



STUDENT HANDBOOK

ABOUT THE SCHOOL

“Train a child in the way he should go, and when he is old he will not depart from it”.

~ Proverb 22:6

Hermon English School is a co-educational English Medium High School, managed by the Local Church, EBCC, Bungmual. Established in 1983, it is conveniently located on the outskirts of Lamka town on the North-Western edge of Bungmual locality. It has its own campus and buildings. Recognized by the Government of Manipur as a full-fledged High School in 1997, it has since then become one of the premiere schools in town.

It aims at the all round development of a child and its faculties through a dynamic process of institutional education; to make the child aware and conscious of his natural and human environment and be able to adapt to the ever changing process of growth and development. It is also the aim of the school to impart education based on humanism and sound Christian principles and morality. Through its co-curricular activities, the school caters to the needs of the students in their pursuit for excellence in all fields and it strives to inculcate in the students, a spirit of constructive and contributive sense of participation in the society, thereby training and producing responsible citizens of tomorrow. All in all, its main focus is on the individual child, to train up a child in the way he should go so that he may not depart from it when he is old.

SCHOOL HOURS

1. The school hours are from 09:15 am to 02:40 pm. Students must be inside the classrooms latest by 09:15
2. Once students reach the school, they are not allowed to leave the school before the day is over without the permission of the Headmaster.
3. Late-comers will not be allowed to enter the classrooms to join regular class.

EXAMINATIONS

1. There will be two main examinations in a year viz. the Ist Term Test and IInd Term Test.
2. There will be quarterly test for Classes III to X and Monthly test for Nursery to Class II.
3. Promotion depends on the student's all round performance of the year.
4. Students who are absent in the Test/Examinations for any reason other than illness will be considered negligence of duty.
5. No student will be considered for promotion if the attendance during the year is below 85%.
6. Promotion is decided at a teacher's meeting. Hence, the results are final and cannot be altered/re-considered.
7. Any student using unfair means in the examinations will be declared to have failed the examination and can even be summarily expelled from the school.
8. Percentage of grade for Monthly Test & Term Test



1. Third Division 40% to 49%
2. Second Division 50% to 59%
3. First Division 60% to 79%
4. Distinction 80% to 90%
5. Letters 91% above in subjectwise

LEAVE OF ABSENCE

1. If a student is absent for 14(fourteen) consecutive days, his/her name will be struck off from the admission register without prior information. And if he/she so desires to continue attending the school, he/she has to make fresh admission by paying the full amount realised as Admission fee.
2. Leave of absence must be obtained through a written application addressed to the Headmaster through the class teacher. Leave applications can either be granted or rejected.
3. In case of prolonged absence(max. 14 days) especially because of illness/sickness, a medical certificate of a competent authority must be produced.
4. No leave of absence shall be granted during examinations or other special occasion.

FEES AND FINES

1. Under no circumstance can there be any refund of fees.
2. Absence without official leave shall be penalised with a fine of Rs. 10/- per day.
3. Results will be withheld till all dues are cleared.
4. Monthly Tuition fees should be cleared before the 15th of the succeeding month.
5. Non-payment and clearance of fees/fines shall be considered negligence of duty.
6. Monetary/Financial collection for any purpose whatsoever without prior permission of the Headmaster is strictly prohibited.
7. No student is allowed to bring money to the school except for fines/fees.

CONCESSIONS / DEDUCTIONS & PRIVILEGES

1. Every Fourth child from one family shall be awarded FREE STUDENTSHIP, and a 10% deduction/concession for the fifth child and 20% on the sixth child and so on.
2. Class Toppers are awarded Free Studenship depending on their performance in the Term assessments.

STUDENT COUNCIL

The Students Council is the forum for periodic discussion between the students and the administration on issues regarding discipline and extra curricular activities. The Council has always been at the hub of all student activities at all times. It co-ordinates student activities and helps in the everyday running of student affairs, giving directions to future activities as well. The Students Council work in accordance with the educational setup of the institution and hence, no other associations/union (students) is allowed to function besides the Council.



DEVOTIONS & EVANGELISTIC WEEK

Education without the enlightening presence of God can never be completed nor will it ever fully serve its purpose. We are also extremely concerned for the spiritual well being of our students. Not only that, we want to base our education firmly on the rock foundation of a solid Christian faith. And to this end, Monday mornings are used for devotional periods. It lasts for about 75 mins. before commencement of regular classes. It is a time for learning devotional songs, Bible verses and listening to challenging messages from teachers and guest speakers. Evangelistic weeks are held annually to fulfil the spiritual and moral needs of the students. The end we envisaged is to produce and train future giants for God and His ministry; to bring them and draw them nearer to God and to save as many lost souls as we can to lead them to Christ and help them accept Him as an anchor of their faith throughout their lives.

