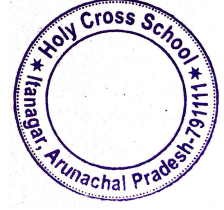




# HOLY CROSS HR. SEC. SCHOOL

Affiliated to CBSE, Reg.No. 2230056, School Code: 35055  
Nyokum Lapang, Itanagar-791111, Papumpare(Dt) Arunachal  
Website: [www.holycrossita.in](http://www.holycrossita.in), email: [office@holycrossita.in](mailto:office@holycrossita.in), Phone:9436863856



Ref. No: HCS/Notification 2023-24/01

27 May 2023

## Subject: **School Timing on the day of reopening. (29/05/2023)**

Dear Parent/ guardians,

The hard copy of the student's diary/handbook will be made available on the day of reopening. Please take note of the school timing.

Students must reach the school campus at 8:10am. They need to wear the maroon uniform prescribed by the school. (please see the enclosure)

The Assembly begins at 8:20am.

It is mandatory for all the students to be present on the first day without fail.

Class gets over at 11:00 am on the first day of school. The school buses will leave the campus at 11:20 am. Students who are admitted to the school are requested to come to school with their parents only. They need to be picked up by their parents after the class. Once they become familiar with the school, they can start using the bus. Bus passes will be issued in the first week of June. Hence I request the parents to do the registration as early as possible.

Students need not bring any book or copy to the school. They need to bring their pencil box. Those who have not purchased the books till now can collect them on 29th May. The school counter will be open only from 8:30 am to 12:00 pm.

Students need to come to school with their complete uniforms. Please ensure that your wards come to school with neatly combed hair and well trimmed nails.

Only those students who have done the admission will be allowed to attend classes.

Note: However classes XI & XII will have their regular classes till 3:45 pm.

Sr. Flora Celine  
Principal  
*Flora Celine*  
Principal  
Holy Cross School  
Itanagar-791 111  
Arunachal Pradesh



## HOLY CROSS HR. SEC. SCHOOL, ITANAGAR

### I. GENERAL INFORMATION

Holy Cross School, Nyokum Lapang, Itanagar is administered in full freedom by the Congregation of the Sisters of the Cross of Chavanod within the Catholic Church in the diocese of Itanagar.

The School is affiliated to the CBSE Board and is run by the Society of the Sisters of the Cross registered under Societies Registration (Extension to Arunachal Pradesh) Act. 1978.

The aim of this institution is to impart sound moral, intellectual and physical education to the young. Great care is taken to help them become mature, self reliant, spiritually oriented persons capable of taking initiative and leadership. The School Curriculum is prepared in such a way that the students become good leaders who would form a better society.

### II. OWNERSHIP AND MANAGEMENT

Holy Cross Hr. Sec. Itanagar is run by the congregation of the Sisters of the Cross of Chavanod which was founded by Mother Claudine Echernier in 1838 at Chavanod in the South East of France. In the 19th century, France was deeply affected by the consequences of the Revolution of 1789. Ignorance and misery prevailed along with exploitation of the poor. The situation of the girls was particularly difficult. The deplorable situation of the young girls touched the heart of Mother Claudine Echernier. Strengthened and deeply moved by the love of Christ, Claudine began to render her service to the illiterate and poor girls of Chavanod. Her vision was "To make the good God known and loved"

Thus the Congregation of the sister of the Cross was founded by Mother Claudine Echernier with the ardent support of Rev. Fr. Peter Marrie Mermier. Gradually young girls joined Claudine in her total commitment to uplift the suffering humanity of her time. Hence this institution works towards the total development of the youth and children, endeavouring to help them experience God's light and goodness and to share the same with others. The members of this Congregation work towards building up the society in truth, justice, peace and harmony. Today the congregation has around 2000 dedicated sisters spread across 16 countries of the world.



*The sisters are engaged in humanitarian work such as-*

- Proclamation of the world of God through evangelization and catechetical works.
- Education of children and youth in schools and colleges.
- Caring for the sick and aged in hospitals, dispensaries and in old age homes.
- Services rendered to the abandoned, the abused, the less fortunate, the runaway, the harassed and the distressed children;
- Providing basic medical aid, counseling victims of domestic violence and adoption centres for abandoned babies.
- Battered women and unwed mothers are welcomed and treated with compassion and respect and eventually helped to get integrated with their families through counselling;
- Running home for street children, transgender community and catering to their needs through counselling;
- Running rehabilitation centre for alcoholism and drug addiction;
- Developmental works for the urban and rural people.
- Caring for physically and mentally challenged children.

Therefore the Management, the staff and the parents of students will work with selfless commitment, to prepare the young to become dedicated and useful citizens of the Nation.

