

STUDENTS' CORNER

Code of conduct-

1. Student must carry his / her almanac to school every day. It must have his / her recent photograph and complete identification information and signed by parents.
2. Students should be neatly dressed. The school uniform is to be worn on all working days. It is mandatory for the students to wear their identify card everyday.
3. Boys should get their hair cut at regular intervals.
4. Girls should plait their hair if it is below their shoulders. Short hair should be neatly combed and pinned.
5. Students are expected to respect the property of others. This includes respect for school property. No students should damage any school furniture, write or draw anything on the walls, furniture or in any way damage things that belong to others. Damage done, even by accident, should be reported at once to the Class Teacher or the Principal. Any damage done will be made good by the one who causes it.
6. Students who come to school in the care of servants should never leave before the servants arrive. In case of delay, they should report to the school office. Those who go alone should be prompt in returning straight home.
7. Students should be polite wherever they go. They should always remember that the school is judged by their conduct. They should greet their teachers when they meet them. Bullying or uses of foul language are punishable offences.
8. The school reserves the right to suspend or take strict disciplinary action against a student whose diligence or progress in studies is constantly unsatisfactory or whose conduct is harmful to other students.
9. Once a child has come to school, he/she should not be asked to come home on half day's leave.
10. Students should get their Report Cards signed by their parents / guardians within two days of the receipt of the Report Cards. If lost, a fine will be imposed.
11. Students must attend all the periods. They will not be allowed to miss any class.
12. Students must return the books issued by the library on the due date. Any failure in doing so will result in a fine of Rs 100 per day till the date of return.
13. No student or anybody else should indulge in any of the following practices :-
 - a) Spitting in or near the school buildings.
 - b) Disfiguring or otherwise damaging any school property.
 - c) Smoking.
 - d) Any form of gambling.
 - e) Rowdy and rude behavior, using foul language.
 - f) Use of violence in any form.
 - g) Casteism, communalism or practice of untouchability.
14. The observance of rules of discipline, of the school and good behavior is an essential condition to a student's continuance in the school. In case a student violates the school rules or indulges in any form of indiscipline, strict action like expulsion / suspension shall be taken against the student. The key to good health is to eat right, sleep right, exercise right and treat each other right.

PUNCTUALITY

1. Your cooperation is requested to ensure that children are regular, punctual and disciplined.
2. All students are expected to join the school on the notified date at the beginning of the term after each vacation.
3. Students must report five mins before the commencement of the school in the morning. Latecomers will not be allowed.

COMMUNICATION

1. Please check the almanac every day and note the homework and other instruction given.
2. Consult the school planner, date sheets and circulars regularly.
3. Please address all communication to the Principal through the Class Teacher. Clearly mention your child's admission number, class and section in every communication.
4. You can meet the Principal and teachers during the visiting hours mentioned. Please do not try to contact the Principal or teachers over the phone.
5. You are requested to regularly check the school portal to keep yourself updated about all school activities. Parent must also download 'Dps Mobile App' on their Mobile phone from Google Play Store or IOS App Store for regular update about the school.
6. Parents must go through the website thoroughly for all instructions given.
7. Please be sure to inform the school if there is any change in your address, designation or telephone numbers.
8. Parents are requested to email the admission no. of child to 'contact@dpsnagpur.com' for receiving emails from the communication cell.
9. Request to conduct examination on any other date other than those announced shall not be accepted under any circumstances.

RESPONSIBILITY

1. The students must be responsible for their own belongings. The school should not be held responsible for any loss.
2. Please mark all the belongings of your ward with the name, admission number, class and section.
3. Students are not allowed to carry mobiles in school.
4. Parents should collect the report card of the Final Examination only on the scheduled date or else it shall be issued only after the school reopens for the new session.
5. Answer sheet of Half Yearly and Final Examinations will be shown only to the students and will be handed over to the student along with the progress card.

SAFETY

1. Parents are requested to personally see off and receive their wards at the bus stop (specially classes Pre-Nur to Class III)
2. Students are not permitted to wear any jewellery to school (e.g. chains, rings, bangles, bracelets etc.) Girls may wear only one pair of ear rings or studs. It is advisable not to bring valuable articles.
3. Please do not overtake or stop the school bus to facilitate the boarding of your ward, as it endangers the safety of others.

CONSIDERATION

1. Parents are requested not to enter the classrooms to see their children. This can cause disturbance and distraction to everyone.
2. Please avoid criticizing the school or teacher in the presence of your child. This can result in the student losing respect for their teachers.