CAMPUS ACTIVITIES / RECREATIONAL / ANNUAL SPORTS

Organising and participating in recreational and fun related activities is an integral part of our educational set-up. We understand and value the needs of students for outdoor activities. We believe that education can be fun and exciting and we provide enough breathing space to the students for the same. Teachers are at the core of all recreational activities. The best part of it is the Annual Sports week when students compete in different discipline (Outdoor & Indoor) for one whole week. The creed is - not to win, but to participate; not to have conquered, but to have fought well'. The week is aptly titled 'Hermon Fiesta' for the festive mood that prevails during the week.

COMMUNITY SERVICE

We do not limit the scope of education to academics only. Personality development involves quite a lot of exhilarating and innovative activities. Every year project in community service are undertaken with a view to impart "Dignity of Labour" and to inculcate in the minds of the students a sense of 'constructive and contributive participation' in the society. Activities and projects that are socially useful are undertaken by the students under the guidance of teachers and Guides.

CONTACT BETWEEN TEACHER & PARENTS

Contact between parents and teacher is absolutely essential for proper development of a child. Parents are always welcome to discuss any problem concerning their child/children at the time fixed for such meeting or by making prior appointment at any other time. In the absence of personal contact, the school will furnish a performance report along with attendance report periodically and on their parts parents are expected to fulfil their responsibilities.

The following are rules and regulations of the Hermon English School to be observed strictly by the students.

1. Non-adherence to any of the following rules and regulations can lead to disciplinary action.
2. Any disciplinary action can eventually leads to expulsion from the school.
3. The explanation and interpretation of the following rules and regulations lies with the Headmaster.
4. The Headmaster (or any authorised teacher) is empowered to take situational decisions that are binding, if and when the need for it arises.



5. The Headmaster is given the responsibility and authority to add/remove the rules & regulations as he deems fit.
6. In matters concerning discipline the decision of the Headmaster is final and binding.

MORALITY / IMMORALITY

1. Tobacco and tobacco products are strictly prohibited in the school.
2. Indecent or unnecessary public exposure directly or indirectly through any type of multimedia that can attract bad publicity is prohibited.
3. Any behaviour/practice unbecoming of a student will attract correctional/rectification actions. This includes all immoral practices/behaviour that are unacceptable by the school standard.
4. Students should not do anything to disrepute the school.
5. No student is allowed to get intoxicated with any substance.

RULES AND REGULATIONS REGARDING GENERAL CONDUCT AND BEHAVIOUR

1. English alone should be used as a medium of instruction and communication.
2. Irregular attendance, bad manners in words and deeds, disobedience to teachers and staff members, showing disrespect to teachers, staff members, seniors, class captains/monitors or student representatives will attract severe disciplinary actions.
3. Students should not quarrel, fight or form parties.
4. No student is allowed to scratch, write on the walls, desks, benches and blackboards.
5. No edible is allowed in the school.
6. Bullying or ragging in any form is strictly prohibited.
7. Teachers/staff members are authorised to give spot punishments or take situational decisions that are binding.
8. Ornaments/Gears including wristwatch that are not a part of the school uniform are strictly prohibited.
9. Class picnics/outings, group activities outside the school by the students are prohibited.
10. Mobiles/Cell phones/Cameras or any other electronic gadgets are not allowed in the school.
11. Students are not allowed to bring in the school materials/books that does not concern their syllabus or studies.
12. Every student should attend extra detention classes or coaching classes enthusiastically whenever necessary.
13. Students should perform manual works willingly as it is an extra-curricular activity introduced to impart dignity of labour.
14. Any damage caused to school property should be made good by the student(s) concerned.
15. The school cannot be held responsible for any loss of property.
16. Verbal/Physical abuse of teachers is a serious offence.
17. Any form of collective indiscipline will attract severe disciplinary action.
18. Stealing, cheating, giving/reporting wrong information against fellow students should not be practised.
19. Tools and implements not specified by the school are strictly prohibited. This includes blades, sharps or pointed objects.



20. Certain non-specific items brought to school by students that are not a part of their curriculum are liable to be confiscated and duly rewarded with a punishment.
21. No students is allowed to remain in the classroom during Break and Recess.
22. Students cannot be interviewed during school hours nor are they permitted to have contact with outsiders.
23. Students are not allowed to take part in any activities outside the school while in school uniform nor are they allowed to use the name of the school for any purpose whatsoever without the knowledge and permission of the school.
24. Students are strictly prohibited from taking part in political activities or have affiliation to political party(ies).
25. Students suffering from infectious/contagious disease are advised to stay home till they are completely cured.
26. Students are discouraged from participating in social activities.
27. Students are not allowed to make fashion statement by way of weird and unusual hairdos and by sporting tattoos on any part of their bodies.
28. Students should come to school in full uniform every day.
29. Students must return to join regular class after summer/winter break/vacation on the appointed date.

