

# **RULES AND GUIDELINES**

## **TO THE PARENTS**

The school will not achieve its objective of imparting quality education unless the parents extend their unreserved co-operation. The early years of the child are the most formative ones and only the co-operative efforts of both the teachers and parents can help children to cultivate healthy habits and disciplined attitude towards life.

Parents are requested to help their children with small things at home and this will enable them to learn at school without fear or tears.

1. Help the child to bring the required books and exercise books daily to the school. These should be properly covered with brown paper, with the name, class and subject written with a pen. The brown paper should be changed when torn or untidy.
2. Check the child's school diary daily and take the writing of the teacher(s) seriously. Unattended notes of the teachers not only discourage them but also make your child careless and unmindful of the school as well as home discipline. Each such note of the teacher should be signed and proper action should be taken thereof willingly.
3. Encourage the child to talk to you in English and Hindi.
4. Help the child to come to school in proper uniform. Make sure that his/her shoes are properly polished.
5. In case the child has to remain absent from the school, send an application well in time.
6. Teach the child good etiquettes and manners.
7. Teach the child sense of responsibility by giving him/her some responsibilities at home.
8. If you have any serious problem with your child at home, inform to us, perhaps we can solve it together.
9. Make it a habit to take the child out with all other members of the family at least once in a month. It not only entertains the child but also makes him/her aware of his/her surroundings.
10. School is yours and any problem concerning education of your child should be brought to the notice of the Class Teacher/Principal without hesitation.
11. Always refer to the Annual Calendar for the parents-teachers meetings and find time to attend them. Coming to meet the teachers on days other than the parents-teachers meeting days creates problems for the school. Please avoid this at all costs.
12. Parents must not go the class rooms to see the child for handing him/her over anything. Such things should be left with the gate security guard who will take it to the Principal.
13. The school does not believe in corporal punishment to the child for indiscipline, for not doing the work regularly or even misbehaviour or serious misconduct. As a practice, a note is sent to the parents in the diary as a corrective measure in all such cases. In case of habitual delinquency, the school will resort to fine and in an extreme case parents may be requested to withdraw such children from the school.
14. Parents please ensure that all articles and personal belongings of the child bear his/her name, class, section etc. The school will not be responsible for unmarked articles claimed by a wrong person. Also if lost articles are not claimed within a week, the school will not be responsible for them.
15. A minimum advance notice of 24 hours in the form of written application to the office is imperative for issuing any certificate. Such certificates are, however, issued only during the working hours on school days after verifying the clearance of all dues.
16. Parents are requested not to give any money to the peons/ayas. If in emergency this to be resorted to, please insist on its receipt from the class teacher through the school diary.
17. Private tuitions by the school teachers are discouraged. Parents are requested not to approach them for this purpose.
18. Please do not insist on taking your child from school during school hours. He/she may be kept at home if his/her presence is required there.

19. In emergency the child will be allowed to go home when desired by the parents only with the person who is authorised by them in writing.
20. Some of the schools being opened are new and the institutions may be undergoing some teething problems as these are housed in rented buildings. It will be possible for the school to serve the people best only if their ungrudging co-operation is available.
21. Please remember D.A.V. College Managing Committee is a voluntary organisation and depends on your charitable disposition for the development of the school. Your generous donation for its developmental programmes and helping the needy ones will be thankfully accepted.
22. All donations given to D.A.V. College Managing Committee, New Delhi, are exempted under Income Tax Act.

### **CODE OF CONDUCT FOR THE STUDENTS**

All students should be proud of their School and should make efforts to uphold its name and prestige. They should remain involved in all its activities and make the best use of their time at the school.

#### **Please remember the following guidelines:**

1. Bring your school diary to the school everyday.
2. Come to the school clean, well-groomed and in proper uniform with Id- cards & polished shoes.
3. Remain regular in attendance and never be late for the school.
4. Attend morning prayers and other school activities.
5. Bring all the text books and the writing materials required for the day.
6. Study diligently and attentively in the class room, never waste your time while at school.
7. Ensure that your name, class, subject, etc. are marked on your books, exercise books, tiffin box, water bottle, etc.
8. Be ready to pick up good habits and shun bad ones; learn the social manners and prepare yourself for healthy citizenship in democratic society.
9. Participate in sports; learn sportsmanship.
10. Be courteous, respectful and considerate to your parents, teachers and visitors; take care of your younger brothers/sisters at home and school mates at school.
11. Remember that the school is run for your improvement and growth, always be willing to respect its discipline and rules framed for the purpose.
12. Look after school property; help to keep it clean and avoid all pencil/ink marks on the walls and furniture. Any loss or damage caused to the school property by students will be recovered from the concerned student.
13. Keep your class room clean; throw waste paper (s) into waste paper baskets (WPB) only.
14. Insist on your parents to sign your school diary daily and also the examination report card within two days.
15. Always be thankful. "Please and Thank you" are the key words in human behaviour; adopt them as a matter of habit.
16. Be polite to all, remember, politeness costs nothing but buys everything.
17. Be ready to lend a helping hand at home to parents, brother and sisters at school to teachers and companions.
18. Never laugh at the helplessness of others; rather help them in need.
19. Drink deep at the fountain-head of knowledge; sit in library while free.
20. Respect the rights of others; remember your own duty.
21. The student should appear in all the exams throughout the year.
22. Have good work ethics.
23. Work collaboratively & cooperatively.