TRANSPORT RULES:-

Criteria :

- 1) Taking into account safety and security reasons the bus shall not negotiate areas that fall into below given criteria.
 - a) Narrow roads / By lane
 - b) Market or crowded area
 - c) Bus shall not make U-turns, reverse or go into one ways.

BUS RULES

1. It is not possible for the school to provide bus facility to everyone. It will be done on the 'first-come-first-serve' basis according to the admission numbers and number of students available for a requested stop.
2. Bus Facility, if available, will be provided for the whole session only. It will not be possible to provide the said facility for a short duration.
3. Please do not enter school buses to see off or receive your wards.
4. Please do not get into an argument with the teachers, conductor or driver present in the bus. In case of any problem, please write a complaint to the school office.
5. Transportation facility is granted for one full session. In case transport is withdrawn during mid-session; parents shall be liable to pay transport fee for the full session.
6. It will be the sole responsibility of the parents to escort the pupil to and from the fixed bus stop. The bus facility is extended at the sole risk and responsibility of the parents.
7. Any suggestions or complaints should be reported to the transport in-charge. Parents are expected to treat the bus staff courteously. Do not give instructions to bus staff, driver or conductor.
8. The bus shall stop at the pre-decided stops only for picking up children.
9. Those who are late will miss the bus at their own risk. The buses will be plying as per the scheduled time no delay shall be considered.
10. For security reasons, students who miss the bus from the assigned stop will not be picked up from any other stop (unscheduled).
11. In case a parent / Guardian is not present at the bus stop to pick up the child while being dropped back, the child will be driven back to the school.
12. Please do not stop the school bus at any unauthorised stop nor overtake the bus to enable your ward to board the bus as this would compromise the children's safety.

BIRTHDAY

1. Students celebrating their birthday may distribute toffees only in their class. Parents should not send cakes and gift articles.
2. Students from class VI onwards will not be permitted to come to school in civil dress on their birthday.
3. You are requested to ensure that the birthday celebration of your ward is confined to his / her classmates only and that too on a modest scale.

ARRIVAL IN SCHOOL

1. The school gates shall be closed as per following schedule :
Class III onwards - 8:05 A.M.
Classes Pre-Nur to Class II - 9:05 A.M.
2. The students arriving late will not be allowed to enter the school. Necessary disciplinary action will be taken against them.
3. Once the child reaches school, he/she shall not be allowed to leave prior to the closing of the school working hours.
4. Please do not send the child to school if he/she is sick. Re assessment will be conducted on submission of medical certificate from a registered medical practitioner.

WITHDRAWAL

1. Transfer certificate applied for within the dates of 10th May & 20th June shall be issued after 25th June owing to summer vacation.
2. Fee will be payable for the full quarter.
3. TC will be issued after 10 working days from the date of receipt of application & clearance of all dues.

VISITING HOURS

ADMINISTRATIVE OFFICE

10.30 A.M. to 1:30 P.M. (On All Working Days)

SCHOOL TIMINGS

Classes Pre-Nur to II	9.00 A.M. to 1.00 P.M.
Class III to X	8.00 A.M. to 2:30 P.M.
Class XI & XII	8.00 A.M. to 1:00 P.M.

MEETING THE PRINCIPAL (WITH PRIOR APPOINTMENT)

10.30 A.M. to 11.30 A.M. On all Working Days.

ATTENDANCE

1. It is compulsory for all students to achieve 75% attendance before every exam, to make them eligible for the examination. In case attendance is short, the student will not be eligible for promotion / academic awards.
2. Students who have been sick should bring a medical certificate duly signed by Parents to be submitted to the Class Teacher.
3. Parents should fill up the Leave column on Pg No. 45 for each day the student is absent from school stating the reasons for absence.
4. A student who has been absent on the previous day will not be admitted to the class without a letter from the parent / note in the almanac stating the reason for the absence.
5. Leave for going out of station should be approved at least 2 days prior to proceeding on leave or else Rs. 50/- will be levied as penalty per day.
6. In case of an emergency, parents will be informed and they will have to report to the front desk. They are not permitted to go to the classes directly.
7. Absenteeism is a major hindrance for the smooth progress of students in academics. A student returning to school after suffering from an infection or contagious disease, must produce a doctor's fitness certificate permitting him / her to do so. Students suffering from the diseases mentioned below must observe the prescribed period of quarantine before returning to the school.

