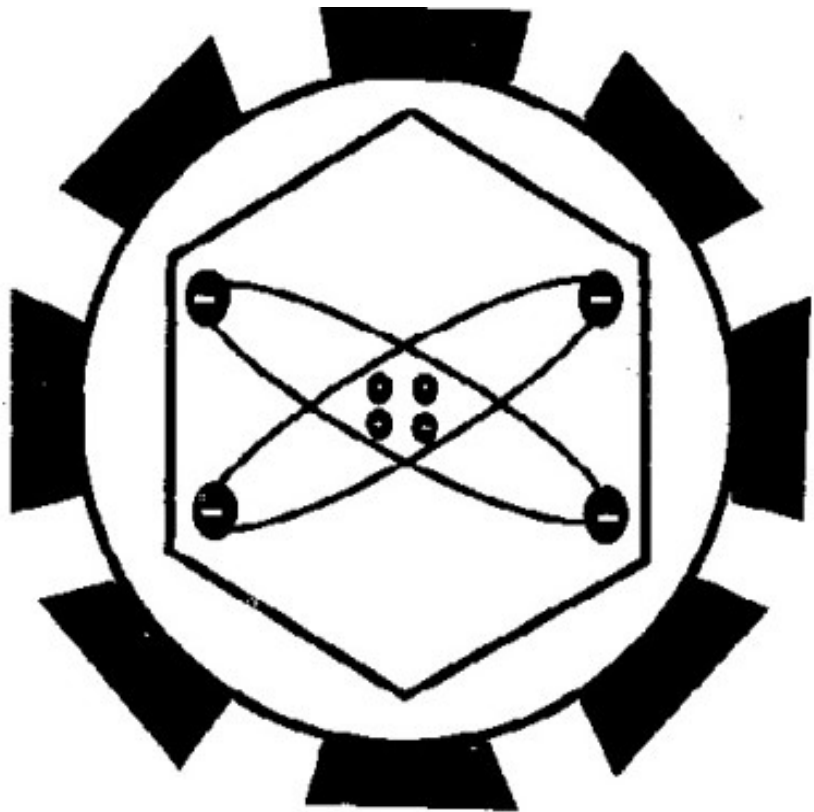


SCIENCE & TECHNICAL SCHOOLS BOARD, KANO

P.M.B 3147, KANO STATE

GUIDE TO PARENTS/GUARDIANS



.....*EDUCATE YOUR CHILD IN SCIENCE AND TECHNOLOGY*

NOVEMBER, 2019

SCIENCE & TECHNICAL SCHOOLS BOARD, KANO
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GUIDE TO PARENTS/GUARDIANS

1.0 Holidays: Holiday is an integral aspect of any school's life. Even though, it is not part of the numerous school daily routines, but a termly affair, yet it plays a very significant role in making or marring the students' discipline and orderly organization of the school. There are three important aspects related to the school's holidays: the receiving of students, the release of students at the end of the term and their returns from vocation. Below is the general code of guide to schools on the aforementioned three aspects.

1.1 RULES AND PROCEDURES OF RECEIVING NEW STUDENTS

- i. Registration of fresh students begins from 8:00 am to 2:00pm.
- ii. Student must bring his/her Joining Instruction (JI) and all other items spelt out in the (JI).
- iii. The new student must appear in a proper school uniform.
- iv. The school authority must ensure that all new students are registered properly without compromising any one of standing rules or procedures enshrined by the Science and Technical Schools Board.

- v. For boarding Institutions, it is strongly recommended that all students' parents/guardians are issued with TWO visiting cards.
- vi. The visiting cards are to be use strictly by parents or their authorized representatives to visit their wards,
- vii. No parents/guardians should be allowed to see his/her wards without the visiting cards.

