

CONDUCT AND DISCIPLINE

DIS provides a healthy, caring and well disciplined atmosphere where students are encouraged to maintain self discipline and manners. They are required to be honest and to submit for credit only for the products of their own efforts and avoid all forms of dishonourable conducts as a basic standard of conduct in the course of their academic procurements. The school authorities take extreme care of the children. Children are invited to share their problems with school teachers and they can count on the love and support of every member of school staff all times. The parents are expected to be in touch with the school authority at regular intervals to ensure the overall progress and conduct of their wards.

At the same time, a student who fails to achieve, minimum standard of conduct and discipline and found guilty of a breach of discipline will be expelled from the school without any liability on the part of institution and dues paid will not be refundable. The school authority may penalize a student for a fee (minimum Rs.500 /-) for an indiscernible act or wilful damage to the school properties including books equipments or any other articles issued for the use of students.

All students studying in the DIS will seek to maintain highest standard of discipline and exemplary standard of conduct. All their actions will exhibit integrity, honesty and congeniality. The following will be strictly followed:-

- Students must attend school on all working days and be punctual to attend the Assembly. Late comers and absentees shall have their late attendance and absence record signed by their parents/guardians.
- To inculcate the willingness and likeness for using English language, and also to enhance the students' English speaking skills, conversation only in English has been made mandatory for all students in the school premises.
- The school uniform must be worn on all working days and at all school functions. Students not wearing the uniform will not be allowed to attend classes.
- The school uniform should be clean and well pressed. Students who are sloppily dressed or wearing dirty clothes are liable to be sent back home.
- Students shall bring those text books and notebooks required by their timetable, as well as their diary and writing materials to school every day.
- Books and magazines not recommended by the school shall not be brought to the school.
- All text books and copies must be covered.
- Every student must bring the school diary daily. Students are not allowed to tear any page from the diary.

- Parents/Guardia- shall check the school diary every day, take note of communication from the school and home work/assignment given and sign-in the space provided. They shall also acknowledge circulars and Teacher's remarks.
 - Students are expected to come to school with lessons revised and home work done.
 - Students shall bring only vegetarian lunch with them. Consumption of non-vegetarian food is strictly prohibited within the campus.
 - Students should obey the teachers and school authorities in all matters, and are required to follow the instructions that may be given by the school authorities.
 - Student shall Exchange salutations and greetings with everyone they meet. Books stationeries, Tiffin Boxes and Umbrellas should bear the name of the owner and should be carefully kept by the pupils. The school is not responsible for lost articles.
 - No child will be permitted to bring razor blades, knives or other objectionable objects to school. The use of pencil and sharpeners is recommended.
 - Mobiles and any other such electronic or mechanical gadgets / devices are not allowed in the school. If caught, such articles will be destroyed by the school authorities.
 - Do not borrow money from one another or from a teacher
 - Pupils are not expected to make any damage to furniture, library books and school apparatus. They are expected to take utmost care of school's property as their own property. Any damage to school property will be charged against the Cautionary Deposit. A fine of 500/- Rs. will be taken for this. H
 - Look after the property of the school and help to keep it clean and tidy. Keep your class rooms and their surroundings neat and clean as well as maintained. Do not litter the school premise. .-'
 - Students should come fully prepared to take up the scheduled examinations. Cheating or copying in any form will lead to the expulsion of the Student.
 - Driving Motor Bike/Car for coming school is strictly prohibited. They must not leave bicycles unlocked or ride in the school compound.
- I. Misbehaviour inside the school campus and during bus journey is punishable.
- Smoking, drinking and intake of drugs shall lead to the immediate dismissal of the concerned student. Act of grouping or infighting shall not be tolerated.
 - Students should be polite and courteous to the parents, teachers, friends and visitors. All students are urged to maintain high moral and ethical standards set by the school in their manners and conduct.
 - Students should obey the teachers and school authorities in all matters, and are required to follow the instructions that may be given by the school authorities.

