

Respect, Responsibility And Excellence: A Guide For Students' Discipline & Accountability

1. Safety and Security

- ❖ The organizer must be brought to school every day.
- ❖ Update the class teacher on any changes in address, contact information, or guardianship to ensure accurate records.
- ❖ Students escorted to and from school must wait for the escort to arrive and report delays to the school office.
- ❖ Students are not allowed to visit a relative's or friend's house from school without written permission from parents/guardians.
- ❖ Students are expected to be environmentally friendly and contribute to protecting the environment.
- ❖ For safety, students should not buy or accept articles, gifts, or food from anyone en route.

2. Parking Rules

- ❖ For parent: Vehicles should be parked only in designated areas and follow the instructions of the school security guards. Blocking entryways, exit gates, or fire lanes is strictly prohibited.
- ❖ Parking is not allowed near the main school entrance during peak hours (drop-off and pick-up).
- ❖ No student without a valid driving license is permitted to commute to school using any motorized vehicle.
- ❖ Students using bicycles must park in the assigned bicycle area and ensure they are securely locked. The school is not responsible for loss or damage to bicycles or accessories.

3. Attendance and Punctuality

- ❖ School operates Monday - Saturday for classes V-XII and Monday-Friday for PG-IV, with students required to arrive before the morning bell. Gates close 5 minutes after the bell rings.

4. Disciplinary Etiquette

- ❖ Classroom changes between periods should be silent and orderly.
- ❖ No loitering after bells; movement must be quiet and orderly, keeping to the left in corridors and staircases
- ❖ Students are expected to leave the classroom and move toward their designated pickup or dispersal points in an orderly manner.
- ❖ Students should follow staff instructions and wait for their transportation in designated areas. Late pickup may require students to wait in a supervised area as assigned by the school.
- ❖ Respect and care for school property. Damages caused intentionally will result in charges and appropriate disciplinary action.
- ❖ Students are responsible for their belongings. Name tags are recommended for all personal items, especially jackets and sweaters.
- ❖ Expensive gifts, eatables, and cake-cutting for birthdays are strictly prohibited.
- ❖ Jewellery, mobile phones, cameras, and other electronics are not allowed. Confiscated items may be held until parents retrieve them with a signed undertaking.
- ❖ Use dustbins for waste disposal, and contribute to keeping school premises clean and litter-free.

5. Behavioural Expectations

- ❖ Respect and Responsibility: Students should treat teachers, staff, and peers with respect and uphold a positive school image.
- ❖ Anti-Bullying Policy: The school maintains a zero-tolerance stance on bullying in any form. Violations will result in serious disciplinary measures, including possible suspension or expulsion.
- ❖ Orderly Movement: Observe silence and exhibit appropriate behaviour in hallways, during assemblies, and at dismissal

Leave Rules

- ❖ Students must maintain a minimum attendance rate of 75% throughout the academic year. Falling below this may affect eligibility for exams and school activities.
- ❖ Attendance on the re-opening day after vacations is mandatory.
- ❖ Emergency Leave: Notify the school promptly for family emergencies or unforeseen events.
- ❖ Planned Leave: Submit requests for planned absences (e.g., weddings, religious events) at least one week in advance.
- ❖ No student will be permitted to leave the school premises during PAs unless under the above conditions.

Health Guidelines and Sick Leave

- ❖ Reporting Illness: Notify the school of illness-related absences within 24 hours. A medical certificate is required for absences longer than three days.
- ❖ Infectious Diseases:
 - ❖ If your child contracts an infectious disease, inform the school immediately. The child must observe the recommended quarantine period and can return only after full recovery with a medical certificate:
 1. Cholera: After complete recovery.
 2. Measles: Two weeks after rashes disappear.
 3. Mumps: One month after swelling subsides.
 4. Jaundice: Six weeks post-recovery.
 5. Whooping Cough: After full recovery.
- ❖ For any chronic or acute medical conditions requiring medication during school hours, parents must provide detailed instructions to the school authorities to facilitate necessary arrangements at school.
- ❖ Students unable to attend assessments due to medical reasons are not eligible for Scholastic awards (scholar jackets, badges etc.) Procedure to take leave:
 - ❖ Submit a written leave application through the almanac, email, or school office. The format is mentioned in next page.
 - ❖ Approval by Principal or Vice Principal/Headmistress is mandatory for long leaves.
 - ❖ Unauthorized absences or failure to submit a leave application may lead to disciplinary action or restrictions on school privileges.

LEAVE APPLICATION FORMAT

The Class Teacher
Delhi Public School

Date:.....

Subject:

Dear Madam

You are requested to grant leave to my ward Master / Miss
.....of
Class & Sec from.....
tofor (total no. of days).....days.

Purpose/Reason for leave:
.....
.....

(Attach a medical certificate for sick leave).

With regards

.....
Father's Signature

.....
Mother's Signature

Note: Photocopy of the format may be used. Application will be accepted only in this format or through AllenCare App

Dressing with Pride: Uniform & Appearance Guidelines

	Girls	Boys
Summer	❖ White short-sleeve shirt with emblem. ❖ Pleated skirt (Classes VI–XII) or divided skirt (Classes I–V). ❖ White cycling shorts under skirts (mandatory). ❖ Bottle green belt and white socks with green stripes. ❖ Black shoes (daily) and white shoes (PT/Games/House Assembly).	❖ White short-sleeve shirt with emblem. ❖ White vest (mandatory under the shirt). ❖ White shorts (Classes I–V) or white trousers (Classes VI–XII). ❖ Bottle green belt and white socks with green stripes. ❖ Black shoes (daily) and white shoes (PT/Games/House Assembly). ❖ Green/white turban for Sikh boys.
Winter	❖ Bottle green blazer (single breast) with emblem (compulsory). ❖ Bottle green V-neck pullover. ❖ Full-sleeve white shirt with emblem (to be worn out) and grey trousers. ❖ Dark green school tie and bottle green belt. ❖ Grey socks with green stripes. ❖ Black shoes (daily) and white shoes (PT/Games/House Assembly).	❖ Bottle green blazer (single breast) with emblem (compulsory). ❖ Bottle green V-neck pullover. ❖ Full-sleeve white shirt with emblem and grey trousers. ❖ Dark green school tie and bottle green belt. ❖ Grey socks with green stripes. ❖ Black shoes (daily) and white shoes (PT/Games/House Assembly). ❖ Green /white turban for Sikh boys.