### **III. OUR INSPIRATION**

Lord Jesus is our Teacher, our source of inspiration, motivation and strength. His unconditional love, optimism and joy, his compassion for the weak and the vulnerable, his forgiving love for all and commitment to universal brotherhood inspires and guides all our educational ventures.

### **IV. OUR VISION AND MISSION**

Nurturing pupils to be well integrated and who in turn become agents of social change.

Empowered by the self emptying love of God and inspired by our Mother Foundress Claudine Echemier, We, the Sisters of the Cross envision a just and harmonious society where all people live life in its fullness.



**MOTTO:**

***Let Your Light Shine***

The final outcome of our Education pattern is to help our students to shine forth the love of God by being lovable to all. And we wish our students to understand it well and to grow towards it. All the knowledge that they gain in school help them to form a better society, by sharing and caring for one another.

**GOAL:**

Our goal is to form persons of CHARACTER, CONSCIENCE, COMPASSION, COMMITMENT AND COMPETENCE, who, having been enabled to face the challenges of life in the changing scenario are sensitive to the needs of the poor and the marginalized and evolve as dynamic transcendent leaders of tomorrow.

**V. CURRICULUM**

1. The school has classes from Nursery to Class XII (2022-23).
2. The school prepares the students for All India Secondary School Examination(X) and All India Senior Secondary Certificate Examination (XII) conducted by the Central Board of Secondary Education (CBSE) Delhi.
3. Holy Cross Higher Secondary School is an English Medium School. Every effort is made to teach the students to handle English effectively as written and spoken language. To acquire greater facility in the study of English, teachers and students should speak only English in the school premises.
4. The second language taught in school is Hindi.
5. The classes of Christian doctrine are an essential feature of training of Christian students and for others lessons in Value Education are held regularly and these classes are compulsory.
6. In order to develop the students' personality, talents, initiative and originality, scope and facilities are given for various co-scholastic activities. Student development programmes are conducted on a regular basis.



## **VI. ADMISSION AND WITHDRAWAL**

1. Admission is granted at Class LKG to children who have completed four years of age on 1st April. Forms are made available in the first week of February.
2. Admission to other classes will depend on the availability of seats. Information is given in the last week of March. Application forms for the admission are issued from the school office. However, this does not guarantee admission. The candidate seeking admission has to undergo entrance tests on the prescribed subjects. Admission is given only if the candidates fare well in the interview as well as in the entrance test.
3. Candidates seeking admission should be accompanied by responsible persons, parents or guardians who will fill in the correct details as to the name and age of the pupil and sign the application form.
4. At the time of admission, the Transfer Certificate (T.C) from the previous school attended, must be produced, along with the birth certificate, 2 copies of passport size photographs, Progress Report (Marksheet) of the Annual Examination and a Conduct Certificate from the Principal of the previous school attended.
5. Admission may be refused to a candidate who fails to fulfil all the necessary requirements. No pupil shall be allowed to attend classes without formal enrolment.
6. Transfer Certificate from a school outside Arunachal Pradesh must be countersigned by the Education Officer of the district concerned.
7. The School Leaving Certificate can be collected from the school office after two working days of the submission of the application mentioning the admission Number, Class, Section and Roll number of the student. (Sample Copy is available at the back pages)
8. Application for a transfer Certificate (T.C.) shall be made in writing to the principal by the parents or guardians. Once T.C. is taken from the school then the candidate will not have a chance to return to the school. A fee of Rs. 200 will be charged for issuing T.C or a duplicate of the same.

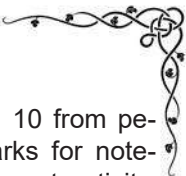
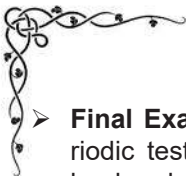


## VII. SCHOOL FEES

1. The Management reserves the right to make any alteration, at any time, in the rate of fees. The change will be intimated through a circular.
2. Fees may be paid in one sum or two installments.  
1st during admission / re-admission in the month of April  
2nd Installment in the 1st week of October.
3. Bus Fees may be paid in one or two installments.
4. A pupil joining or leaving the school during the term will have to pay all the dues for the term including the annual fees.
5. Before the Annual Examination all students are expected to clear all fees of the school.
6. No exemption or reduction in fees will be made on account of any holiday or absence for any cause.
7. No bills or reminders will be issued. Parents/ guardians must see that the fees are cleared on time.
8. School fees once paid will not be refunded in any case.
9. Students who seek concession on fees must write an application to the Principal of the school. The management will study the matter and if the applicant deserves concession he/ she will be granted it. No automatic concession please.
10. Any certificate or extract from the register will cost Rs. 100/-


