

DAV CENTENARY PUBLIC SCHOOL, NABHA

GENERAL GUIDELINES TO PARENTS/GUARDIANS

This school believes in discipline. Slackness, disobedience and disregard of rules will not be tolerated. Any breach of common sense or of good manners, any work or action likely to lower the image of the school, is regarded as a breach of school discipline. The school reserves the right to expel students whose diligence or progress in studies is considered unsatisfactory or whose conduct is harmful to other students. Immorality, insubordination or contempt of authority and breaking bounds are always sufficient reasons for immediate expulsion or rustication.

1. Parents are requested not to enter classrooms to see their children or teachers during class hours without prior permission of the Principal.
2. Parents are requested to inform the school if there are any changes in their address and telephone numbers, in writing.
3. Leave for the half day should not be asked for security reason. In emergency, written permission must be taken from the Principal and the Class Teacher and the bus in charge must be duly informed.
4. Children when sick, should not be sent to school to attend tests/classes.
5. Parent's attention is drawn to the fact that the criticism of the teacher or school in the presence of a child should be scrupulously avoided because it causes the students to lose respect for their teachers with the consequent failure to learn from them and will retard his/her progress.
6. If there is any legitimate complaint, please meet the Principal at the earliest or write to him/her and the complaint will be personally verified by the Principal.
7. Any communication made by the Parents/ Guardians should be addressed to the Principal through the Class Teacher and all correspondence from the school to the parents will be done by the Principal.
8. Parents of Nursery, KG I, KG II and Class I students should sign the progress report and return it to the school within three days. If the report card is lost, a replacement will be made after payment of Rs.150/-
9. The monthly fee must be paid on or before 10th day of every month. In case the same is not paid on time, a penalty of 10 rupee per day will be charged.
10. Parents are required to co-operate with the school in its attempt to help their Children progress by paying attention to their regularity, punctuality and discipline and take interest in their children's work. They should check the Almanac every day and note the homework and other instructions given. They are advised to check the bags of their wards to see if any circular/notice/invitation etc. has been issued by the School.
11. Care must be taken of all school property and if any damage is done, it will be made good by the concerned student together with a fine imposed for the offence.
12. Parents are advised not to give any pocket money to the students.

13. Students are advised not to bring any valuable articles, for example, expensive watches, fountain pens, transistors, cameras, calculators or jewellery to school. In case of loss of valuables or other articles, the authorities will try their best to trace out the items but shall not undertake any responsibility for the same.
14. a) All the students are expected to join the school on the notified date at the beginning of the semester.
15. b) It is compulsory for the students to complete 85% of the attendance in the year to name him/her eligible to appear for the final examination.
16. c) Parents and guardians will appreciate that absence during the term are not in the best interest of the student. They are asked not to apply for leave if avoidable. **Leave can be granted to the student only on the following grounds.**
 - (i) In case of serious illness or death of a close relative.
 - (ii) To attend the marriage ceremony of his real brother, sister or uncle (Father and/or Mother's Brothers).
15. The ward of those parents, who avoid meeting the authorities, when advised to do so, may not be allowed to attend the classes.
16. Parents are requested to personally see off and receive their wards at bus stops (for Classes Nursery to V).
17. Children proceeding on excursions, visits, tours, picnics etc. will be brought and picked-up from the school by the parents only.
18. Parents must first consult the school calendar, date sheets and other circulars before making enquiries on the phone.
19. Even if the students are admitted later during the first term, fees for the whole academic session will be charged.
20. Parents and guardians are requested to read and explain the school rules to their wards.
21. Collection and distribution of lunch packets and other belongings is not the responsibility of the school.
22. Parents are requested not to board the school buses and vehicles in any case. They are also requested not to give any instructions to the drivers and conductors personally. If there are concerns and complaints, it should be informed to the Transport In-charge. If the complaint is not looked into, it can be brought to the notice of higher authorities i.e. transport incharge and then to the Principal.
23. The School Administration Office will remain open in June during summer vacations.
24. A school does not support or ask any student to keep the cell phone. The School does not take any responsibility if any Student is involved in any issues related to Whatsapp or Facebook or any other Social Media.
25. Only Ward`s Parents or Guardians are allowed to meet the School Authorities for any problem related to their ward.
26. Only Ward`s Parents or Guardians are allowed to do the School formalities.
27. Only One Ward`s Parents or Guardians are allowed to meet the School Authorities for any problem of their ward at a time.

28. Parents are requested not to send their ward to school if they are not well. Kids are not allowed to bring medicines in school.

- Parents must ensure that his/her ward does not ride a Scooter/Motorcycle or drive a car to school. **Your ward is below eighteen and cannot possess a valid licence. The child is liable to be rusticated for violating this guideline.**

- A minimum advance notice of 24 hours in the form of a written application to the office is imperative for issuing any certificate other than T.C. Such certificates are, however, issued only during the working hours on class days.

Please do not insist on taking your child from the school during school hours especially after a Test/Exam. He/She may be kept at home if his/her presence is required there. If he/she is sent to school then he/she will have to attend the complete school day.

29. T.C once issued will not be taken back. If re-admission is to be done the student will be treated as new admission and all the dues will be chargeable to such a student.

30. If any student gets Re-appear in non board classes and wish to seat for examination he/she will have to pay a sum of Rs. 500/- per paper.

Medical Guidance

Parents are requested to impart health education to their children to enable the following:-

1. Maintain personal hygiene.
2. Eat a balanced diet.
3. Follow a regular exercise regimen.
4. Have adequate sleep of at least 8 hours.

Parents are expected to:

1. Immunize their children as per the Doctor's advice.
2. Do not send students suffering from conjunctivitis, chicken pox, measles, influenza, mumps etc, to school till the child has fully recovered.
3. Produce a doctor's certificate permitting the child to attend school when a student returns to school after suffering from an infectious or contagious disease.
4. Inform the school authorities in writing if the child is suffering from a chronic disease, stating the history of illness and special precautions to be taken, if any.