

GUIDELINES TO STUDENTS

IN THE BAGPACK

1. **Identity card** should be carried to school every day, since it carries RFID card which is extremely necessary for student's safety and real time location.
2. A student should affix his/her photograph and write the required information, duly signed by parents, in the **Student's Particulars Page** in the almanac.
3. **Strict Timetable** with proper books and notebooks should be followed by all students.
4. **No personal electronic devices** of any kind are permitted in the school. Such items will be confiscated, and strict action will be taken against the defaulters.

CODE OF CONDUCT

COURTESY:

- a. D.P.S. students should be **polite and courteous** with everyone, everywhere. The language of a student must reflect refinement and decency of utmost standards.
- 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, and also, **extending courtesies** like holding the door for the next person or carrying teachers' notebooks is expected from all the students.
- c. All students must **extend courtesy 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 be **helpful and well-mannered with all irrespective of position, age, caste or status**. It is always a good gesture to greet those who clean your classroom, mend your furniture, ring the bell etc.

DISCIPLINE

- a. Students must show restraint in their behaviour. **Talking loudly in corridors, classrooms, 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. **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.
- d. **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.
- e. 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. Running in corridors is strictly prohibited.

- f. All students should follow **proper social distancing**. Sharing of eatables, lunch, stationery items, lab coats, clothes is strictly prohibited.
- 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. **OUT PASS should be carried** by all students whenever they move out of the classrooms during school time.
- i. The school reserves the right to terminate the continuance of a student with unsatisfactory progress in studies, or whose conduct is a forbidden example for others.

PUNCTUALITY& REGULARITY:

- a. Students are **not allowed to be late or miss** any teaching/games/library period.
- b. **Regular studies** must be a part of a student's daily routine. 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.

INTEGRAL VALUES

- a. A spirit of **cooperation, compassion and camaraderie** is to be ensured by all students which includes refraining themselves from indulging in bullying, harassment, stalking/profanity/name calling of any child.
- b. **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.**
- c. An **Internal Complaints Committee** is constituted to have regular interactive sessions to create awareness about **POCSO Act**. The detailed schedule of these sessions can be viewed on the school portal.
- d. **Honesty and truthfulness** should be followed in interacting with teachers, friends and yourself. Students found using **unfair means during assessments** will be given zero in that subject. Such repetitive behaviour will result in suspension/rustication from school without any prior notice.
- e. **Library books should be used and maintained** judiciously and then should be returned in time. Talk softly while the others are studying in the library.
- f. Students should be **proud to sing the D.P.S. Song and the National Anthem**.
- g. Be **substantial in helping others**. Be a buddy to a classmate who needs academic support.
- h. Be **pro-active to accept responsibilities** which includes taking responsibility in school programs, offering help and support to teachers.

HEALTH & HYGIENE

- a. **Proper breakfast** must be taken by all students before coming to school. All students must take care of their health and keep themselves **healthy and strong**.
- b. Before coming to school, all students **must conduct a personal health check**, student experiencing any disease symptom should stay at home and seek medical care.
- c. 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**.
- d. 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**.
- e. 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.
- f. **Cosmetics, comb, perfumes, deodorants, bracelets etc are forbidden** for all students in school.
- g. While sneezing, students must always **use a tissue or a handkerchief** and cover their mouth while coughing, yawning or sneezing.
- h. All students must use **proper and clean face masks and a small hand sanitizer** every day.

ALERTNESS / VIGILANCE

- a. 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 disciplinary action will be taken in case of late arrival.
- b. 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.
- c. 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.
- d. Students should **not accept undue favours 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

- a. Care must be taken in order to maintain **clean and green surroundings**. School premises should not be littered with disposable tumblers, papers, wrappers etc.
- b. **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.
- c. 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.
- d. 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.
- e. Students must maintain **their report card, notebooks, files and other materials neatly**.
- f. **Use of Polythene bags is strictly prohibited**. Students should bring their belongings in jute bags/ handmade paper bags.
- g. The photograph of the students for various competitions/entrance exams shall be attested by the school authorities **in school uniform only**.
- h. A diligent and a sensible DPS student is expected to be **concerned towards causes such as conservation of natural resources, social issues such as child labour, care of animals and plants** and express solidarity towards secularism and global peace.

NETIQUETTE

- a. Students should procure a **regular place/ room for attending the class**, without any noise disturbance or distractions.
- b. The **room should be well-lit and airy**, preferably a place which can be monitored by parents/elders.
- c. The **back drop of the student should be always plain**, which should never attract other participants' attention or distract others.
- d. Child should be **well dressed and well-groomed for a virtual school atmosphere** and must keep the decorum of the regular physical contact class.
- e. Student must be **punctual in login time, screen off time, activity time table etc**.
- f. Be ready with necessary text books, note books, pen, pencil and other accessories before class begins.
- g. The academic environment expects **higher-order language**. Criticism, rants, misbehaviour or undue activities are highly unacceptable and may invite strict disciplinary action.
- h. **Remarks in the school's online academic forum must be constructive, well-meaning, and well-articulated**. Be decent and classy in chats.
- i. **Don't badmouth others** or call names to your fellow classmates. You may disagree with their ideas, but don't mock the person. **Don't write anything angry/sarcastic**, even as a joke. Be forgiving.
- j. Remember to say "Please" and "Thank you" when asking for help from your classmates/teachers.
- k. **Do not share link of the class** till asked to do so. Keep your audio on mute mode and speak only when invited.