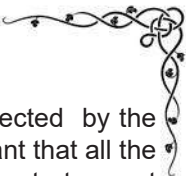
## VIII. ASSESSMENTS & PROMOTION

1. CBSE has introduced new assessment structure for all classes for the purpose of gradual learning, Two Periodic Tests will be held - one in July and another in December, Half Yearly Examination will be in October and Final Examination in February-March, with portions of syllabus cumulatively covered. The gradual increasing portion of contents would prepare students to acquire confidence for appearing in the Board Examination with 100% syllabus.
  - **Periodic Tests I & II** will be of 50 marks (10 oral and 40 written)
  - **Half Yearly Examination** will be of 80 marks written, 10 marks from PT- I, 5 marks for Notebook Submission and 5 marks for subject enrichment activity)



➤ **Final Examination:** 80 marks from the syllabus; 10 from periodic tests (average of the best 2 tests) 5 marks for notebook submission and 5 marks for subject enrichment activity.

2. **Notebook Submission** as a part of internal assessment is aimed at enhancing seriousness of students towards preparing notes for the topics being taught in the classroom as well as assignments, they also address the critical aspect of regularity, punctuality, neatness and notebook upkeep. Students who maintain well and submit regularly for checking will receive a **certificate of merit** at the end of the year.
3. **Subject Enrichment Activities** aimed at enrichment of the understanding and skill development. For languages- effective speaking and listening skills; for Mathematics- lab activities, four Science- practical works/ activities; and for Social Science -map and project work and other creative projects and assignments.
4. To secure promotion one must obtain 40% of marks in all the subjects. The promotion of a student to the higher class implies that the student has successfully learned the prescribed syllabus. To be promoted the student must know the subject matter well.
5. School gives utmost importance to character, integrity and ethics and teaches the students to live by it in their day-to-day life especially during examinations.
6. Any student found resorting to unfair means in any examination will be given zero in the subject and will not be allowed to write the test of the papers in that examination. Repetition of the same will result in dismissal. Any student who is found tampering with marks in the progress report card and other school certificates will be asked to leave the school.
7. Re- exams/ tests are not held for absent students. If a student is prevented by illness her/his promotion will be decided according to her/his performance during the year.
8. Those who do not do homework or bring text/ exercise books, etc. two marks will be deducted from the ensuing exams.
9. Promotion is decided at the staff meeting hence results are final and cannot be reconsidered. Answer scripts of all the tests will be shown to the parents (Periodic Tests & Half Yearly Examination) on result day and the papers will be retained in school only.

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10. The Progress Report of the students must be collected by the parents/ local guardians on result day. It is important that all the students come to the school along with their parents to meet their subject teachers.

### **IX. LEAVE AND ABSENCE**

1. Admission in Holy Cross Higher Secondary School implies on the part of the pupils and parents willingness to comply with the requirements and regulations of the school.
2. Vacation: (Check the holiday list) These holidays may not be extended or anticipated.
3. It is compulsory to attend the classes on the last working day before the start of the vacation and also on the opening day after the vacation. Those absent on the reopening day after vacation (except those with prior written permission) must be accompanied by their parents to school on the joining day. A fine of Rs 50/- per absent calendar day is levied on all the defaulters.
4. No student will be allowed to leave the school premises during school hours except on the strength of a letter of a request from the parent /guardian duly signed and sanctioned by the principal. During the school hours students will be allowed to go only with their parents.
5. A student who is absent from school for 15 consecutive days without permission will be marked “**Left**”. If he/she is to be readmitted, he/she will have to pay the readmission fees.
6. Students who have been absent from class must have the reason for their absence briefly noted in their regularity record in the handbook signed by their parents and countersigned by the principal before entering in the class. Reasons of a private nature may be intimated by letter. Birthdays, excursions, festivals, social functions, family affairs and urgent business are not sufficient reasons for leave. Absence from school in order to study is not allowed. Absence from school without prior permission is not tolerated except when the cause is sudden illness or unforeseen circumstances.
7. Parents/guardians are requested to affix their specimen signatures in the space indicated in the handbook. No other signature will be accepted on the Regularity Record, Progress Report Card, etc.



8. Absentees at an examination will be considered as having failed unless it is established that their absence was due to illness. Absence before the examination will not be tolerated.
9. If absence on account of illness lasts for three days and more, the application for leave must be made to the principal accompanied by the doctor's certificate.
10. Late arrival to school is a breach of discipline. A student who comes late to school must enter the date and time of arrival in the 'Regularity Record' under 'Late'. Admission to class for absentees and latecomers is granted when they show the teacher in charge the regularity record duly countersigned by the principal.
11. No pupil will be allowed to sit for the Annual Examination if the attendance during the year is below 85%.
12. Students having 100% attendance will receive a **Merit Certificate**.

