

## Attendance and Punctuality Policy

**Attendance:** Regular attendance is essential for students to achieve academic success. When a student is absent, he or she misses important classroom instruction and learning continuity, which requires additional effort to catch up with classmates upon returning to school. Therefore, students are required to maintain a minimum of 75% attendance during the academic year to qualify for the Annual Assessment and promotion to the next grade.

**Punctuality:** Students are expected to attend school and all classes on time each day. Punctuality reflects responsibility and discipline. DCS considers it important that every student develops the habit and value of being punctual School.

**Entry Timings:** Entry into the school premises will not be permitted after 7:50 a.m. on regular school days and after 8:20 a.m. during winter timings.

**Late Arrival:** Students reporting late to school must first obtain permission from the School Office before proceeding to their respective classrooms.

**Early Exit:** In case a student needs to leave school early, an Exit Pass must be generated through the DCS App. The pass must be presented at the school gate for verification before leaving the premises.

**Excused Absences:** Absences will be considered excused only under the following circumstances:

1. Illness or medical reasons
2. Family emergencies
3. Valid and justifiable personal reasons.

**Emergency Dismissal:** In case of an emergency, students will be allowed to leave school only upon submission of a written request from the parent or guardian, whose details are recorded in the school almanac.







**Medical Leave:** Students returning to school after recovering from illness must submit a doctor's certificate to the Class Teacher confirming that they are fit to attend school.

**Absence During Tests:** Students who are ill during examinations or tests are advised to take proper rest. Re-examination will be permitted strictly upon submission of a valid medical certificate along with relevant pathology reports.

**Long Leave:** If a student is required to remain absent for 15 days or more, it is mandatory to obtain prior approval of leave from the school authorities, except in unavoidable emergencies.

## Examination Policies

Student assessment is a vital part of the educational process. Teachers and specialists use a variety of methods to regularly assess student progress on a regular basis. In addition, the following Assessment procedures are used for checking the Academic Progress of the Students.

 Quarterly Assessment 1	-	June/July
 Internal Assessment PT 1	-	June & August
 Term 1 / Half Yearly Assessment	-	August/September
 Quarterly Assessment 2	-	January
 Internal Assessment PT 2	-	October & January
 Term 2 / Annual Assessment	-	February/March

**No Re-Exams will be allowed on any social or religious functions.**

**Divine Olympiad :** Along with intelligence and achievement tests that measure student mastery of academic content, Divine Olympiads are conducted to measure a student's potential for successfully mastering Maths, Science and languages. Divine Olympiad will be conducted as per schedule mentioned in the school planner.

## House System

In an endeavor towards grooming of students to inculcate qualities of confidence, team spirit and healthy competitiveness, the entire school community is divided into four Houses. It begins from Grade 1 and is carefully monitored at every stage. The four houses are:



Aster House



Lotus House



Rose House



Sunflower House

Each House has House In charges to guide the students and foster a spirit of leadership, co-operation, mutual understanding, tolerance and self-reliance. Various Inter House activities are conducted throughout the session. The Co-Scholastic activities are carefully planned and executed by the CCA In Charges.

The Inter House Rolling Trophy is awarded to the Winner House at the end of the academic session, based on the cumulative score of Assembly points, inter-house activities and display board decoration done throughout the academic year.

## Rules of Discipline

1. The school reserves the right to suspend students whose punctuality, diligence or progress in study and conduct (in and outside school) is consistently unsatisfactory.
2. A Medical Certificate must be submitted if a child needs to be excused from games activities.
3. During school hours, a student must take the permission of the Teacher before leaving the class. Written permission of the Principal is required for a student to leave the premises of the school, during school hours. Breach of these rules will be viewed seriously.
4. Prior permission of the Principal must be taken for collection of any kind.
5. The students must bring only their books and library books to school as per the timetable.
6. Any kind of damage done in the school premises must be compensated by those who are responsible.
7. The students must **refrain from bringing valuable articles** such as expensive water bottles, fountain pens, gold ornaments, mobiles, i-pads, cameras, laptops, watch, spectacles or items etc. to the school. Books and other belongings should be marked with the name and class. Students will not be permitted to make phone calls for forgetting things at home only in case of medical issues calls will be made from school.
8. In case mobiles or other devices are brought to the school by mistake or with a valid reason, the same should be handed over to the Office / Coordinator before the school commences and should be retrieved after school. No excuses like the gadget belongs to parents or other family members or friends and was brought deliberately or non-deliberately will be accepted.  
  