PARENTS

1. Complaints, grievances and proposals from students/parents should be directed only to the Headmaster.
2. Parents are earnestly requested and expected to co-operate with the School Administration regarding rules, lessons, home assignments, extra-activity and character training of the students.

MORNING PRAYER

Our dear Father in Heaven,
Thank you, Lord, for all this new day. You have given us food to eat, water to drink, an air to breathe and you keep us healthy. Help us throughout the day to be obedient pupils and ready to learn new things, and healthy activities. We commit ourselves to your loving care. Bless our school and us all. In Jesus' precious name, Amen!

AFTERNOON PRAYER

Our dear Father in Heaven,
Thank you Lord that we have come to the end of our school day. You kept us save and sound. We learnt new things. Thank you for our loving teachers. Now we pray that you will dismiss us with the best of your blessings. Forgive us if have done anything wrong. Give us another bright day. In Jesus' precious name, Amen!

THE LORD'S PRAYER

Our Father who art in Heaven,
Hallowed be thy name. Thy Kingdom come;
Thy will be done on earth, As it is in heaven.
Give us today our daily bread;
And forgive us our sins as we forgive
Those who sin against us.
Lead us not into temptation;



But deliver us from evil,
For Thine is the Kingdom, the power and
The Glory for ever and ever. Amen.

STUDENTS' 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 respect to my parents, teachers, classmates and all elders and treat every one with courtesy. To my people and my country, I pledge my devotion. To their well-being and prosperity alone lies my happiness. Jai Hind.

NATIONAL ANTHEM

Jana-gana, Mana, Adhina-yaka jaya he
Bharata Bhagya vidhatha
Punjaba, Sindhu, Gujarata, Maratha,
Dravida, Utkala Banga.
Vindhya, Himachala Yamuna, Ganga,
Uchhala, Jhala Dhitaranga,
Taba Subha name jage,
Taba subha a shisha mangge,
Gahe Taba Jaya Gatha,
Jana Gana Mangala Dayaka Jaya he
Bharata bhagya Vidhatha
Jaya he, Jaya he, Jaya he,
Jaya Jaya, Jaya Jaya he.

SCHOOL ANTHEM

Hermon shool will shine tonight,
Hermon School will shine;
Hermon school will shine tonight,
All throught the night;
Hermon School will shine tonight,
Hermon School will shine;
When the sun goes down
When the moon comes up,
Hermon School will shine
H-E-R-M-O-N S-C-H-O-O-L
Hermon School,
H-E-R-M-O-N S-C-H-O-O-L
Hermon School.

DEVOTIONAL SONG

Give ear to my words, O Lord
Consider my meditation
Harken unto the voice of cry
My king and My God
For unto Thee will I Pray
My voice shall thou hear in the morning
O Lord, in the morning



Will I direct my prayer
Unto Thee and Will look up.

DRESS CODE

1. Shirts must be tucked in properly
2. Uniform should be of regular stitch.
3. Low waist pants and skirts should be avoided.
4. Loosened ties are prohibited.
5. Boys should keep their hair short.
6. Hair should be of natural colour.
7. Any type of body ornament or adornment in the form of tattoo, sticker etc. are prohibited
8. No pierced - ears for boys.
9. Wristwatch, cell phones or any gadget (electronic) are prohibited.
10. No lipstick, eye-liner etc for girls in school.

CLASSROOM CONDUCT

1. Follow classroom rules.
2. No chewing gum/eatables are allowed.
3. Mouth fresheners, sprays, gels, Deo are prohibited.
4. Do not leave the classroom without permission.
5. Pay attention and be alert.
6. No dozing/sleeping.
7. Do not scratch or write on the benches/desks.
8. Do not play inside the classrooms.

CAMPUS RULES

1. Use only ENGLISH
2. Do not litter.
3. Respect school properties.
4. Do not play violent games.
5. Do not write on the wall.

YOU MUST KNOW THESE

- OBEY your parents, teachers and others.
- Say “THANK YOU” whenever somebody give you something or does any favour to you.
- Say SORRY if you commit any mistake.
- Say PLEASE whenever you ask for something.
- Say EXCUSE ME whenever you interrupt any discussion.
- Talk SOFTLY.
- Be PUNCTUAL.
- Develop the habit of SHARING.
- Use DUSTBIN to throw rubbish.
- Eat SLOWLY without making NOISE.
- DO NOT PLUCK leaves or flowers from trees and plants.



- COVER your mouth whenever you COUGH and/or SNEEZE.
- ADMIT your mistake.
- Answer HONESTLY and say “No” POLITELY if you do not know the answer.