

# FRANCISCAN BROTHERS



## ST. FRANCIS HIGH SCHOOL

RECOGNISED BY THE GOVERNMENT OF KARNATAKA

# MY HANDBOOK

DARE TO DREAM. LEARN TO EXCEL.

Name : .....

Class : ..... Sec .....

House : .....

Roll No. : .....

**This handbook is to be brought to school daily.**

# **FRANCISCAN MISSIONARY BROTHERS**

## **A LITTLE ABOUT THE SCHOOL**

St. Francis High School is an unaided Christian Minority Educational Institution which is run and administered by the CONGREGATION OF THE MISSIONARY BROTHERS OF SAINT FRANCIS OF ASSISI. The members of the Congregation follow the spirituality of St. Francis of Assisi, their Patron and Founder, Brother Pauluz Moritz. The students of St. Francis High School are called FRANCISCIANS after the name of St. Francis of Assisi.

The school follows the syllabus of the Government of Karnataka (State Syllabus) and the medium of instruction is English. With the recognition granted by the Government of Karnataka, the School has become a full-fledged institution with classes up to the Secondary Level. It is a co-educational institution and admission is open to children of all communities irrespective of caste, creed, religion or region.

Since its humble inception in 1990, St. Francis High School has grown from being just another school in the city's firmament, to an institution that is recognized for bringing about a transformation in the school education. Over the last three decades, it has grown steadily and added immense value to the areas that surround it. Initiated in 1990, it has grown from strength to strength with every passing year.

The founding principles of the school are clearly laid out to serve as the guiding light for all the stakeholders. They are clearly communicated and practiced to create and sustain a SFHS culture among the members of the staff, students and parents.

**FRANCISIANS WE ARE.**

**FRANCISIANS WE SHALL REMAIN.**

**Every student is given the 'HANDBOOK' which contains all the activities, and events during the academic year, including the holidays and special programmes. It must be brought to school every day.**

## Implementation of Digital Discipline Policy

Dear Parents,

At St Francis, we believe in the well-being and academic success of our students, which is why we have implemented strict digital discipline policies, including a restriction on social media accounts until standard 10.

This policy aims to:

- 1. Promote Academic Focus:** Delaying social media access allows students to concentrate on their studies without potential distractions, fostering a more conducive learning environment.
- 2. Protect Mental Health:** Adolescence is a crucial period of development, and exposure to social media at an early age can impact mental health. Our policy seeks to shield students from potential negative effects on self-esteem and well-being.
- 3. Prevent Cyberbullying:** By limiting social media use, we aim to mitigate the risk of cyberbullying, ensuring a safer online experience for our students.
- 4. Teach Responsible Digital Citizenship:** Delaying social media access provides an opportunity to educate students about responsible online behaviour and the potential consequences of their digital actions.

**Students are strictly prohibited from maintaining any social media accounts or use the family members' social media accounts until standard 10. Students who own any social media accounts should delete them before May 18, 2026. Failure to comply with this policy will result in serious consequences, disciplinary action will be taken against these students as determined by the School Administration.**

***In recognition of students who adhere to our digital discipline policies, we are pleased to introduce a rewards system. By demonstrating responsible digital citizenship and delaying social media use until Standard 10, students will have the opportunity to earn commendations, privileges, and other incentives. This initiative aims to celebrate positive behaviour, motivate others to follow suit, and collectively foster a healthier and more focused learning community.***

We appreciate your understanding and support in creating an environment that prioritizes the overall growth and development of our students.

# Digital Discipline Declaration

Respected Principal,

We, the undersigned, ..... and....., parents of ....., studying in ....., hereby declare our commitment to fostering digital discipline in our child's life. Recognizing the potential impact of excessive gadget use and social media engagement, we aim to establish guidelines to ensure a balanced and healthy digital environment for our child.

- 1. Limited Screen Time:** We pledge to monitor and limit the time our child spends on digital devices, ensuring a reasonable balance between screen time and other activities.
- 2. Educational Purpose:** We encourage the use of digital devices solely for educational purposes, emphasizing the importance of utilizing technology as a tool for learning.
- 3. Designated Device-Free Times:** We will establish specific times during the day when electronic devices, including smartphones and tablets, are not allowed, promoting family interactions and a break from screen exposure.
- 4. Regular Check-ins:** Periodic checks on our child's digital activities will be conducted to ensure adherence to the established guidelines and to address any concerns promptly.
- 5. Commitment to Digital Discipline Policy:** We assure the school administration that we will actively monitor our child's online activity and promptly notify the school by mail or in person, if we become aware of any social media accounts or usage contrary to the school's Digital Discipline Policy.

By signing below, we affirm our commitment to these principles and believe that collaboration between home and school is crucial for the overall development of our child.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Implementation of Digital Discipline Policy

Dear Parents,

At St Francis, we believe in the well-being and academic success of our students, which is why we have implemented strict digital discipline policies, including a restriction on social media accounts until standard 10.

This policy aims to:

- 1. Promote Academic Focus:** Delaying social media access allows students to concentrate on their studies without potential distractions, fostering a more conducive learning environment.
- 2. Protect Mental Health:** Adolescence is a crucial period of development, and exposure to social media at an early age can impact mental health. Our policy seeks to shield students from potential negative effects on self-esteem and well-being.
- 3. Prevent Cyberbullying:** By limiting social media use, we aim to mitigate the risk of cyberbullying, ensuring a safer online experience for our students.
- 4. Teach Responsible Digital Citizenship:** Delaying social media access provides an opportunity to educate students about responsible online behaviour and the potential consequences of their digital actions.

**Students are strictly prohibited from maintaining any social media accounts or use the family members' social media accounts until standard 10. Students who own any social media accounts should delete them before May 18, 2026. Failure to comply with this policy will result in serious consequences, disciplinary action will be taken against these students as determined by the School Administration.**

***In recognition of students who adhere to our digital discipline policies, we are pleased to introduce a rewards system. By demonstrating responsible digital citizenship and delaying social media use until Standard 10, students will have the opportunity to earn commendations, privileges, and other incentives. This initiative aims to celebrate positive behaviour, motivate others to follow suit, and collectively foster a healthier and more focused learning community.***

We appreciate your understanding and support in creating an environment that prioritizes the overall growth and development of our students.

## Digital Discipline Declaration

Respected Principal,

We, the undersigned, ..... and....., parents of ....., studying in ....., hereby declare our commitment to fostering digital discipline in our child's life. Recognizing the potential impact of excessive gadget use and social media engagement, we aim to establish guidelines to ensure a balanced and healthy digital environment for our child.

- 1. Limited Screen Time:** We pledge to monitor and limit the time our child spends on digital devices, ensuring a reasonable balance between screen time and other activities.
- 2. Educational Purpose:** We encourage the use of digital devices solely for educational purposes, emphasizing the importance of utilizing technology as a tool for learning.
- 3. Designated Device-Free Times:** We will establish specific times during the day when electronic devices, including smartphones and tablets, are not allowed, promoting family interactions and a break from screen exposure.
- 4. Regular Check-ins:** Periodic checks on our child's digital activities will be conducted to ensure adherence to the established guidelines and to address any concerns promptly.
- 5. Commitment to Digital Discipline Policy:** We assure the school administration that we will actively monitor our child's online activity and promptly notify the school by mail or in person, if we become aware of any social media accounts or usage contrary to the school's Digital Discipline Policy.

By signing below, we affirm our commitment to these principles and believe that collaboration between home and school is crucial for the overall development of our child.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **THE VISION AND MISSION STATEMENT**

The Vision and Mission of the school derive from the teachings of Jesus Christ, the Master, St. Francis of Assisi, the Patron of our School and Bro. Paulus Moritz, the Founder of the Congregation of the Franciscan Missionary Brothers.

### **OUR VISION**

To lead every child to WISDOM through an enlightened learning ambience wherein the Franciscan values of Peace, Love and Hope are instilled and integrated, empowering young minds towards a progressive and humane society.

