

## School Timing and Visiting Hours

### School Timing :

Summer Timings : 9:00 A.M. to 1:00 P.M. (LKG to II )  
7:45 A.M. to 2:00 P.M. (III to XII)  
Winter Timings : 9:45 A.M. to 2:00 P.M. (LKG to II )  
8:45 A.M. to 3:00 P.M. (III to XII)

### Visiting Hours :

Principal : 9.00 A.M. to 11.00 A.M.  
Teachers : Can meet with prior appointment.  
**Office Timing :**  
10.00 A.M. to 4.00 P.M.

**Note – 1st, 2nd & 4th Saturday is working for all the students.  
3rd Saturday is off for all the students.**

## CODE OF CONDUCT FOR THE STUDENTS

The Code of Conduct details the policy of **Delhi Public School, Balotra** about appropriate student behavior, as well as procedures for disciplinary action. The Code is designed to emphasize the importance of creating safe, welcoming school environment that supports student learning.

### GENERAL DEPARTMENT

- (a) Our students should be polite and disciplined wherever they go. They should always remember that the school is judged by the conduct of its students.
- (b) They should greet all the teachers, helpers and other staff members whenever and wherever they meet them.
- (c) Bullying, use of foul language and vulgar behaviour will lead to strict action.
- (d) They should never be cruel and should know that cruelty is the trait of a bully while kindness is the mark of a gentleman.
- (e) They should look upon people from all parts of the world and all walks of life as their brethren irrespective of their caste, colour and creed.
- (f) During teaching hours, students should not move out of the class (without pass/ Permission). In case students found guilty of doing so, then they will have to pay penalty

### UNIFORM/DRESS CODE

- (a) Hair must be regularly trimmed. It must not cover the forehead or touch the collar. Girls must tie their hair in neat ponytails or plaits. Only green hairclips / hair bands must be worn.
- (b) Blazer is a part of the winter uniform and must be worn.
- (c) They should take pride in wearing their school uniform. They should not wear the school uniform in any public place outside school, without prior permission.
- (d) Proper length of skirts (Not above the knee) and shorts must be adhered to. Black shoes must be as defined in the uniform.
- (e) All students should have clipped nails. Girls are not permitted to wear nail paint.

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- (f) Students are not permitted to wear expensive or flashy Jewellery, watches and other accessories.
- (g) If earrings must be worn then they must be small hoops or studs. Nose rings, bangles, rings, bracelets, tattoos, mehendi, hair colouring of any kind are strictly not permitted.
- (h) Proper school uniform is must regularly to all the students. (except Birthday, special occasion or permission granted from school side)

### ARRIVAL AND DEPARTURE

- (a) Students are expected to have strict adherence to school timings. Students will not be permitted to enter the school after commencement of school time and can be asked to go back.
- (b) If students arrive late to school, parents will be called to take the children back. Latecomers will not be allowed to attend the regular classes in order to maintain the decorum of the school. (fine can be implemented)
- (c) The school also provides provision of dropping the latecomers back only after the written consent is given by the parents.
- (d) Students must report to class on time after break or activity periods.
- (e) For private commuters, the Departure must be from the designated gates only. No child will be handed over to the escort in the absence of the supervision card. If in case there is no supervision card, it is mandatory to take the exit slip from the school reception.
- (f) Students must board the school bus within 5 minutes of dispersal. Entry in the buses will be prohibited after the due time.

### CLASSROOM

- (a) They shouldn't argue with teacher/ elder in class/ school.
- (b) They should respect the aesthetics of the classroom and of the school premises and report any damage caused, to the teachers. Students must not litter classrooms, subject rooms, laboratories and corridors.
- (c) They should stand when any teacher or visitor enters the classroom.
- (d) They should never hesitate to say 'NO' when asked or tempted to do a thing, which they know is wrong.
- (e) They should not waste their time in idle gossip.
- (f) No shouting or whistling is allowed in or around the school building. Running in corridors is strictly prohibited.
- (g) Throwing things outside the window, physically hurting anyone inside the classroom, in the corridor or outside the school, throwing any object at anyone is strictly forbidden.
- (h) While entering/ leaving the class they should take permission of teachers.

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### BEHAVIOUR CODE

- (a) Students must converse in English ONLY during school hours.
- (b) Courtesy and politeness will be the hallmark of the pupils, who must greet all staff member, visitors and elders, showing due respect at all times.
- (c) Classroom discipline should be maintained.
- (d) Pupils must avoid loud talk in and out of classes, and also chorus answer. Silence in corridors, in the library and laboratories are a must.
- (e) Damage to school property will be penalized.
- (f) A penalty of **Rs.100** Will be charged if they use any vernaculars language in school premises. Being a student's an English medium school all their correspondence should be in English only.

### PUNCTUALITY, REGULARITY, LEAVE OF ABSENCE

- (a) Students must have a minimum attendance of 75% during the academic year in order to take the school examinations for X & XII Board 100% attendance is compulsory.
- (b) In case of missing school, a leave application must be presented to the school duly signed by the parents/guardian.
- (c) Repeated absence without leave or unexplained absence for more than 10 consecutive days renders the student liable to have his/her name struck off the rolls.
- (d) In case of absenteeism due to illness, students must present a medical certificate to the school.
- (e) Long leave may only be taken with the prior permission of the Principal and application must be sent to school for the same.
- (f) No Student is permitted to leave school during school hours without a valid permission slip from the Principal/Coordinator.
- (g) Students will not bunk classes while in school. Strict action will be taken against defiance of this rule.

