

GUIDELINES TO PARENTS

Dear Parents/Guardians,

Please note the following:

1. Your ward should reach School punctually i.e. by 6:50 a.m. (Summer) & by 7:50 a.m. (Winter), in proper School uniform, neat & tidy with polished shoes and smartly dressed up. The School uniform is a very important aspect of your ward's personality and this should not be neglected. If the colour/shade of the uniform does not conform to the norms of the School it will not be accepted. **The School gate will close at 6:50 a.m. (Summer) & at 7:50 a.m. (Winter) and no late comer will be allowed to enter the School beyond this time. Hence you are requested to take your ward/s back home along with you and not to leave them at the School gate in case they are late.** Please do not create a scene at the School gate, in such situations. Read pages 23 and 24 of the student's diary regarding the School uniform.
2. Read school circulars, notes and remarks sent by Management/ teachers carefully in website www.dbpschoolpatna.com or diary or whatsapp. It is mandatory for a student to carry a diary to school.
3. Do spend quality time going through note books.
4. Encourage your ward to be careful about his/her belongings.
5. Encourage your child to take interest in academics, co-curricular activities and sports.
6. Communicate to the teacher any matter of concern with regard to the feedback you receive from the child, that may help the child gain confidence.
7. Any change in address contact no., email id must be intimated in written to school office at the earliest.
8. Taking leave during working days is discouraged. Parents are responsible to make up for the loss of the studies in case of leave taken. The school will expect these students to be at par with the class in every way and that will have to be ensured by the parents.
9. Missing out on Unit Tests, activity based evaluations, Half Yearly and Annual Examinations directly affect the promotion of the students to the next class at the end of the session. Thus your ward's presence in all the Assessments places him/her on a safer pedestal and decides a better place in the class. Please take these Assessments seriously and avoid absenteeism for the betterment of your ward.
10. You must monitor your ward's studies regularly and make sure that he/she performs well in the Unit Tests/Examinations. Regular studies are very important, as then the child does not have to struggle hard towards the time of

Examinations. The result declared at the end of the session is based on the performance of your ward throughout the year, so his/her performance in every test and Examination is of utmost importance. Hence you as a parent/guardian must take care of this aspect. Whenever Test Note Books are sent home, make your ward/s do the correction work, sign the Note Books and send the same back to School, on the very next day. Any student who comes to School with incomplete / pending work may be sent home. Such students will be allowed to attend School only when their work is complete.

11. **No tiffin will be accepted for any student during the School hours, for security reasons.**
12. Please note that once the student is in School, he/she will not be allowed to leave the School, in general, till the School gets over. **So you should not send your ward to School even for any exam, if he/she is not well OR he/she has to accompany you somewhere during the School hours. In case of any emergency the School will inform you to take your ward.**
13. Read the School Diary / Info book regularly as they carry all the details needed for the session, be the exam dates, PTM dates – Fee payment dates and most importantly behavior and academic pattern of your ward in school.
14. It is wonderful to observe children distribute toffees on their birthday. Birthdays to be celebrated only through distribution of toffees to friends. (Cakes, pastries, cold drinks, chocolate bars, chewing gum and fancy gifts are not permitted.) Partying in the classroom or canteen is strictly prohibited. School does not take any responsibility of any party / celebration organized by parents / students to celebrate birthday outside the school campus.
15. As the medium of instruction is English the children should be helped to follow their classes easily and intelligently by a certain amount of regular conversation in a cultured manner in this language, at home.
16. The School will issue warning about your ward's Academic Performance / Work / Conduct etc. in the School, if it is not upto the expected standards. If there is still no improvement, then he / she may not be allowed to continue in the School, any further, if in the Principal's sole discretion, his/her continued presence is detrimental to the interest of other students.
17. Motivate your child to maintain a proper code of conduct. Any misbehavior / indiscipline by any student / parent and damage to school property may lead to suspension for a minimum period of one week.
18. Your ward should bring the following to School daily along with the Books & Note Books as per the Class Time Table:
 - i) A Rough Note Book, a pencil box, an eraser, a sharpener and two sharpened

pencils/pen. Please ensure that your ward/s do not bring any cutter/pencil knife to the School.

ii) The Student's Diary, books (properly covered) & notebooks as per the daily time table.

19. (a) Valuable articles like gold / diamond jewellery (chain, danglers, finger ring, ear ring, nose ring, bangles), facial make up like eyes make up, lipstick & bindi, henna / tattoo decorating on arms & feet, colouring of hair strictly prohibited in the school. Only girls are allowed to wear one pair of ear studs. Application of Henna should be restricted to inner side of the palm and that too with prior permission.
- (b) Electronic gadgets (mobile, i-pod, play-stations, audio / video players, camera, smart watch, fitness tracker, recording pen camera, toys etc) are not permitted inside the school premises. Expensive pen, pencil, pencil box are to be avoided. If found the articles will be confiscated for six months. If such instances are repeated than the child may be asked to leave the school.
- (c) Possession and consumption of alcohol, cigarette, tobacco products and any other form of intoxicating / illegal substance is strictly prohibited and will invite expulsion from school.
20. In an initiative to conserve forest through the minimal use of paper, the school administration has decided to do away with printed circulars. Instead, the circulars will be put on the school website www.dbpschoolpatna.com / whatsapp groups. Please check the official website for the circular. Kindly go through the Diary of your ward frequently as it facilitates communication between parent and the school.
21. The use of polythene bags is prohibited in the school.
22. Use of whitener (pen/bottle) is strictly prohibited.
23. Courtesy is expected from the parents in all their dealing with the school authorities. Discourtesy / improper, violent, abusive and disrespectful behaviour and gesture with school staff by the student or parent will call for immediate expulsion.
24. Discussing school or ridiculing its functioning / policies on social media is strictly prohibited. Students are suggested to use social medias per parental guidance only. Any adverse remark by the parent / student on Whatsapp / Facebook / Instagram etc. about school / teacher / staff will call for expulsion from the school.
25. Indiscipline cases of the students will be dealt by the management of the school, which final and binding on the students.

26. The school does not allow tuition / coaching by the school teachers after the school hours. Do not approach / compel the teachers to do so.
27. Private vehicles are not allowed to enter the school campus owing to safety reasons of students.
28. The security may ask parents / visitors to produce identity proof at the gate and sign the gate register.
29. If the required documents in the admission form are not submitted within 15 days of joining the school, the admission stands annulled and the seat will be forfeited and no claims to the seat can be made in future. School rules will be applicable for any refund.
30. Shouting or whistling is not allowed in or around the school building. Running in corridors is strictly prohibited.
31. Throwing things outside the window, physically hurting anyone inside the classroom. In the corridor or outside the school, throwing any object at anyone is strictly forbidden.
32. Bursting crackers or splashing colours during Diwali / Holi or any occasion in the school premises or in school buses strictly forbidden. Non-compliance with these instructions can result in expulsion from the school.
33. The school will not be responsible for any criminal activity inside / outside the school engaged in by the students.
34. Students will be expelled from the school on following ground :
 - (a) Mental, moral, emotional and physical harassment of other students
 - (b) Indiscipline
 - (c) Delay / Repetitive failure in the payment of fee
 - (d) Absence without fee being paid
 - (e) Unsatisfactory progress in academics
 - (f) Non-adherence to school rules and regulation
 - (g) Possession of prohibited items like liquor, drugs, firearms, mobiles, tabs, Bluetooth devices, illicit articles etc.