

# CHARIS HIGH ACADEMY (CBSE)

CHÜMOUKEDIMA - 797103, NAGALAND

*Session : 2026-27*



**Estd. 2<sup>nd</sup> April 2014**

***“Forever Learning”***

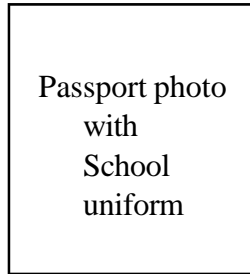
## **SCHOOL TIMINGS**

Nursery to Class II	: 7:55 a.m. - 12:45 p.m. (Mon-Fri)
Class III to Class /	: 7:55 a.m. - 02:05 p.m. (Mon-Fri)
Class III to Class /	: 7:55 a.m. - 12:00 noon (Sat)
Office hours	: 7:55 a.m. - 02:05 p.m. (Mon-Fri)
Office hours	: 7:55 a.m. - 12:00 Noon (Sat)

<b>Parents Details</b>		
	<b>Mother</b>	<b>Father</b>
Name		
Occupation		
Designation		
Address		
Contact No. (s)		
Specimen Signature		

<b>Guardian's Details</b>		
	<b>Mother</b>	<b>Father</b>
Name		
Occupation		
Designation		
Address		
Contact No. (s)		
Specimen Signature		

# STUDENT'S PERSONAL REFERENCE



My name is : \_\_\_\_\_

I study in class : \_\_\_\_\_ Roll No. : \_\_\_\_\_

Date of birth : \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ (dd|mm|yyyy)

Height : \_\_\_\_\_ (in cms)

Weight : \_\_\_\_\_ (in kgs)

Blood group : \_\_\_\_\_

## ADMINISTRATOR'S NOTE

We have all heard the term “fire in the belly”. It means to be fired up with a powerful sense of ambition or determination. This is our school’s attitude as we go forward into the new academic session. We are excited to be a part of the educational system that seeks to motivate, train up and facilitate the uniqueness of each of our students. After all, the future lies in the hands of people like our children.

We are now into the seventh year of the Special Educational Needs’ (SEN) section which caters to students who require special one-on-one intervention. Every child is teachable and if someone cannot learn in the way we teach them, then we need to teach them in the way they can learn. It requires determination, expertise and empathy to intervene with children having special learning disabilities and we are committed to providing for such children within an integrated inclusive environment in CHA.

A word to today’s parents- Let’s not fall into the trap of consumerism. We have to walk the thin line everyday between choosing what’s good and “necessary” for our children and what’s only a “want” on their part. Otherwise we might end up with children who are merely good consumers of a vast array of goods and services on endless offer all around us. Instead, let’s embrace our cultural values and our faith so that we make the “less is more” philosophy our life-style. Yes, as an educational institution, our goal is towards achieving academic excellence. Yet, everything should not be seen in terms of serving materialism and the world market. Our children are intrinsically more valuable and more precious than being a cog in the wheel. Schools cannot work like markets.

We also recognize that there will always be children from socially and economically weaker section in society. As per our school's aims we always have a place for deserving students, by providing the necessary assistance in any way we can.

We are fielding our seventh batch of class 10 students who have appeared for the 2024 CBSE Board exams. They will be sorely missed as they leave us.

In parting, let me underscore the serious negativity of too much electronics time for your children - experts say half an hour of total electronics time (TV, video games, internet, social media etc. put together) is enough for a child in a day.

God bless us all in this academic session 2024-2025.

***Warm regards,  
Mrs. Chanmayo J.Aier***

## ***FROM THE PRINCIPAL'S DESK***

“Education is the most powerful weapon which  
you can use to change the world.”

— Nelson Mandela



The name Charis is derived from a Greek word meaning grace, kindness, and goodwill. These values lie at the heart of Charis High Academy and shape every aspect of our school life. They guide our relationships, inform our teaching, and define our commitment to nurturing a learning environment rooted in respect, dignity, and purpose.

At Charis, education is understood as a holistic journey. While academic excellence remains a key priority, equal importance is given to character formation, emotional well-being, and ethical living. In a world that often celebrates achievement over integrity, we are intentional in teaching our students the values of honesty, respect, responsibility, and service. Our aim is to equip them not only with knowledge and skills, but also with the confidence and moral courage to navigate an ever-evolving world with integrity.