**Striving for success without  
hardwork is like trying to harvest  
where you haven't planted.**

*- David Bly*



## X. DRESS CODE & UNIFORM

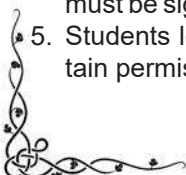
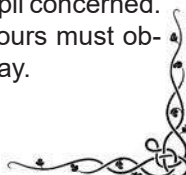
<b>LKG &amp; UKG</b>		
<b>Days</b>	<b>Boys Uniform</b>	<b>Girls Uniform</b>
Monday Tuesday, Thursday Friday	Maroon Pant, Stripe Shirt, Black Shoes, Socks (Cream) Neck tie & Belt	Coffee Colour Pina-fore, Stripe Shirt, Black Shoes, Socks (Cream), Neck tie & Belt
Wednesday	Maroon Pant, T-Shirt Black Shoes, Socks (cream) Belt (No necktie)	Coffee Colour Pina-fore, T-Shirt, Black Shoes Socks (Cream), Belt (No necktie)
<b>Class I &amp; Class II</b>		
Monday Tuesday Thursday Friday	Maroon Pant, Stripe Shirt, Black Shoes & Socks (cream) Neck tie & Belt	Coffee Colour Pina-fore, Stripe Shirt, Black shoes & Socks (cream), Neck tie & Belt
Wednesday Saturday	White pant, House T-Shirt White Shoes & white socks Belt (No necktie)	White Colour Pina-fore House T-Shirt White Shoes & White Socks Belt (No necktie)
<b>Class III-X</b>		
Monday Tuesday Thursday Friday	Maroon colour pant Stripe Shirt Black shoes & Socks (cream) Neck tie & Belt	Maroon colour pant Stripe Shirt & Waistcoat Black shoes & Socks (cream) Neck tie & Belt
Wednesday Saturday	White Pant, House T-Shirt White Shoes & socks Belt (No necktie)	White pant House T-Shirt White Shoes & White Socks Belt (No necktie)
<b>Class XI &amp; XII</b>		
Monday, Tuesday Thursday, Friday	Maroon Pant, Cream Shirt, Blazer Black Shoes & Socks (cream), Neck tie & Belt	
Wednesday, Saturday	White pant, House T-Shirt White Shoes & Socks, Belt (No necktie)	
In winter, a full sleeved coffee colour sweater is to be worn by all students. (Neck-tie, Belt Socks, House T-Shirts and Sweaters are to purchased from the School)		

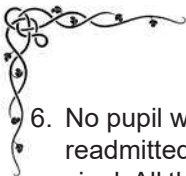
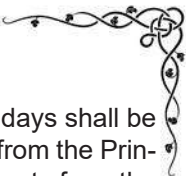


### **Other Information regarding dress code.**

1. On all working days, the prescribed uniform is to be worn by all the pupils. The uniform must be clean and tidy. Shoes must be polished regularly.
2. Every student should wear a clean, complete and proper uniform daily. Any pupil without proper uniform or whose uniform is untidy or ill-fitting will not be allowed to attend classes.
3. Pupils should have sufficient sets of uniform and they are to be stitched from the tailors authorised by the school only who have been instructed regarding the style and stitching.
4. Pants must be sufficiently loose and shirts must be tucked in properly. It must be fastened by the belt. Shirt must be buttoned properly.
5. Students are not allowed to colour their hair.
6. Only black and white hair bands, rubber bands/ clips are allowed. A well combed, plaited hair style is recommended for girls.
7. Boys are not allowed to use hair gel. No fancy hair style is allowed in the school. Hair must be combed neatly to one side.
8. Nails of toes and fingers must be trimmed regularly and should be kept clean.
9. Teeth must be kept clean. Chewing of pan parag, chewing gum etc. is prohibited.
10. Single earring, mehendi, tattoos, kajal, bindi, nail polish, bangles, tabis (visible) are not allowed. Ornaments and jewellery of any kind are not allowed in the school.