### EXAMINATION CODE

- (a) They should never cheat, be unfair, steal from others or borrow others' belonging during the Examination. If caught doing so, the Examination will be cancelled.
- (b) In case of absence from the examination, **NO RETEST WILL BE HELD.**  
(CASES UNDER MEDICAL CRITERIA WILL BE INDIVIDUALLY CATERED TO)
- (c) Retest for the Final examination will not be conducted under any circumstances. Average marks will be awarded to the child.
- (d) In case of full working day, students are not allowed to leave after the periodic test under any circumstances. Medical cases will be attended to only at the sole discretion of the Principal.
- (e) Leaving the exam room during exam will not be entertain.
- (f) Result will not be delivered digital made.

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### SCHOOL DOCUMENTS

- (a) The almanac and school identity card must be brought every day.
- (b) Notebooks must be maintained properly and kept neatly. Time-table must be austere followed.
- (c) Under no circumstances will the private commuters be sent back home without showing the ESCORT cards at the gate.

### MOBILE OR DIGITAL TECHNOLOGY

- (a) Students are not permitted to carry mobile phones in the school premises. In case a student has to carry a phone for extraneous reasons, arrangements will be made to deposit the phone at the school office during school hours. If not done, the school has the right to confiscate the mobile phone.
- (b) Students will not indulge in inappropriate use of the school computers or networks.
- (c) Students are not permitted to bring valuable electronic devices (i-pods, laptops, cameras, tablets etc).
- (d) Strict action will be taken if it comes to the notice of the school authorities that any student is involved in possession and circulation of inappropriate digital content on any port & social media or digital gadget.

### BIRTHDAY CELEBRATION POLICY –

- (a) No child must bring any gifts for distribution either to the teachers or to their peers. Distribution of pens as gifts to teachers is also strictly prohibited.
- (b) The Birthday child should bring a Sapling with his/her name written on the pot for the school.
- (c) Toffees or Chocolates (if sent for distribution) must cost under Rs.10 only. No juice /chips/other goodies will be distributed. We will send the packet back if the parents do not adhere to the birthday policy.
- (d) Casual but decent birthday dresses can be worn by children of Pre-Nursery to III ONLY. Students of Classes IV- XII must come to school in their UNIFORM ONLY on their birthday.

### BEHAVIOUR IN THE BUS

Be ready in the morning at the schedule time and place for the school bus to arrive. Students shall not:

- (a) Play on the road or street while waiting for the bus
- (b) Put their head or hands out of the windows.
- (c) Mar or deface the school bus.
- (d) Fight on the school bus.
- (e) Strike or threaten bus driver or bus attendant or use profane language.
- (f) Throw objects inside or out of the bus.

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### PROHIBITIONS

Students are not allowed to upload any school photograph (On the social media). Any student indulging in such an activity on the social media will face disciplinary action.

### STUDENTS ARE PROHIBITED TO BRING TO SCHOOL

- (a) Any objectionable literature
- (b) Any valuable items
- (c) Any equipment /material like scissors, paper cutters etc. which may cause injury or hurt to others.
- (d) Any chewing gums.
- (e) Any mobile, electronic gadgets, CD's etc.
- (f) Any inflammable

### ANTI-BULLYING POLICY

The school will show zero-tolerance to any of the following acts of bullying done by its students-

- (a) Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student and employee movement, or unwelcome physical contact.
- (b) Verbal – taunting, malicious teasing, insulting, name calling, making threats, or telephone calls.
- (c) Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- (d) Cyber Bullying – the use of information and communication technologies such as e-mail, cell phone text messages, instant messaging, defamatory personal websites, computers, other electronic devices, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm, humiliate, tease, intimidate, or harass others.

### MONETARY TRANSACTIONS

- (a) The school never asks for any money through verbal messages. Money required, if any, will be notified through a School Circular only.
- (b) Students are not allowed to have money in their possession in the Campus except for the limited amount for the canteen.
- (c) The limit for the canteen is Rs. 100 ONLY. Students will have to adhere to this limit failing which, the money will be confiscated

## School Rules

1. Every student should carry his/her school almanac to school everyday.
2. Students should be habitually clean and always neatly dressed. The school uniform, should be worn on all working days and for all school functions. Students who are slovenly dressed or not in uniform will be sent home.
3. Non Sikh boys should get their hair trimmed at regular intervals.
4. Shouting or whistling is not allowed in the school premises.
5. Care must be taken of all school property and no student should scratch or spoil the desk or charts or damage any school furniture; write or draw anything on the walls or in any way damage things belonging to others. Damage done even by accident should be reported at once to the class teacher or to the principal.
6. Lending or borrowing of money and other articles is not permitted.
7. The name, class and section of the pupils should be clearly marked on all belonging of the student, Blazers, Coats and jerseys should also bear the names of the students.
8. A child who fails twice in the same class will not be permitted to continue his/her studies in the school.
9. Late comers, uniform defaulters and children who do not do their home work regularly, will be sent not back home.
10. A student who uses unfair means during tests will be given zero in the subject and warning letter will be issued. Repetition of the same will result in dismissal.
11. Office bearers will wear their respective badges daily.
12. Student must always come to school in their school uniform specially on PTM's.