

GENERAL RULES AND REGULATIONS

INTRODUCTION

Jeevass CMI Central School, run by Jeevass CMI 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 8:45 am and ends at 3:30 pm. Students must be present in their class latest by 8:40 am on regular working days. All those come after 8:40 am on regular working days will be considered as late comers.

School reserves the right to conduct special classes in the month of May and on the holidays to meet the number of working days/hours as envisaged in the RTE act 2009.

Parents are requested to take your ward from the school within half an hour after the regular classes. If a 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 8:45 am to 4:00 pm on week days (Monday to Friday) and from 9.30 am - 12.30 pm on Saturdays except on second Saturdays. Public holidays and second Saturdays are holidays.

ADMISSION

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

WITHDRAWAL

No School Leaving Certificate / Transfer Certificate (TC) 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 TC application at least one week in advance.

If the TC is to be counter-signed by the Council for the Indian School Certificate Examinations, New Delhi, a fee of Rs 150/- is to be paid at the school office. Normally, it takes at least one month to get the TC counter-signed.

In case of mid-term withdrawals from school, parents are liable to pay the full fee for the particular month. Fees are due as long as no application for TC is submitted.

ATTENDANCE

No student should absent himself/herself from class without valid reason.

Name, Relation with the Student, Date and Signature:

Reasons for the absence must be clearly communicated to the School Office / Class Teacher / Headmistress / Principal through the approved means of communication. Reason for the absence must be clearly stated in the 'Leave Record' of the handbook. In the case of students of grades 09 to 12, if the students are on medical leave, they must submit a medical certificate on the first day of attendance after the leave.

A minimum of 80% attendance is compulsory for a student to appear in the annual examination.

Students are not allowed to go out of the campus during school hours, including recess time.

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.

All those students who are coming late to the school have to report to the office.

If anybody wants to take your ward before the school hours, you are requested to inform the school office / class teacher / headmistress 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.

Students suffering from contagious diseases will not be permitted to attend school.

Students of grades 10 and 12 will have morning classes. Morning classes will commence at 7:30 am.

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 or/and scheduled evaluations so that the teachers as well as parents can have an idea as to how much the child is able to comprehend. Continuous assessment or scheduled examinations are administered based on the level of grades. Report Cards will be generated based on the continuous assessments or/and scheduled evaluations.

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, deletion or alteration in the prescribed uniform will not be permitted.

Details of the uniform for an academic year will be given to the parents through the approved means of communication latest by the last working of the previous academic year.

Name, Relation with the Student, Date and Signature:

Students are allowed to come in modest colour dress on their birthday and non-uniform days. Whenever students come to school, they 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.

DISCIPLINE

Students grow as they are trained. Parents are requested to see to the following discipline norms of the school.

Every student should come to school in full uniform with School ID Card everyday.

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. A new ID card will be issued on the request of the parent and an amount, informed from time to time, will be charged.

Students should bring the HANDBOOK to school every day. The handbook is to be kept intact and neat all through the year. If a student loses his/her handbook, then a request from the parent must be made in an A4 size paper. A new handbook will be issued on the request of the parents and amount, informed from time to time, will be charged.

Every student is expected to be present for the daily assembly.

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 respectful to their teachers and elders and considerate to their juniors, honest and truthful at all times.

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.

Lost articles must be claimed from the office within a week after which unclaimed articles will be disposed off.

Students are not to wear gold ornaments or bring other valuable articles to school.

No jewellery is permitted except small ear studs for girls.

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.

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.

Students suffering from contagious / infectious diseases will not be permitted to attend school.

Do not disturb the birds, insects and other animals but try and befriend them.

Students of grades 01 to 04 are not permitted to wear wrist watch. Students of grades 05 to 12 can wear simple analogue wrist watch.

Name, Relation with the Student, Date and Signature:

Students are not allowed to enter teacher's staff room without permission or in the absence of any teacher. Also, students shall not leave their classroom or enter other classrooms without permission.

Students are not allowed carry money. However, parents may send not more than Rs 50/- if they find it necessary to do so. If the parent is sending more than Rs 50/-, it must be notified in the handbook.

Parents are requested to send a spoon if rice is sent for lunch. Napkins are a must every day.

Students are free to bring healthy snacks and must avoid junk food. Chewing gums are strictly prohibited.

Non-vegetarian food is allowed on Tuesdays, Wednesdays and Thursdays.

Students are not permitted to bring crackers or any harmful substances. Carrying of electronic gadgets like mobile phone, CDs, pen drives, ... are strictly prohibited. If found, it will be confiscated and will not be returned.

No meetings, parties or picnics shall be organized in the name of the school.

All attempts will be taken to avoid suspension/dismissal of a student. However, the power of suspension and/or dismissal may be exercised if the situation warrants.