**If students are caught carrying communication / storage / electronic devices they will be confiscated by the School Authorities and no request for returning the same will be entertained.**
9. All applications for Leaving Certificate / Bonafide Certificate must be made in writing. The format of the form is also available on the school website or school office. These will only be issued 48 hours after receipt of the application. Photographs to be attested must be in school uniform.
10. In classroom, students should create and maintain an atmosphere conducive to productive study.
11. Classroom should be kept tidy and attractive. Scribbling on furniture or on walls is strictly forbidden.
12. Each student should ensure that lights and fans are switched off when leaving the classroom.
13. There is Redressal Cell operational in the school for the benefit of all parents and students. Any issue pertaining to school function, activity or discipline should be brought up for discussion here. Parents and students are advised to take recourse to this cell for any problems or issues that may need discussion or solution. They may also mail it to the school email id : [contact@dcs.edu.in](mailto:contact@dcs.edu.in)

## Grounds of Suspension

DCS has Zero tolerance towards physical assault. Violence in schools is something so morally wrong that it will not be tolerated. If a student is found involved in any activity involving physical assault, he/she will be suspended for 7 days with immediate effect.

**Disciplinary action will be taken against students found involved in acts mentioned below:**

- Possessed, sold or furnished firearm, knife, explosive, or other dangerous object.
- Offered, arranged, or negotiated to sell look-alike controlled substances, alcohol, or intoxicants.
- Caused or attempted to cause damage to school or private property.
- Possessed or used tobacco or product containing tobacco or nicotine.
- Committed obscene act or engaged in habitual profanity or vulgarity, committed sexual harassment.
- Disrupted school activities.
- Violating bus rules.
- Any type of bullying as mentioned in the Anti-Bullying Policy of the school (Refer to E-Almanac).

## Library Rules

### 1. Silence:

The library is a **"Silence Zone."** Students must maintain complete silence at all times to ensure a peaceful reading and study environment.

### 2. Reading Culture:

*"The more you read, the more words you are exposed to. The words you encounter gradually become part of your vocabulary and you will notice yourself using them in everyday life."*

To promote a strong reading habit among students, **DCS has introduced a Reading Challenge across all grades.** Students are encouraged to participate actively. For further details, please contact the library.

### 3. Responsibility for Issued Books:

Each student is responsible for the **proper care and safe return of the books issued in his/her name.**

### 4. Book Issue Policy:

Only **one book may be issued at a time** for a period of **one week.** The same book may be **re-issued for an additional week** provided there is no reservation request for that book.

### 5. Loss or Damage of Books:

If a book is **lost, damaged, or mishandled**, the student concerned must either **replace the book with a new copy** or **pay the current market price** of the book.

### 6. Timely Return of Books/Late Return Fine:

Books must be returned **within the specified due date.** Failure to do so will be viewed seriously and a **fine of ₹10 per week will be imposed** until the book is returned.

### 7. Reference Materials:

**Reference books, newspapers, and current periodicals** will not be issued outside the library. These materials may be **consulted only within the library premises.**

### 8. Personal Belongings:

Students must **leave their bags and water bottles outside the library.** After reading, books, periodicals, and newspapers must be **placed back in their designated locations.**

### 9. Care of Library Property:

Students must treat **library furniture, books, and equipment with care and respect.** Always ensure that the library is left **clean, organized, and in the same condition as it was found.**

### 10. Checking Book Condition:

Students must **check the condition of the book carefully before it is issued** and ensure that it is in **good condition.** Any damage noticed should be immediately reported to the librarian.

## ANTI-BULLYING POLICY

Divine Child School is committed to working with students and parents to provide a learning environment that is secure and supportive so that all individuals can develop academically and socially free from fear of ridicule, harassment or physical threat. We aim to create an environment where all members of the school community feel safe, respected and valued. All children have an absolute right to be protected from others who may wish to harm, degrade or abuse them. Bullying of any kind is unacceptable at our school.

### What is Bullying?

- Bullying is the deliberate intention to harm someone who does not have the power to stop it. Bullying, harassment or any form of discrimination, is immoral and can be unlawful because it interferes with the right of a person to feel safe and valued as a member of a community.

### Bullying takes many forms. It can be:

- ✍ Face-to-face such as **fighting, pushing, taunting, insulting, embarrassing, intimidating and invading personal space**, and behind-the-back such as **writing threatening or offensive messages, sending distressing emails and writing anonymous notes** that are hurtful.
- ✍ Done individually, such as a person mocking or teasing someone, AND It can be done as a group by such means as social exclusion
- ✍ Behaviour such as teasing, taunting and threats based on another person's race.
- ✍ The causing of hurt by traditional methods such as punching, kicking and spreading hurtful rumours, AND The causing of hurt by contemporary means such as cyber bullying, sexting, engaging in identity theft or by trashing someone on social networking sites.