## **INSTRUCTIONS TO THE STUDENTS**

1. Monthly haircut and daily clean shave has to be done by boys.
2. Nails to be trimmed weekly, boys/girls are not allowed to grow their nails.
3. Bathing daily is compulsory for all students.
4. Shirt Buttons should not be kept open and the shirt to be tucked in properly, irrespective of the dress i.e. uniform or coloured dress. Belts to be worn tightly and visibly.
5. Personal hygiene to be maintained.
6. Dyeing of hair or using hair gel is not permitted.
7. Hairstyle should be according to the norms of the school.
8. Girl students should tie their hair in two plaits.
9. Neither pony tails nor loose hair is allowed in the school campus.
10. Students are not allowed to wear gold ornaments or any other type in the school and are not allowed to bring any electronic items to the school.
11. Children are not allowed to bring and use mobile phone in the campus.
12. Wearing uniforms during school hours is compulsory.
13. No low waist pants should be permitted in campus.
14. Using coloured contact lens is strictly prohibited.
15. Bringing/using of chewing gums, soft drinks etc. to the school campus is strictly prohibited.

We agree to abide by the above instructions.

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### **House System**

The House System is service-cum-training organisation. Its objectives are:

1. To promote the welfare of the students.
2. To promote better student-teacher relationship.
3. To furnish citizenship training.
4. To encourage self-discipline.
5. To arouse greater school spirit.
6. To impart training in the skill of management and leadership.

### **Change of Contacts Information**

Please inform the school office for any change of address, telephone number or e-mail address. It is vital that the school should be able to contact parents and guardians immediately in case of any emergency.

### **Activity Calendar**

A separate Activity calendar for the whole year will be issued for the guidance of parents and students. It is intended as advance information about the various intra-school, intra-house activities to be organised so that all children should participate in them in a more systematic and effective manner.

### **Moral Instructions**

With a view to impart Value Education the school endeavours to enable students to imbibe the basic elements of our culture. Stress is laid on the universal aspects of Indian culture and students are introduced to the rich spiritual heritage which transcends the narrow limits of caste, colour, state, language and creed. Emphasis is

laid on the practical aspects of morality and all the academic and co-curricular activities go a long way to build an atmosphere in which students imbibe the time honoured values of life which we cherish the most.

### **Absence**

1. A student who has been absent on the previous day will not be allowed to sit in the class without the permission of the class teacher.
2. No leave is granted except on prior application from parents/guardian for cogent reasons only. The parents/guardians are requested to fill in the column under ABSENCE NOTE.
3. Repeated absence without leave or unexplained absence for more than ten consecutive days renders the student liable to have his/her name struck off the school rolls; re-admission may be granted only on availability of seats and also on payment of fresh admission fee.
4. All children are expected to attend the school on the opening day after the summer vacation, pooja holidays and winter holidays. One who remains absent because of sickness must submit a medical fitness certificate before being admitted to the class.
5. A child returning to school after suffering from an infectious diseases should produce doctor's certificate permitting him/her to do so. Students suffering from the following diseases must observe the prescribed period of quarantine before returning to the class.

<i>Chicken pox</i>	:	<i>Till complete falling of the scabies</i>
<i>Cholera</i>	:	<i>Till the child is completely recovered</i>
<i>Measles</i>	:	<i>Two weeks after the rash disappears</i>
<i>Mumps</i>	:	<i>Until the swelling disappears about one month</i>
<i>Whooping cough</i>	:	<i>Six weeks</i>

### **Withdrawals**

1. One month's notice is necessary in case a parent wants to withdraw the child from the school.
2. The following categories of pupils may be requested to withdraw from the school (not necessarily notifying cause to the parents):
  - i) Those who fail to show satisfactory progress and are unwilling or unable to profit from the educational program of the school.
  - ii) Those whose fees remain in arrears.
  - iii) Those whose behaviour in the opinion of the Principal is harmful to the interest of the school.

### **System of Awards**

There are prizes for children who distinguish themselves in various fields of school activities-academics, sports, extra curricular, regular good conduct and all round proficiency. For purposes of assessing the child for such awards activities will be carried out throughout the academic session and the child is rated continuously. The parents will also be sent in advance the details of these activities so that they can help the children to prepare for participation in them.

### **System of Class room Library**

On account of the lower age group of the children at present studying in the schools, it has been decided to set up class room libraries. These will have books which children of the particular age group like. The objective is to help the children enjoy reading and form the habit of library-mindedness. Such books are meant to teach them good lessons also.

**HEALTH STATUS**  
**(FOR CCE REPORT CARD)**

GENERAL EXAMINATION	1st CHECK UP (prior to Sept.)	2nd CHECK UP (After Sept.)
Height (in cm)		
Weight (In Kg)		
Vision - Right Eye		
Left Eye		
No. of Teeth		
Blood Group		
Any Special Ailment		

**DAV CENTRE OF ACADEMIC EXCELLENCE:**

For achievement of learning objectives of students, DAV Centre of Academic Excellence (DAVCAE), New Delhi, earlier called DAV Education Board has designed specialized curriculum for classes KG to VIII. On the recommendations from DAVCAE, the Publication Department, DAV College Managing Committee, New Delhi get printed the text books for these classes for their uniform application in DAV schools across India. These books are only supplied to the DAV schools on demand and do not give market sale rights.

DAV Centre of Academic Excellence is working extensively in imparting Teachers training through Capacity Building Programme in all the subjects for all sects of the teachers throughout the academic year. Minimum five days training is imparted to every teacher in a session. DAVCAE is the empanelled agency from CBSE, New Delhi to conduct the training. Besides it also conducts term end examinations for classes VIII and XI at the end of the session uniformly for all the DAV schools of India.

**A Note on the Third Language**

1. In classes L K.G. to IV only two languages, English and Hindi are taught.
2. Third language Sanskrit is taught in Class-V till Class - VIII.
3. Std. IX and X-Two languages.