1.2 RULES AND PROCEDURES OF RELEASING STUDENTS FOR HOLIDAYS

- i. The students are to be officially released only after conducting a satisfactory general sanitation of the school hostels and classes.
- ii. No school should release students until they were served with breakfast.
- iii. The official release time of the students should be 10:00am after meeting the condition of 1.2(i) above.
- iv. All students are to appear in proper school uniform before they are released.
- v. Parents/guardians have to tender the student's visiting card for identification, proper registration and documentation to his/her ward's form master/mistress or any officer assigned by school.
- vi. No student should be allowed out of the college without a gate pass.
- vii. A holiday message should be given to the parents/guardian before they leave the college.

- viii. Proper plan and organization must be ensured by the school authority to promote orderliness and good conduct by the staff and the parents/guardians during this exercise.

1.3 RULES AND PROCEDURES OF RETURNING STUDENTS FROM HOLIDAYS

- i. Returning students are expected to start returning back to the school from 10:00am.
- ii. Registration of returning students closes by 4:00pm prompt.
- iii. All returning students must appear in proper school uniform while returning to school.
- iv. Parent and guardians are to be issued with their wards' results or report sheets for the previous term at the point of registration.
- v. All students are expected to abide or meet the school's demand prescribed in the holiday message (where necessary failure to meet that may likely forced the school to send back the student home).
- vi. Screening of the students' luggage must be done before they were allowed into the hostels.
- vii. All unlawful items, materials or unethical dresses screened are to be returned to the parents/guardians immediately, but if they left the college, such unwanted items would be seized by the school authority.

- viii. Students must conduct themselves well in line with the school standing rules.
- ix. All students who returned after 5:00pm will be accepted with a fine of bring a ream of A4 papers.
- x. All students who returned after the official resumption date without formal notification to the school authority will be detained for some days at the end of the term as well as fined a ream of A4 papers.

2.0 School Visits: parents and guardians are required to once in a while visit their wards while the school is in session. Many reasons might necessitate parents and guardians to visits their wards while in school, be it day or boarding. Broadly speaking, there are two types of school visits especially as it relates to boarding colleges under Science and Technical Schools Board; we have the Normal School Visit and Official School Visit (announced by Ministry of Education) but for day colleges, there is one form of school visiting, that is the Normal School Visit.

2.1 RULES AND PROCEDURES OF NORMAL SCHOOL VISIT

- i. Visiting parents/guardians are to visit their wards from 8:00am to 1:00pm from Mondays to Thursdays only.
- ii. Visiting parents/guardians are to visit their wards from 8:00am to 12:00noon on Fridays only.
- iii. All visiting parent/guardians are expected to come with visiting cards.

- iv. No parent/guardian should be allowed in to the school after official visiting hours, but he/she is at liberty to drop message at the gate after listing all the items he/she brought in for his /her ward in the visitors' book provided at the gate.
- v. Students should be seen only within the school's administrative block.
- vi. Item or gifts brought by parents/guardians to their wards must be properly screened before they are allowed into the hostels.
- vii. Parents/guardians are free to discuss with the school authority on the academic performances or behavioral conducts of their wards' before or after seeing the child.

2.2 RULES AND PROCEDURES OF OFFICIAL SCHOOL VISIT

- i. Visiting parents/guardians are to visit their wards from 8:00am to 4:00pm.
- ii. All visiting parents/guardians are expected to come with visiting cards.
- iii. No parent/guardians should be allowed into the school after official visiting hours.
- iv. Parents/guardians who arrived late are at liberty to drop message at the gate by listing all the items they brought in the visiting book.
- v. No parent/guardian should be allowed into the school without tendering his/her ward's visiting card.
- vi. Students should be seen only within the visiting arena allocated by the school authority.

- vii. All students' items or gifts brought in by parents must be properly screened before they are allowed into the hostels.

3.0 NOTES TO PARENTS/GUARDIANS

Parents/guardians are expected to help the school in maintaining the entire school ethics and rules mentioned above, but in a situation where the parents/guardians do otherwise an appropriate sanction/measure should be taken to safe guard the prevalence of law and order.