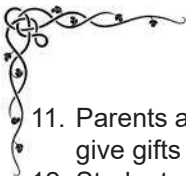
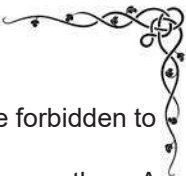
### **XI. CLASS HOURS & ATTENDANCE**

1. Every student must attend class daily. Working days are Monday to Saturday of each week. The attendance on reopening Day is compulsory. Late fee will be charged for absence on re-opening day. Second Saturday of each month will be a holiday. Changes if any will be notified.
  2. Before the first bell i.e at 8:10 am all students must be in the School campus. The class gets over at 2:00 P.M for Class I- XII. LKG and UKG students the school timing is 8:15 to 12:30 P.M.
  3. Students are expected to keep perfect silence in the classroom.
  4. In all cases which can be foreseen, leave of absence must be obtained beforehand from the Principal. All applications for leave must be signed by the parents or guardian of the pupil concerned.
  5. Students leaving the School during the working hours must obtain permission from the principal before going away.
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6. No pupil who has been absent for more than three days shall be readmitted to the class without the admission note from the Principal. All the late comers and absentees must get a note from the Principal before going to the Class.

## **XII. DISCIPLINE & GOOD MANNERS**

1. Since language is a matter of habit and practice, all students are expected to speak only English in the school campus.
2. The classrooms are reserved for study and must not be used for the purpose of recreation.
3. Pupils are strictly forbidden to throw paper or ink on the floor of the classroom, Waste papers must be put in the basket provided for the purpose.
4. Pupils are strictly forbidden to write or scribble on the walls or furniture or any part of the school premises. Any pupil found doing so is liable to be punished.
5. Pupils are responsible for the safe custody of their books and belongings. Money should not be lent or borrowed or articles exchanged. The school is not responsible for the loss of goods or money.
6. Every pupil shall greet the teachers of the school when they meet them inside or outside the school. Students must rise when they answer the teachers.
7. No pupil shall leave the classroom without the permission of the teacher- in-charge of the class or until the class is dismissed. In the absence of the teacher the class captain is responsible for maintaining the discipline.
8. Pupils are strictly forbidden to enter the staff room or the Principal's office without permission.
9. No pupil is allowed to bring to the class room story books or magazines or any other articles not approved by school. Articles which may prove to be a source of disturbance, such as fire crackers, toy guns, knives, toys, explosives and other dangerous materials are not allowed to be brought to the school. If found with the students, they will be confiscated by the school authority and strict action will be taken against the students.
10. Electronic goods (mobile phones, cameras, CDs, pen drives, tabs, laptops etc.), expensive pens/ watches, jewellery, cash and toys strictly prohibited within the school. If any of these items are found in the possession of students they will be confiscated and will not be returned.

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11. Parents and pupils (individually or collectively) are forbidden to give gifts to the teachers.
  12. Students are forbidden to give birthday gifts to one another. A token gift of chocolate may be allowed.
  13. Students may join sports or recreation, clubs or libraries outside the school as long as it does not affect their academic performance and character formation.
  14. Chewing gums, chips, junk food, soft drinks etc. are not allowed to be brought for the tiffin. If any intoxicating item such as tobacco, alcohol, smoking items etc. found with students, it will be treated as serious violation of the rule. They will be liable to strict punishment and dismissal.
  15. Any damage done to the school property will be made good by the one who has done it.
  16. Any act of indiscipline, insubordination, interference in the administration, disrespect to any staff, religion or community by any student or parent will not be tolerated and the delinquent may be dealt strictly or may even be expelled from the school.
  17. Irregular attendance, habitual idleness, disobedience and such conduct injurious to the moral tone of the school justifies dismissal any time of the year. Any students found roaming outside school premises in uniform shall be found wrong by the school management.
  18. All the pupils should possess a copy of the Student Handbook. It is to be preserved carefully and no page from it should be destroyed or smudged. Anyone losing it should get a return authorization from the principal to buy duplicates with a fine of Rs. 200/-.
  19. Every pupil should take active part in games, sports and other co-curricular activities unless not fit or exempted by the principal.
  20. Any complaint, information for misconduct of the students outside the school received by the principal will be dealt strictly.
  21. Cleanliness is next to Godliness! Every Student must feel the need to keep school surroundings clean. Washing places and toilets are to be cleansed after use and before use.
  22. Students must be up-to-date with their work. The principal may look into their books any time.



### XIII. THE STUDENT HANDBOOK

1. All information with regard to school functioning and discipline is given in the Student's Handbook. The parents as well as the students are recommended to study the Handbook. Every student must bring the Handbook to the school.
2. All information between the School and the parents is done usually through the handbook.
3. Daily Home Work is written down in the School Handbook.
4. Parents are responsible to check the handbook daily and to do the needful.

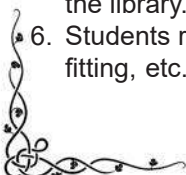
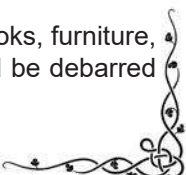
### XIV. CAMPUSCARE APPLICATION

**Campuscare-** a school software which helps manage activities such as Administrative, Teaching, Curriculum Management, Staff attendance, Students attendance, Students information, Fee Record Management, Homework Management, Library, Transportation etc.

