that the school belt should be seen properly. Shorts should reach upto the knee.
- Tie should be worn properly.
- No fashionable bands other than the customary threads are allowed to be worn on the wrist.
- Finger ring is not allowed.
- Well polished black, flat or ordinary shoes are insisted.

Uniform - Girls (Class I- IV)

- Those who have very short hair have to wear maroon bows. Two pony tails for short hair. Those who have long hair, should plait on two side and maroon ribbon is compulsory.
- wear only studs. Nose studs are not allowed. No additional studs or ear rings should be worn.
- Tie (ID card should be worn properly.
- Pinafore should not be too tight. Double locked pleated pinafore is must.
- No bands are allowed to be worn on the wrist other than the customary threads. Tattoos or mehendi are not allowed.
- Nails should be cut and cleaned regularly, nail polish & finger rings are not allowed.
- Pinafore should not be short and it should exceed to the knee. Should wear cycling shorts regularly.
- Socks should be tight and stretched properly.
- Well polished black, flat ordinary shoes are insisted

Uniform - Boys (Class V-XII)

- Hair cut should be done at regular intervals. Not allowed to wear any kind of caps inside the school building.

- Studs are not allowed. Neck - tie should be worn properly.
- Pants should be worn above the hip and no low- waist is allowed. The shirt should be inserted in such a way that the school belt should be seen properly.
- Pants should be stitched with pleats. Tight pants and shirts are not allowed.
- No fashionable bands other than the customary threads are allowed to be worn on the wrist.
- Finger ring is not allowed.
- Well polished black, flat or ordinary shoes are insisted.

Uniform for Girls (Class V-XII)

- Neck- tie should be worn properly.
- Wear only studs. Nose studs are not allowed. No additional studs or earring should be worn.
- Hair should be plaited on two sides and maroon ribbon is compulsory.
- Overcoat should not be worn too tight.
- No bands are allowed to be worn on the wrist other than the customary threads.
- Nails should be cut and cleaned regularly. nail polish & finger rings are not allowed.
- Skirt should not be short and it should exceed to the knee. should wear cycling shorts regularly.
- Socks should be tight and stretched properly. Well polished black, flat ordinary shoes are insisted.
- Tattoos or mehendi are not allowed.
- Parents are requested to ensure that their children come to school neatly dressed.
- Shirts should be tucked in Jewellery (except for small ear-studs), nail polish, mehendi, fancy hair bands and clips are not permitted Fancy bangles, earrings and chains of any kind are not allowed in the campus. Boys must be clean shaven.

LEAVE OF ABSENCE

1. Regular attendance is expected of every student. No student shall absent himself/herself from the class without the prior permission of the class-teacher or Principal. If prior permission cannot be obtained for reasons beyond control, an application

for leave (in due form) signed by the parent/guardian should be sent to the Principal on the first day of his/her absence in the class.

2. No leave of absence will be granted for monthly or Semester examination. Absence from test papers and examinations will be considered a serious breach of school discipline. In case of illness, a medical certificate should be sent in.
3. No student will be sent home, even in urgent need unless a duly authorized person comes to take the student He/She is expected to obtain a duly sealed gate pass from the information centre.

PROMOTION

Promotion is granted on the basis of the general progress of the pupil during the academic year, not merely on the results of the annual examinations. As per the state government rule promotions is strictly granted for classes III & VIII on the basis of their pass marks. The records of periodic tests, monthly tests, semester examinations, etc., will be taken into account at the time of promotion.

A minimum attendance of 85% of the total working days of the academic year is compulsory for promotion. Student should pay fee on time is necessary for promotion.

The Results declared at the end of the each semester is final in all cases and will not be reconsidered.

A student who fails twice consecutively in the same class will not be permitted to continue his/her study in the school.

Rules of Personal and Interpersonal Behaviour

- Students should bring their handbook to school daily. For the entries made in the handbook in the column intended for parents. The students should obtain the parent's acknowledgement by signature and show it to the Principal/class Teacher the very next day.
- When a teacher enters or leaves the class, all students stand up.
- Students may not be called to the phone during class hours. Visitors will not be permitted to see any pupil during class

hours. No student shall be called to the office without the written permission of the Principal.