- Students should address all members of the staff with due respect and politeness. They must be gentle and show courtesy to their companions. Self-restraint and refined manners must be practiced.
- They should know that abusive language, bullying and harassment shown to peers are banned in the school.
- Never rag your juniors. It is punitive.
- They should behave in a proper manner wherever they go. They should always remember that the school would be judged by their conduct.
- Any reported or observed objectionable conduct of the student inside or outside the campus will invite disciplinary action.
- Irregular attendance, habitual negligence in schoolwork, obscenity in word or act, serious misconduct or threats inside the school shall lead to dismissal.
- The school authorities reserve the right of discharging whose behaviour is deemed unsatisfactory. In such cases does not bind itself to give any reason.
- Students shall maintain a record of books (other than their regular school books) read by them. Students are not allowed to keep money with them or lend or borrow money or other articles while in the school.
- No jewellery including silver anklets must be worn to the school. Valuable articles not required for academic or co-curricular must not be brought to the school.
- Boys shall ensure that their hair is trimmed short at regular Girls shall plait their hair neatly into two halves with a black ribbon. Finger and toe nails shall be manicured.
- Always walk on the road, no crossing of fields/lawns in the campus. Do not pluck flowers. Pick up all papers/polythene bags them in the garbage bins.
- Students suffering from contagious diseases shall not be attend classes until the student furnishes a fitness certificate from a doctor.
- All students must take part in Physical Education and other co-curricular activities unless medically unfit or exempted by the Principal. They must have a sportsman - spirit at all times, be fair and honest at work and always be considerate the rights of others.
- No student shall leave the school premises during school hours, without the permission of the Principal. Parents are requested not to send for call away their children during school hours.
- No student shall stay back in the school premises after school hours except when advised by the Principal or teachers. The school shall not be responsible for their well-being, if they stay back aft hours without permission.
- Students shall reach school at least 5 minutes before the first bell, and not earlier than 15 minutes before the first bell, unless instructed. The school shall not be responsible for their well-being if they reach school earlier than that.
- Never postpone what you can do today. Live well by doing everything well.

- All correspondence should be addressed to the principal.

POINTS TO REMEMBER

In the School Building

- 1) Reach classes/morning assembly in time. Be punctual for all classes and school events.
- 2) Follow 'GST'; 'GST'-Greet; Smile; Thank you; May I; Please; etc.
- 3) Keep your class neat and clean.
- 4) Never omit the lessons or homework assigned. It is like missing a train that you never catch afterwards.
- 5) Be always properly dressed. Chappals / Sandals not permitted.
- 6) Always read the student notice board.
- 7) Help in the making of charts for your class.
- 8) Respect & Obey class monitors, house captains, Head boys/girls and other students on duty.
- 9) Be friendly, helpful and considerate to peer.
- 10) Display a healthy school spirit.
- 11) Never throw chalk pieces here & there.
- 12) Do not talk loudly in the school building.
- 13) Always complete your assignments.
- 14) Do not borrow money from one another or from a teacher.
- 15) Always respect your class rules.

On the Play ground

- a) Always play with the spirit of the game.
- b) Never damage sports infrastructure/ equipment.
- c) Be always properly dressed.
- d) Give your best while competing.
- e) Respect your opponent and at the end of a game, always shake hands with the competitor.

During Outings/Tours/Holidays

- a) Be in proper school dress.
- b) Remember you are school's ambassador so conduct yourself with dignity & honesty.
- c) Always go out in time & come back in time.
- d) Never argue with a shopkeeper and never lower your dignity.

- e) Always talk in English.
- f) Meet everyone with a smile.