**Campuscare Portal:** [hchssita.campussoft.net](http://hchssita.campussoft.net)

Every parent is requested to keep safe the User ID and the Password provided by the school.

### XV. SCHOOL LIBRARY RULES

1. The school provides an excellent library facility with a spacious reading room. Students are encouraged and exhorted to cultivate the reading habit. To promote the habit of reading good books, those who read most books in the academic session are awarded with a special Merit Certificate.
  2. Library Books are a commonwealth of the School. It should be handed over to the next generation intact. So students must use them carefully.
  3. Students are not allowed to enter the library without the teacher-in-charge. Students are not permitted in the library except during the stipulated period. Exceptions need special permission.
  4. Perfect silence is to be maintained in the Library.
  5. No bags, books, pens, pencils and water bottles are allowed in the library.
  6. Students resorting to any damage to the library books, furniture, fitting, etc. will be heavily fined. Such students will be debarred
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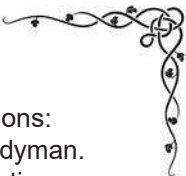
from entering the library in future.

7. Students are expected to keep the books in order after reading. When taking a book, if any defect is noticed, it should be brought to the notice of the Librarian.
8. Students should enter and leave the library premises in an orderly and disciplined manner.

## **XVI. SCHOOL TRANSPORTATION RULES**

School provides transport services and they are available for transporting the students. Those who wish to avail School Transport Services may apply for the same during the time of admission. The school provides transport facilities but offers no guarantee that seats are available, when the vehicles are too full to capacity all do not ply in the area of the residence of the students. The school hires the buses and pays the bus owners. Discontinuing the bus facility in the middle of the year has financial implications. If a student wishes to discontinue the bus service, he/ she must write an application (sample available) and submit it to the principal 15 days before the discontinuation. If one fails to do, he/she is entitled to make a full payment for the year.

1. Bus timing is tentative and will depend on the traffic flow in the city.
2. Students who avail the bus service should report to the assigned pickup point at least five minutes before the stipulated time.
3. Bus/Winger will not wait for the students if they are late. While returning from school the responsible persons must be present at the stoppages to receive the children.
4. Students & parents must respect the drivers and handymen.
5. Students are not permitted to ride a bus other than the one to which he or she is assigned.
6. Students will board the buses in an orderly manner giving priority to younger students.
7. Any request to change the bus must be submitted to the principal prior to the change that is to be made. The bus Captain shall be assigned to help maintain discipline.
8. Bus fee may be paid in one or in two installments in the school counter only. No one shall pay the fee through the bus driver or the handyman. Bus fee is charged as per distance.
9. All complaints with regard to the school bus must be notified to the school authorities. Students are not allowed to get down from the bus before the destination.

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10. The following acts are considered a serious violations:
    - Discourtesy and disobedience to the driver or handyman.
    - Changing places frequently while the bus is in motion.
    - Discourtesy to other children.
    - Pushing and jostling when boarding the bus.
    - Trying to distract the bus driver's attention.
    - Putting hands or head out of the windows.

Destroying bus property, payment of damage will be required before the offender is reinstated on the bus.

11. In the event a student is involved in a discipline problem, while riding a bus, the principal at her discretion may take any disciplinary action, even suspending the offender from the bus.
12. The school is not responsible for any student who boards a wrong bus from school by intent or goes to another student's house without explicit information from the parent verified by the school authority.
13. Though every care will be taken for the safety of students, the school will not be held responsible for any damage, injury/ loss of life or property due to any accident or otherwise failure to pick up or reach the students on time.

#### ***For those who use other than School transport***

14. Parents having some transport arrangement must report to school before the morning assembly and take the children after the school ends. No cars or any other transport mode will be permitted to be parked in the school campus.

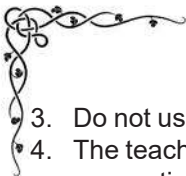
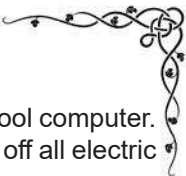
### **XVII. SCHOOL LABORATORY RULES**

1. Keeping perfect silence in the laboratory is essential for concentration and successful scientific work.
2. Lab items are breakable. Therefore, handle them gently & carefully.
3. Keep the apparatus, table and the room clean after use.
4. Do not throw broken glass pieces, match sticks, filter paper etc. in the sink, but throw them in the dust bin.
5. Keep all items in its place after the use.
6. Any damage to lab apparatus/equipment will have to be made good.

