ST. FRANCIS HIGH SCHOOL

RECOGNISED BY THE GOVERNMENT OF KARNATAKA

MY HANDBOOK

DARE TO DREAM. LEARN TO EXCEL.

Student's Name .....

Class ..... Section .....

Student's Birthday .....

Father's Name .....

Mother's Name .....

Guardian's Name ..... (if applicable)

Father's WhatsApp Number .....

Mother's WhatsApp Number .....

Residential Address .....

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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.

STUDENT'S PERSONAL RECORD

Academic Year : 2025 - 2026

(To be filled by the Parent and retained in the Office)

Student's Name .....

Student's ID No. .....

Std ..... Section ..... Roll No .....

Religion .....

Date of Birth ..... Aadhaar No. .....

Father's Name ..... Occupation .....

Mother's Name ..... Occupation .....

Guardian's Name ..... Occupation .....
(only if applicable)

Residential Address .....

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Contact Nos. Residence ..... Office .....

Father's Mobile No. .....

Mother's Mobile No. .....

Specimen Signature of Father/ Guardian: .....

Specimen Signature of Mother .....

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 11.30 am	
Second Saturdays	Holiday	

SCHOOL OFFICE HOURS

Monday to Friday	8:30 am to 3:00 pm
Saturday	8:30 am to 11:00 noon
Second Saturday	Holiday

MEETING THE PRINCIPAL

Monday to Friday	10:00 am to 11:00 am

MEETING THE COUNSELOR

Mondays to Saturdays	9.00 am to 10. 00 am

COMMUNICATION

SCHOOL MOBILE	8296051217
SCHOOL LANDLINE	080-25635757 / 080-25635858
SCHOOL EMAIL	franciskor.sslc@rediffmail.com
PRINCIPAL'S EMAIL	francisslc1@gmail.com

(sending email from the school website is more appreciated).

SCHOOL WEBSITE	www.stfrancishighschoolsslc.com
SCHOOL YOUTUBE	http://www.youtube.com/@saniltharayil
SCHOOL INSTAGRAM	@stfrancishighschool.1990

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!

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
	Short Break	**10.10 am - 10.25 am**
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
	Lunch Break	**12. 30 - 1.00 pm**
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
	School Dispersal	**3.00 pm**

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	

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.

ACADEMIC SCHEDULE FOR MAY

Working Days: 10

DATE	EVENTS	CLASS
1. Thursday		
2. Friday		
3. Saturday		
4. Sunday		
5. Monday		
6. Tuesday		
7. Wednesday		
8. Thursday		
9. Friday		
10. Saturday		
11. Sunday		
12. Monday		
13. Tuesday		
14. Wednesday		
15. Thursday		
16. Friday		
17. Saturday		
18. Sunday		
19. Monday	School Re-opens	X
20. Tuesday		
21. Wednesday		
22. Thursday		
23. Friday		
24. Saturday	Staff Orientation	
25. Sunday		
26. Monday		
27. Tuesday		
28. Wednesday		
29. Thursday		
30. Friday		
31. Saturday	Staff Orientation	

ACADEMIC SCHEDULE FOR JUNE

Working Days: 23

DATE	EVENTS	CLASS
1. Sunday		
2. Monday	School Re-opens	I - IX
3. Tuesday	Prayer Service	I - X
4. Wednesday		
5. Thursday	Environment Day Celebration	I - X
6. Friday		
7. Saturday	Bakrid (Holiday)	
8. Sunday		
9. Monday		
10. Tuesday		
11. Wednesday		
12. Thursday		
13. Friday		
14. Saturday	Second Saturday (Holiday)	
15. Sunday		
16. Monday		
17. Tuesday	Investiture Ceremony	VI - X
18. Wednesday		
19. Thursday		
20. Friday	Registration for Ignited Minds- Opens	I - X
21. Saturday	Inauguration of the year of Reading	I - IV
22. Sunday		
23. Monday	PORTIONS FOR FA-1 WILL BE UPLOADED IN THE WEBSITE	I - X
24. Tuesday		
25. Wednesday		
26. Thursday		
27. Friday		
28. Saturday		
29. Sunday		
30. Monday		