### Cyber Bullying

Cyber bullying is causing hurt via modern technologies such as the Internet and other forms of social media, and through the use of smart phones and other mobile devices. It can, under certain conditions, be carried out with relative anonymity. Cyber bullying can be particularly damaging because of the capacity it has to humiliate, hurt and harm a person in front of a huge 'audience'.

### Examples of Cyber bullying:

- ✍ Sending hateful or threatening comments or pictures via MSN, mobile phone or the Internet and by social networking sites such as Facebook.
- ✍ Posting rude, explicit or embarrassing messages or pictures about someone on the Net.
- ✍ Stealing someone's identity in order to harm them in some way.
- ✍ Outing' and disseminating confidential information about someone.
- ✍ Using aliases and pseudonyms in chat rooms and on social networking sites in order to harass and upset.
- ✍ Engaging in cyber-stalking and the invading of privacy.

### Cyber anonymity

Students need to remember that something sent electronically can never be entirely removed even with a press of the 'delete' button. The image may emerge at any stage in their future life and lead to serious consequences.

Using pseudonyms, passwords and avatars does not protect the identity of a cyber-bully. Technologies exist to identify those who misuse modern technologies to harm others.

### How does DCS discourage bullying?

Bullying is totally against the mission and purpose of DCS. The School is committed to providing an educational environment in which students feel valued and secure. To achieve this end, the school seeks to create a school-wide culture that:

- ✍ Allows students to flourish free from discrimination, harassment or any form of bullying.
- ✍ Does not tolerate, condone or trivialise bullying behaviour.

- ✍ Is aware of what constitutes bullying behaviour.
- ✍ Provides support to the victims of bullying.
- ✍ Deals firmly with bullies so that they either stop their bullying or leave the School.

The methods used by the School to discourage bullying will vary from time-to-time, with new initiatives being introduced when thought appropriate. The measures that have been used to discourage bullying at DCS include, but are not limited to:

- ✍ Employing a suitable range of sanctions to deal with and discourage bullies. These sanctions include suspension and expulsion.
- ✍ Putting up signage about the School to promote a bully-free environment.
- ✍ Printing anti-bullying policies in student diaries and on the School's website.
- ✍ Training staff to detect bullying behaviour.
- ✍ Encouraging staff to adopt classroom management techniques that discourage opportunities for bullying behaviour.
- ✍ Employing staff who model tolerance, empathy and acceptance of individual differences

### **What should you do if you are being bullied?**

If you are being bullied, it is important that you talk to an adult who is in a position to help you. Some students may not want to report bullying because they feel it might only make matters worse. Again, this fear is understandable, but most teachers are trained in ways to help victims of bullying in a manner that protects the victim.

It can take courage to challenge the bully, to expose them for who they are and to play a part in improving our community by ridding it of bullying behaviour. DCS expects its students to show this courage and not tolerate bullying as a bystander or as a victim. If you are being bullied, you must tell a responsible adult who has the capacity to help.

Options include:

- ✍ Monitors, Prefects, House or School Captain
- ✍ Parents, guardian or adult relatives.
- ✍ Teacher, Coach, Housemaster, Coordinator
- ✍ Principal, Vice principal

### **If you are being bullied, you are encouraged to do the RITE thing:**

#### **R = RECOGNISE**

you have the right to feel safe and to operate in an environment free of bullying.

#### **I = INFORM**

the bullies that you want them to stop. Do this in a polite but firm way.

#### **T = TELL**

a responsible adult about the bullying.

#### **E = EVALUATE**

the situation. If it does not improve, seek further help.

### **Violation of Anti-bullying policy**

Reports of bullying will be investigated and acted upon. Responses to bullying might include support for targets of bullying and perpetrators and/or disciplinary measures. The teacher will intervene to stop the bullying. The teacher may conduct and complete a mediation contract or refer the situation to a Coordinator, HOD or Vice principal, Principal if serious.

### **Intervention strategies include:**

- ✍ Counselling for those bullied and bullying
- ✍ Contacting parents to discuss strategies
- ✍ Consequences for bullies (including suspension for cyber bullying that occurs outside the school)

### **Post-intervention strategies include:**

- ✍ Monitoring those bullied to ensure their continued safety and wellbeing
- ✍ Checking that the bullying has stopped

## Child Care

### Link to Core Values and Aims

At DCS we aim to keep all children safe and healthy. This is ensured through a secure and caring environment where we foster a sense of physical, mental and emotional wellbeing.

We would like to make you aware of the following guidelines and regulations so that you understand how the medical services operate at DCS.