### **OUR MISSION**

To educate every child, promoting high-quality educational environment, holistic development, academic excellence and responsible global citizenship.

We strive to create a unique atmosphere for learning, with a creative and effective integration of learning in a happy, caring, secure and value-based environment, to prepare a generation of young men and women, who are intellectually sharp, physically sound, socially responsible, morally upright and emotionally balanced.

### **OUR SCHOOL VALUES AND ATTRIBUTES**

The given values and attributes represent the foundational convictions as proclaimed through the Congregation of the Franciscan Missionary Brothers. The expected behaviours have been elaborated to guide the practice of these values. The school community strives to uphold these values and rise above life's challenges.

- |                    |                    |
|--------------------|--------------------|
| 1. Peace           | 8. Cleanliness     |
| 2. Compassion      | 9. Commitment      |
| 3. Integrity       | 10. Responsibility |
| 4. Determination   | 11. Discipline     |
| 5. Honesty         | 12. Unity          |
| 6. Perseverance    | 13. Respect        |
| 7. Self-Discipline | 14. Teamwork       |

Our values and attributes which align with our guiding statements, are integral to creating school culture and climate to realize our educational goals, vision and mission.

## **SCHOOL WORKING HOURS**

PRE-PRIMARY SECTION	08.25 am to 12.00 noon	(Monday to Friday)
PRIMARY & SECONDARY	08.25 am to 3:00 pm	(Monday to Friday)
Snacks Break	10.10 am to 10.25 am	
Lunch Break	12.30 pm to 01.00 pm	
Working Saturdays	08.25 am to 11.55 am	
Second Saturday	Holiday	

## **SCHOOL OFFICE HOURS**

Monday to Friday	8:30 am to 3:00 pm
Saturday	8:30 am to 11:55 am
Lunch Break	1:00 pm to 1:30 pm
Second Saturday	Holiday

## **MEETING THE PRINCIPAL**

Monday to Friday	10:00 am to 11:00 am (By appointment only)
------------------	--

## **MEETING THE TEACHERS'**

Academic Coordinator & Asst. Coordinator:	03.00 p.m. – 04.00 p.m. (Wednesday) and other days by appointment only
--	---

Teachers: On Open days and by special appointment at the specified times. Parents are requested to call the school office to take a special appointment to meet the teachers after school hours, preferably on Wednesdays from 03.00 pm - 04.00 pm. and on all working Saturdays from 08.45 to 09.15 am.

## **MEETING THE COUNSELOR**

Monday to Saturday	9.00 am to 10.00 am
--------------------	---------------------

**Parents will not be permitted to visit their wards or any teacher during school hours without the written permission of the Principal.**

## COMMUNICATION

SCHOOL MOBILE	8296051217
SCHOOL LANDLINE	080-25635757 / 080-25635858
SCHOOL EMAIL	<a href="mailto:franciskor.sslc@rediffmail.com">franciskor.sslc@rediffmail.com</a>
PRINCIPAL'S EMAIL	<a href="mailto:principal@stfrancishighschoolssl.com">principal@stfrancishighschoolssl.com</a> <i>(sending email from the school website is more appreciated).</i>
SCHOOL WEBSITE	<a href="http://www.stfrancishighschoolssl.com">www.stfrancishighschoolssl.com</a>
SCHOOL YOUTUBE	<a href="http://www.youtube.com/@stfrancisschool.1">http://www.youtube.com/@stfrancisschool.1</a>
SCHOOL INSTAGRAM	<a href="https://www.instagram.com/stfrancishighschool.1990">@stfrancishighschool.1990</a>

---

## CLASS TIMING AND BREAKS

	PERIOD AND BREAKS	TIME
	Morning Assembly	8.25 am to 8.40 am
1	First Period	8.40 am - 9.25 am
2	Second Period	9.25 am - 10.10 am
	<b>Short Break</b>	<b>10.10 am - 10.25 am</b>
3	Third Period	10.25 am - 11.10 am
4	Fourth Period	11.10 am - 11.50 am
5	Fifth Period	11.50 am - 12.30 pm
	<b>Lunch Break</b>	<b>12. 30 - 1.00 pm</b>
6	Sixth Period	1.00 pm - 1.40 pm
7	Seventh Period	1.40 pm - 2.20 pm
8	Eighth Period	2.20 pm - 2.55 pm
	Evening Prayer	2.55 pm
	<b>School Dispersal</b>	<b>3.00 pm</b>

## MY CLASS TEACHER AND SUBJECT TEACHERS

Students must fill up the name of the Class Teacher/Subject Teacher in the first week of June itself. Parents are expected to know the name of the class teacher/subject teacher in reference to their respective class for all future reference and concerns.

	SUBJECTS	NAME OF MY TEACHERS
	Academic Section Co-Ordinator	
	My Class Teacher	
1	English	
2	Kannada	
3	Hindi	
4	Maths	
5	EVS	
6	Science	
7	Social Science	
8	Physics and Chemistry	
9	Biology	
10	Computer	
11	Drawing	
12	PT	
13	Dance	
14	Music	
15	Public Speaking	
16	Value Education / Catechism	

### AN IMPORTANT MESSAGE

A child who is self-disciplined, self-motivated and regular/punctual in reporting to the school, listening attentively to the class instructions and teaching, revising the day's lesson daily, following the instructions of the subject teachers with respect to the completion of class notes, home works, on a daily basis apart from being aware of the struggles of his/her parents in life will definitely fare well in academics.

## SCHOOL MORNING PRAYER

Lord, I thank you for this new day. Bless our parents and all the members of our family. Guide and bless our Principal, Brothers, teachers, staff and all the students of our school and St. Francis Institutions.

Bless us as we study and grow together. Guide us to do our best in every situation. Give us your knowledge and wisdom, so that we may grow up as responsible and respectful students. Amen.

## SCHOOL EVENING PRAYER

Lord, I thank you for the sunrise that lights up my day.  
My parents' love and care every single day.  
My teachers who unfold the ocean of knowledge before me.  
My Brothers, whose values I follow and like whom I strive to be.

In their loving presence, may I gain strength and courage.  
For every breath, I thank you Lord.  
Bless me with a heart full of Gratitude. Amen!

## OUR SCHOOL ANTHEM - VERSION - 01

Make me a channel of your peace  
Where there is hatred let me bring your love  
Where there is injury, your pardon Lord  
And where there is doubt true faith in You

**Chorus: Oh, Master grant that I may never seek  
So much to be consoled as to console  
To be understood as to understand  
To be loved as to love with all my soul**

Make me a channel of your peace  
Where there is despair in life let me bring hope  
Where there is darkness only light  
And where there's sadness ever joy - Chorus

Make me a channel of your peace  
It is in pardoning that we are pardoned  
It is in giving to all men that we receive  
And in dying that we are born to eternal life - Chorus

## OUR SCHOOL ANTHEM - VERSION - 02

Make me an instrument of Your peace  
Where there is hatred, let me bring love  
Where there is injury, your pardon lord  
And where there's doubt, true faith in you

Make me an instrument of your peace  
Where there's discouragement, let me bring hope  
Where there is darkness, let me bring your light  
And where there's sadness, let me bring joy

Make me an instrument of your peace  
It is in pardoning, that we are pardoned  
It is in giving, that we do receive  
And it's in dying and we are born to life

## GLORIOUS GOD

Glorious God from Heavens height  
See my heart how drab and dark  
Show your lantern shed your light  
Touch my darkness with your spark

Give me faith to lead me right  
Hope to firm my tired knee  
Perfect love to aid my sight  
And profound humility

Give me wisdom for the way  
And perception guiding still  
All I want is night and day  
Walk your pathways do your will

## EVENING SONG

Before I leave my school today  
I ask the Lord one small request  
I know I have all I could need  
But this prayer is not for me

Too many children on this day  
Don't have a peaceful place to stay

Let all struggles cease  
That your children may see peace  
Wipe the tears of sorrow away

We shall walk  
Through the storms  
And sore high in excellence and dreams  
FRANCISIANS, let us strive  
To be greatful of all gifts and grace  
To be greatful of all gifts and grace  
This is what we pray

## **NATIONAL ANTHEM**

Jana gana mana adhinayaka, jaya he  
Bharata bhagya vidhata,  
Panjaba Sindhu Gujrata Maratha  
Dravida Utkala Vanga  
Vindhya Himachala Yamuna Ganga  
Uchchala Jaladhi taranga  
Tava Shubha name jage  
Tava shubha ashisha mage,  
Gahe tav jaya gatha,  
Jana gana mangala dayaka, jaya he  
Bharata Bhagya Vidhata  
Jaya he, jaya he, jaya he  
Jaya, jaya, jaya, jaya he.