ACADEMIC SCHEDULE FOR JULY

Working Days: 26

DATE	EVENTS	CLASS
1. Tuesday		
2. Wednesday	Formative Assessment-I Begins	I - X
3. Thursday		
4. Friday		
5. Saturday	Formative Assessment-I Ends	I - X
6. Sunday		
7. Monday	Registration for Ignited Minds- Ends	I - X
8. Tuesday		
9. Wednesday		
10. Thursday		
11. Friday	Non- Uniform Day for Boys	I - X
12. Saturday	Second Saturday (Holiday)	
13. Sunday		
14. Monday		
15. Tuesday		
16. Wednesday		
17. Thursday		
18. Friday	Non- Uniform Day for Girls	I - X
19. Saturday	Open Day for FA-1	I - X
20. Sunday		
21. Monday		
22. Tuesday		
23. Wednesday		
24. Thursday		
25. Friday		
26. Saturday	Inter School Reading Competition	I - IV
27. Sunday		
28. Monday		
29. Tuesday		
30. Wednesday		
31. Thursday		

ACADEMIC SCHEDULE FOR AUGUST

Working Days: 25

DATE	EVENTS	CLASS
1. Friday		
2. Saturday		
3. Sunday		
4. Monday	THE IGNITED MINDS DAY-1	I - IX
5. Tuesday	THE IGNITED MINDS DAY-2	I - IX
6. Wednesday	THE IGNITED MINDS DAY-3	I - IX
7. Thursday	THE IGNITED MINDS DAY-4	I - X
8. Friday	PORTIONS FOR FA-2 WILL BE UPLOADED IN THE WEBSITE	I - X
9. Saturday	THE ORATIO- Inter School Elocution Competition	
10. Sunday		
11. Monday		
12. Tuesday		
13. Wednesday		
14. Thursday		
15. Friday	Independence Day Celebration	V - X
16. Saturday		
17. Sunday		
18. Monday	Formative Assessment-II Begins	I - X
19. Tuesday		
20. Wednesday		
21. Thursday	Formative Assessment-II Ends	I - X
22. Friday		
23. Saturday		
24. Sunday		
25. Monday		
26. Tuesday		
27. Wednesday	Ganesh Chaturthi (Holiday)	
28. Thursday		
29. Friday		
30. Saturday	Open day for FA-II	I - X
31. Sunday		

ACADEMIC SCHEDULE FOR SEPTEMBER

Working Days: 21

DATE	EVENTS	CLASS
1. Monday		
2. Tuesday		
3. Wednesday		
4. Thursday	Teachers' Day Celebration	
5. Friday	Id Milad (Holiday)	
6. Saturday	PORTIONS FOR SA-1 WILL BE UPLOADED IN THE WEBSITE	I - X
7. Sunday		
8. Monday		
9. Tuesday		
10. Wednesday		
11. Thursday		
12. Friday		
13. Saturday	Second Saturday (Holiday)	
14. Sunday		
15. Monday		
16. Tuesday		
17. Wednesday		
18. Thursday	Summative Assessment- I Begins	I - X
19. Friday		
20. Saturday		
21. Sunday		
22. Monday		
23. Tuesday		
24. Wednesday		
25. Thursday		
26. Friday	Summative Assessment- I Ends	I - X
27. Saturday	Dussehra Holidays Begin	I - X
28. Sunday		
29. Monday		
30. Tuesday		