- Every student is expected to be courteous in talk and behaviour at all times. He/She should speak honestly and frankly and be cheerful. He/She must use polite expressions and show good manners in conversation.
- Students should never forget to greet the teachers and elders. Students should also greet one another.
- Students should not damage school property. They should not write on or disfigure the walls, furniture or library books. Any damage caused through inadvertence or otherwise should be brought to the notice of the school authorities. Those who cause the damage will be liable to repair it at their cost. Each class will be responsible for looking after the class property.
- Any exchange of articles or money transactions among the students is forbidden.
- The school is not responsible for books, notebooks, tiffin boxes, or any valuable item lost in the school premises. Every student is responsible for the safe keeping of his/her own belongings.
- Inattentiveness, indifference to studies, discourtesy towards any member of the staff or any act which affects the discipline and tone of the school will be seriously viewed and in extreme cases they will be treated as sufficient reason for dismissal from the school.
- Students are not permitted to bring smart phones, smart watches, bluetooth devices, spy cam or any other electronic gadgets into the school campus without the prior permission of the Principal.
- Wilful damage to school property, malpractice in examination etc are sufficient reasons for immediate dismissal.

AN APPEAL TO PARENTS / GUARDIANS

1. It is an established fact that education begins at home. Whole hearted co-operation of the parents is highly essential for the proper grooming of the child.

Parents/Guardians are requested :

2. To ensure that their ward brings text books, note books and other study materials to school according to the time table provided.
3. To check the handbook daily, give your consent or signature wherever necessary.
4. To ensure that their ward does not use or bring Mobiles / Tablet and other electronic gadgets to school.
5. To encourage their ward to participate in school activities.
6. To bring to the attention of the Principal and teachers any peculiar habits or traits of character that they find in their ward.
7. To contact the class teachers over the phone at assigned times. Please avoid calling the teachers on trivial matters.
8. Principal may be contacted only on urgent and pressing matters.
9. Make sure that you attend all the meetings convened to discuss the progress of your ward.
10. To ensure that their ward is not breaking the Motor Vehicles Act. Students should not use two wheeler/four wheeler without getting license. Coming to school on two wheeler is strictly prohibited.
11. Parents can make use of the interactive website facility - The URL of our website is : www.christnagarkuchapuram.org
12. A parent who wants to meet the teacher during working hours should fill a format and get it signed by Principal. The format is available in the office.
14. Put up a request letter in the handbook in the space for early leaving if the parent wants to take their ward early on the working day.
15. Parent should not send anyone else to collect their ward/wards during school hours. They should come personally and meet the Principal in the case of emergency.
16. Please ensure that your ward attends slow learners program (mentoring/remedial class) if needed. Co-operate with school authorities in grooming the child to become good citizen.

OTHER FACILITIES

School Office

The normal administrative work, issue of certificates, financial transactions and maintenance of the office records, etc. will be done in the school office near to the Principal's room.

The school office is open to the public from 7.50 a.m. to 4.00 p.m

Counselling

The Counselling helps the children in the holistic development of their personality by imparting right values and attitudes towards oneself and to the society at large. It also helps the students who are disturbed psychologically, socially, emotionally or situationally. It offers remedial systems for students whose inadequate motivational factors have kept them from achieving their potential.

The School Library

We have a good school library with variety of standard books, dictionaries and standard reference books.

Pay attention to the following.:

Maintain silence in the library hall.

- ID card is compulsory for all library transactions.
- Short story book & fiction are issued for a week.
- Return the book after the stipulated time.
- Renewal has to be done if needed.
- Internet facility is for the staff only.
- Reference books will be issued only through teachers or Principal.
- Tampering, tearing pages and damaging and loss of the book will invite penalisation.
- Newspapers, periodicals, journals can be used during the library period only.

- Ensure the safe keeping of the books or periodicals from where these have been taken.
- Bags and baggages are to be kept outside the library hall.
- Students can take copy of any relevant article from the reference section of the library.
- This facility can be made use of only during break time.