School reserves all rights to publish the photographs and videos of the functions and activities of the students and staff conducted by the school in the school brochures, websites or any such promotional media. No such content shall be published / printed without prior written permission of the school.

FEES

All school fees are to be paid only through electronic mode. Cash payment at the office counter is strictly prohibited. Fee schedule will be given to the parents through the approved means of communication at least before two months of start date of the fees of an academic year.

There will be approximately 10% of fees increment every year.

Transfer Certificates cannot be generated if there is any kind of fee dues. A student will be considered for promotion only if there is no fee dues.

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. Fine of Rs 5/- per day will be charged from those who fail to pay the fees before the due date.

Parents can pay the tuition fee online using the school ERP (School Digital). Applicable online service charge will be deducted from the parents. Direct deposit by NEFT must be strictly avoided.

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.

Parents can download the Fee Paid Certificate from the parent login of the School ERP (School Digital) once the online payment is reconciled with the school bank accounts. It will take at least 3 bank and school office working days for any online payment to reflect in the School Digital.

Name, Relation with the Student, Date and Signature:

TOURS AND PICNICS

Guided tours and picnics have great educational value and are generally enjoyed by children. Such arranged picnics are compulsory for all students. The school authorities, management and the staff will take all precautionary measures for the security of the students in all aspect. However, school or any of its associates will not be held responsible for which is beyond the ordinary control of the school or its associates.

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 HM/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 and its fees will be given at the time of bus registration.

PARENTAL CO-OPERATION

Parents/guardian are expected to co-operate with the school by enforcing regularity and discipline, helping their children or wards to prepare their lessons and taking interest in the activities of the school.

It is the duty of the parents/guardian to update themselves with the information passed to the parents by regularly checking the approved means of communication.

Critical remarks about a teacher should be carefully avoided in the presence of the children. Parents must discuss such matters with HM/Administrator/Director.

Parents / guardians are also requested to check their ward's school diaries daily. Remarks made in the diary should be acknowledged.

Parents shall ensure that the child has adequate hours of study at home and completes all assignments in time.

Parents shall encourage the child to participate in co-curricular activities and school functions.

Parents are strongly advised not to miss the Parent-Teacher meetings arranged during the course of the academic year for enquiry about the progress of their children in studies and in other aspects of school life. Parents are requested to come personally and collect the report cards at the open house.

Name, Relation with the Student, Date and Signature:

Parents can meet teachers only with prior permission from the Headmistress. School handbook should be used for Parent-Teacher communication. In all communications with the school, admission number, name, standard and division of the student should be clearly mentioned.

Parents/guardian are requested to notify the school office regarding the change in their address or contact numbers in the manner which informed from the school.

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/guardians are not allowed to enter classrooms.

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 simultaneously informed to the parents.

Parents are requested to visit the school for all their transactions only during office hours.

Parents are requested to make use of Profile Verification of the School Digital to update any data pertaining to the student. Manual updating is not encouraged.

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. If there is any change in the calendar, it will be communicated to the parents.

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 Jeevass CMI Central School, Aluva and accept them. Further, I 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 Grade

Name, Relation with the Student, Date and Signature:

Fees Structure: 2024-25

Grades 01-04 (2024-25)

- Admission Fee (non-refundable) – Rs 70000.00 to be paid at the time of admission.
- Initial Fee – Rs 12,000/- to be paid before 15-May-2023
- Tuition Fee:
 - Term 1 – Rs 10,250/- to be paid before 15-Jul-2024
 - Term 2 – Rs 10,250/- to be paid before 15-Sep-2024
 - Term 3 – Rs 10,250/- to be paid before 15-Nov-2024
 - Term 4 – Rs 10,250/- to be paid before 15-Jan-2025
- There will be 10% increment in fees every year.

Grades 05-09 (2024-25)

- Admission Fee (non-refundable) – Rs 50000.00 to be paid at the time of admission.
- Initial Fee – Rs 12,000/- to be paid before 15-May-2023
- Tuition Fee:
 - Term 1 – Rs 9,750/- to be paid before 15-Jul-2024
 - Term 2 – Rs 9,750/- to be paid before 15-Sep-2024
 - Term 3 – Rs 9,750/- to be paid before 15-Nov-2024
 - Term 4 – Rs 9,750/- to be paid before 15-Jan-2025
- There will be 10% increment in fees every year.

Grades 10 (2024-25)

- Initial Fee – Rs 12,000/- to be paid before 15-May-2023
- Tuition Fee:
 - Term 1 – Rs 10,500/- to be paid before 15-Jul-2024
 - Term 2 – Rs 10,500/- to be paid before 15-Sep-2024
 - Term 3 – Rs 10,500/- to be paid before 15-Nov-2024
 - Term 4 – Rs 10,500/- to be paid before 15-Jan-2025
- There will be 10% increment in fees every year.

Name, Relation with the Student, Date and Signature: