

**HOPE BAPTIST ACADEMY**  
**Bible Hill, Rengkal, Churachandpur, 795128**

Hope Baptist Academy is an English Medium school, established in 2000. The school is managed by Board members of New Testament Baptist Churches Association. It is recognised by the Board of Secondary Education, Manipur Vide Recognition No. 67983.

The mission of our school is to promote a Biblical worldview as the foundation for education excellence in partnership with the Christian Home and Church. The aim of the institution is to impart sound education by instilling in the pupils a habit of virtue, self-reliance, discipline and character by means of religious and moral instruction.

We endeavor to meet the individual needs of the Students and welcome the contribution they make in using their special gifts and talents. So that, they would be able to judge rightly, acquire sense of responsibility, respect the culture of the society and uphold the laws of the land on the basis of the teaching of the Bible.

HBA is fully committed to the all round development of our student-Mentally, Physically,  
Spiritually and Socially,

**MOTTO: "LIGHT THROUGH LETTERS"**

**SCHOOL ANTHEM**

Composed by: S. Douminilan

1. We're the students of HBA  
Merrily we'll sing to her praise  
T's to us all shall sweetly sound,  
Let's spread her fame through words and deeds

Chorus: We love our school and are proud of h  
Bless her O Lord and bless us all  
Showing our love and affection,  
Hope for the future time to come.

2. Let her be honoured and respect,  
Moulding and shaping all our lives  
Leading our paths to better way.  
Waving our banners to and fro.

## MORNING PRAYER

Thank you Lord, for giving us a bright day,

Help us and guide us all through the day:

Enlighten our minds and give us more understanding in our studies.

Bless our parents, teachers and all of us. Be with us throughout the day;

In Jesus name we pray,

AMEN

## AFTERNOON 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 this day our daily bread, And forgive us our sins;

As we forgive those who sin against us,

And lead us not into temptation. But deliver us from evil,

For thine is the Kingdom

The power and the glory Forever and ever. AMEN

### **GENERAL RULES:**

1. School hours are from 9:00 A.M. to 2:50 P.M. Students must arrive at school premises by 8:50 A.M. Once students reach school they are expected to go to their respective classes and study before morning assembly. Regularity and punctuality are demanded of all the students.
2. Once students come to school, they are not permitted to leave the school during school hours without the special permission of the Principal. A student must attend the school from the opening day till the last day of the scholastic year. English being the medium of instruction, students are expected to speak only in English in the school premises.
3. No student is allowed to remain inside the classrooms during any of the breaks.
4. It is mandatory for all students to attend the Chapel Service held on the specific days.
5. Discipline is an important part of the school education. The pupils are taught to observe good manners, punctuality and personal cleanliness
6. Any damage done to the school property must be made good by the student responsible. If the offender is not discovered, a collective fine may be imposed upon the entire class. The decision of the Principal regarding the amount is final.

### **ABSENCE AND LEAVES:**

1. Leave notes / applications are obligatory. When the absence is due to unforeseen circumstance, leave notes/ letters/applications must be written in full-size sheet paper signed by the parent/guardian. Absence from the school must be recorded in the regularity record.
2. A student who has been absent for more than 3 days at a stretch because of illness is expected to produce a Doctor's Certificate on returning to school.
3. A student who has to leave the school during the class hours must get the Principal's permission.
4. It is mandatory for classes IX & X students to secure 90% of attendance to write the final Examination.
5. In case of long absence students must produce a medical certificate/a leave note must be applied for ahead of time where it is possible. Absent student should be accompanied to the school with the parents/guardians the next day.

### **PAYMENT OF FEES:**

1. The school year has two terms: January-June and July - December. Fees have to be paid for the whole term:
2. Tuition fees are to be paid for 12 months of the calendar year.
3. Fees, once paid is neither refundable nor transferable. Admit card, Marksheet and Certificate will not be issued to the students who have arrears in the school

### **CONCESSION:**

1. The third student of the same parents will be given fifty percent concession of their monthly tuition fees.
2. The fourth student of the same parents will be free.
3. Meritorious students who top the list of successful students. from class I to X will be exempted admission fee for the following year.

### **TESTS AND EXAMINATION:**

1. Nursery-UKG: Two examinations-First Half and second Half.
2. Class I to Class - X: Four Examinations i.e. Ist Term, Half Yearly, 2nd Term & Final Examination.
3. The Final result of Class-I to Class VIII will be decided on the average of the performance throughout the year.
4. Class-IX & Class-X: Manipur Board Pattern.

### **RULES AND REGULATIONS:**

1. All students must be distinguished by their discipline and polite manners.
2. Students should be clean, their hair well groomed and neatly dressed in their uniform. Hair colouring is not allowed.
3. No expensive jewellery, fancy clips or any sort of heavy make-up may be worn by the students.

4. Bringing & eating any kind of eatable inside the classroom & school campus is strictly prohibited.
5. The use of drugs, Cigarettes, Tabacco, Pan, Gutkha, Talab or any other addictive intoxicating substance is strictly forbidden in the school campus & outside.
6. Collection / contribution for any purpose whatsoever is not to be taken without the Principal's permission
7. Strikes or any form of collective indiscipline is strictly prohibited.
8. Parents found threatening or manhandling the staff or other's children in the school, no matter what the fault may be, will find their children expelled from the school .They are not to indulge in posting any objectionable matter about the school in social media. If found, this will be taken seriously by the school's authority and they will bear the consequences of their action.
9. Students found forging their parent's or Guardian's signature will be suspended or dismissed from the school.
10. All students are responsible to the school authorities for their conduct in the school as well as their general behaviour outside. Therefore, any objectionable conduct outside the school will be dealt with severely. Fighting communalism, getting drunk or under the influence of intoxicants etc. if caught he/she may be expelled from the school.
11. Disobedience, defiance of authority, irregular attendance, habitual idleness, neglecting homework and assignment, disrespectful to teachers and members of the staff, conduct injurious to the moral tone of the school will be dealt with seriously.
12. Obscene books, pictures, periodicals, tapes, CDs, mobile phone may not be brought to the school premises without the Principal's permission. Students found with these kinds of items and the like in their possession are liable to be punished. These objects if found will be confiscated by the school authority and will not be returned.
13. No collection for any purpose whatsoever is to be started and no meeting, demonstration, party or picnic may be held in the name of the school without the permission of the Principal.
14. No student is allowed to post any objectionable matter about the school or any teacher on social media like facebook, whatsapp, instagram, twitter etc. If found he/ she will be dealt with severely to the extend of expulsion.
15. All students are to abide by the above mentioned rules. Failure to comply may result in the child being expelled from the school.
16. No child, after coming to school will be sent home for any reason.

#### **RECOMMENDATIONS TO THE PARENTS:**

To ensure all that is best in the education of your child, the maximum co-operation between parents and the school authorities is necessary. We, therefore, recommend that parents/guardians should follow up their ward on a day-today basis by doing the following:

1. Parents should provide all the required/ prescribed text books, note-books and the complete uniform.
2. Check the school diary daily.
3. Parents should check whether their wards are working as per the term syllabus.
4. Parents should check the notebooks and the handbook of their children and make remarks for the information of the teachers.
5. Parents/guardian are to put their signature on the Progress Report of the students to verify their awareness of the student's progress.
6. Parents are to come and meet the principal or teacher when requested to do so.
7. Students suffering from infectious diseases will not be allowed in the school as this could lead to the outbreak of an epidemic. Parents are requested to ensure that the child completes the quarantine period before rejoining school.
8. Encourage self help in work and study. The formation of such habits early in life inculcates in a growing child an awareness of one's duty and dignity of work..
9. Whenever a Notice is sent to you by the Principal/ Class Teacher, respond to it positively. It is for the welfare of your child.