### Facilities and Personnel

There is a well-equipped clinic in the school with one full-time registered nurse and its own supply of medications. The school clinic is designed to provide the comfort and quiet that is needed during an illness.

Prior to administering medication to a primary school child, parents will be notified and verbal consent will be obtained. However, in case of emergency, and if parents are inaccessible, it will be at the discretion of the school doctor to administer medicine to the child (in such cases as high fever, allergic reactions, injuries, etc.)

### **Students are not allowed to carry their medications around the school, except inhalers for asthmatic students.**

If a child needs to be administered medication during school hours, a doctor's prescription needs to be obtained. Medicines should be delivered by the parent/guardian at the clinic and can be collected at the end of the school day or at the end of the prescribed course.

For those students who need to receive regular doses of a prescribed medication (i.e. Insulin, Asthma inhalers, Nebulizers, Eye drops), a consent form needs to be filled which specifies name of the prescribed medication, required doses and timings. The consent form must be updated accordingly in case of any changes.

For children with illnesses such as anaphylaxis, asthma, epilepsy or Type 1 diabetes, the emergency medications (such as Epi-pen, Glucagon, Nebulizer solutions, Asthma Inhalers, Diazepam) must be stored in the school clinic. The medicine should be carefully labeled with the student's name, and in the required dose via the required route.

### Fever

Children with a temperature above 99.8° F should be made to rest at home. If a child develops fever during the school day, parents will be notified to collect their child as soon as possible. The child with the raised temperature will not be sent home by school bus. Children may return to school if they are afebrile for 24 hours without using fever-reducing medicines such as Calpol, Adol, Advil, Ibuprofen, etc.

In case of extremely elevated temperature or if the child has a history of febrile convulsions, the clinic staff will immediately administer medication to the child and begin sponging him/her to reduce the intensity of the fever. Parents will be required to come to school immediately.

### Communication with parents

Parents will be notified by telephone and/or email. Clinic staff may contact parents if they need to obtain some information about the child or inform child's parents about administering medication. Parents will be informed immediately if their child is unwell so that he/she can be collected from the school at the earliest. The parents must personally collect their child as a matter of priority, since he/she will not be sent by school bus.

## Closed Campus

Bhanuvijayi Universal Foundation has established a “closed campus” at DCS in the interest of student safety and supervision.

Once students arrive on the premises of the school, they must remain on campus until the end of the school day. Students who need to leave school before the end of the day will be required to complete the formalities in the school office. Parents have to inform by email about the person collecting the student from the school and gate pass will be requested through School App only, failing which the student will not be handed over to their parents (or whoever is authorised by the parents).

For the safety of the students at DCS, we request all the **parents to sign in the register kept** with the security personnel when visiting the campus for any purposes.

## School Uniform

1. The Students must come to school in complete prescribed uniform.
2. Hair-style must be suited to school girls/boys. Hair must not be coloured or tinted.
3. In case of Students developing a beard, they are required to come clean shaven or get zero trim.
4. Tattooing is strictly prohibited.
5. School shoes on regular days would be black (except on Saturday - as House uniform is applicable with White Shoes). Only totally black shoe is acceptable and no shoes with any other colour marking or stripes will be permitted.
6. All students are expected to uphold the dignity of the School Uniform at all times.
7. All students should be habitually clean and always neatly dressed.
8. Refinement of manners, habits of obedience, order, punctuality and neatness in person and dress are expected at all times.
9. Coloured eye lenses, spectacles, long nails with nail polish, fancy hair bands, religious rings, other socks will not be permitted.
10. Wearing of Bangles, Kadha, Rings, Bracelets, Chains, Watches etc. are prohibited under all circumstances.

## Communication with Parents

### School Website

The school website ([www.dcs.edu.in](http://www.dcs.edu.in)) is an important and an effective medium to get the latest update about the school activities with photographs. Parents are requested to browse the site regularly to know about all the happenings of the school.

### DCS Mehsana App

An App has been introduced as a means for the parent to communicate effectively with the school. It is essential that you check the DCS Mehsana App for updates of Home Work, Attendance, Notice, Schedule & Syllabus for examinations etc.

School Portal kindly download  **DCS Mehsana App**  

**Student Messages:** Parents are requested to contact the students only in emergencies. All formal communication should be addressed to The Principal, DCS either by mail or by app. Communication with the class teacher or subject teachers can be through emails or ‘Concern’ in the DCS Mehsana App.

## Cafeteria Rules

In general, well-mannered conduct should guide the student's behavior at all times in the cafeteria. Listed below are some rules and the cafeteria procedure which will help ensure appropriate conduct and an orderly lunch period.

