

RULES FOR THE STUDENT'S

THE CODE OF STUDENT CONDUCT:

THE STUDENTS SHOULD :

1. Be proactive in promoting and working towards making school a positive, supportive, safe and welcoming place for all students and teachers.
2. Be respectful and courteous to fellow-students' parents, guardians and teaching and non-teaching staff.
3. Be knowledgeable about discipline policies regulations and rules.
4. Follow school rules and contribute to a positive school climate by behaving appropriately even when not specifically asked to do so.
5. Make every reasonable effort to participate actively in the activities of the school.
6. Recognize how their conduct affects other students and school as a whole and make every effort to restore relationship affected by their conduct.
7. Share ideas and strategies for improving school climate and school discipline practices.

General Rules and regulations:

- Students should treat school staff with respect at all times and be courteous to fellow students.
- Students will refrain from damaging any form of school property. The school reserves the right to be compensated by the student for any such damages.
- Students will refrain from littering and keep the school premises clean.
- Unacceptable behaviour including but not limited to irregular attendance, academic dishonesty, and neglect of homework, disruptive behaviour, loitering and disrespectful behaviour towards staff or fellow students will result in serious disciplinary action.
- Any form of bullying or ragging will result in a disciplinary committee review and could result in expulsion with a negative conduct certificate.
- Any misbehaviour or violation of school discipline will be dealt by the disciplinary committee and corrective action will be taken. In extreme cases parents will be called in to discuss the child's behaviour and may lead to suspension or expulsion from the school.
- The medium of instruction is English and students are expected to communicate in English at all times.
- It is compulsory to bring the school issued ID card to school every day. Not bringing the ID card could result in the child not being allowed into the school premises.
- For safety and security, parents should refrain from sending money with their child without specific written notice from the school.
- For safety and security, parents should refrain from sending valuables (like expensive jewellery, electronic items, etc.) to school

SCHOOL UNIFORM

- All students must wear the prescribed school uniform and no modification to the uniform is allowed.

- If there is a leg injury, students are allowed to wear proper sandals instead of their school shoes.
- Hair must be neat and tidy at all times.
- No gel, mousse, fancy hair styling or tinting of hair is allowed for all students.
- Girls' hair should be above base of collar or neatly tied up.
- Fringes should be neat and above the eyebrows.
- All ribbons, rubber bands and hair clips used should be black.
- Boys' hair should be short, sloped at the sides and rear.
- Nails should be kept short and clean.

Leave Rules for Students

- No Half Day Leave is permitted. In case of any family function or other programme, parents are requested not to send the child to the school.
- Children are expected to attend school regularly. Under affiliation Bye-Laws of the Central Board of Secondary Education, all students are expected to log in a minimum attendance of 75% of the total working days in the academic session. As such, no leave of absence is granted unless parents/guardians submit an application well in advance on plausible grounds for absence.
- In case of sickness for any period of time, a Medical Certificate must be attached with the leave application.
- If an unauthorized absence exceeds a period of 15 days it shall be presumed that the parents are not willing to continue their child's education at DPSG and one month notice required for T.C. shall start from the 16th day of such unauthorised absence and charges shall be levied accordingly. If the parents want the child to resume classes it shall be done only with the permission of the school management.
- If the unauthorized absence exceeds a period of 15 days, the name of the absent student is struck off the rolls of the school. A penalty of Rs.5,000/- shall be charged in case the re-joining is granted.
- Student suffering from infectious diseases such as Chicken Pox, Cholera, Measles, Mumps, Whooping- Cough, Swine Flu and Jaundice must observe the prescribed period of Quarantine, and on returning to school, should produce a fitness certificate permitting him/her to do so.
- **Re-Examination will not be conducted if the child will nor appear due to personal reasons, wedding or functions.**
- **If child is suffering from infectious diseases such as Chicken Pox, Cholera, Measles, Mumps, Whooping- Cough, Swine Flu and Jaundice then medical prescription will be submitted for average of the pervious examinations.**

OTHER GUIDELINES:

- Punctuality is essential at all times. Students who contravene this rule without valid reason will be punished as per rules.
- No student will remain on the campus or in the class room after the last bell has been rung.
- Their manner of movement should be quiet and orderly, at all times.
- Students are forbidden to bring into the school valuable articles such as Jewellery, costly fountain pens, wrist watches, mobile phones.
- If earrings must be worn then they must be small hoops or studs. Nose rings, bangles, rings, bracelets, tattoos, mehendi of any kind are not permitted.
- Students are not permitted to carry money to school except bus charges where applicable.