## **PLEDGE**

“India is my country. All Indians are / my brothers and sisters.

I love my country, and I am proud of its / rich and varied heritage. I shall always strive to be / worthy of it.

I shall give my parents / teachers / and all elders / respect / and treat everyone / with courtesy.

To my country / and my people / I pledge my devotion. In their well-being / and prosperity alone / lies my happiness”.

## **THE PREAMBLE OF INDIAN CONSTITUTION**

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC and to secure to all its citizens:

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity;

and to promote among them all

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

---

### **SCHOOL ASSEMBLY**

Assemblies are part of the general educational function of the school. They provide a unique format for the student community to come together for common prayers around shared values, to celebrate or to mark important occasions or milestones or appreciate performances and presentations.

- Monday, Wednesday & Friday      Intercom Assembly
- Tuesday and Thursday              Ground Assembly

### **CO-CURRICULAR ACTIVITIES**

- |                                   |                    |
|-----------------------------------|--------------------|
| 1. Clubs - Math, Science, English | 4. Choir           |
| 2. Sports / Games                 | 5. NCC (Army Wing) |
| 3. Marching Band                  | 6. Field Trips     |

### **CHARGEABLE - EXTRA-CURRICULAR ACTIVITIES**

- |                           |                         |
|---------------------------|-------------------------|
| 1. Keyboard (I-IV)        | 6. Guitar (I-IV)        |
| 2. Carnatic Music (I-IV)  | 7. Western Music (I-IX) |
| 3. Classical Dance (I-IX) | 8. Throwball (I-IX)     |
| 4. Handball (I-IX)        | 9. Athletics (I-IX)     |
| 5. Football (I-IX)        | 10. Basketball (I-IX)   |

## HOUSE SYSTEM

	HOUSE NAME	HOUSE PATRON	HOUSE MOTTO
4	House of Peace	Mother Teresa	Love God And Others
3	House of Knowledge	Helen Keller	Believe You Can
2	House of Hope	APJ Abdul Kalam	Never Stop Dreaming
1	House of Courage	Nick Vujicic	Rise To Reach Out

## STUDENT COUNCIL

The Head Boy and Head Girl along with the House Captains and House Vice-Captains, Sports Captains, Sports Vice-Captains from each of the four houses are members of the student Council. It provides students an opportunity to develop leadership qualities and realize for themselves the values and importance of democratic principles through their own hands-on management of student affairs at the school.

## SCHOOL UNIFORM AND APPEARANCE

1. Students must come to school wearing the complete school uniform. Regular uniform must be worn on **Monday, Wednesday, Friday and Saturday** across all classes.
2. The House colour Sports uniform will be worn on **Tuesday**. Blue uniform (Track Suit) will be worn on **Thursday**.
3. Uniform is compulsory on all open days and when students represent the school at external events
4. Uniform must be washed, cleaned and neatly ironed. Shirts need to be tucked in neatly. Students must wear the school ID card every day without fail. If the ID card is lost or broken students must get a new one immediately.
5. Nails to be pared and clean. Personal cleanliness, hygiene and neatness is expected at all times. Shoes must be neat and clean. The shoes prescribed by the school only to be worn.
6. Girls must use black head band for short hair. Shoulder length hair can be tied into two ponies with a black band and two plaits with black band for long hair.
7. Boys must compulsorily drop their hair and absolutely no fashion cut allowed. No use of hair gel and no spikes allowed, Hair must be neatly combed; fancy hairstyles/ haircuts and colored hair will not be permitted.
8. To ensure simplicity and uniformity among students wearing bindi, jewellery, kajal, long earrings, mehendi, nail polish, kada and other accessories to school is not permitted. A pair of simple earrings, preferably studs (only for girls), may be worn to school.
9. **Improper uniform will attract a fine of Rs. 50/-**

## **RULES AND REGULATIONS**

### **ACADEMIC TERM AND EXAMINATION**

1. The academic session is divided into two terms. Term I begin from June and ends with the Dasara Vacation and term II begin from after the Dasara vacation and ends in March with final examination. The school holds Four Formative Assessments (FAs) and two Summative Assessments (SAs) in an academic session for Classes I to X.
2. The Summative Assessment is conducted towards the end of each term. Parents are expected to follow and instruct their child/children.
3. Students who are absent for the Assessments for any reason will be considered as absent.
4. No Assessment will be held before or after the scheduled dates of the examination. No re-examination will be conducted in case of students absenting themselves from any examination or test.
5. Serious misconduct or malpractice in an examination disqualifies a child for the whole examination.
6. Activities may be re-conducted on medical reasons. Permission for the same to be obtained from the Principal by submitting a valid medical certificate.
7. Any clarification/information/message required by parents from teachers must be noted in the parent communication page provided in the handbook.
8. Parents are requested to sign messages, portions, timetables given in the handbook, Progress Reports, or any other similar documents when required. **FAILURE TO DO THIS MAY CAUSE SIGNIFICANT INCONVENIENCE TO THE CHILDREN AND RESULT IN THEM BEING SENT HOME.**
9. Internal marks will be calculated based on the oral, written activities, completion and neatness of the CW.
- 10. PRIVATE TUTIONS ARE NOT ENCOURAGED. NO TUITION IS PERMITTED FROM THE TEACHER WHO TEACHES THE PUPIL'S OWN CLASS.**

CLASS	TEST TYPE	SUBJECTS	PARAMETER	MARKS
I - IV	FA - I	ENGLISH KANNADA EVS MATHS	WRITTEN	20
	FA - II			
	FA - III		ACTIVITY	30
	FA - IV		TOTAL	50
	SA - I SA - II	ENGLISH KANNADA EVS MATHS	WRITTEN	40/80
			INTERNAL	20
			TOTAL	100
V	FA - I	ENGLISH KANNADA HINDI EVS MATHS	WRITTEN	20
	FA - II			
	FA - III		ACTIVITY	30
	FA - IV		TOTAL	50
	SA - I SA - II	ENGLISH KANNADA HINDI EVS MATHS	WRITTEN	80
			INTERNAL	20
			TOTAL	100
VI - X	FA - I	ENGLISH KANNADA HINDI MATHS SCIENCE SOCIAL SCIENCE	WRITTEN	20
	FA - II			
	FA - III		ACTIVITY	30
	FA - IV		TOTAL	50
	SA - I SA - II	ENGLISH KANNADA HINDI MATHS SCIENCE SOCIAL SCIENCE	WRITTEN	80
			INTERNAL	20
			TOTAL	100

## OPEN DAY

1. 8.30 am to 12. 00 noon (dates as scheduled in the handbook)
2. The Open Day will be conducted after each Formative Assessment and Summative Assessment 1. Parents can view and check the answer sheets of their child/children on the Open Days.
3. Time slots for the parents to attend the Open Day will be communicated to the students three days prior to all the Open Days. This is to ensure that parents have the equal opportunity to discuss their child's progress with the teachers within the given time. Parents must strictly follow the given time to attend the Open Day.
4. It is compulsory for the parents to attend all the Open Days. The school maintains a report of the attendance of parents on the open day. **Parents who miss the open days are requested to note that the marks of their ward will not be uploaded on the website.**
5. Parents are encouraged to share their feedback, concerns, suggestions, or grievances, if any, by writing them in the Open Day Record Book. The book will be available in each classroom during the Open Day. Please remember to include your child's name, class, and section for reference. Parents are requested to ensure that the name, class and division of the students are mentioned in all letters addressed to the school.
6. The school expects parents to attend Orientations, Open Day Meetings and school functions as per the schedule communicated to them, and thus show their interest in their child's school activities.