1. Students should enter the cafeteria in a proper queue.
2. Students are expected to pray before the food is served.
3. Students must be patient while waiting to be served.
4. Care has to be taken not to waste food. .
5. Students must be seated at allotted tables only when having lunch.
6. Students must put the used plates/bowls/spoons in the bins provided .
7. Throwing food or other objects is not allowed. Running, excessive noise or other disruptive behavior.
8. Outside lunch/snack packets is not to be brought into the cafeteria without prior permission from the Principal.
9. Respect and politeness must be shown to all, including the cafeteria staff and parent volunteers.

## Homework Policy

**Purpose:** The purpose of assigning homework at DCS is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote parent awareness.

**Definition:** Homework may be an independent activity, or may require parental help, to be accomplished outside of the school and without benefit of teacher assistance, to reinforce previously learned ideas.

Unfinished class work or work missed due to absence, although accomplished outside of the school day, is not included in the school's definition of homework.

Homework (approx. 30-60 min) will generally fall into one or more of these different categories and may include, but is not limited to, the following examples:

- Practice -** This includes activities to reinforce skills such as studying spelling words and practicing Math facts.
- Preparation -** These are assignments designed to provide background information and focus on future class activities. Studying for tests and reading supplementary materials are examples of such homework assignments.
- Extension/Creative -** Activities such as book reports, Science projects, and Research for Social Studies reports are examples of such homework.
- Amount of Homework -** The amount of homework assigned shall be related to the maturity and ability level of the students in a given class.
- Student's Responsibility -** It is the responsibility of the student to note and understand the homework assignment, complete it, and return it to school on the required day. Teachers may use homework assignments to help determine the student's grade.
- Parent's Responsibility -** It is the responsibility of the parent to set a specific time and place for doing homework and to monitor the student's homework. If at any time a parent has a concern about the school's homework policy, they are to contact their child's teacher.

## Bus/Transport Policies

- All the students are expected to be at the bus-stop at least five minutes before the arrival time of the bus. No bus will wait for students who do not reach the stop on time.
- **No request for temporary change of bus/bus routes will be entertained.**
- The routes of the school buses are pre-planned and parents should consult the Transport In-charge for necessary details.
- Refrain from standing or moving in the running bus. Eating and throwing wrappers outside the window, disturbing fellow students by throwing water or fighting will lead to disciplinary action.
- Be courteous at all times. Yelling or shouting distracts the driver, so noise level should be kept low.
- **For the safety and security of the children parents are requested not to board the bus in any case.**
- Avoid making calls to the driver while he is driving.
- If the child fails to board the bus, kindly track using bus tracking facility in DCS Mehsana App.

### *Pick Up & Drop*

For the safety of our students, we encourage them to commute only by school buses. Students may board and disembark the school bus only at their designated stop. The driver is authorized to stop buses at the designated and pre-decided bus-stops only.

### *Class Placement*

When we assign sections/divisions to students for the next school year, we endeavor to meet the needs of the individual child and create class setup whose balance and dynamics contribute to a positive learning environment. To achieve well-balanced classes, we consider a balance of girls and boys, health concerns, behavior concerns, ethnicity, academic strengths and weaknesses, familiar faces (e.g. students who have been placed in his or her class previously) etc. It is a lengthy, complicated and painstaking process, but we believe that is essential to create classes that are well balanced, manageable for teachers, and acceptable to the majority of our families. Because of the many variables that go into the careful consideration of the makeup of each class, we cannot accommodate parent requests for a particular placement for a child. Please be assured that we care about your child and will provide a successful school year filled with learning, friendships and excitement. The placement of students in the classes is done by the teachers with utmost care taking various parameters into consideration. Our goal is to create a positive, productive learning environment for each and every student at DCS.

### *Reports & Parental Co-operation*

1. The Parent or Guardian will kindly read the rules of the school and sign them. Their attention is specially drawn to the Rules regarding Discipline, Attendance, Reports, Parental Co-operation, Examinations and Payment of Fees during class hours.
2. With the permission of the Principal, Parents/ Guardians are allowed to speak to the Students or their Teachers at the end of the class in the Visitor's room. Prior Appointment may be taken for an interview with the Teacher as per the school visiting hours.
3. **Private tuitions are strongly discouraged. Parents are requested not to approach the teachers for private tuition for their wards.**
4. Students must travel by the school bus on the fixed route designated to them.
5. No party or demonstrations in honor of a teacher or presentation of gifts is permitted without the Principal's prior permission.
6. Parents are expected to co-operate in the work of the school by enforcing regularity and discipline and by taking general interest in their children's progress.
7. The school insists on strict punctuality, regular school attendance, regulations regarding uniform, cleanliness in dress, good grooming and fidelity to study and work assignments. Absence from school for merely social functions is strongly discouraged.
8. Parents will be called at regular intervals to meet the teachers. Please make yourself available whenever called.
9. All correspondence should be addressed to the Principal. While writing, quote the student's full name, class, section and roll number, or else these letters will not be entertained.
10. Do not visit teachers' residence.
11. In case of parents leaving town for a week or more they must authorize a guardian with an authority letter.
12. Parents have to report to the school office if the address or contact details are changed.
13. Report cards will also be uploaded on the School App / Portal at the end of each Term / Semester.