### **XVIII. COMPUTER LAB RULES**

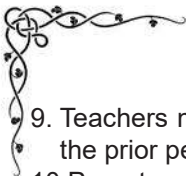
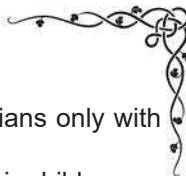
1. Take off your shoes before entering the computer lab.
2. Until the teacher commands no one touches any system of the computer.



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3. Do not use your personal disc, USB etc. in the school computer.
  4. The teachers-in-charge take care to switch on and off all electric connections of the computer lab.
  5. Do not scribble/play with the keyboard. Enter the computer lab only with a group.
  6. Do not use the computer lab for rehearsal or for dressing or for relaxation.
  7. Do not keep your personal information stored in the computer.
  8. Turn off the fans and lights when you leave the room.

### **XIX. NOTE TO PARENTS AND GUARDIANS**

1. The Management and the School, no matter how efficient, depend for its progress on the complete support and cooperation of the parents and guardians of the pupils.
2. Parents are expected to check the uniform of the children before they leave home. Repeated irregularity in school uniform will be taken seriously.
3. Timely supervision on the attendance of the students by the parents is very much expected for the personality development and character formation of the child in his/her school days, which last through one's life.
4. Parents and Guardians are requested to take an active interest in the academic excellence of the pupils. They should sign the monthly records and examination reports. Parents should go through the Student Handbook for the remarks if any and to monitor the progress. Parents should see that their children devote sufficient time for study at home.
5. Parents and Guardians should see that their children do not bring money and other valuable articles with them to the school. The school will not be responsible for the lost money or valuable articles in the school campus.
6. A student who breaks school rules or commits any act of indiscipline may be punished or fined at the discretion of the Principal and the School Managing Committee.
7. Any communication of request or complaint by parents or guardians should be addressed to the Principal and not to the teachers mentioning the child's name and class.
8. Parents and guardians are welcome to consult the principal with regard to the progress of the ward. However, they need to make an appointment with her by sending a whatsapp message or through a phone call.

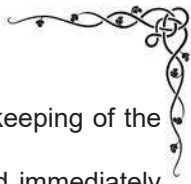
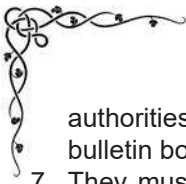
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9. Teachers may be consulted by the parents/ guardians only with the prior permission of the principal.
  10. Parents and guardians are not allowed to see their children, or bring food for them during the class hours. In unavoidable circumstances, permission should be obtained.
  11. The principal may call the parents to the office at any time. The Management expects a prompt response from the parents.

## **XX. RESPONSIBILITIES OF THE HEAD GIRL & HEAD BOY**

1. She/He should show exemplary behaviour with head held high, providing a shining example of leadership, trust, courtesy, love and goodness.
2. She/He should command the whole school in discipline at prayer assemblies every morning and at all school gatherings.
3. She/He should be constantly alert, observant and sensitive to the needs of the school and act promptly after consulting and getting orders from the Principal.
4. She/He should ensure that the leaders carry out their duties in a responsible and impartial manner.
5. She/He should receive the visitors, the parents etc. during the school functions, activities and Inter School Competitions.
6. She/He should play an active role in organizing Inter House and Inter-School activities.
7. She/He should bring to the notice of the teachers day-to-day problems of the students like fights, misunderstanding, injuries, damage to the school property, missing articles etc.

## **XXI. RESPONSIBILITIES OF CLASS MONITORS/VICE-MONITORS**

1. Special attention shall be paid by the Class Teachers in choosing suitable leaders.
2. Names shall be submitted to the Principal whenever there is a change.
3. The leaders must be, as far as possible, exemplary in conduct and industrious in their studies.
4. In the event of a teacher being absent, they must inform the Principal within the first five minutes from the commencement of the periods.
5. They must be able to command respect in the class.
6. They are employed for all assistance in the class, e.g. maintaining discipline, attending to the cleanliness and the neatness of the classroom, bringing charts, maps, reporting the concerned



authorities about various needs of the class, up-keeping of the bulletin board etc.


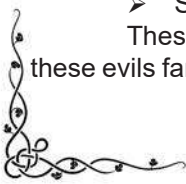
7. They must rub out the writing on the black board immediately after each period. The leader will write each day on the black board, the date and the number of students present out of the total in their class.
8. The leaders will be responsible for all the happenings in the class during the absence of the teacher.
9. The leaders have to realize that to be a leader is a special privilege and honour. To betray the trust and confidence reposed in them is to commit a most degrading act.
10. Once in a month a meeting of the leaders will be held under the guidance of the co-ordinators when the methods and the means are discussed and adopted for improving discipline and redressing grievances.
11. It is incumbent on the leaders to report to the Principal, the Teacher-in-Charge or the Class Teacher any breach of discipline noticed even during the recess.