- Only literature which is connected with the school work is to be brought to school.
- Every child must carry a bag/satchel. No books should be carried loose.
- Children are advised to behave in an orderly manner in the school and in public places.
- Use of swear words and foul language, scribbling and scratching on School furniture and School walls and any misbehaviour in school buses and public places will be strictly dealt with.
- Students are instructed not to play in the classroom or use cricket bats and hockey sticks, except on the playground. The cost of repairs caused by damage to school property will be charged to the concerned students.
- **Any pupil who is persistently insubordinate or is repeatedly or wilfully mischievous or is guilty of malpractice in connection with examinations or has committed an act of serious indiscipline and/or misbehaviour or who, in the opinion of the Head of the Institution, has an unwholesome influence on his fellow pupils, may be expelled permanently or removed from the school for a specified period by the Principal.**
- The rule of good behaviour applies outside as well as inside the School.
- Social functions, involving pupils must not be organised without the Principal's approval.
- This applies to picnics, excursions and other outings also. Anybody who organises or takes part in these unauthorised activities will be liable for disciplinary action.
- To respect the right of others to learn
- To respect their peers and teachers regardless of ethnicity, religion or gender
- To respect the property and equipment of the school and others
- To carry out reasonable instructions to the best of their ability
- To conduct themselves in a courteous and appropriate manner in school and in public
- To keep the school environment and the local community free from litter
- To observe the uniform code of the school
- To read all school notices and bring them to their parents'/guardians' attention
- Sit at assigned seats.
- Keep your area clean, no throwing of food or trash.
- If you need to use the bathroom, you must ask permission from the person in charge.
- To attend school regularly
- All students should uphold the core values of the school.
- All students should be polite, courteous and well-behaved at all times.
- All students should greet the teachers and visitors when they see them.
- All students should be orderly and self-disciplined at all times.
- All students should respect school property.
- All students must stand up and greet the teacher when he/she enters or leaves the class.
- All students must leave the classroom during recess. Students must at all times be accompanied by a teacher should they remain in the classroom.
- All fans and lights must be switched off when leaving the classroom.
- All students must seek permission from the teacher and obtain a leave pass before leaving the class during lessons.
- All students must finish their food/drinks before the recess ends.
- Students should not bring any valuables to school.
- Any confiscated valuable will be returned to the child at the end of the year.
- Spectacles (if worn) should be plain frame and non-tinted, unless recommended by the physician.
- Students should not bring electronic games, cards and toys to the school.
- Students should not bring excessive pocket money to school.
- Be courteous

- Respect the property, rights and feelings of others.
- Respect school property
- Avoid confrontations, fighting, and profanity
- Vandalism, and harassment are not acceptable.

Important Information For Parents

Parents are requested not to send sweets, toffees or any other eatables to celebrate their ward's birthday. It will be a good gesture to contribute one book to the school library or a sapling.

- Parents are requested to read the contents of the school Almanac carefully and in the interest of the child abide by the rules & regulations laid down by the school.
- Parents are requested to send the perforated sheet (Student's Personal Record) duly filled and signed to the class teacher.
- Parents should have the I-cards/Parent's card (given at the back of the almanac) when they come to pick their children up in the afternoon.
- Kindly ensure that all the details in the almanac are completed.
- Any urgent message may be communicated at the school reception telephonically. Phone calls from parents for any teacher or student during the school hours will not be entertained.
- Parents are requested to switch off their mobile phone in school premises.
- Parents who make independent transport arrangements for their ward by hiring private vehicles will be fully responsible for the same. They must ensure that proper verification of drivers is done and all safety measures are taken to avoid any untoward incident.
- Parents are requested to sign the reports, test papers, teacher's remarks in the notebooks/school almanac so that they are abreast with the progress of their child. They are also requested to visit the teachers whenever called or on PTMs and orientation programmes.
- Please do not send your child to school if he/she is feeling unwell. A proper application or Medical Leave must be submitted in writing by the parents.
- Apart from the training given by the school, students are expected to devote some time regularly at home. Supervision of the same should be arranged.
- Parents are requested to bring their ward's almanac during PTMs for registering their presence in it. (Refer to pages at the back of the almanac)
- Parents should carry out their responsibilities as joint educators in instilling in their children respect and strict adherence to all school rules.
- The safety and security of our students is the prime concern and responsibility of the school and the schools will take all steps to ensure the same. However, there are certain unforeseen incidents which are beyond the reasonable control of the school when students take part in any indoor and outdoor activities including all Sports, Riding, Tracking, Excursions, Camping, Cycling etc. or any other activity that is usually conducted by the school as a part of learning and if some untoward incident occurs for that the onus will not rest with the school alone.