## Emergency Procedures

Emergency procedures are in place to ensure the safety of the students during various emergency situations: natural calamities, riots, heavy rainfall etc.

During an emergency, children will be sent home only if there is time to return students safely to their homes, after notifying the parents. If a student's parent cannot be contacted and/or the parent is unable to pick up their child, the school will take responsibility for the student until the parent or authorized individual can pick up the student. At no time will a student be excused except to the care of a parent or other adult designated on the emergency card.

In the event of an emergency, school personnel will be involved in caring for the students, and telephone lines need to be kept open for communications with proper authorities.

## PTM/Parents Workshops/Orientation

- ✍ No education can be complete unless parents are made equal partners in it. Parent Teacher Meet is regularly arranged to update the parent about the child's performance in scholastic and co-scholastic areas. Parents are expected to **attend the PTM / Parents Work shop / Orientation regularly.**
- ✍ Parents are encouraged to attend special events like workshops and orientation programs specially designed for them. The purpose of the workshops is to give a platform to the teachers to have interactive sessions with the parents and also to brief them about the curriculum, class expectancies and learning opportunities being made available for each child.
- ✍ This is for parent/teacher communication, so parents will need to make child care arrangements. Discussion is intended to be general. Workshops for individual concerns are scheduled for a later time. **Please check the website or DCS Mehsana App for updates.**

## Wellness Policy

DCS loves to celebrate the birth day of each child and we have special time to celebrate it during the Morning Assembly. Parents are requested not to send sweets or gifts. If you're planning to spend on your ward's birthday, you may drop the amount in the charity box which will be send to the needy children.

## Withdrawal Policies

1. One calendar months' notice is to be given by the parents/guardian in writing before withdrawal of a student.
2. If a parent of newly admitted student/s intends to withdraw his/her ward before the completion of his/her first academic year, he/she is liable to pay the complete fee prescribed for the whole academic year.
3. If a parent wants to withdraw his/her child from the school after the completion of one complete academic year, he/she has to submit an application for the same in the prescribed format **latest by 01<sup>st</sup> March**, failing which, the 1<sup>st</sup> half yearly fee for the next academic session will be charged. If such withdrawal falls on or before 30<sup>th</sup> September, he/she is liable to pay the first half yearly fees in full and after 30<sup>th</sup> September, the fee for the whole academic year is to be paid in full.
4. School Leaving Certificate will be issued only after the clearance of all dues (Account, Transport, Library, Labs and School store etc.)

## School Fee Policies

The **Tuition Fee and Holistic Development Fee** cover the academic curriculum and co-curricular activities that support the overall development of the student. These fees **do not include Transportation and Meals**, which are optional services and must be paid separately at the beginning of the academic year.

### Payment Schedule

Tuition fees will be collected in **four installments** as per the following schedule:

- **First Installment**
  - For **New Students**: At the time of Admission
  - For **Existing Students**: At the time of declaration of the Annual Result
- **Second Installment**: On or before **15th June**
- **Third Installment**: On or before **15th September**
- **Fourth Installment**: On or before **15th December**

### Transportation, Holistic Development & Meal Charges

- **Transportation, Holistic Development, and Meal charges** are calculated for **12 months (the full academic session)** and must be paid in a **single installment at the beginning of the academic year**.
- The school **does not provide these services on a short-term or temporary basis**. These services are **annual commitments**, and all applicable charges must be paid **in advance** to avail them.

### Mode of Payment

**All fee payments must be made digitally through the School Mobile App only.**

The school **does not accept Cash, Cheque, or Demand Draft (DD)** for fee payments.

### Discontinuation of Transportation or Meal Services

- Requests for discontinuation of **Transportation or Meal services** must be submitted via email to **contact@dcs.edu.in** at least **30 days prior to the end of the current quarter**.
- Charges for the **current quarter will be applicable and non-refundable**, and the discontinuation will be effective **only from the following quarter**.
- Discontinuation of these services will be permitted **only in cases of medical reasons**, supported by valid documentation.