Our dedicated team of teachers plays a central role in this mission. Through thoughtful instruction, continuous professional growth, and genuine care for each learner, they foster classrooms that encourage curiosity, critical thinking, resilience, and perseverance. Students are guided to take ownership of their learning, develop self-discipline, and cultivate a lifelong love for learning. Parents, as valued partners, strengthen this journey through their trust, cooperation, and steadfast support. Co-curricular and extracurricular activities form an

essential part of the Charis experience. Engagement in sports, arts, literary pursuits, leadership opportunities, and community service enables students to discover their talents, build teamwork and leadership skills, and connect learning with real-life experiences. These opportunities play a vital role in shaping confident, compassionate, and socially responsible individuals.

As we journey through the academic year, we remain committed to strengthening our practices, enhancing learning outcomes, and upholding the values that define Charis High Academy. Together—as educators, students, and parents—we strive to create a community where learning is meaningful, effort is valued, and growth is continuous.

May this academic year be marked by purposeful learning, shared responsibility, and a collective pursuit of excellence, guided always by the spirit of Charis.

Warm regards,

**Mrs. Hriiyia Kayina**

Principal

# Assembly Prayer

O Lord God, before we begin on the  
duties and the tasks of this day  
We ask you to direct, to control,  
and to guide us through its hours.

Be in our eyes and ears

Be in our hands and feet

Be in our minds and hearts

Bless our school, students and teachers

Bless our State and Country

Help us to begin, to continue, and to

End this day in You.

Amen.

## Class Prayer (Before class)

Dear Lord and Father of all,

Thank you for today.

Help us to focus our hearts and minds now

On what we are about to learn.

Inspire us by Your Holy Spirit as we listen and write.

Guide and use us by your eternal light as  
we discover more about the world around us.

We ask all this in the name of Jesus.

Amen.

## **The Lord's Prayer**

Our Father who art in heaven  
Hallowed be your name  
Your kingdom come,  
Your will be done,  
On earth as it is in heaven.  
Give us this day our daily bread  
And forgive us our trespasses  
As we forgive those who trespass against us  
And lead us not into temptation  
But deliver us from evil  
For yours is the kingdom,  
The power and the glory  
Forever and ever.  
Amen.

## **Doxology**

Praise God, from whom all blessings flow  
Praise Him, all creatures here below'  
Praise Him above, ye heavenly host;  
Praise Father, Son, and Holy Ghost.  
Amen

## **State Anthem**

God bless my Nagaland,  
Land that I love  
Stand beside her and guide her,  
Through the night with the light from above  
From the mountains to the valleys  
Through the meadows where I roam,  
God bless my Nagaland  
My home sweet home.

## National Anthem (English)

Jana-Gana-Mana-Adhinayaka Jaya He  
Bharata-Bhagya- Vidhata  
Punjab-Sindhu-Gujarata-Maratha  
Dravida-Utkala-Banga  
Vindhya-Himachala- Yamuna-Ganga  
Uchchhala Jalodhi Taranga  
Tava Subha Name Jage  
Tava Subha Ashisa Mage  
Gahe Tava Jaya Gatha.  
Jana-Gana-Mangala Dayaka Jaya He  
Bharata-Bhagya- Vidhata,  
Jaya He, Jaya He, Jaya He,  
Jaya Jaya Jaya Jaya He

## National Anthem (Hindi)

जन गण मन अधिनायक जय हे  
भारत भाग्य विधाता  
पंजाब सिन्ध गुजरात मराठा  
द्राविड उत्कल बंग  
विन्ध्य हिमाचल यमुना गंगा  
उच्छल जलधि तरंग  
तव शुभ नामे जागे  
तव शुभ आशिष मागे  
गाहे तव जय गाथा  
जन गण मंगल दायक जय हे  
भारत भाग्य विधाता  
जय हे जय हे जय हे  
जय जय जय जय हे

## School Anthem

We are Children  
Of Charis High  
United in God's love  
Children in grace  
Looking to Jesus  
To lead us each day  
We are Children  
Children of faith  
We are bound in love  
For one another  
We share faith in God  
And we're committed to each other  
We are children in Christ Jesus  
Desiring to serve  
Leaning on God's promises  
Standing on His Word

## GENERAL INFORMATION

1. Every student must carry his/her almanac and identity card to school everyday.
2. Students who come to school on their own should arrive at school before the bell rings at 7:55 a.m. The school gate will remain closed after the first bell (7:55 a.m.) till the school hours are over. No student will be allowed to enter into the school campus once the gate is closed.
3. All boys (except Sikhs) must keep their hair short and neatly combed. Fancy and spiky hairstyles are not allowed. Girls must tie their hair neatly back with a school ribbon (Blue). Students with improper hair cut will be sent home.
4. No books (other than text books or library books), magazines, mobiles phones, ipods, mp3 player or any other electronic device should be brought to the school.
5. Lending or borrowing money or other articles among students is strictly prohibited.
6. Students who are escorted back by their escort after school cannot leave school before the escort arrives. In case of delay, they should report to the school office. Students are not allowed to come driving their own vehicle.
7. Students who are found using unfair means during test/exams shall be declared to have “failed” in that particular subject.
8. Students are not allowed to bring tetra packed and aerated drinks, chips, chewing gum, sweets or any other packeted or bottled food items to the school.
9. Students coming to school without the prescribed uniform, might be sent back home.
10. Damage done to the school property shall be made good or replaced by the concerned students.
11. Any student found guilty of the following offences will be expelled from the school without notice: using and peddling narcotic drugs, chewing pan/supari/tobacco/gutka, betel nut etc, smoking, using dendrite/ related substances, consumption of alcoholic drinks, misbehaving with school staff or the opposite sex in class rooms and in the school premises.
12. The school reserves the right to suspend and expel the students whose conduct is harmful to other students, and/or detrimental to the school’s welfare/ reputation.
13. Girls are not allowed to use cosmetics like lipstick, nail polish, eye colors etc. and their skirt must cover the knee.
14. In addition to the above rules, the school may add and enforce other rules deemed suitable for the smooth running of the school.
15. Any form of bullying will result in severe consequences.

## **NOTES TO PARENTS/GUARDIANS**

### **Parents/Guardians are earnestly requested to ensure that their ward (s):**

- \* Arrives at the school on time with proper school uniform.
- \* Does not carry mobile phone, iPods, CD's, pen drive, data card, multimedia watch, camera etc. to school.
- \* Appears all tests as given in the ALMANAC, as well as other tests assigned by the teachers.
- \* Prepare their lessons/assignments/project work/homework on time.
- \* Do not bring expensive articles to school.
- \* Pack a healthy & nutritious tiffin for their lunch.

### **We also request you to:**

- \* Check the ALMANAC REGULARLY (e.g., Note to parents, home assignment etc.)
- \* Avoid availing a half day leave for your ward as far as possible for security reasons. In case of any emergency, written permission should be taken from the principal.
- \* Intimate the school office about any change of residence/mobile no. to facilitate contact.
- \* Avoid seeking interview with the teachers or visiting the child during class hours.
- \* Feel free to contact the office of the Principal/Administrator for any assistance.
- \* Not send any gifts for teachers/staff on Teachers' Day or any other occasion.
- \* Not send any birthday cake or snacks on your child's birthday. Children may bring a packet of sweets to share with their classmates.

### **WITHDRAWALS**

Full annual charges are to be paid if a student is withdrawn/expelled in between an academic session.

Transfer certificate (T. C.) will not be issued until all dues are settled.

## Disciplinary measures:

Any student violating the rules of the school or indulging in any serious misconduct even outside the school premises and thereby tarnishing the good name of the school will be liable to undergo disciplinary action upto expulsion from the school.

Fine to be imposed in the following cases according to the degree of offence:

- (i) Disfiguring or damaging school property.
- (ii) Failure to return the library books.
- (iii) Failure to wear identity cards.
- (iv) Using unfair means in examination.
- (v) Bringing junk food, chewing gum, mouth fresheners, tobacco products\*, etc.

\* School views it as an extremist offence and after the first two (2) warnings, student shall be expelled.

## CO-SCHOLASTIC AREAS

### Indoor Sports

Chess  
Carom  
T.T

### Outdoor Sports

Volleyball  
Basketball  
Badminton  
Kho-kho  
Football

### Awareness Activities

Field trips  
Study tour\*  
\* Mandatory  
\* Attendance is counted  
\* Assignment marks  
are added to internals

### Art and Craft Activities

Drawing  
Painting  
Card making  
Poster making

### Literary Activities

Library  
Public speaking  
Extempore speech  
Elocution, writing,  
debates, quizzes, recitation, creative writing

### Musical Activities

Violin  
Piano  
Guitar  
Drums  
Singing

### Physical Activities

P.T.  
Dance  
Taekwondo

### Clubs

Eco, Heritage  
Art & Craft, Cooking,  
Quiz, Debate, Yuva Tourism,  
Electoral

## **LEAVE OF ABSENCE**

- \* Leave for absence must be entered briefly in the appropriate column in the ALMANAC and must be signed by the parents/guardian. The signature must tally with the specimen signature.
- \* In case of absence due to medical reason, the leave application must be supported by a medical certificate.
- \* If a student is absent for 2 consecutive days, a satisfactory reason must be specified in the given leave application format.
- \* Students who have less than 80% attendance will not be allowed to sit for the final exam.
- \* Staying away from school without prior leave application is not permitted except in the case of sudden illness or unforeseen circumstances.
- \* A student resuming his or her class after an infection or contagious disease must provide a medical certificate permitting him/her to return to school.

## **SYLLABUS EXAMINATION AND PROMOTION**

Charis High Academy follows the NCERT syllabus as prescribed by the Central Board of School Education (CBSE), New Delhi. Promotion is granted on the basis of the whole year's performance of the pupil both in academic and non-academic areas.

## SCHOOL UNIFORM

<b>BOYS</b>		<b>GIRLS</b>	
<b>SUMMER</b>	<ul style="list-style-type: none"> <li>✿ White school shirt</li> <li>✿ Navy blue formal shorts</li> <li>✿ White school socks</li> <li>✿ Black shoes</li> </ul>	<b>SUMMER</b>	<ul style="list-style-type: none"> <li>✿ Blue ribbon / black rubber bands</li> <li>✿ White school shirt</li> <li>✿ Blue and white checked skirt / Navy blue formal shorts</li> <li>✿ White school socks</li> <li>✿ Black shoes</li> </ul>
<b>WINTER</b>	<ul style="list-style-type: none"> <li>✿ White school shirt</li> <li>✿ Navy blue trousers</li> <li>✿ School blazer</li> <li>✿ White school socks</li> <li>✿ Black shoes</li> </ul>	<b>WINTER</b>	<ul style="list-style-type: none"> <li>✿ Blue ribbon / black rubber bands</li> <li>✿ White school shirt</li> <li>✿ School blazer</li> <li>✿ Black leggings</li> <li>✿ Blue and white checked skirt / Navy blue shorts</li> <li>✿ White school socks</li> <li>✿ Black shoes</li> </ul>

## HOUSE / GAMES UNIFORM

<b>BOYS</b>		<b>GIRLS</b>	
<b>SUMMER &amp; WINTER</b>	<ul style="list-style-type: none"> <li>✿ House t-shirt</li> <li>✿ Navy blue sports shorts</li> <li>✿ White school socks</li> <li>✿ White canvas shoes</li> <li>✿ School track suit (winter)</li> </ul>	<b>SUMMER &amp; WINTER</b>	<ul style="list-style-type: none"> <li>✿ House t-shirt</li> <li>✿ Navy blue sports shorts</li> <li>✿ White school socks</li> <li>✿ White canvas shoes</li> <li>✿ School track suit (winter)</li> </ul>

## Attendance Record

Month	Total days	No. of days absent	Teacher's signature	Parent/guardian's signature
April				
May				
June				
July				
August				
September				
October				
November				
December				
January				
February				
March				

## LEAVE DURING SCHOOL HOURS

Date	Reason	Time of leaving	Clas/Subject Teacher's Signature	Principal's Signature	Parent's Signature

## LEAVE DURING SCHOOL HOURS

Date	Reason	Time of leaving	Clas/Subject Teacher's Signature	Principal's Signature	Parent's Signature

# DISCIPLINARY RECORD

Date	Nature of Offence	Principal's Signature	Parent's Signature

## DISCIPLINARY RECORD

Date	Nature of Offence	Principal's Signature	Parent's Signature









<b>Date</b>	<b>Subject</b>	<b>Home Assignment</b>

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**Note to / from Parent / Guardian / Teachers**

Teacher's/Parent's/Guardian's  
Signature

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Teacher's/Parent's/Guardian's  
Signature

# DAILY ROUTINE

DAY	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	5 <sup>th</sup> Period		6 <sup>th</sup> Period	7 <sup>th</sup> Period	8 <sup>th</sup> Period
Mon						<b>B R E A K</b>			
Tue									
Wed									
Thu									
Fri									
Sat									