



# Delhi Public School

Gurugram I Sector 67A

Nurturing the Whole Child

## SCHOOL RULES

1. Every student should carry his / her Almanac to school every day.
2. Uniforms are compulsory during school hours and for all school functions including all such instances where students are representing the school outside.
3. Students must come to school in uniform only. This rule applies even when they come to school for anything other than attending classes or even after school hours.
4. Students should be habitually clean and always neatly dressed. Students who are not in proper uniform will not be allowed to enter their classrooms.
5. The school reserves the right to terminate the continuance of students with unsatisfactory progress in studies or whose conduct is exemplary for others.
6. Students who are escorted to and from school in the care of domestic staff must submit an undertaking from the parent with the photograph of the nominated escort at the school office- They shall be allowed to leave the school premises with the nominated escort only if the request has been approved by the school authorities.
7. Students may not leave the school premises without their nominated escort. In case of a delay in the arrival of such escorts, parents should report the matter to the school office.
8. Non-Sikh boys should get their hair cut at regular intervals. Hair cut should be a simple boy cut. Girls with long hair must tie it up neatly into plaits.
9. Wearing low-waist trousers and skirts is not allowed.
10. Students are not allowed to wear watches and smartwatches to school.
11. Parents are requested to avail of the school bus facility to commute their wards to the school. Students should arrive 10 minutes before the start of the school.
12. Students are not allowed to bring sharp instruments (like cutters etc.) or valuables to the school.
13. The school is committed to protecting the environment and its students to be environment-friendly in all their actions. The use of polybags (plastic bags) is, therefore, strictly prohibited and students should consciously avoid its use for any purpose.
14. Students are not allowed to organise any outside premises by endorsing the name of the School.



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15. In case a student forgets to bring the tiffin to parents they are requested to intimate the school office before dropping it. Without intimation, the school office will not accept the tiffin / any other material owing to security reasons.
16. In the interest of their security, students are advised not to buy or receive any articles, gifts or food stuff from anyone en route.

## **Strict Disciplinary Action will be taken in case of violation of any of the following rules by students.**

- Damaging or disfiguring any school property.
- Bringing any publication reference books, electronic items, including mobile phones, cameras, i-pods, tablets and secondary storage devices (CDS, DVDS, drives, portable HDD, micro SD or SD cards, etc.), not relevant to academic pursuits
- Lending or borrowing of money or other articles.
- Bullying and the use of foul language is a punishable offence, whether in or out of school.
- Exploding crackers or splashing colours during Diwali/Holi or any other occasion on the school premises or school buses is strictly forbidden. Students should attend festivals and functions celebrated in the school.

## **LATE ARRIVAL AT SCHOOL**

- Students are expected to reach school 10 minutes before the start of school.
- Students arriving late will not be allowed to enter the school premises without a plausible explanation.
- The school expects the students to be punctual. Three consecutive late arrivals would lead to the student being sent back home.

## **SCHOOL TRANSPORT**

- The school provides transportation facilities to its students as per the existing routes. The routes of the school buses are drawn up and the parents should consult the School Transport charge for necessary details.

## **DISPERSAL**

- Students from Classes Pre-Nursery to VIII will be allowed to leave the school premises with parents/an authorised person ONLY on the production of the Escort Card issued by the school.
- Students who come to school with support staff (servants or drivers) will not be allowed to leave school before the concerned person arrives. The concerned person must carry the Escort Card for the same.



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## CODE OF CONDUCT FOR THE SCHOOL LIBRARY

1. Silence must be maintained in the library.
2. Library books should be borrowed for personal reading and not for sharing with others.
3. Only one book at a time will be issued.
4. Books have to be returned in 7 days. Failure to return the book within 7 days will lead to a fine.
5. Our library has well-maintained books, magazines and periodicals and they have to be returned after reading, in the same condition. Any kind of damage will entitle a fine equivalent to the cost or even higher than the cost of the publication.

## IDENTITY CARDS

### 1. Student's Identity Cards

- All students are given an Identity card at the beginning of the session. This ID card must be worn to school every day for the identification and security of the child.
- Parents must furnish details asked for the ID card.
- Loss of ID card must be promptly reported to the class teacher and an application for a new ID Card should be submitted immediately. New ID cards will be provided on payment of extra charges.
- Any amendments in the details provided on the ID Card must be reported to the class teacher on priority.

### 2. ESCORT Cards

- Parents of students using private transport/walkers are requested to collect Escort Cards from the school reception.
- Without producing the ESCORT card during dispersal, the child will not be allowed to leave the school. After producing the ESCORT Card, the school authorities will first verify the details and then hand over the child to an adult.
- Parents/Guardians are requested to cooperate with the school staff during security checks and verification.