### Late Payment Charges

If the fee is not paid by the **last date of payment**, a **late fee of ₹500 per 20 days** (including holidays) will be levied until the payment is cleared.

### Non-Payment of Fees

If the **school fee and applicable penalty** remain unpaid for **more than 15 days after the due date**, the **student's name will be struck off the school rolls**.

Re-admission will be permitted **only after payment of all pending fees, penalties, admission fee, and any other applicable charges prevailing at that time**.

### Refund Policy

**Fees once paid are strictly non-refundable under any circumstances.**

## Settlement of Disputes/Claims:

Mehsana will be the jurisdiction for any dispute or claims in the dealing with the school.

## Child Protection & Anti-Abuse Policy

### 1. Purpose

To ensure the safety, dignity, and well-being of all students by preventing, identifying, and responding to any form of child abuse, neglect, or exploitation within the school environment.

### 2. Scope

This policy applies to:

- All students enrolled in the school (K–12).
- All staff members, including teachers, administrators, support staff, and volunteers.
- All school-related activities, both on campus and off campus (e.g., field trips, events).

### 3. Definition of Child Abuse

Child abuse includes, but is not limited to:

- **Physical abuse:** Inflicting injury through hitting, beating, or other harmful actions.
- **Emotional abuse:** Verbal insults, humiliation, intimidation, or neglect of emotional needs.
- **Sexual abuse:** Any inappropriate sexual contact, exploitation, or exposure.
- **Neglect:** Failure to provide adequate care, supervision, food, shelter, or medical attention.

### 4. Prevention Measures

- **Safe Recruitment:** Background checks and reference verification for all staff and volunteers.
- **Training:** Mandatory annual training for staff on child protection, recognizing signs of abuse, and reporting procedures.
- **Awareness:** Age-appropriate sessions for students on personal safety, boundaries, and how to seek help.
- **Code of Conduct:** Clear guidelines for staff-student interactions (e.g., no one-on-one closed-door meetings, appropriate language and behavior).

### 5. Reporting & Response

- **Mandatory Reporting:** Any suspicion or disclosure of abuse must be reported immediately to the **Child Protection Officer (CPO)** or Principal.
- **Confidentiality:** Reports will be handled discreetly, respecting the privacy of the child and family.
- **Documentation:** All incidents must be recorded in a secure Child Protection Register.
- **Referral:** Serious cases will be referred to local child protection authorities and law enforcement as required by law.
- **Support:** The school will provide counseling and emotional support to affected students.

### 6. Roles & Responsibilities

- **Child Protection Officer (CPO):** Oversees implementation of this policy, receives reports, and coordinates responses.
- **Teachers & Staff:** Responsible for vigilance, immediate reporting, and maintaining safe practices.
- **Parents/Guardians:** Encouraged to communicate concerns and support the school's safeguarding measures.

### 7. Monitoring & Review

- The policy will be reviewed annually to ensure compliance with updated child protection laws and best practices.
- Feedback from staff, parents, and students will be incorporated into revisions.

### 8. Zero Tolerance

The school enforces a **zero-tolerance policy** toward child abuse. Any staff member found guilty of abuse will face immediate disciplinary action, termination, and legal consequences.

## Parent Awareness Handout

### Child Safety & Abuse Prevention Guidelines

#### 1. Why This Matters

Your child's safety and well-being are our highest priority. Schools, families, and communities must work together to protect children from abuse and neglect.

#### 2. Recognizing Signs of Abuse

Parents should watch for changes in behavior, mood, or physical appearance. Common warning signs include:

- **Physical Abuse:** Unexplained bruises, burns, or injuries.
- **Emotional Abuse:** Low self-esteem, withdrawal, excessive fearfulness.
- **Sexual Abuse:** Sudden knowledge of sexual behavior, reluctance to be alone with certain people.
- **Neglect:** Poor hygiene, frequent hunger, untreated medical issues.

#### 3. How Parents Can Help

- **Listen actively:** Encourage your child to share feelings without judgment.
- **Build trust:** Let your child know they can always come to you.
- **Teach boundaries:** Explain the difference between safe and unsafe touch.
- **Monitor online activity:** Guide children on safe internet and social media use.
- **Stay involved:** Know your child's friends, teachers, and daily routines.

#### 4. What To Do If You Suspect Abuse

- **Stay calm** and reassure your child.
- **Document** what you observe (dates, times, behaviors).
- **Report immediately** to the school's Child Protection Officer (CPO) or local authorities.
- **Seek professional help** (counselors, doctors) if needed.