Chicken Pox	Till the scabs fall off completely
Cholera	Till the child has recovered completely
Measles	Two weeks after the rash disappears
Mumps	Until the swelling has gone
Whooping Cough	Six Weeks
Jaundice	Six Weeks

8. Repeated absence without leave or unexplained absence for more than six consecutive days renders the student liable to have his name struck off the rolls. Re-admission may be granted only on payment of a fresh admission fee.

Students who do not appear in their First Term & Second Term assessments due to illness or some unforeseen mishap, will be eligible for the school badges at the discretion of the Principal. However he / she will not be eligible for any proficiency award.

**SCHOOL UNIFORM – WINTER
PRE-NURSERY, NURSERY AND PREPARATORY**

Boys

Pre-Nursery:

Rust Orange coloured full sleeved shirt (with proper collars) with ‘DPS Nagpur’ carved buttons and matching sweaters.

Nursery :

Crimson Red coloured full sleeved shirt (with proper collars) with ‘DPS Nagpur’ carved buttons and matching sweaters.

Preparatory :

Royal Blue coloured full sleeved shirt (with proper collars) with ‘DPS Nagpur’ carved buttons and matching sweaters.

Cream coloured skirt with bib and gallies. School emblem and loop (DPS Nagpur) over skirt in cream colour. Any skin friendly shoes that are comfortable for your child . Socks with ‘DPS Nagpur’ written on it.

Girls

Pre-Nursery:

Rust Orange coloured full sleeved shirt (with proper collars) with ‘DPS Nagpur’ carved buttons and matching sweaters.

Nursery:

Crimson Red coloured full sleeved shirt (with proper collars) with ‘DPS Nagpur’ carved buttons and matching sweaters.

Preparatory:

Royal Blue coloured full sleeved shirt (with proper collars) with ‘DPS Nagpur’ carved buttons and matching sweaters.

Cream coloured pants with bib and gallies. School emblem and loop (DPS Nagpur) over full pants in cream colour. Any skin friendly shoes that are comfortable for your child . Socks with ‘DPS Nagpur’ written on it.

CLASS - I ONWARDS

- Bottle Green Blazer (Single Breast) with school emblem.
- Bottle Green V-neck pullover (sleeves optional).
- Grey worsted Straight Trousers.
- White full sleeved shirt (with proper collar).
- Bottle green school tie.
- Bottle green belt with school emblem.
- Grey woollen socks with 'DPS Nagpur' written on it.
- Black shoes (medium toe).
- Bottle green patka or turban for Sikh boys.
- Bottle Green Blazer (Single Breast) with school emblem.
- Bottle Green V - neck pullover (sleeves optional).
- Grey worsted skirt (till the knees)
- White full sleeved shirt (with proper collar)
- Bottle green school tie.
- Bottle green belt with school emblem.
- Grey woollen socks with 'DPS Nagpur' written on it.
- Plain black leather shoes (medium toe).
- Bottle green ribbon / band (as per requirement).

NOTE:

1. No fancy hair clips or jewellery is allowed. Boys are not allowed to wear studs. Tattoos are strictly not permitted.
2. The use of I-Card is compulsory for all.
3. As long as a student is on the school rolls he / she must come to school in proper school uniform.
4. Girls must wear skirt of appropriate length. The skirt must fall on till the knees.
5. Girls must tie their hair neatly with bottle green hair band / ribbons. (No other colours allowed)
6. The cut of the trousers should be straight, fancy trousers are not permitted.
7. Canvas shoes must be worn only for games or on P.T. day.
8. Parents must ensure that all items of their child's clothing bear the child's name and class. The school will not be responsible for the loss of any item of clothing.

Code of conduct

HOW TO BE GOOD STUDENTS

1. D.P.S. students should take care of their health and be robust and strong.
2. They should be polite and courteous with everyone and everywhere. They should be friendly with others in and out of the school. Bullying and use of foul language are punishable offences.
3. They should always be ready to lend a helping hand and accept whatever work is assigned to them, gracefully.
4. There should be no vulgarity and obscenity in their talk and behaviour. They should know that cruelty is the trait of a bully, while kindness is the mark of gentleman.
5. They should not accept undue favour from any stranger either in the form of a gift or a ride on their vehicle. They should never hesitate to say 'NO' when asked or tempted to do anything wrong.
6. They must take care of the school property and no student should scratch or spoil the school furniture, write or draw anything on the walls or in anyway damage things belonging to the school.
7. Coming late and missing classes will go against the student as his / her house will be awarded negative points for this.
8. They should take pride in wearing the school uniform.
9. They should be proud of their school and feel honoured in singing D.P.S. Song and the National Anthem.