

Appointment Procedure

1. Teachers are available for meeting by appointment. Parents/guardians who wish to meet the teachers must make an appointment by completing the Appointment Slip available in the Office of the Prefect of Discipline. Parents/guardians may also get the form from the Security Officer or download the form in DLSUD JHS website. Parents may ask their children to get the Appointment Slip for them.
2. When parents completed the Appointment Slip, the parents may submit this slip to the class adviser through their child.
3. The class adviser will give the Appointment Slip to the teacher concerned.
4. The teacher concerned will reply to the Appointment Slip which will be received by the parents/guardians through their child.

On Entering the School (Parents/Guardian/Visitors)

1. The visitor registers in the security officer's log book, stating the following: name, person to be contacted, purpose of the visit and the time he/she entered.
2. The Security Officer issues the visitor's ID card and the Appointment Notice Slip. Visitors are required to wear the ID while within the school premises.
3. Before leaving, the visitor surrenders the visitor's ID card and the Appointment Notice Slip signed by the person visited to the Security Officer.
4. The visitor claims his/her ID card and signs out the visitor's log book.

On Items Endorsed By Parents to the Guard

- Only **food and medication in case of emergency** can be considered by the Guard for immediate delivery to students. However, students shall be reminded by their class advisers to be more independent by bringing their own food and medicine.