## SCHOOL FEE RULES

Fee is payable quarterly as per the schedule given below:

<b>1st Quarter</b>	April- June
<b>IInd Quarter</b>	July- September
<b>IIIrd Quarter</b>	October – December
<b>IVth Quarter</b>	January – March



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Gurugram I Sector 67A

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- School fee is payable from 1st to 10th in the first month of every quarter starting from 1st April, 1st July, 1st October and 1st January.
- In case of direct deposit/transfer, please deposit the fee receipt in the accounts department.
- If the 10th happens to be a holiday, the fees will be accepted the next working day without any late fee.
- For fees paid after the last date of every quarter, a late fee of Rs. 100 per day will be charged.
- In case of delay in transport and daycare fees, the fine is applicable as above. This fine will not be waived under any circumstances.
- If the tuition fees for two consecutive months remain unpaid, your ward's name will be struck-off from the school roll and re-admission will have to be sought on payment of admission fee again, subject to availability of seats.

## MODE OF PAYMENT

1. Payment of fees will be made by ERP Mode or Online.
2. Parents can make a fee payment by downloading 'School Application' available on Google Play Store by searching the keyword Edunext Parent 2.0' or 'Edunext Parent'.  
**School Code:** DPSG67  
**User ID/User Name:** Admission Number of your ward  
(e.g. DPS67-2023-PN-0020) only last 4 digits e.g. 0020 to be entered  
**Password:** student123
3. Parents using ios / iPhone may follow the following procedure for downloading the School App:
  - On the App Store search and download 'Edunext Parent 2.0' or 'Edunext Parent'.
  - App will ask for the School Code. You need to enter '**DPSG67**' and press proceed.
  - A prompt for User ID and Password will appear.
  - User ID is the Admission Number of your ward (e.g. 0020)
  - Default Password is student123
4. NO FEES IN CASH WILL BE ACCEPTED IN THE SCHOOL OFFICE.

## ABSENCE FROM SCHOOL

1. No student who has been absent on the previous day will be admitted to the class until the parent sends a written application, addressed to the Principal stating the reason for leave.



# Delhi Public School

Gurugram I Sector 67A

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- Absence from school for more than 3 consecutive days is not allowed, except on medical grounds, subject to information being provided beforehand via the application. A Medical Certificate and Prescription (photocopies) should be submitted to the class teacher on joining back.
- Students who require medical attention during school hours may be sent to the school Sick Bay by the teacher concerned, who will enter the nature of the complaint and sign the "School Sick Bay Record" section of the Almanac.
- Absence without leave or unexplained absence for more than ten consecutive days renders the student liable to have his name struck off the rolls. Re-admission may be granted only after payment of a fresh admission fee.
- All students are expected to attend school on the opening day after vacations. Absence of three days without permission after vacation would attract strict disciplinary action.
- It is compulsory for the students to complete 75% of attendance in each term to make them eligible to take the Assessment / Examination.
- A student, returning to school after suffering from an infectious or disease mentioned below, should produce a doctor's fitness certificate permitting him to do so. Students suffering from the following diseases must observe the prescribed period of quarantine before returning to school.

Chicken Pox	Till the scabs fall completely.
Cholera	Till the child has completely recovered.
Measles	Two weeks after the rash disappears.
Mumps	Until the swelling has gone; about one month.
Jaundice	Six weeks
Conjunctivitis	One week
Whooping Cough	Six weeks
Swine Flu	Two weeks
COVID 19	As per the latest government guidelines



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## SPORTS/HOUSE UNIFORM

All students must wear the Sports/House Uniform specified for each house every **Wednesday** and when they have Sports/PE in their class time-table and are participating in any sports activities.

	House Name	House Color
1.	Aqua (Water)	Blue
2.	Ignis (Fire)	Red
3.	Terra (Earth)	Green
4.	Ventus (Space)	Yellow

## GENERAL RULES FOR ASSESSMENT

- Attendance is compulsory for all the tests held during the year, failing the students will be awarded zero. The student has to appear for the examinations to be considered for promotion to the next class.
- Assessment scheduled for the day may be conducted anytime during hours as per the requirement of the day's schedule.
- A minimum attendance of 75% of the total number of working days in term is compulsory. On medical grounds, attendance will be as per CBSE norms.
- Students who report late for any of the examinations/assessments will not be given any extra time for taking the examination.
- Unfair Means: Students using unfair means during any of the will be awarded zero in that subject. Parents of such students will be called to the school where both parent and child will be asked to give an undertaking that if the same is repeated in future, then the child will be given T.C. without any explanation.
- There is no provision of conditional promotion and promotion will strictly be granted as per CBSE norms.
- Requests for Achievement Profile before result declaration will not be entertained.
- Parents are requested to plan their outstation trips two days after the last of the exam. This will enable us to create a buffer in case of emergency closure of the school.



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- All types of correction (totalling mistakes, unmarked questions, etc.) in answer scripts should be brought to the notice of the subject teacher concerned on the same day. Any change thereafter will not be taken into account while preparing the final result.
- A duplicate statement of marks/grades may be issued by the school office on submission of a written request.
- The school arranges for students to participate in various examinations conducted at the National level. Students wishing to participate will have to pay the fee as required by the body conducting these tests. Besides, the students will also be required to pay for the travel and boarding.

\* Examination / Evaluation Pattern is subject to change depending on directives from CBSE.