

# CODE OF CONDUCT

Dear Parents,

Principles, values, standards or rules of behaviour guide the decisions, procedures and systems of an institution.

Following is a set of rules outlining the responsibilities and proper practices of every child:

1. Parents are requested to ensure that particulars in the Identity / Identification declaration form are filled correctly.
2. The student must bring the almanac to school every day.
3. Parents must sign the almanac regularly.
4. Identity Cards / proper & clean uniform should be worn by every student. A student without an Identity Card will not be allowed to board the school bus or to enter the school premises.
5. Mobile phones, iPods, cameras, music systems and other electronic gadgets are strictly prohibited in the school premises. Strict disciplinary action will be taken if a child is found carrying any of the above mentioned items.
6. Parents should ensure that their ward does not carry any money to school.
7. The student's belongings like jackets, jerseys, skirts, pants, shirts, socks and shoes should be labelled properly i.e. Name of the student, Student ID, Admission No, Class and Section.
8. All students must come to school in proper uniform. It is mandatory for children to wear House T-Shirts on every Friday and on days they have their P.Ed classes.
9. Parents are requested that they must attend the school on specified days for Parent Teacher Meet (PTM) to discuss progress of their ward. Students need to accompany the parents in school uniform.
10. In case of change in address, telephone numbers & email addresses, parent must communicate in writing to the school administrative office and take confirmation in writing.
11. The principal will be available with prior appointment only between 9.30am to 11:00 am on all working days.

12. Parents are requested to take a prior appointment through Campus Manager if they want to meet any teacher concerned to their ward.

## **SOP FOR CODE OF CONDUCT FOR STUDENTS**

The observance of rules of discipline and good behaviour shall be a condition essential to a student's continuance in School. The following shall be considered as strictly not acceptable practices:

1. Spitting in or near the school building, whistling or shouting.
2. Disfiguring or damaging any School property.
3. Use of drugs or intoxicants.
4. Use of match boxes or lighters
5. Carrying firearms or deadly weapons or destructive devices.
6. Rowdy or rude behaviour.
7. Use of violence in any form.
8. Bunking a class.
9. Casteism, communalism or practice of untouchability.
10. Gambling, bullying or ragging.
11. Indiscipline in the bus.
12. Carrying mobiles, cameras, iPods, or any other electronic gadgets.
13. Clicking pictures of any teacher or upload on any social media.
14. Joining in any coercive agitation/strike.

## **BREACH OF CODE OF CONDUCT**

In case of flouting of any rules stated in the code of conduct, will be dealt by the disciplinary committee of the school and corrective action will be taken accordingly. (In extreme cases it may lead to suspension or expulsion of the student from the school).

## **RULES**

### **ABSENCE, LATE ARRIVAL IN THE SCHOOL**

1. School gates will be closed 15 minutes after opening of the i.e, 9:15 am in Summers and 10:15 am in Winters. Parents are requested to kindly ensure the timings.
2. No leave of absence is granted except on prior written request from the parents.
3. Students not attending school for more than 03 days due to ill health should submit a medical certificate from recognised doctor.
4. It is compulsory for the student to complete 80% of the attendance in the session to make him/her eligible to sit for the final examination.
5. There is no provision for a half-day leave in the school. If the child is unwell, please don't send the child to school. Instead the child should come with a proper medical leave application on the following day.
6. The medical officer will cater to the children only if the School clinic record is duly filled and signed by the teacher concerned barring emergencies.

## **EXAMINATION RULES**

1. Children should come to School well-equipped and in time for the Exam/Unit Test/Weekly Test
2. No Test or Exam will be held before or after the scheduled time for any reason whatsoever.
3. Students who are absent in any of the Examinations on account of being medically unfit should submit a medical certificate at the earliest.
4. Any student found using unfair means during any Examination will be marked as 'Zero' in that particular subject.

## **MEDICAL RULES**

1. Parents are requested not to send their ward to school if he/she is not medically fit to attend the school, then it's advisable to have proper care and rest at home.
2. School is not responsible for any unforeseeable incident in the premises that results in injury to the child.
3. Parents must ensure that the child is not suffering from any serious/contagious ailment or any psychiatric/psychological disorder.
4. If a child is found unwell while at school or gets injured while playing, then school will inform parents immediately and will be allowed to collect their ward from school for further course of action

## **FEE RULES**

1. School fee must be paid before or by the 15th of every month at the school or through Debit Card/Credit Card/Net Banking online at [www.dpssrinagar.com](http://www.dpssrinagar.com).
2. Late fee charges will be applicable in case fee is paid after the stipulated date.
3. All fees must be cleared before the child is allowed to sit for his/her exams. Office will be open for collection of fee between 10.00 am to 2.00 pm.
4. If fee is not paid for three months consequently, the name of the student can be struck off from the rolls.
5. Fees once paid are not transferable or adjustable or refundable under any circumstances.
6. Fees are subject to revision from time to time and parents may expect fee hike as and when approved by the concerned authorities

## **SPORTS RULES**

1. Aggression, fighting and using abusive language on the sports field is not allowed
2. Students are not allowed to play in the classrooms and use of sports equipment in the classrooms is strongly forbidden.

## **SOCIAL MEDIA RULES**

School has a Facebook page which allows parents/users to receive and respond to the messages pertaining to school events. “**Think before you post**”, parents/students should not make inappropriate use of the social media by fuelling campaigns or voice complaints against the school, staff, parents or children of the school on the same.