

(STUDENTS' CODE OF CONDUCT)

DIPS believes that a student's character and personality is moulded through discipline. Therefore, following code of conduct is formulated to inculcate in her/him a sense of responsibility, respect for rules and regulations and make him/her aware of his/her duties as a student. To facilitate smooth administration, students must abide by the following rules.

1. PERSONAL HYGIENE/APEARANCE/DRESS

- Students are expected to maintain proper hygiene i.e. have trimmed and clean nails, wear fresh clean clothes and carry a handkerchief at all times.
- Boys are required to have well brushed and combed hair. Sporting long hair, Gel/hairstyles is strictly forbidden.
- Girls with long hair must have them tied up neatly with ribbons. Ornamental clips, hair band and heavy jewelry are not allowed.
- Prefects and house captains must wear their respective badges.
- Shoes should be well polished and uniforms starched and well ironed to ensure a smart, well-groomed turnout.
- Sports uniform must be worn on the scheduled days.
- Failure to comply with dress regulations may result in the student being sent home after two warnings. He/she will then be marked absent.

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2. BEHAVIOUR/ DEPARTMENT/SPEECH

- Good manners, courtesy and politeness being the hall mark of a good student, he/she is expected to greet all staff members, visitors and elders showing due respect at all times.
- Use of vulgar and objectionable language, display of violent behaviour etc. will not be allowed.
- Students must show due consideration to all members of society. His/her speech should not hurt or offend anyone.
- Misuse of school property, scribbling on walls, furniture, bulletin boards, toilet-walls etc. will be severely dealt with. Breakages of any kind are subject to finds and/or payment for replacement/repairs.
- Library books, laboratory and class room equipments must be handled carefully and any loss or damage will have to be fully compensated for.
- The school premise must be kept neat and clean. Litter of any kind must be thrown in dustbin/waste baskets.

3. ATTENDANCE/LEAVE/ABSENCE

- Student should reach the school 5 minutes before the bell rings. Late comers will be marked PL(Present but Late). After three consecutive PLs strict action will be taken.
- Attendance in the daily assembly/prayer is a must.

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- Attendance on the opening and closing day of a school term is compulsory.
- Student is required to be present for at least 80 % of the total working days in an academic year for the grant of terms and to be eligible to appear for the annual examinations. In case the attendance is inadequate, the student will not be allowed to take the examinations.
- Leave may be taken only after obtaining the principal's sanction in writing.
- Absence on medical grounds needs to be supported by a Medical Certificate from a Registered Medical Practitioner.
- Absence, without prior information and sanction from the principal, for 30 days continuously will cause the name of the student to be struck off from the school register.
- Student must not attend school in case he has any contagious disease.

Students must take permission for:

- ✓ Leaving the class, from the class/subject teacher.
- ✓ Leaving the school, from the Principal/Vice Principal.
- ✓ Receiving visitor, from the Principal/Vice Principal.
- ✓ Making any phone call, from the Principal/Vice Principal

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4. STUDENT AND CO-CURRICULAR ACTIVITIES

- DIPS are English Medium School. Students must, therefore, converse only in English during school hours.
- Students are required to attend all classes as scheduled in the respective class time table. They must study with diligence and sincerity.
- Students should use text books, note books and relevant literature for each subject as prescribed by the school. Guides to text books are not encouraged.
- School examination and class tests are compulsory. However, a student may be exempted on medical ground on presentation of a registered physician's certificate. Nevertheless, the school authorities reserve the right to have medical certificate countersigned by a civil surgeon or a physician nominated by the school.
- Students are required to preserve original copies of mark sheets of all examination and testimonials issued by the school. Duplicates may be issued on payment of prescribed fees.
- For all practices, students must bring with them record books, journals, apron, dissection box etc. as instructed by the concerned teacher, otherwise they may not be allowed to enter the laboratories.
- Participation in co-curricular/ extracurricular activities/ games and sports is compulsory.

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5. General

- No cash contribution is accepted from students for any school function. However, students hold a few functions such as Teacher's Day Celebration, Fete, Farewell to class XII by class XI etc, for which a reasonable amount is collected by students with the knowledge/ approval of authorities.
- Accounts of such money collected and spent is maintained by the organizing committee and scrutinized by the teachers overseeing the function.
- The school authorities try their best to protect the students and to keep the school premises safe. However, the school will not be responsible for any unforeseen mishap beyond its control. Moreover, the school will not be responsible for accidents and hazards of chemicals in the laboratories.
- Students are strictly prohibited from bringing to school:
 1. Obscene or vulgar literature, photographs etc.
 2. Money, Jewellery, valuables, electronic games, pagers, cellular phones etc.
 3. Stick, knives or any martial art equipment.
 4. Chewing gums, pan and pan masalas, banned drugs and any unlawful items of consumption.
- Students must report the following to the Administrator/ Class Teacher immediately.

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1. Any sickness/ injury/ contagious diseases.
2. Any breakage.
3. Any errant behaviour by other students.

- Any notice, circular or report given by the school must be handed over by the student to his/ her parents / guardians and returned to the school, where necessary, with the signature of parent/ guardian.
- Students should not carry out any meeting, activity, celebrations or print circulars/ magazines without the written permission of the Principal.
- Students must look after their own belongings. The school will not be held responsible for any loss.
- Please note that vehicles of staff and students within the school premises will not be allowed to exceed the speed limit of 20 Kmph, and must be driven in the 1st / 2nd gear only. Action will be taken for breaking this rule and the concerned vehicle will not be allowed to enter the school premises any more.
- Students are strictly advised to drive motorized vehicles with valid license, as required by law.
- Students driving geared two-wheelers need to obtain vehicle pass from the school. Only then they will be allowed to park their two wheelers in the school campus. All others will have to park their vehicles outside the gates of the school at their own risk. The school does not assume responsibility of any kind regarding safety of the vehicles.

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- The school takes utmost care for accuracy of student information in its records. However, students and parents are requested to check spelling of names and birth dates at the time of filing in student's bio-data form and the examination form for std, X & XII.
- If a student wants to get his/ her forms/ documents attested from the school office, he / she should deposit it in the school and may collect it the third day from the office.

6. SUSPENSION/ DISMISSAL/ TERMINATION

The school reserves the right to suspend, dismiss or terminate a student if he/ she:

- fails to show diligence and satisfactory progress in studies.
- Indulges in immoral behaviour, insubordination, contempt of authority or violation of the student's code of conduct in examinations or causing wilful damage to school property or any other unlawful act.
- is suffering from a sickness or disease which in the opinion of the school will be harmful or contagious to other students.
- remains absent from school continuously for long periods or intermittently without prior permission from the Principal/ Co-ordinator.
- fails to pay fees within 20 days of last due date. The school's decision is final and binding.