## **XXII. HINTS FOR HOLY CROSS STUDENTS**

### **A. ATTITUDE TO GOD**

1. Remember that we have been created in order to love and serve God, our Creator, and that all learning and wealth in this world amount to nothing without the fear of God on which our temporal and eternal welfare depends.
2. Give glory to God for whatever learning you have for He is the author of every good.
3. Do not glory in any ability. Give yourself to the practice of virtue while you are young.
4. The virtues to be cultivated most are modesty, purity, humility, obedience and kindness.
5. Be modest. Have a proper and decent manner of speaking and acting. This is one of the best.
6. Avoid every kind of sin, especially three evils should be particularly avoided.
  - The taking of the name of God in vain;
  - Impurity in thought, word or deed;
  - Stealing.

These evils draw down God's anger upon us. But if we keep these evils far away from us, God will never fail us with his blessing.





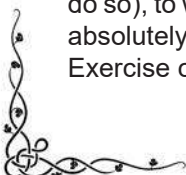
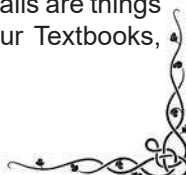
## **B. ATTITUDE TO TEACHERS**

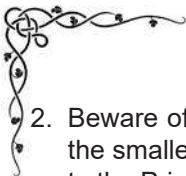
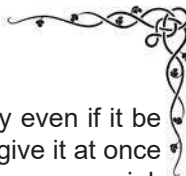
1. Respect every teacher whether they are of your own class or not. Be grateful towards those who taught you in the past. Show your teachers those exterior signs of reverence to which they are entitled, such as greeting them whenever you meet them.
2. Be convinced that your teachers deeply feel their serious obligation of promoting your welfare in the best way they possibly can, and that in advising and correcting you, they have nothing else in view than your own good.
3. After piety, studying is the most praiseworthy. Therefore, your first occupation must consist in doing the tasks assigned to you by your school. Always rise when your teacher enters class and again when she/he leaves.
4. If she/he delays coming, do not make any noise, but wait for her/him in your place in silence, reviewing your lesson. During class avoid whispering or interrupting.

## **C. ATTITUDE TO SCHOOL-MATES**

1. Strive to edify your school-mates by your good example at all times. In fact no sermon is more efficacious than a good example.
2. Never make fun of those who are backward in the lessons. Let there be no ridiculing of anyone on account of her/his physical defects. What you laugh at or despise in others may someday befall you.
3. Gladly help one another. At recess/recreation make no distinction in the choice of your companion. Let no one be slighted in any game and let there be no selfishness. If there is a need to make a sacrifice for the sake of the team, let it be made cheerfully.
4. When you are asked by a superior/senior regarding the conduct of some of your companions, answer to the best of your knowledge especially when it is a matter of preventing or remedying some evil.
5. To be silent would not be beneficial to your companion and would be offensive to God. Always avoid exaggeration and speak truthfully.

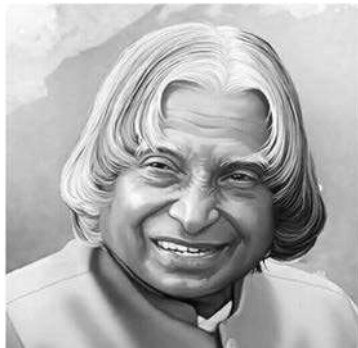
## **D. BEHAVIOUR AT SCHOOL**

1. To write or draw on the blackboard (except when called upon to do so), to write words offensive to anyone, to soil walls are things absolutely to be avoided. Take great care of your Textbooks, Exercise copies and other belongings.
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2. Beware of appropriating your neighbour's property even if it be the smallest things. Should you find a lost article, give it at once to the Principal. Keep the floor clean by allowing no paper or ink to fall on it.
  3. Cleanliness and purity of heart are reflected by a clean and neat exterior. Always have high regard for your School, keep its respect and honour as a responsible student.
  4. Be gentle even when things have not been according to your taste or as perfect as you expected them to be. Whenever you move from place to place, be orderly. Do not push or shove one another.

#### **E. BEHAVIOUR OUTSIDE SCHOOL**

1. Speak no ill of your school-mates, or of the discipline or management of the school.
2. Everyone is perfectly free to remain or not to remain in the School.
3. Always speak well of your School and of your teachers.



*If four things are followed – having a great aim,  
acquiring knowledge, hard work, and perseverance  
then anything can be achieved.”*

— Dr. A.P.J. Abdul Kalam