In the Library

- a) Silence shall be observed in the Library at all times.
- b) Students shall not bring any book of their own into the Library except their note books and a pen or pencil.
- c.) Books shall be returned on or before the due date indicated on them without fail. Delay in doing so will result in a fine
of Rs. 5 per day, per book.
- d) Books can be renewed for a period of one week, provide book is not in great demand.
- e) The Librarian has the right to recall a book from students at any time, even before the due date indicated on them
- f) Before leaving the Library, books to be borrowed must be examined by the student. He/She should report any damage to the book to the Librarian immediately. A fine will be levied on books that are found damaged upon returned.
- g) If a book is lost, it must be replaced at once or duly compensated for.
- h) Reference books such as the Dictionary and Encyclopaedia cannot be borrowed. They may be read only within the premises Library.
- i) No book, magazine or newspaper shall be taken out of the Library without the permission of the Librarian.
- j) The issuing of books will be stopped 15 days before the current academic year for stocktaking and checking.

In the Laboratory

- a) Silence should be observed while doing practical work in the Laboratory.
- b) The instructions given by the Teacher and the Laboratory Assistant must be followed.

- c) Students will be responsible for any breakage or loss apparatus used in the experiment. Any breakage or loss of the apparatus used in the experiment. Any breakage or loss should be reported immediately to the Teacher-In-Charge.
- d) Students shall bring proper record books and observation notebooks to the Laboratory and immediately record all observations after the experiments are performed.
- e) Students will hand over the chemicals and apparatus us the experiment to the Teacher when the experiment is over shall not bring any chemicals or instruments into the Laboratory nor take out any chemicals or instruments from the Laboratory.
- f) Students shall strictly adhere to the safety rules and regulations while in the Laboratory.

In the Computer Lab

- a) Take off the shoes before entering the lab.
- b) Maintain perfect silence.
- c) Shifting or moving any system from its position is not permitted.
- d) Make sure your floppy disk is virus-free.
- e) Handle the keyboard gently and softly.
- f) Avoid playing with computer peripherals and wires.
- g) Incase of difficulty consult your teacher immediately.
- h) Damage caused to computer peripherals will have to be good.

On the Bus

Safety on school buses is essential. Students must be safe and sensible at all times. This means:

- to be seated while the bus is moving.
- talking quietly using polite, respectful language.
- being kind to others: no bullying or fighting.
- putting litter in the bin or in their bags and never throwing items inside or out of the bus.

- taking care so there is no damage to the bus.
- behaving sensibly so as not to distract the driver,,/ 9Lf
- showing sensitivity to others need for and comfort.

DISCIPLINARY ACTIONS

What if code of conduct is violated:

• School disciplinary committee and a perjury deal with any violation or inappropriate behaviour. All students will make efforts never to violate the code of conduct. The following punishment may be awarded if the CODE of Conduct is violated. Quantum of punishment will vary depending on the nature of violation, gravity of offence, the age category and frequency of occurrence.

- Oral warning & counseling and fine.
- Written warning/ letter to parents.
- Issue of White, Yellow, Blue and Red cards.
- Debarred from outings.
- Detailed on social service
- Suspension from school.
- Expulsion from school.

Please know that

1. White Card - absent from school for two successive days prior intimation and for pending home works. The students will report to the Class Teacher for detention during break /after school time till 6 pm.
2. Yellow Card - with warning to the student by the concerned class teacher for missing classes, reporting late to class, con interrupting the teaching process and indulging in rude and unacceptable behaviour in the classroom. The students will report to the Class Teacher for detention during break/after school time till 6 pm.
3. BLUE Card - with warning and written commitment taker student that he will not repeat his I her inappropriate behaviour and referring the student to the peer jury committee and to the counsellor for counselling. Two consecutive defaults will lead to detention for a week during the break time/after school time.
4. Red Card- with disciplinary actions as per the in disciplinary act and age category for indulging in serious offences like bunking classes, destroying or damaging school property, bursting crackers, using unfair means during tests/exams, disobedience, rudeness or violence in any form.

A RED card holder will not be allowed to avail any privileges school during the period stipulated on the card. The student will not be allowed to attend any programme, picnics or outings. The student will report to the respective class teacher during break time and PE. for detention/afterschool time till 6 pm. The defaulters will be made to sit in the library and a detention register will be maintained by the Librarian.