The school or any teacher, or any staff will not be held responsible for any loss or damage or injury of whatsoever nature caused to the student inside/outside the school due to his/her own act or expression, negligence or any inter-se dispute between the students, intentionally or unintentionally creating any circumstances which would lead to causing hurt/injury/damage to such student by any object or human being.

The school authorities, staff, teachers will be free from any and all liabilities, claims, suit, demands, judgments, costs, interest and expense arising from such situations, including any accident or injury to the student and the costs of medical expenses.

Our Expectations From Parents And Guardians

Parents must realize that school is a second home for children. They need all the considerations in their favor by way of safety and security, love and co-curricular work. It is from this point of view that we expect parents and guardians to follow the norms, given below, extremely meticulously.

1. Parents must register a permanent mobile phone number/ landline number with the school on which SMS and other alerts may be sent. In case of change, the parents MUST notify the changed number in writing within 3 days.
2. Parents may please see that their child adheres to the school uniform strictly. Children accompanying their parents during PTM days must also come in school uniform.
3. Wearing of fancy shoes, jewellery, unruly hair and fancy haircuts like mushroom cut etc., streaking/highlighting of hair by fashion hair colours is not permitted. Skirt hemlines are to be knee-length.
4. Parents/Guardians are not permitted to enter class rooms to meet their children or to seek unscheduled interviews with teachers during school hours. Prior appointment for meeting the staff must necessarily be taken through green appointment cards given at the back of the almanac.
5. In case of emergency, parents/guardians must meet the Principal/ Headmistress and adopt a course of action in consultation with them.
6. No Strangers Are Allowed To Meet Children.
7. Usage of school bus is compulsory for all students unless, parents take on the responsibility of a drop & pick of their ward.
8. Pick up point for private commuters are outside the school. No stranger, driver or family friend is allowed to pick the children up.
9. Once the child has come to the school, parents and guardians are not permitted to take him/her back home during the school hours unless there is a major emergency. In such cases, the permission of the

Principal/Headmistress is mandatory. Lunch boxes and water bottles are not allowed to be sent for students once they have entered the school premises.

10. Parents and guardians must immediately inform the school in case there is a change in their address and/or telephone number.

11. Any communication that parents wish to make with the school must be addressed to the Principal/Headmistress of the respective wing only and not to the class teachers.

12. Last but not the least, we expect parents and guardians to be cordial and polite with the staff of the school even in the most taxing situations. Parents are also requested to maintain a proper dress code at all times while entering the school premises.

LOST & FOUND

We make every effort to return lost items if names are on them. The lost and found articles are cleaned out once every three months with all items given to a charitable organization. Please insure that your child's name is on coats, lunch boxes, sweatshirts, and other personal items that may be misplaced.

PICK UP & DROP OFF

Your child's safety is vitally important to us. We encourage students and families to walk and ride bikes to school. Supervision begins at 7:30 a.m. Students cannot be dropped off before this time.

RULES AND REGULATIONS TO BE FOLLOWED BY ALL THE TEACHING AND NONTEACHING STAFF OF THE SCHOOL.

1. Teachers must be present in the school premises at least 5 minutes before the warning bell is rung for morning assembly.

2. All the staff has to mention the time of his/her arrival on the attendance register along with the signature.

3. No one can leave the school without informing the principal in between teaching hours or in free periods.

4. Those taking half day's leave may be allowed to do so under real and grave needs only. Two half days leave shall count for one CL.

5. Use of mobile phone while in the class is strictly prohibited. If found violating this rule the mobile phone may be confiscated for the whole day keeping it Switched Off.

6. No personal relations or friends are allowed to visit the teacher in the school premises under any circumstances, whatsoever. Only father/mother/husband/son/daughter/real brother of the staff may be allowed to meet the teachers in the school office at the discretion and satisfaction of the principal.

7. Those desiring to resign or leave the school for any reason must intimate the school manager regarding this at least one month in advance or he/she shall forfeit one month's salary in lieu of the

notice. Similarly the school shall pay one month's extra salary if it removes any teacher without giving one month's notice.

8. All the works assigned to the teacher must be done with honesty and dedication. Any laxity in doing one's duty shall be intolerable and disciplinary action may be initiated against him/her.

9. Any one found guilty of financial embezzlement, moral misconduct or any such act which may bring infamy to the school shall be expelled forthwith and such persons shall have no right to claim one months extra salary for his/her instant removal.

10. Corporal punishment is strictly banned in the school. Anyone found guilty of giving corporal punishment shall be expelled at once. Legal action by the guardian and or the school may be initiated against him/her.

11. All the class/home work of the students must be properly checked and correction be done/ given for practice. Teacher must put her signature with date after checking the assignments.