SCHOOL BUS

- The school provides transportation facilities to students. The parents who want to send their children to school by school bus should apply for it to the Principal at the beginning of the academic year in the prescribed form.
- The bus fees will be collected in monthly.
- The school bus facility should be availed of for an entire month. One month's notice in writing shall be given for discontinuance of the bus facility.
- Requests for change of boarding points shall be informed in advance. Commuting by school bus is an occasion for the pupils to cultivate good habits like patience, forbearance, tolerance, sympathy, team spirit, co-operation and consideration for others.
- Gentle, manly and exemplary behaviour is expected of all the students in the bus and at the boarding points where they wait for the bus. Strong and prompt disciplinary action will be taken against the students who misbehave.
- If the school bus fails to ply on any day on account of some unforeseen difficulty, the students should come to school by other means. No complaint will be entertained on such issues.
- Behave properly in the bus and use decorous language when you talk to each other.
- Follow strictly 'The rules of the road'. Neither should you cluster nor should you walk putting your hands on others' shoulders while walking to the boarding point.

Computer Lab

- We have well-equipped computers. All the machines are networked and have access to internet. Students are to move in a line accompanied by teacher to the lab.
- Foot wear & bags are to be kept outside.
- Strictly follow the instruction of the teacher / lab assistant.
- Misuse of facility will be strictly dealt with.
- Attendance is compulsory for practical classes.
- Record work has to be submitted in the stipulated time.
- Avoid crowding during dispersal.

Smart Class Room

- The school has well-equipped smart class rooms with internet facility and audio system.

The Social Service League

We live in a world where there are very rich and utterly poor people. The poor are often neglected. We often forget our duty towards the poor and the needy. This league will try to inculcate in the minds of our young ones our responsibility towards the neglected poor and a love for serving them in their needs.

Study Tour and Field Trips

Educational tours and excursions to places of historical or national importance are conducted for seniors and juniors separately during the academic year. Small children are taken to the picnic spots for one-day trip.

SPECIFIC RULES

- No one shall, without the written permission of the Management, use the address of the school or the title of anybody, if that includes the name of the school when communicating with any person or organisation outside the school.
- No one shall without the written permission of the Management, use the address of the school, or its title if that includes the name of the school when sending any letter or other communication to the press or when distributing any documents outside the school for any purpose other than what is in the interests of the management.
- School discourages private tuition by staff outside the school.

Parent - Teacher Association (PTA)

The Parent - Teacher Association of the school is constituted of the parents of Christ Nagar Senior Secondary School, the teachers and the staff of the school. The aim of the Association is to help the Management in the smooth and efficient running of the school and in planning and executing the developmental and other innovative activities of the school so that it may best achieve the lofty ideals of education at the secondary level.

TO THE PARENTS

➤ Personality disintegration occurs among the students when the value systems of the school and family do not coincide. Hence, Parents are expected to do their part in inculcating values, regular work and study habits in their children. They should see

that their children prepare their lessons at home according to their class timetable. We suggest to avoid private tuitions.

➤ Communications and suggestions for improvement are most welcome. But such communication are to be given or sent only to the Principal and not to the teachers. Any message to the Teacher shall be passed only through the Principal, except those in the School Diary.

➤ Report Cards are issued after each semester examination on the day of open house.

➤ Withdrawal of your child from the classes for mere social functions is not recommended, because it regards the child's progress in school and minimizes his/her respect for regularity, discipline and hard work, with consequent failure to make progress in studies. Try to avoid religious functions also during working days. Plan your family tours referring the holidays marked in the Diary.

➤ If any parent wants to meet a child or a teacher during the class time for any urgent matter, let him/her meet the Principal first.

➤ Unhealthy criticism of the teachers or of the school in the presence of children is to be totally avoided because it causes them to lose respect for the teacher with the consequent disinterest to learn from that teacher.

➤ Cleanliness is next to Godliness. Children must be tidy in their habits. Parents are requested to see that the children leave home in well-ironed uniform, hair combed and shoes polished.

➤ Parents should inform the School Authorities if their child is suffering from any serious illness, chronic ailment, physically handicapped or has any sensory defect (eg. heart disorder, epilepsy, defective sight, etc). In case of chickenpox, measles, covid, mumps or other contagious diseases, the parent is advised to maintain a quarantine period before the child is sent back to school and to provide a certificate.