

# Guidelines to Students

## IN THE BAGPACK

1. Every student should carry his/her almanac and identity card to school each day.
2. A student should affix his/her photograph and write the required information, duly signed by parents, in the space provided for, in the almanac.
3. Student are expected to carry books and note books in strict accordance with the time table and refrain from bringing unnecessary material to the school.
4. Students are not permitted to bring personal electronic devices of any kind to the school. Such items will be confiscated and strict action will be taken against the defaulters.

## CODE OF CONDUCT

1. Courtesy:
  - a. D.P.S. students should be polite and courteous with everyone, everywhere. The language of a student must reflect refinement.
  - b. Decorum must be maintained while talking to teachers and seniors. Use of polite expressions like 'Excuse me', 'Please', 'Thank You', 'Sorry', 'Could I...' is recommended to be used liberally, and also, extending courtesies like holding the door for the next person or carrying teachers' notebooks is expected from all the students.
  - c. Courtesies must be extended to everyone including equals and juniors like helping a junior board on or alight from the bus, helping him/ her get a seat in the bus. Soft words of praise or thanks can prove magical.
  - d. Students must develop the habit of greeting with a warm 'Hello, how are you?' or 'Good Morning' according to the age and position of the individual. It is always a good gesture to acknowledge the presence of a student or teacher even if you do not know him/ her. Greet those who clean your classroom, mend your furniture, ring the bell etc.
2. Discipline:
  - a. Students must show restraint in their behaviour. Talking loudly in corridors, class rooms, assembly grounds or other places in the school is not permitted.
  - b. Bullying and use of foul language are punishable offences, whether in or out of school. Students found indulging in the same may be expelled from the school.
  - c. No shouting or whistling is allowed in and around the school building. Running in corridors is strictly prohibited.
  - d. Misbehaving in class with peers and getting loud with teachers may result in suspension from the school for a month, or even expulsion without notice.
  - e. The morning assembly is compulsory for all the students and teachers. Students should reach the assembly area promptly, silently and in a queue after the bell rings. Silence must be maintained when the assembly is in progress.
  - f. Students must queue up while moving from one class to another or when waiting for their turn for anything. Change of classrooms between periods should be done silently and in an orderly manner.
  - g. Students will not be allowed to make phone calls from school. They will also not be called to answer phone calls during school hours (other than emergency).
  - h. Students must make sure that they are carrying 'OUT PASS' whenever they are required to move out of the classrooms.
  - i. The school reserves the right to terminate the continuance of a student with unsatisfactory progress in studies, or whose conduct is unexemplary for others.

3. Punctuality & Regularity:
  - a. A day / a period missed at school is like a broken link in a chain. Students are not allowed to be late or miss any teaching/games/library period.
  - b. Study regularly. Read what has been taught in class on a daily basis.
  - c. Promptness in submitting assignments and projects is necessary.
  - d. Students should keep their mind occupied in reading, solving puzzles, completing assignments, whenever they are free. Giving the best should be the trademark of all DPS students.
  - e. Every student must carry his/her RFID card daily which is a mark of his/her presence in the school.
4. Integral Values:
  - a. Students must ensure /maintain a spirit of cooperation, compassion and camaraderie. Students should refrain themselves from directly or indirectly indulging in any kind of bullying, harassment, stalking/profanity/name calling of any child. The school prohibits the use of any media in school, and reference of school events /incidents on social platform will be taken seriously, leading to disciplinary action.
  - b. The school stands committed to protect and preserve the innocence and charm of being a child. An Internal Complaints Committee is in force for the help and support of the students. Students may register any gender harassment issues to this committee. Regular interactive sessions are conducted by this committee to create awareness about POCSO Act and other provisions thereof. The detailed schedule of these sessions can be viewed on the school portal.
  - c. Honesty in all dealings is to be followed. Be true to your friends, teachers and yourself. Students found using unfair means during assessments will be given zero in that subject. Parents and concerned student will be called for a dialogue with the school authorities. A repeat of such action in future will result in a prompt issue of a transfer certificate without notice.
  - d. Use the books lent by the library judiciously and return them well in time. Talk softly while the others are studying.
  - e. Students should be proud of their school and feel honoured in singing the D.P.S. Song and the National Anthem
  - f. Be generous in helping others. Be a buddy to a classmate who needs academic support.
  - g. Be pro-active and accept responsibilities. Take charge of school programmes, offer help and support to teachers.
  - h. The students selected by House In charges/Activity In charges for participation in any kind of activity/competition of the school at Inter House/Inter school /Inter district/Inter DPS level, shall not refuse the participation to respective selectors.
5. Health & Hygiene:
  - a. Students must take care of their health and keep themselves healthy and strong. They must have a proper breakfast before coming to school.
  - b. Neatness is the hall-mark of a successful individual. Students must always keep their nails and hair clean and tidy, and wear clean and well ironed uniform and polished shoes.
  - c. All Non Sikh boys must keep their hair short, and girls must tie their hair neatly in two plaits with a bottle green hair band / ribbon.
  - d. Girl students are not allowed to apply henna on their hands. They are not allowed to wear earrings, rings on fingers or nose rings. However a pair of small stud earrings is permitted.
  - e. Students are forbidden from bringing any cosmetics, comb, perfumes, deodorants, bracelets etc. to school.
  - f. Students must always use a tissue or a handkerchief while sneezing and cover their mouth while coughing, yawning or sneezing.

#### ALERTNESS / VIGILANCE

1. Students who come on their own should arrive before the bell is rung (five minutes before the home room period). The school gates shall be closed on time and necessary disciplinary action will be taken in case of late arrival.
2. Students who come to school with their escorts should not leave before the escort arrives. In case of delay, they should report to the school office.
3. Students who go home on their own should not loiter about on the way and be prompt in returning home. They are advised not to buy anything, especially eatables from street vendors.
4. Students should not accept undue favour from any stranger either in the form of a gift or a ride. They should never hesitate to say 'No' when asked or tempted to do anything that they know to be wrong.

#### AWARENESS AND CONCERN

1. Care must be taken in order to maintain clean, green surroundings. School premises should not be littered with disposable tumblers, papers, wrappers etc.
2. Exploding crackers or splashing colours during concerned festive occasions in school premises or in school bus is strictly not permitted. Students found guilty will be dealt seriously and may be expelled from the school.
3. Students must take care of the school property and no student should scratch or scribble on the school furniture, walls or in any way damage things belonging to others. Damage done even by accident should be reported at once to the class teacher. Students are not permitted to bring any sharp objects to school.
4. Any damage done to the school property will be mended by the concerned student with a fine imposed on him/her for such an offence. Any student who notices something damaged should report the matter to school authorities even if he/she doesn't know the students responsible for it.
5. Students must maintain their report card, notebooks, files and other material neatly.
6. Use of Polythene bags is strictly prohibited. Students should bring their belongings in jute bags. For Project / Assignment files, use of handmade paper bags is appreciable.
7. The photograph of the students for various competitions/entrance exams shall be attested by the school authorities in school uniform only.
8. DPS students are expected to grow up with sensitivities towards causes such as conservation of resources, social concerns such as child labour and express solidarity towards secularism and global peace.