## ATTENDANCE

1. Regular classroom attendance is essential for developing successful life skills including self-discipline, responsibility and punctuality. It is important that parents promote the view that regular attendance and timeliness are important to ensure the best possible learning outcomes. Irregularity and frequent absenteeism lead to disconnect in children's learning.
2. Regular attendance and punctuality are keys to a students' academic success; no matter what the age of the learner. Parents must ensure that their children are punctual to school unless the children are sick.
3. Students are not granted leave outside the regular vacation periods. Parents are not entitled to take children for holidays during school days. Leave of absence must be applied for in advance only when they are convinced of its absolute necessity.
4. Leave taken for less than 3days should be intimated through the Handbook. Leave taken more than 3days should be informed through a leave letter.

5. Students who are suffering from contagious diseases should not be sent to school. Sick leave should be accompanied by a medical certificate from the doctor who is treating.
6. Those who are falling sick during school hours will be taken care of by the school and parents will be informed of the sickness, so that they can take the children home for further treatment.
7. On the re-opening day of the school and after every long holiday like Dasara and Christmas, attendance is compulsory. **Failure to provide prior notice for absence will lead to disciplinary action and a fine of Rs. 50/-.** It is mandatory for the students to have 80 % of attendance for the promotion to the next class, failing which the results will be withheld.

### **STUDENTS' ARRIVAL TO SCHOOL**

1. Parents must ensure that their children arrive at and leave school punctually. Students arriving late to school miss out on the opportunity to start their day in a relaxed and comfortable manner.
2. Students should aim to be inside the school building by 8.15 a.m. The first bell for the school assembly is rung at 8.25 am. Strict action will be taken against habitual latecomers. The school entrance doors will be closed at 8.25 am.
3. Students found to have come late for more than five days in a month will not be allowed to attend classes and on continued occurrence, disciplinary action shall be taken against them.
4. Students must leave the school campus once they come out of the school building. They are not expected to wander about or gather together on the ground without the consent of the teachers.

### **STUDY MATERIALS**

1. All the school books must be neatly bind, labelled with the student's name, class, section and subject.
2. It must be neatly maintained throughout the year.
3. Books must be brought according to the days' time-table without fail.
4. Students are not permitted to tear, paste stickers and colour the pages of school notebooks unless specifically instructed by the teachers.
5. Carry a simple pencil-box with a sharpener, pencils, pens, eraser and a ruler.
6. Random bag check will be followed and if students are found carrying any extra books which is not according to the time-table, the books will be taken and not returned.
7. **The school will not be responsible for books, gold ornaments, money, clothes and other articles that are lost.**

## GENERAL CONDUCT

1. There is one fundamental school rule, which is that all students at all times will behave well and sensibly and show courtesy, consideration and respect for others, and do nothing that will bring the school's name into disrepute.
2. All school rules apply to all students from the time they leave home for school until they have returned home at the end of the school day, or while taking part in any activity organized by, or related to the school.
3. All school rules apply to students when they are travelling on the school bus. Continued disorderly conduct shall be sufficient reason for refusing school bus service to a student.
4. The school reserves the right to make changes in the school rules and regulations which will be communicated to students and parents.
5. All students are required to behave courtesy at all times, conform to the norms of good conduct and respond readily and carefully to requests concerning good order and discipline that may be made from time to time by the teachers and school management.
6. All students are expected to contribute to a positive learning atmosphere in the class by co-operating with the teacher, getting work done on time, contributing to discussions, asking questions and avoiding distractions in the class.
7. Students are not permitted to loiter outside classrooms or laboratories. When using staircases and corridors, students are requested to keep to the left.
8. English is the spoken language in the campus. Everyone in the campus is expected to follow this rule. **A fine of Rs. 50/- will be charged if student speak in any other language.**
9. Being a co-educational institution, appropriate behaviour and healthy friendship is expected between students.
10. Any unhealthy relationship found in the campus will be dealt strictly.
11. No student is to be found wandering around the ICSE School, PUC, Degree College premises in the campus.
12. Students' actions and language should be courteous at all times. Students must not indulge in fights (physically or verbally) with other students in the campus. Stringent action will be taken against the students instigating in such acts.
13. Serious action will be taken on those who fail to treat others (students and staff) with respect, including any communication written, personal contact, e-mail, social media, use of threatening language etc.
14. Students indulged in any other act or behaviour such as theft, fraud, misuse of school premises etc, that bring disrepute to the school will be suspended.
15. All unresolved disagreements amongst peers must be brought to the class teacher's notice.

## **STUDENT - DISCIPLINE**

1. Students must greet, respect and obey their teachers and school authorities at all times.
2. All school and House leaders must be given due respect.
3. Hauling, running, playing and shouting in the classrooms and corridors are prohibited.
4. No student should enter any classroom other than his/her and any other floors without the permission from the teachers.
5. While going for the Assembly, Library, Computer Lab, PT, Dance, Music classes and Lunch Break students must go in silence, in a single line without disturbing the neighbouring classes.
6. Students must remain in their respective classroom during the Short Break to have their snacks.
7. Alternate days for boys and girls will be assigned for them to go down for their Lunch Break.
8. No carrying money to school unnecessarily.
9. No student is allowed to visit the canteen for the short break or lunch break. A plausible letter is to be given by the parents and only after the approval of the principal a lunch token will be issued from the office.
10. Due to various reasons separate entry and exit for the boys and girls are arranged.
11. Students are not allowed to use the washroom during class time, unless required. Such needs must be attended to during the break.
12. If any student has a medical problem, the same must be brought to the notice of the class teacher/nurse in writing on the day the school re-opens.

## **NO PLASTIC IN SCHOOL**

1. To ensure the campus is a “Plastic Free Zone”, plastic is strictly prohibited in the school campus.
2. Students are not supposed to bring any kind of plastic bottles or plastic tiffin box.
3. Students can bring a steel/copper water bottle.
4. Students can bring the snacks or lunch in a steel tiffin box and not in any kind of wrappers of snacks.

## **5. NO JUNK FOOD ALLOWED**

## **SCHOOL PROPERTY**

1. Each individual student should take pride in keeping the school campus clean and green.
2. Students must take care of the school property. No scratching, writings or drawings should be done on the school furniture or walls.
3. Damage done by accident must be reported to the class teacher. Students who willfully damage school property will have to face the consequences.
4. In addition, those who cause the damage will be liable to repair the same at their own expense or required to be made good in identical replacement.

## **STUDENT BIRTHDAY**

1. The school recognizes that birthdays are special for students. On birthdays, the school greets, prays and sing the birthday song for the children who celebrate their birthdays.
2. Parents are requested not to send chocolates, or candies with children for valid reasons. Parents are requested not to send any gifts for any staff member of the school. On their birthday, students may wear clothes of their choice that conform to norms of modesty.
3. The birthday student can contribute a story book or motivational book (not mandatory) to the library with his/her name and the date mentioned. It will be a memory and a birthday gift for the entire school.
4. Certain days on the school calendar are designated ‘non-uniform ‘days. On such days, students may wear color dress provided that it meets the standards and expectations of the school and community.
5. On non-uniform days, students are required to dress appropriately and follow the guidelines set by the school. Bare shoulder, short dresses, distressed clothing, are not acceptable in the school.

## **MOBILE AND ELECTRONIC DEVICES**

1. Students are not allowed to bring to school any electronic gadgets, mobiles and accessories. Any electronic devices (including wearables) found on a student in the school will be confiscated for a period of one year.
2. There may be cases, when parents expect children to contact them after the school. In such cases, mobile is allowed with written request from the parents and permission from the principal under condition that the mobile is handed over to the School Office at the time of entry to the school and collect them on their way out.

## **CHILD PROTECTION POLICY**

1. The school is committed to safeguarding and protecting the right of children in its care, including their right to be protected from the harmful influences abuse and exploitation. We ensure compliances of the Child Safeguarding and Protection Policy through orientations and seminars being conducted in the school for the children, staff and the supporting staff in the school.
2. It is obligatory for parents, guardians, teachers, and helping staff to report incidents of physical or psychological violence, aggression, harassment, immediately or within the next school day to the academic co-ordinators/school counselor who, in turn, shall inform the principal immediately. Students are encouraged to report incidents for which they themselves or others may be the victim.
3. As per this policy, there is a Child Protection Committee to act on any complaint received. The Committee comprised of 5 staff members from different sections of the School.

## **SOCIAL SERVICE PROGRAMME**

1. A key feature of St. Francis High School is providing and enduring learning experience to instill the values of caring, compassion, and empathy in students. These values lie at the heart of the SFHS service-learning activity and equip students with the knowledge and skills to bring about positive change. In this regard, the school had initiated the Social Service Programme, called MISSION SFHS to reach out to the less privileged children in the periphery,
2. The MISSION endeavours to establish a community of parents, students and well-wishers willing to share their blessings and resources with the less privileged children especially who are in the periphery of life.
3. The objective of the MISSION is to develop a sense of social responsibility and a feeling of empathy for others among the children. With the motto “ONE CHILD FOR ONE CHILD,” we aim to create a community of children who care, share, and encourage other kids who live in poverty and deprived of the basic necessities of human life.

## SCHOOL E-MAGAZINE

The school publishes an E-Magazine, titled, “TARANG”, aims at opening up new vistas of creative engagement among the students showcasing their achievements, literary skills, and talents. The E-Magazine will also include the events and programs being organized by the school during the academic year.

## SPECIAL EDUCATION

Special Educator provides the right grounding for children with learning difficulties or challenges and keep them anchored during their foundational years at school. It aims to facilitate growth, enhance learning and empower educators to meet the needs of children who learn differently.

## SCHOOL TRANSPORTATION FACILITY

1. St. Francis High School provides transportation facilities for students. They have to register their names with all the details of bus route, bus number, boarding point, etc. at the office, before the academic year begins.
2. Making use of the bus service is not compulsory, but **once registered for transportation service, parents will have to pay full year’s fee even if they desire to discontinue after a month.**
3. In case the parent / guardian wishes to change the boarding point or bus route, a written application should be submitted to the office in advance.
4. On the identity card of Pre-Primary Students, the boarding points and the bus number in which they are travelling should be written very clearly.
5. If any student causes any damage to the bus he/she will be levied fine and may be banned from using the school transportation service.
6. Bus fees may be increased as and when the Management finds it essential.
7. Bus fees will be charged for all the 12 months of the academic year.
8. Without prior notice, a bus service, or any bus stop will be cancelled if the Management decides to do so.

## INFORMATION ON SCHOOL FEES

School fees and transportation fees can be paid in four installments as per the schedule given below:

### SCHEDULE FOR PAYMENT OF SCHOOL/TRANSPORT FEES (2026-2027)

First Installment : Before 16th May 2026.

Second Installment : Before 14th August 2026.

Third Installment : Before 31st October 2026.

Fourth Installment : Before 15th January 2027.

The total annual fees can be paid in the first term itself.

Payment options: School fees and transportation fees can be paid either online or offline.

#### **Steps to pay fees online:**

- Pay through Parent Connect Mobile App or through the Quick Link payment option available on our school website <https://www.stfrancishighschoolssl.com>
- Select the Installment (1/2/3 or 4), Follow on screen instructions for the payment.
- Online transactions are chargeable.

#### **Offline payment :**

- Fees (either by cash or cheque) will Not be collected in the school office.
- Fees can be paid by cash / cheque at the bank.
- Fees are to be paid through Bank challan only. The Challan has to be collected from the School office. Pay the fees at **THE SOUTH INDIAN BANK**, in our Campus, 3rd Block, 8th Main, Koramangala, by way of cash or Demand Draft favouring “**St. Francis High School**” as per the bank timings. [10:00 a.m. to 3:30 p.m. on weekdays and from 10:00 a.m. - 11:30 a.m. on Saturdays]. The bank will be closed on second Saturdays and fourth Saturdays.
- Collect the challan from the school office on the dates specified (i.e., from 1st to 15th of every term) between 10 a.m. to 3.00 p.m. and pay the fees through this challan at South Indian Bank, School campus branch.
- Collect the student copy of challan from the Bank with Bank’s seal /signature.
- Receipts for the fees paid can be obtained from the school office after 15th of every Installment by producing the student copy of the challan collected from the bank.

**Please Note: After the due dates mentioned above, a fine of ₹ 10/- for tuition fees and transport fees per day will be charged and the defaulters will have to pay the fees along with the fine.**

## **ADMISSION AND WITHDRAWAL**

1. New students will be admitted after a written and oral test and on payment of the first two installments of fees. The amount thus paid will not be refunded even if the student for any reason should leave the school after the admission within the academic year.
2. Two month's notice (before January ends) is to be given before the withdrawal of a pupil. Such notice is to be given by the person responsible for the student. A student who desires to discontinue studies should take the Transfer Certificate immediately.
3. No transfer certificate will be granted until the school dues are fully paid.
4. Children who absent themselves for more than 10 consecutive working days without prior permission will have their name struck from the school roll.

## **DISMISSAL**

1. Irregular attendance, habitual idleness, disobedience or defiance of authority, lack of sufficient efforts to improve in studies, conduct against the moral tone of the school and parental non-cooperation with the staff or school authorities are sufficient reasons for dismissal of a student.
2. A student involved in any incident even outside the school which brings discredit to the institution either because of unpleasant nature or inviting criminal or legal action by police or by the court will be dismissed from the school without further inquiry.
3. The school reserves the right to dismiss the student whose conduct is harmful and who is also damaging the physical and moral well being of other students and of the school or whose parents show little interest in the progress of their wards.

## **NCC**

St. Francis High School proudly announces the launch of its National Cadet Corps (NCC) unit, a major step towards nurturing discipline, leadership and patriotism among students. This initiative reflects the school's commitment to holistic development, helping students grow into responsible and confident citizens.

Students of class VIII are only eligible for NCC. With the launch of this unit, the school provides its students an opportunity to be part of a prestigious national organization. The school looks forward to seeing its cadets grow into disciplined and service-minded leaders of the future.

## **RULES FOR THE CONDUCT OF EXAMINATION**

### **INSTRUCTIONS FOR CANDIDATES :**

1. Before answering the questions enter your roll number, standard, division, subject and date correctly.
2. Pay close attention to any general instruction provided at the beginning of the question paper.
3. Remember that neatness, handwriting and spelling will be taken into account in every subject.
4. Read the questions very carefully for five minutes. A great deal of time is wasted in writing down information that is not wanted and no marks are given for it.
5. Any misprint/incomplete question due to printing lapses must be reported to the invigilator immediately.
6. Write on both sides of the paper and number the pages.
7. Number your answer as per the question paper.
8. Revise your answer papers before submitting them. Students very often fail to check their answers which results in loss of marks.
9. No pupil is allowed to have any book or notes in their possession inside the examination hall. Anyone caught cheating will be immediately expelled & reported.

### **LIBRARY RULES**

1. Books are issued to the pupils weekly on the day fixed for each class. They must be returned within the prescribed time. A fine of Rs. 2/- per day will be charged thereafter.
2. On receiving a book, pupils are requested to examine it and report any damage if noticed; otherwise, they will be held responsible for the damage.
3. If any damage is noticed by the Librarian on return of a book, the pupil returning it will be charged for the damage. Books lost by any pupil, must be replaced or the cost paid for.
4. Pupils are not allowed to exchange or lend books among themselves or to outsiders. Defaulters will be severely dealt with.
5. The library record card should be duly filled in and the librarian's initials obtained.

## WEEKLY HOMEWORK SCHEDULE FOR CLASSES I TO X

1. The weekly homework as scheduled for Classes I to X by the subject teachers of respective classes are intended to be carried out by the students during non-school hours. The students are expected to attend the homework regularly.
2. The homework as mentioned doesn't cover all the teaching subjects especially in the lower classes, however, the students must be self responsible in reading and revising the day's lesson regularly even if homework is not given/asked for the day.
3. Parents must ensure that the students follow the schedule for the homework without fail and do the task before reporting to the school on the next day or as directed by the subject teacher.
4. Parents must monitor the child/children and ensure that the children complete their homework, revise the lesson, engage themselves in improving their writing and reading skills on a regular basis.
5. Please ensure that your child cultivates the habit of reading her/his lessons daily at home. Every child must revise the lesson taught in the class every day and not only engaging himself / herself in completing the homework and activities at home. This will help her/him to easily understand the lesson and also remember it well.

### HOME WORK SCHEDULE FOR CLASSES I - IV CLASS I A

DAYS	I [WRITTEN]	II [ ORAL ]
Mondays	MATHS	KANNADA
Tuesdays	ENGLISH	EVS
Wednesdays	KANNADA	MATHS
Thursdays	EVS	ENGLISH
Fridays	MATHS & ENGLISH	-

### CLASS I B

DAYS	I [WRITTEN]	II [ ORAL ]
Mondays	MATHS	KANNADA
Tuesdays	ENGLISH	EVS
Wednesdays	KANNADA	MATHS
Thursdays	EVS	ENGLISH
Fridays	MATHS & ENGLISH	-

**CLASS II A**

<b>DAYS</b>	<b>I [WRITTEN]</b>	<b>II [ ORAL ]</b>
Mondays	MATHS	KANNADA
Tuesdays	ENGLISH	EVS
Wednesdays	KANNADA	MATHS
Thursdays	EVS	ENGLISH
Fridays	MATHS & ENGLISH	-

**CLASS II B**

<b>DAYS</b>	<b>I [WRITTEN]</b>	<b>II [ ORAL ]</b>
Mondays	MATHS	KANNADA
Tuesdays	ENGLISH	EVS
Wednesdays	ENGLISH	MATHS
Thursdays	KANNADA	ENGLISH
Fridays	MATHS & EVS	-

**CLASS III A**

<b>DAYS</b>	<b>I [WRITTEN]</b>	<b>II [WRITTEN]</b>	<b>III [ ORAL ]</b>
Mondays	ENGLISH	KANNADA	EVS
Tuesdays	MATHS	EVS	ENGLISH
Wednesdays	KANNADA	ENGLISH	MATHS
Thursdays	HINDI	MATHS	ENGLISH
Fridays	MATHS	EVS	KANNADA

**CLASS III B**

<b>DAYS</b>	<b>I [WRITTEN]</b>	<b>II [WRITTEN]</b>	<b>III [ ORAL ]</b>
Mondays	ENGLISH	KANNADA	EVS
Tuesdays	MATHS	EVS	ENGLISH
Wednesdays	KANNADA	ENGLISH	MATHS
Thursdays	HINDI	MATHS	ENGLISH
Fridays	MATHS	EVS	KANNADA

**CLASS IV A**

<b>DAYS</b>	<b>I [WRITTEN]</b>	<b>II [WRITTEN]</b>	<b>III [ ORAL ]</b>
Mondays	KANNADA	ENGLISH	EVS
Tuesdays	MATHS	HINDI	ENGLISH
Wednesdays	EVS	ENGLISH	MATHS
Thursdays	KANNADA	MATHS	ENGLISH
Fridays	MATHS	EVS	KANNADA

**CLASS IV B**

<b>DAYS</b>	<b>I [WRITTEN]</b>	<b>II [WRITTEN]</b>	<b>III [ ORAL ]</b>
Mondays	EVS	KANNADA	MATHS
Tuesdays	MATHS	HINDI	ENGLISH
Wednesdays	KANNADA	ENGLISH	EVS
Thursdays	MATHS	EVS	ENGLISH
Fridays	ENGLISH	MATHS	KANNADA

**CLASS V A**

<b>DAYS</b>	<b>I</b>	<b>II</b>	<b>III</b>
Mondays	Kannada	English	E V S
Tuesdays	Maths	EVS	Hindi
Wednesdays	Kannada	Maths	English
Thursdays	Kannada	Computer	E V S
Fridays	Maths	EVS	English
Saturdays	Maths		

**CLASS V B**

<b>DAYS</b>	<b>I</b>	<b>II</b>	<b>III</b>
Mondays	Maths	EVS	English
Tuesdays	Maths	Kannada	EVS
Wednesdays	Maths	Kannada	EVS
Thursdays	English	Hindi	Kannada
Fridays	EVS	English	Computer
Saturdays	Maths		

**CLASS VI A**

<b>DAYS</b>	<b>I</b>	<b>II</b>	<b>III</b>
Mondays	Science	English	Kannada
Tuesdays	Maths	Social Science	Hindi
Wednesdays	Computer	Kannada	English
Thursdays	Maths	English	Hindi
Fridays	Maths	Kannada	Social Science
Saturdays	Science		

**CLASS VI B**

<b>DAYS</b>	<b>I</b>	<b>II</b>	<b>III</b>
Mondays	Maths	Kannada	Social Science
Tuesdays	Maths	Kannada	Science
Wednesdays	Hindi	English	Social Science
Thursdays	Maths	English	Kannada
Fridays	English	Science	Hindi
Saturdays	Computer		

**CLASS VII A**

<b>DAYS</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
Mondays	Hindi	Social Science	Maths	Computer
Tuesdays	Maths	Science	Social Science	English
Wednesdays	Kannada	English	Maths	Science
Thursdays	Science	Social Science	English	Kannada
Fridays	Kannada	Maths	Social Science	Hindi
Saturdays	Science			

**CLASS VII B**

<b>DAYS</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
Mondays	Maths	Science	Social Science	English
Tuesdays	Science	Hindi	Kannada	Maths
Wednesdays	Science	English	Kannada	Social Science
Thursdays	Computer	English	Social Science	Maths
Fridays	Maths	Kannada	Social Science	Science
Saturdays	Hindi			

**CLASS VIII A**

<b>DAYS</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
Mondays	Maths	Social Science	Hindi	English
Tuesdays	Hindi	Science	Kannada	English
Wednesdays	Maths	Social Science	Science	English
Thursdays	Computer	Kannada	Social Science	Maths
Fridays	Social Science	Science	Maths	Kannada
Saturdays	Hindi			

**CLASS VIII B**

<b>DAYS</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
Mondays	Computer	Physics/Chemistry	Social Science	Hindi
Tuesdays	Maths	English	Social Science	Kannada
Wednesdays	Maths	English	Kannada	Hindi
Thursdays	Maths	Physics/Chemistry	Social Science	Biology
Fridays	Maths	Social Science	Kannada	English
Saturdays	Hindi			

**CLASS IX A**

<b>DAYS</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
Mon	Social Science	Maths	English	Hindi
Tue	Computer	Maths	Hindi	Kannada
Wed	Physics/Chemistry	Kannada	Hindi	Social Science
Thu	English	Maths	Biology	Social Science
Fri	Physics/Chemistry	Maths	English	Social Science
Sat	Kannada			

**CLASS IX B**

<b>DAYS</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
Mon	Social Science	Maths	English	Kannada
Tue	Physics/Chemistry	Maths	Hindi	Social Science
Wed	Biology	Kannada	English	Social Science
Thu	English	Maths	Hindi	Social Science
Fri	Hindi	Maths	Kannada	Physics/Chemistry
Sat	Computer			

**CLASS X A**

<b>DAYS</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
Mon	Maths	English	Social Science	Kannada
Tue	Maths	Social Science	Hindi	Biology
Wed	Physics/Chemistry	Hindi	English	Kannada
Thu	Social Science	Kannada	Maths	Hindi
Fri	Maths	Social Science	Physics/Chemistry	Biology
Sat	English			

**CLASS X B**

<b>DAYS</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
Mon	Physics/Chemistry	Maths	Hindi	Social Science
Tue	English	Maths	Social Science	Kannada
Wed	Kannada	Hindi	English	Biology
Thu	Hindi	Social Science	Maths	Kannada
Fri	Biology	Maths	Physics/Chemistry	Social Science
Sat	English			

## POINTS FOR STUDENTS TO REMEMBER

1. Never skip or neglect the lesson or home-work assigned to you. It is like missing a train that you may never catch afterwards.
2. Revise the work done in class.
3. If memory work is assigned, learn it overnight and recall it in the morning.
4. Note down the reading, learning and writing work assigned in your handbook.
5. Make a daily time table for yourself and follow it through. This will help you become a disciplined individual - a most valuable asset in life.
6. Repeat at the end of the week all that has been learnt during the week.

## SCHOOL MOBILE APP & WEBSITE

1. To make it convenient for parents to know and to update themselves regularly about the school activities and the students' performance, the Management has introduced the School Mobile App. Parents are requested to download the app which is Android Compatible. Parents will get information here regarding:
  - Daily work done in class
  - Homework, Activities
  - Any specific instructions / information to be conveyed regarding academics, behaviour or performance of the ward.
2. Any general information about holidays, fees, bus facility, open days, celebrations or programme will be intimated to parents through SMS.
3. Parents are requested to check the school website also on a regular basis for any update on school activities, test & exam time table & portions, project schedules, marksheets.

### SCHOOL COORDINATORS

- |                            |                           |
|----------------------------|---------------------------|
| 1. Pre-Primary Coordinator | Ms. Louisa Rajan          |
| Assistant Coordinator      | Ms. Yamini Jayaram        |
| 2. Primary Coordinator     | Ms. Louisa Rajan          |
| Assistant Coordinator      | Ms. J. S. Jayanthi Serena |
| 3. Secondary Coordinator   | Ms. Meble S. Thomas       |
| Assistant Coordinator      | Ms. Remya David           |
| 4. Student Counselor       | Ms. Jiji P. Thomas        |
| 5. Office Coordinator      | Ms. Laveena Suman Costa   |

## ACADEMIC SCHEDULE FOR MAY

Working Days: 11

DATE	EVENTS	CLASS
1. Friday	<b>May Day</b>	
2. Saturday		
<b>3. Sunday</b>		
4. Monday		
5. Tuesday		
6. Wednesday		
7. Thursday		
8. Friday		
9. Saturday	<b>Second Saturday (Holiday)</b>	
<b>10. Sunday</b>		
11. Monday		
12. Tuesday		
13. Wednesday		
14. Thursday		
15. Friday		
16. Saturday		
<b>17. Sunday</b>		
18. Monday	School Re-opens	IX & X
19. Tuesday	Portions will be uploaded in the Website - FA-I	X
20. Wednesday		
21. Thursday		
22. Friday		
23. Saturday		
<b>24. Sunday</b>		
25. Monday	Formative Assessment - I Begins	X
26. Tuesday		
27. Wednesday	Formative Assessment - I Ends	X
28. Thursday	<b>Bakrid - Holiday</b>	
29. Friday		
30. Saturday		
<b>31. Sunday</b>		

## ACADEMIC SCHEDULE FOR JUNE

Working Days: 24

DATE	EVENTS	CLASS
1. Monday	School Re-opens	V - VIII
2. Tuesday	Prayer Service	V - X
3. Wednesday		
4. Thursday	Environment Day Celebration	V - X
5. Friday		
6. Saturday		
<b>7. Sunday</b>		
8. Monday		
9. Tuesday		
10. Wednesday		
11. Thursday		
12. Friday	Student Council Election	
13. Saturday	<b>Second Saturday (Holiday)</b>	
<b>14. Sunday</b>		
15. Monday		
16. Tuesday		
17. Wednesday		
18. Thursday	Investiture Ceremony	
19. Friday		
20. Saturday		
<b>21. Sunday</b>		
22. Monday	Portions for FA-I & FA-II (X) will be uploaded in the website	V - IX
23. Tuesday		
24. Wednesday		
25. Thursday		
26. Friday	<b>Muharram - Holiday</b>	
27. Saturday		
<b>28. Sunday</b>		
29. Monday		
30. Tuesday		

## ACADEMIC SCHEDULE FOR JULY

Working Days: 26

DATE	EVENTS	CLASS
1. Wednesday	Formative Assessment I, II (X) Begins	V - IX
2. Thursday		
3. Friday	Formative Assessment I, II (X) Ends	V - IX
4. Saturday		
<b>5. Sunday</b>		
6. Monday		
7. Tuesday		
8. Wednesday		
9. Thursday		
10. Friday	Non-Uniform Day & Pep Talk for Boys	V - X
11. Saturday	<b>Second Saturday (Holiday)</b>	
<b>12. Sunday</b>		
13. Monday		
14. Tuesday		
15. Wednesday		
16. Thursday		
17. Friday	Non-Uniform Day & Pep Talk for Girls	V - X
18. Saturday	Open Day for FA-I & FA-II (X)	V - X
<b>19. Sunday</b>		
20. Monday		
21. Tuesday		
22. Wednesday		
23. Thursday		
24. Friday		
25. Saturday		
<b>26. Sunday</b>		
27. Monday		
28. Tuesday		
29. Wednesday		
30. Thursday		
31. Friday		
	Field Trips	V - X

## ACADEMIC SCHEDULE FOR AUGUST

Working Days: 23
------------------

DATE	EVENTS	CLASS
1. Saturday		
<b>2. Sunday</b>		
3. Monday		
4. Tuesday		
5. Wednesday		
6. Thursday		
7. Friday	Portions will be uploaded in the website FA-II, FA-III (X)	V - IX
8. Saturday	<b>Second Saturday (Holiday)</b>	
<b>9. Sunday</b>		
10. Monday		
11. Tuesday		
12. Wednesday		
13. Thursday		
14. Friday		
15. Saturday	Independence Day Celebration	
<b>16. Sunday</b>		
17. Monday		
18. Tuesday		
19. Wednesday		
20. Thursday		
21. Friday	<b>Varamahalakshmi - Holiday</b>	
22. Saturday	Formative Assessment II, III (X) Begins	V - IX
<b>23. Sunday</b>		
24. Monday		
25. Tuesday	Formative Assessment II, III (X) Ends	V - IX
26. Wednesday	<b>Id-Meelad - Holiday</b>	
27. Thursday		
28. Friday		
29. Saturday		
<b>30. Sunday</b>		
31. Monday		
	Ignited Minds	V - X

## ACADEMIC SCHEDULE FOR SEPTEMBER

Working Days: 24

DATE	EVENTS	CLASS
1. Tuesday		
2. Wednesday		
3. Thursday		
4. Friday	Teachers' Day Celebration	
5. Saturday	Teachers' Day	
<b>6. Sunday</b>		
7. Monday		
8. Tuesday		
9. Wednesday		
10. Thursday		
11. Friday		
12. Saturday	<b>Second Saturday (Holiday)</b>	
<b>13. Sunday</b>		
14. Monday	<b>Ganesh Chaturthi - Holiday</b>	
15. Tuesday		
16. Wednesday		
17. Thursday	Portions will be uploaded in the website - SA - I	V - X
18. Friday		
19. Saturday		
<b>20. Sunday</b>		
21. Monday		
22. Tuesday		
23. Wednesday		
24. Thursday		
25. Friday		
26. Saturday		
<b>27. Sunday</b>		
28. Monday		
29. Tuesday		
30. Wednesday		

