



An ISO 9001-2015 Certified Institution  
**ST. JOSEPHS SCHOOL**  
ISLAMPUR, NALANDA [BIHAR] 801303



### **PARENT - TEACHER MEET**

- ✚ **Parent - Teacher meetings will be held as per schedule mentioned in diary. Parents shall interact with teachers regarding their wards performance in academics, progress, behaviour and other activities**
- ✚ **Parent-Teacher meet is intended for better understanding of each other. It is compulsory for all parents to attend the same**
- ✚ **Parents shall not be allowed to meet the teachers during the working hours**

## GENERAL INFORMATION TO PARENTS

- † Our School shall stay in touch with the Parents through Parents App SMS / Voice digital method of communication
- † The Parents are expected to attend all the events and programmes organized by the school for motivating their wards
- † Ensure the day to day events and personal (or) general directions given by the teachers by referring the diary every Day
- † In case of long absence due to sickness, produce an authentic medical Certificates
- † A record of the addresses of the parent or guardian is maintained in the school office. Any change of address should be communicated without delay. It is the responsibility of the parents to promptly inform us regarding change of address (or) contact number
- † Interact with your child every day and guide him to abide by the rules and regulations
- † Promotions are based on overall performance and continuous assessments that evaluate the class work, home assignments & projects done by the students
- † Please inform the school about specific health problems, allergies and recent illness suffered by the child, for enabling us to help better
- † Avoid feeding them with junk food and Junk food and processed food and snacks are forbidden into the school premises
- † Children must carry the lunch boxes along with them
- † Help your child to maintain the books neatly wrapped and labelled
- † Train them to keep their belongings safely as well as to replace or return the things that do not belong to them to the teachers.

## **RULES AND INSTRUCTION TO STUDENTS**

- 1. Students must be present in the academy premises at least 5 minutes before the warning bell is rung for their classes.**
- 2. A student cannot leave the academy without informing the administrator / Principal in between teaching hour or class timing. And permission to leave the center early may be granted only for special cases.**
- 3. No personal relations or friends are allowed to visit a student during the class. In case of any significant matter, the visitor can meet a student at the discretion and satisfaction of the administration.**
- 4. All the class/homework given to the students must be properly completed and given to the teacher on time.**
- 5. Students have to speak English within the premises of the school. Any student communicating in any other language is intolerable and disciplinary action may be initiated against him/her. Only lower classes students are exempted from this rule.**
- 6. If a student has more than 3 days absences within a month without sending any application can't appear in exams.**
- 7. Students have to maintain cleanliness and keep clean the premises of the academy nor any pencil marks, scratches etc made by students. Any damage caused due to the carelessness of the students will be punished with an appropriate fine.**
- 8. Students must display his/her card within the premises. Laxity of any student on this part will cause the marks deduction.**
- 9. Students must be punctual for the class. Students who are late for the class are subjected to late coming procedures which include a permission slip before they are allowed to the class.**
- 10. Students are not allowed to attend the class without admission slip given from office of the school.**
- 11. Consumption of food and any kind of drinks are prohibited during the academic hours.**
- 12. The use of tobacco products is strictly prohibited within the premises of the school.**
- 13. Students have to make their presence on exam days. And if any student remains absent no chance will be given to take the test.**
- 14. Students are not permitted to bring electronic games, toys, Walkman, sports equipment, radios, headphones, beepers, pagers, or cellular phones.**

15. **Appropriate clothes are required for all students and they are not allowed to come with slippers, shorts or sports jacket/trousers.**
16. **Any misbehaving or violation of school discipline will be dealt by the disciplinary committee and in extreme cases may lead to expulsion from the school.**
17. **It is compulsory to bring all needed materials such as school-issued card, books, notebook, pen or pencil to school every day. Not bringing those materials you won't be allowed into the school premises.**
18. **No student will remain on the campus after the bell has been rung for the classes or in the classroom after the last bell has been rung.**
19. **Students should avoid confrontations, fighting, profanity, and harassment**
20. **Obey strictly all your teacher's instructions. Respect your teachers. Pupils shall greet one another and their teachers. behaviour towards Parents and all elders shall be marked with respect and obedience**
21. **On a teacher entering the class room the pupils shall raise and remain standing till they are advised to sit or till the teacher takes a seat. At the end of the class, when the teacher leaves, the pupils shall raise again, express gratitude and resume their seats quickly**
22. **Bring your diary every day to school. Note down your work and instructions in the diary. Acknowledgements from parents wherever required must be obtained systematically**
23. **Be free to talk to your teacher when you have a problem**
24. **The pupils are expected to co-operate in keeping the premises of the school neat and tidy and therefore refrain from scribbling on the walls and scattering bits of paper. Any objectionable practices like damaging the furniture, dirtying the floor or spitting in corners will be viewed very seriously**
25. **Don't loiter in the corridor. Any pupil found loitering in the school premises shall be seriously dealt with. Foul language, teasing others, indulging in dishonest means will bring down your grades**

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