ACADEMIC SCHEDULE FOR OCTOBER

Working Days: 17

DATE	EVENTS	CLASS
1. Wednesday		
2. Thursday		
3. Friday		
4. Saturday	**Feast of St. Francis of Assisi**	
5. Sunday		
6. Monday		
7. Tuesday	Maharshi Valmiki Jayanthi (Holiday)	
8. Wednesday	School Re-opens after Dussehra Holidays	I - X
9. Thursday		
10. Friday		
11. Saturday	Second Saturday (Holiday)	
12. Sunday		
13. Monday		
14. Tuesday		
15. Wednesday		
16. Thursday		
17. Friday		
18. Saturday	Open Day for SA-1	I - X
19. Sunday		
20. Monday	Naraka Chathurdasi (Holiday)	
21. Tuesday	Deepavali (Holiday)	
22. Wednesday	Balipadyami (Holiday)	
23. Thursday		
24. Friday		
25. Saturday		
26. Sunday		
27. Monday		
28. Tuesday		
29. Wednesday		
30. Thursday		
31.Friday		

ACADEMIC SCHEDULE FOR NOVEMBER

Working Days: 23

DATE	EVENTS	CLASS
1. Saturday	Kannada Rajyotsava Day (Holiday)	
2. Sunday		
3. Monday	Kannada Rajyotsava Celebration	
4. Tuesday		
5. Wednesday		
6. Thursday		
7. Friday		
8. Saturday	Second Saturday (Holiday)	
9. Sunday		
10. Monday		
11. Tuesday		
12. Wednesday		
13. Thursday		
14. Friday	Children's day celebration	
15. Saturday		
16. Sunday		
17. Monday	PORTIONS FOR FA-III WILL BE UPLOADED IN THE WEBSITE	I - X
18. Tuesday		
19. Wednesday	Founder's Day – Brother Pauluz Moritz	
20. Thursday		
21. Friday		
22. Saturday		
23. Sunday		
24. Monday		
25. Tuesday		
26. Wednesday	Formative Assessment-III Begins	I - X
27. Thursday		
28. Friday		
29. Saturday	Formative Assessment-III Ends	I - X
30. Sunday		

ACADEMIC SCHEDULE FOR DECEMBER

Working Days: 17

DATE	EVENTS	CLASS
1. Monday		
2. Tuesday		
3. Wednesday		
4. Thursday		
5. Friday		
6. Saturday		
7. Sunday		
8. Monday		
9. Tuesday		
10. Wednesday		
11. Thursday		
12. Friday		
13. Saturday	Second Saturday (Holiday)	
14. Sunday		
15. Monday	PORTIONS FOR FA-IV WILL BE UPLOADED IN THE WEBSITE	X
16. Tuesday		
17. Wednesday		
18. Thursday		
19. Friday		
20. Saturday		
21. Sunday		
22. Monday	Christmas Holidays Begin	
23. Tuesday		
24. Wednesday		
25. Thursday	Christmas	
26. Friday		
27. Saturday		
28. Sunday		
29. Monday		
30. Tuesday		
31. Wednesday		

ACADEMIC SCHEDULE FOR JANUARY

Working Days: 23

DATE	EVENTS	CLASS
1. Thursday		
2. Friday		
3. Saturday		
4. Sunday		
5. Monday	School Re-opens after Christmas Holidays	I - X
6. Tuesday		
7. Wednesday	Formative Assessment –IV Begins	X
8. Thursday	PORTIONS FOR FA-IV WILL BE UPLOADED IN THE WEBSITE	I - IX
9. Friday	Formative Assessment –IV Ends	X
10. Saturday	Second Saturday (Holiday)	
11. Sunday		
12. Monday		
13. Tuesday		
14. Wednesday	Makar Sankranti (Holiday)	
15. Thursday		
16. Friday		
17. Saturday		
18. Sunday		
19. Monday		
20. Tuesday		
21. Wednesday	Formative Assessment –IV Begins	I - IX
22. Thursday		
23. Friday		
24. Saturday	Formative Assessment –IV Ends	I - IX
25. Sunday		
26. Monday	**Republic Day**	
27. Tuesday		
28. Wednesday		
29. Thursday		
30. Friday		
31. Saturday	Open Day for FA-IV	I - IX

ACADEMIC SCHEDULE FOR FEBRUARY

Working Days: 23

DATE	EVENTS	CLASS
1. Sunday		
2. Monday		
3. Tuesday		
4. Wednesday		
5. Thursday		
6. Friday		
7. Saturday	Graduation Day	X
8. Sunday		
9. Monday		
10. Tuesday		
11. Wednesday		
12. Thursday		
13. Friday		
14. Saturday	Second Saturday (Holiday)	
15. Sunday	Maha Shivaratri	
16. Monday		
17. Tuesday		
18. Wednesday		
19. Thursday		
20. Friday		
21. Saturday		
22. Sunday		
23. Monday		
24. Tuesday		
25. Wednesday		
26. Thursday		
27. Friday		
28. Saturday		

ACADEMIC SCHEDULE FOR MARCH

Working Days: 22

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

ACADEMIC SCHEDULE FOR APRIL

Working Days: 8

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

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

JUNE 2025

JUNE 2025

JUNE 2025

JUNE 2025

JULY 2025

JULY 2025

JULY 2025

JULY 2025

AUGUST 2025

AUGUST 2025

AUGUST 2025

AUGUST 2025

SEPTEMBER 2025

SEPTEMBER 2025

OCTOBER 2025

OCTOBER 2025

OCTOBER 2025

NOVEMBER 2025

NOVEMBER 2025

NOVEMBER 2025

NOVEMBER 2025

DECEMBER 2025

DECEMBER 2025

JANUARY 2026

JANUARY 2026

JANUARY 2026

JANUARY 2026

FEBRUARY 2026

FEBRUARY 2026

FEBRUARY 2026

FEBRUARY 2026

MARCH 2026

MARCH 2026

Teacher's Note to Parents

Date : .....

Name of the Teacher Parent

Date : .....

Name of the Teacher Parent

Date : .....

Name of the Teacher Parent

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Teacher's Note to Parents

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Teacher's Note to Parents

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Teacher's Note to Parents

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Teacher's Note to Parents

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Name of the Teacher Parent

Parent's Communication

Date	Remarks	Parent's Sign	Teacher's Sign

Parent's Communication

Date	Remarks	Parent's Sign	Teacher's Sign

Parent's Communication

Date	Remarks	Parent's Sign	Teacher's Sign

Parent's Communication

Date	Remarks	Parent's Sign	Teacher's Sign

ABSENCE AND

Student's Name..... Class.....

Full name of Parent/Guardian.....

N.B. : The Specimen signature must be of a person responsible for the

All columns should

Date	No. of Days Absent	Reason

LEAVE RECORD

Specimen Signature of Parent/Guardian.....

Student's discipline at home.
be entered in ink.

Date of Absence	Signature of Parent or Guardian	Signature of Class Teacher	Principal's Signature

ABSENCE AND

Student's Name..... Class.....

Full name of Parent/Guardian.....

N.B. : The Specimen signature must be of a person responsible for the

All columns should

Date	No. of Days Absent	Reason

LEAVE RECORD

Specimen Signature of Parent/Guardian.....

Student's discipline at home.
be entered in ink.

Date of Absence	Signature of Parent or Guardian	Signature of Class Teacher	Principal's Signature

TIME TABLE FA - 1

Date	

TIME TABLE FA - 2

Date	

Portions for FA - I

Subject	

Portions for FA - II

Subject	

Time Table

Summative Assessment I

Date	

Portions for Summative Assessment I

Subject	

TIME TABLE FA - III

Date	

TIME TABLE FA - IV

Date	

Portions for FA - III

Subject	

Portions for FA - IV

Subject	

Time Table

Summative Assessment II

Date	

Portions for Summative Assessment II

Subject	

TIME TABLE (I - X)

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

Period	1st	2nd	SHORT BREAK	3rd	4th	5th	LUNCH BREAK	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