12. Any kind of language mistake- spelling, grammatical errors etc. on the students work by the teacher or on the students' diary while giving notices etc. shall not be tolerated and such teacher who commit this type of mistake shall be warned once or twice and finally removed if he/she has no effect of the warning.

13. Application for grant of C L for pre planned/prescheduled programmes as interviews/ marriage/ examinations must be given in advance. No last minute application for such programmes shall be granted and the teacher shall be treated as absent from his/her duty and salary shall be deducted for the period he/she remains absent.

14. A total of 10 C Ls and 10 M Ls (total 20) will be given from 1st July to 30th May. If the leaves are not availed of by the teachers, the remaining leaves may be encashed at the rate of salary as in May. Note: Encashment of the remainder salary is totally at the discretion of the school management.

15. The teachers have to finish the course in stipulated time. The progress of the teaching shall be watched and monitored by the management. The teachers have to give minimum result as fixed for each subject. Failing to give the desired result will adversely affect their increment/ incentives etc. Deduction from incentives, postponement of increment may be recommended for them.

16. Teachers must have to cooperate in all school related activities even if these happen to be on Sundays or Holidays.

17. Teachers must have to do invigilation duty, evaluation of examination answer books etc without any extra payment. This is part of their duty and they are not entitled to claim any extra payment against this work.

18. No teacher is allowed to give private tuition to the students of this school or at least of the same class which he/she teaches in the school.

19. Students must be discouraged to give personal gifts to the teachers in the school. Any gift/ greeting etc as on Teacher's Day shall be collected in the office and later on passed on to the concerned teacher(s).

20. No teacher shall be allowed to appear for any interview/take examination during his/ her stay in the school. These interview/examination may however be applied for with the written permission from the manager/secretary of the school.

Appointing authorities/Examining bodies may be intimated to initiate action against such persons who do not seek written permission from the school for this purpose. Taking "No Objection" Certificate from the employer is must for applying for any post or appearing at any examination- academic or competitive, whatsoever.

21. All the teachers are governed by the Society of the school and are bound to follow rules and regulations set by the management from time to time.

22. All the new appointments shall be purely temporary and for a maximum period of nine months i.e. from July to March. After assessing the performance, behavior and conduct of the teacher he/she may be given an extension for next three months.

23. Those appointed in or after November are not entitled for the salary of June of the following year.

24. All the teachers especially ladies have to follow the dress code of the school. They should come in sober, simple and tidy clothes. No fashionable or seminude clothing allowed.

25. Try at your best to inculcate good manners, discipline and high moral character among your students. You, as a teacher, are a role model for them. So first behave yourselves as you desire your students to. They will only imitate you, your manners and your behavior. They will also remember you all through their lives, as your impression on the mind of these young and tender kids will be everlasting.

26. In English medium classes only English speaking is allowed. Any teacher found interacting with the students in Hindi may be expelled from the school. Only Hindi/Urdu teachers are exempted from this rule.

27. The staff may be given other facilities, incentives, interim relief, special relief, encashment of leaves, overtime for extra duty/work etc at the discretion of the management and provided that the financial condition of the school allows to do so. These incentives are in no way right of the teachers and may be discontinued / withheld at any moment without assigning any reason.

28. Teachers are given handsome increment. Extra or double increment may be considered for extra deserving teachers depending upon their performance.

29. Increment may be withheld if the teachers' performance is found to be unsatisfactory at any moment.

30. One month's salary of every teacher shall always remain with the school as security which will be returned after his/her resignation/removal from the school with the conditions as mentioned in para.7 of this rules. This security shall be deducted from the teachers in a maximum of 10 installments i.e. 10% of the salary per month for first ten months.

31. Teachers have to keep their class attendance register, Teacher's Diary and other paper works complete and up to date.

32. Taking proper care of the classrooms, almirah, cupboards, school furniture etc is also the responsibility of the teachers. There should be no misuse of these items. Any damage caused to them due to negligence or carelessness of the teachers shall be punishable with appropriate fine.

33. Teachers have to keep watch that walls of the classrooms, verandah etc are not be made dirty nor any pencil marks, scratches etc made by the students. Train the students accordingly. Laxity on this part is intolerable.

34. All the teachers will have to fill Teachers Diary on which, syllabus of all the subject which he/she teaches, teaching planning, annual, six monthly and monthly plans will be written. All kind of general information regarding the class, the students etc be also written in this diary for ready reference to the

teachers. Name and causes of the weak students, steps taken to remove their weakness etc shall also be written on the diary.

35. Any interpretation, amendment relaxation, cancellation etc to the above or any other rule, regulation is the sole right of the management and is binding on all the staff in the school.