ID Cards

Must be worn visibly at all times. Lost cards should be reported for replacement (fees applicable).

Grooming Standards

- ❖ Boys: Short, neat, and natural colour; clean-shaven.
- ❖ Girls: Tied back if long; simple hair accessories in black or white
- ❖ No extreme hairstyles or colours for all students.
- ❖ Girls: Small stud earrings only. Boys: No earrings.
- ❖ No bracelets, rings, smartwatches or other visible accessories.
- ❖ Nails should be clean and short; no nail polish or makeup, tattoo allowed.

Additional Guidelines

- ❖ No low waist trousers permitted.
- ❖ Polished shoes with clean socks.
- ❖ Girls should wear plain, neutral-coloured camisoles under school shirts.
- ❖ Boys should wear white vest under the shirt.
- ❖ Members of the Student Council must wear their badges regularly.
- ❖ Maintain cleanliness; deodorant (unscented) is recommended for older students.
- ❖ Only religious head coverings allowed; no caps or hats in classrooms.
- ❖ The students must always come to the school in uniform. (Also, during the practical, special classes or the PTMs.)
- ❖ Members of the Student Council must wear their badges regularly

Note: Uniform adherence fosters school unity and respect. Repeated violations may lead to disciplinary actions.

Withdrawal Policy

1. Parents must give one calendar month's notice in writing for the withdrawal of their child.
2. The fee for the quarter will still be charged even if notice is given. Students who withdraw from the school in the month of May are required to pay the fees for the month of June before the Transfer Certificate is issued
3. Transfer Certificate (TC) is issued only after all school dues are cleared.
4. Caution money, if applicable, should be claimed within three months of withdrawal to avoid inconvenience.
5. TC is an official document and should be maintained carefully. Duplicate TC cannot be issued.
6. Migration Certificate is mandatory for students shifting from CBSE to another board or pursuing further studies outside the CBSE jurisdiction.

Transport Policy

1. Transport availability depends on the number of students enrolled from a specific area.
2. Transport fee must be paid for the full quarter along with the scheduled school fee.
3. Partial or one-way usage of school transport is not allowed.
4. A month's notice is required for withdrawal from the transport facility, but fees for the whole quarter will still be charged.
5. In case students miss their allotted bus, parents are responsible for dropping them at school. For the return trip, they may use their designated bus.
6. Permission must be sought from the transport authority if students plan to use other transport methods temporarily.
7. Parents must send an application to the Bus In-charge if their child will not board the bus at home time.

Bus and Routes System

1. Bus routes are designed with safety and convenience in mind and are subject to change.
2. Buses stop only at designated stops.
3. Students must arrive at the bus stop 10 minutes before the scheduled time. Latecomers will not be accommodated.
4. Any desired changes in bus routes or stops require one month's notice to the Transport In-charge.
5. Misbehaviour or indiscipline in the bus can lead to the withdrawal of transport facilities.
6. Students are expected to remain seated and maintain decorum on the bus. Distracting the driver or answering back to the conductor is prohibited.

Disincentive Policy

The school reserves the right to take strict disciplinary action against students whose behaviour disrupts the learning environment, affects the dignity of others, or reflects a lack of diligence in academics and school activities. This includes suspension from privileges and exclusion from events or activities at the discretion of the Principal. To ensure transparency and accountability, a Card System is implemented to address such issues systematically.

1. **Blue Card**– Initial Warning: May be issued for a day or two for minor infractions to alert the student to correct their behaviour.

Issued for:

- ❖ Frequent incomplete assignments.
- ❖ Non-compliance with school rules (e.g., untidy uniform, improper conduct in class).
- ❖ Repeated late arrival to school.

2. **Yellow Card** – Formal Warning: May be issued for a month for repeated minor offenses or a single moderate violation.

Issued for:

- ❖ Disrespectful behaviour towards teachers or peers.
- ❖ Misuse of language or inappropriate conduct.
- ❖ Leaving school premises or bus without permission.
- ❖ Engaging in cheating or unfair practices during assessments.
- ❖ Carrying prohibited or inappropriate items to school.

3. **Red Card** – Serious Misconduct: Issued for severe infractions or continued misconduct despite prior warnings. The student may face suspension or expulsion in extreme cases.

Issued for:

- ❖ Bullying or harassment of any form.
- ❖ Vandalism or damage to school property.
- ❖ Possession or use of banned items (e.g., mobile phones, sharp objects).
- ❖ Repeated disobedience even after receiving Yellow Cards.

Cumulative Card Policy:

Three Blue Cards = One Yellow Card.

Three Yellow Cards = One Red Card.

Privilege Restrictions:

Students with a Yellow or Red Card will be restricted from attending or participating in activities like assemblies, competitions, excursions, and interschool events.

Rustication:

The school reserves the right to expel students who receive two red cards within an academic year.

Reinstatement:

Cards must be returned to the VP/HM/Coordinator after the student demonstrates sustained improvement, as approved by the Principal.