## ACADEMIC SCHEDULE FOR OCTOBER

Working Days: 17

DATE	EVENTS	CLASS
1. Thursday	Summative Assessment - I Begins	V - X
2. Friday	<b>Gandhi Jayanthi - Holiday</b>	
3. Saturday		
<b>4. Sunday</b>	<b>Feast of St. Francis of Assisi</b>	
5. Monday		
6. Tuesday		
7. Wednesday		
8. Thursday		
9. Friday	Summative Assessment - I Ends	V - X
10. Saturday	<b>Second Saturday (Holiday), Dasara Holidays Begin</b>	<b>V - X</b>
<b>11. Sunday</b>		
12. Monday		
13. Tuesday		
14. Wednesday		
15. Thursday		
16. Friday		
17. Saturday		
<b>18. Sunday</b>		
19. Monday		
20. Tuesday	<b>Vijayadashami - Holiday</b>	
21. Wednesday	<b>School Re-opens after Dasara Vacation</b>	<b>V - X</b>
22. Thursday		
23. Friday		
24. Saturday	Open Day - SA - I	V - X
<b>25. Sunday</b>		
26. Monday		
27. Tuesday		
28. Wednesday		
29. Thursday		
30. Friday		
31. Saturday		

## ACADEMIC SCHEDULE FOR NOVEMBER

Working Days: 23

DATE	EVENTS	CLASS
<b>1. Sunday</b>	<b>Kannada Rajyotsava Day</b>	
2. Monday	Kannada Rajyotsava Celebration	
3. Tuesday		
4. Wednesday		
5. Thursday		
6. Friday	Portions will be uploaded in the website - FA - IV	X
7. Saturday		
<b>8. Sunday</b>	<b>Naraka Chaturdashi</b>	
9. Monday		
10. Tuesday	<b>Balipadyami - Holiday</b>	
11. Wednesday		
12. Thursday		
13. Friday	Children's Day Celebration	
14. Saturday	<b>Second Saturday (Holiday), Children's Day</b>	
<b>15. Sunday</b>		
16. Monday	FA - IV Begins	X
17. Tuesday		
18. Wednesday	FA - IV Ends	X
19. Thursday	<b>Founder's Day – Brother Pauluz Moritz</b>	
20. Friday	Portions will be uploaded in the website - FA - III	V - IX
21. Saturday		
<b>22. Sunday</b>		
23. Monday		
24. Tuesday		
25. Wednesday		
26. Thursday		
27. Friday		
28. Saturday		
<b>29. Sunday</b>		
30. Monday		

## ACADEMIC SCHEDULE FOR DECEMBER

Working Days: 18

DATE	EVENTS	CLASS
1. Tuesday		
2. Wednesday	1st Preparatory Examination Begins	X
3. Thursday	FA-III Begins	V - IX
4. Friday		
5. Saturday	FA - III Ends	V - IX
<b>6. Sunday</b>		
7. Monday		
8. Tuesday	1st Preparatory Examination Ends	X
9. Wednesday		
10. Thursday		
11. Friday		
12. Saturday	<b>Second Saturday (Holiday)</b>	
<b>13. Sunday</b>		
14. Monday		
15. Tuesday		
16. Wednesday		
17. Thursday		
18. Friday		
19. Saturday	Open Day - FA- III & Preparatory - 1	V - X
<b>20. Sunday</b>		
21. Monday		
22. Tuesday	Christmas Celebration	V - X
23. Wednesday	<b>Christmas Holidays Begin</b>	<b>V - X</b>
24. Thursday		
25. Friday	<b>Christmas</b>	
26. Saturday		
<b>27. Sunday</b>		
28. Monday		
29. Tuesday		
30. Wednesday		
31. Thursday		

## ACADEMIC SCHEDULE FOR JANUARY

Working Days: 22

DATE	EVENTS	CLASS
1. Friday		
2. Saturday		
<b>3. Sunday</b>		
4. Monday	<b>School Re-opens</b>	<b>V - X</b>
5. Tuesday		
6. Wednesday		
7. Thursday		
8. Friday	Portions will be uploaded in the website - FA - IV	V - IX
9. Saturday	<b>Second Saturday (Holiday)</b>	
<b>10. Sunday</b>		
11. Monday		
12. Tuesday		
13. Wednesday		
14. Thursday		
15. Friday	<b>Makara Sankranti - Holiday</b>	<b>V - X</b>
16. Saturday		
<b>17. Sunday</b>		
18. Monday		
19. Tuesday		
20. Wednesday		
21. Thursday	FA - IV Begins	V - IX
22. Friday		
23. Saturday	FA - IV Ends	V - IX
<b>24. Sunday</b>		
25. Monday	Portions will be uploaded in the website - SA - II	IX
26. Tuesday	<b>Republic Day</b>	
27. Wednesday		
28. Thursday		
29. Friday		
30. Saturday	Open Day	V - IX
<b>31. Sunday</b>		
	Class Picnics	V - IX

## ACADEMIC SCHEDULE FOR FEBRUARY

Working Days: 23

DATE	EVENTS	CLASS
1. Monday		
2. Tuesday		
3. Wednesday		
4. Thursday		
5. Friday		
6. Saturday	SA - II Begins	IX
<b>7. Sunday</b>		
8. Monday		
9. Tuesday		
10. Wednesday		
11. Thursday		
12. Friday	SA - II Ends	IX
13. Saturday	<b>Second Saturday (Holiday), Graduation Ceremony</b>	<b>X</b>
<b>14. Sunday</b>		
15. Monday		
16. Tuesday		
17. Wednesday		
18. Thursday		
19. Friday		
20. Saturday	Open Day	IX
<b>21. Sunday</b>		
22. Monday	Std - X (2027-28) Begins	
23. Tuesday		
24. Wednesday		
25. Thursday		
26. Friday		
27. Saturday		
<b>28. Sunday</b>		

## ACADEMIC SCHEDULE FOR MARCH

Working Days: 21

DATE	EVENTS	CLASS
1. Monday		
2. Tuesday		
3. Wednesday		
4. Thursday		
5. Friday		
6. Saturday	<b>Maha Shivaratri - Holiday</b>	
<b>7. Sunday</b>		
8. Monday		
9. Tuesday		
10. Wednesday	<b>Ramzan - Holiday</b>	
11. Thursday		
12. Friday		
13. Saturday	Second Saturday (Holiday)	
<b>14. Sunday</b>		
15. Monday		
16. Tuesday		
17. Wednesday		
18. Thursday		
19. Friday		
20. Saturday		
<b>21. Sunday</b>		
22. Monday		
22. Tuesday		
24. Wednesday		
25. Thursday	<b>Maundy Thursday</b>	
26. Friday	<b>Good Friday</b>	
27. Saturday		
<b>28. Sunday</b>	<b>Easter</b>	
29. Monday		
30. Tuesday		
31. Wednesday		

## ACADEMIC SCHEDULE FOR APRIL

Working Days: 21

DATE	EVENTS	CLASS
1. Thursday		
2. Friday		
3. Saturday		
<b>4. Sunday</b>		
5. Monday		
6. Tuesday		
7. Wednesday	<b>Ugadi - Holiday</b>	
8. Thursday		
9. Friday		
10. Saturday	<b>Second Saturday (Holiday)</b>	
<b>11. Sunday</b>		
12. Monday		
13. Tuesday		
14. Wednesday		
15. Thursday		
16. Friday		
17. Saturday		
<b>18. Sunday</b>		
19. Monday		
20. Tuesday		
21. Wednesday		
22. Thursday		
23. Friday		
24. Saturday		
<b>25. Sunday</b>		
26. Monday		
27. Tuesday		
28. Wednesday		
29. Thursday		
30. Friday		

**N. B. :** Dates mentioned may be subjected to change if necessary. Changes if any will be notified in the handbook.

# TIME TABLE (I - X)

STANDARD ..... SECTION .....

Period	1st	2nd	S H O R T      B R E A K				3rd	4th	5th	L U N C H      B R E A K			6th	7th	8th	
Timing	8:30 - 9:25	9:25-10:10	10:25-11:10	11:10-11:50	11:50-12:30	1:00-1:40	1:40-2:20	2:20-2:57								
MON																
TUE																
WED																
THU																
FRI																
SAT																

Short Break Time - 10:10 am to 10:25am  
 Lunch Break Time - 12:30 pm to 01:00 pm