#### 5. School's Commitment

- Zero tolerance for abuse.
- Confidential handling of reports.
- Immediate referral to authorities in serious cases.
- Counseling and emotional support for affected students.

#### 6. Key Reminders for Parents

- Abuse is **never the child's fault**.
- Early reporting can prevent further harm.
- Working together ensures a safe, nurturing environment for all children.

## Child Protection Framework

### 1. Policy Statement

The school is committed to safeguarding all children from abuse, neglect, and exploitation. We enforce a **zero-tolerance policy** toward child abuse and ensure that every child feels safe, respected, and supported.

### 2. Scope

Applies to:

- All students (K–12)
- All staff (teachers, administrators, support staff, volunteers)
- All school-related activities (on-campus and off-campus)

### 3. Definitions

- **Physical Abuse:** Inflicting injury through hitting, beating, or harmful actions.
- **Emotional Abuse:** Verbal insults, humiliation, intimidation, neglect of emotional needs.
- **Sexual Abuse:** Any inappropriate sexual contact, exploitation, or exposure.
- **Neglect:** Failure to provide adequate care, supervision, food, shelter, or medical attention.

### 4. Prevention Measures

- **Safe Recruitment:** Background checks for all staff and volunteers.
- **Training:** Annual child protection training for staff.
- **Awareness:** Age-appropriate safety sessions for students.
- **Code of Conduct:** Clear guidelines for staff-student interactions.

### 5. Reporting & Response

- **Mandatory Reporting:** All suspicions or disclosures must be reported to the **Child Protection Officer (CPO)** or Principal.
- **Confidentiality:** Reports handled discreetly.
- **Documentation:** Incidents recorded in the Child Protection Register.
- **Referral:** Serious cases referred to authorities.
- **Support:** Counseling provided to affected students.

### 6. Roles & Responsibilities

- **CPO:** Oversees implementation, receives reports, coordinates responses.
- **Teachers/Staff:** Vigilance, immediate reporting, safe practices.
- **Parents:** Communicate concerns, support safeguarding measures.

### 7. Monitoring & Review

- Annual review of policy.
- Incorporation of feedback from staff, parents, and students.

### 8. Zero Tolerance

Any staff member found guilty of abuse will face immediate disciplinary action, termination, and legal consequences.

## Supporting Documents

### A. Child Protection Reporting Form

- Standardized form for staff to record and escalate concerns.
- Sections: Student info, incident details, witnesses, immediate action, reporter info, CPO review.

## School Medical Aid Policies

### 1. Purpose

To safeguard the health and well-being of all students and staff by providing timely medical assistance, ensuring proper documentation, and maintaining clear communication with parents/guardians.

### 2. Medical Facilities

- The school maintains a **full-time qualified nurse** and a **dedicated medical emergency room** equipped for first aid and urgent care.
- The medical room is accessible during all school hours for emergencies and authorized referrals.

### 3. Medication Policy

- **No routine medication** will be administered by the school.
- Medications will only be given in **urgent or emergency situations**, under the supervision of the nurse.
- Parents must provide written consent and medical history for any child with chronic conditions (e.g., asthma, diabetes, epilepsy).

### 4. Emergency Protocols

- All **serious injuries or medical emergencies** will be referred immediately to the nearest hospital.
- The **school nurse will accompany the child** to the hospital and remain there until parents/guardians arrive.
- Parents will be notified promptly in all emergency cases.

### 5. Referral System

- Students must obtain a **Medical Referral Form** signed by their **Level Coordinator or Teacher** before visiting the medical room (except in emergencies).
- The referral form ensures accountability and prevents misuse of medical facilities.

### 6. Record Keeping

- The medical assistant will maintain:
  - **Check-in/check-out timings** of students visiting the medical room.
  - Details of **medication administered (if any)**.
  - Notes on **treatment provided** and **follow-up communication with parents**.
- Records will be stored securely and treated as confidential.

### 7. Parent Communication

- Parents will be informed of any medical incident requiring intervention beyond basic first aid.
- For recurring health issues, the nurse will recommend a **formal medical evaluation** and follow-up with parents.

### 8. Preventive Health Measures

- Annual **health check-ups** (vision, dental, general health) may be organized in collaboration with certified medical practitioners.
- **Vaccination records** must be updated and submitted by parents as per government guidelines.
- The school will promote **health awareness programs** on hygiene, nutrition, and mental well-being.

### 9. Chronic Conditions & Special Needs

- Parents must submit a **Medical Information Form** for children with chronic illnesses or allergies.
- Individual **Health Care Plans (HCPs)** will be developed in consultation with parents and healthcare providers.
- Emergency medication (e.g., inhalers, epipens) must be clearly labelled and stored in the medical room.