The date of detention will be notified to the parents through phone /notes in the diary. No transportation will be allowed, parent has to come and pick the child. Any abnormal delay in pick up by the parent will lead to a penalty of R 500/-. When parents come to pick the student after detention on discipline issues, they must sign the incident form and action taken report. Attendance will be marked during detention any absence will be reported and indicated on the attendance sheet. In case of boarders, they will report to Hostel Warden /Superintend.

POINTS To REMEMBER

1. Three or more detentions on account of disciplinary issues will lead to suspension.
2. One or more suspensions will lead to termination depending upon the seriousness of the Problem/offence.
3. Parents will be informed before winter vacation about school's decision with prior notice not to re-register in the next academic year.

For all the above measures, the Parent-Student-Teacher meetings would be held for better communication.

REQUESTS TO PARENTS

We request the Parents Please:

- Co-operate with school policies and regulations by taking general interest in their Child's progress.
- Be regular in paying of fees.
- Ensure that the child has a minimum of 85 %attendance.
- Send the child in neat uniform and maintain good personal hygiene.
- Inform the school authorities immediately of any change in the address or telephone number.
- Ensure the school bag is packed according to the time table.
- Ensure that a name tag is present in all the belongings of the child which they carry to school every day; for example in schoolbags, notebooks, text books, pencil box etc.
- Ensure that the child notes the home work daily on his/her diary and has done the work assigned.
- Ensure that the work is done by ward independently.

- Check the school diary every day, -take note of communication from the school, sign in the space provided and acknowledge circulars and Teacher's remarks.
- Sign on test papers that are sent home through the child without refusal.
- Encourage the child's participation in co-curricular events and programs of school.
- Encourage children to complete and submit the projects on time.
- Co-operate to send the items requested by the teachers for any academic activity.
- Avoid usage of abusive language to the child and refrain from beating the child for any reason.
- Be aware of the child's friends and their contact numbers in case of the child visiting out to his / her friend.
- Send the child punctually to the bus stop to get in the school bus on time and avoid waiting delays.
- Follow the timings provided for report card distribution or Parent-Teacher Meeting.
- Contact the school if the child is late from school without prior information.
- Instruct the child to avoid quarrelling with Bus Personnel or fellow students.
- Communicate to the class teachers through school diary regarding any permission for the child to come late or take any change of bus stop, any certificate required, concerns fee paid etc.
- Ensure and help the child know about personal safety precaution like
 1. To wear the Identity Card every day to school.
 2. To update the school on contact numbers for any emergency.
 3. To Inform school if the child suffers from any family illness/allergy.
 4. To provide appropriate medication during sickness.
 5. To send healthy and wholesome lunch and a nutritious snack in lunch box for day meal.
 6. To send a napkin and spoon for lunch.
 7. Equip the child with an umbrella or raincoat during rainy day.
- Check the School Diary and monitor the child if he/she is regular in his / her homework and study habits and take necessary counseling from school if required.
- Understand that there is a first aid treatment in the school for any sort Of injuries in the school which will be intimated to the par For any other treatment other than first aid, the school will administer any drugs to the child if he /she falls sick in the school and the case may be referred to a doctor by the parent if situation warrants so.
- Not to send money to the child unless there is official information from the school through the school diary or through circular.

- Provide a written letter to the Principal / class teacher and the child in person in case of any emergency during school hours.
- Adhere to the schedule provided to meet the teachers.
- Contact the School using the school land line during school hours and mobile only in case of emergencies after school hours.
- Avoid contacting teachers on their personal mobile phones and try to meet them in person by setting up a meeting time at school.
- Make use of the suggestion box system in the school to provide any suggestions or feedback to the school.
- Cooperate and provide feedback when survey forms/feedback forms are provided by the school for parents to respond.
- Involve selves in school Programmes such as Field Trips, Emergency Communication, Parent Forum etc.

Parents or guardians are invited to consult with the principal about the progress of the children.