



RULES AND REGULATIONS OF THE SCHOOL

1. Students should bring their almanac every day, and books and notebooks according to the Time-table
2. Strict regularity, implicit obedience, courtesy in speech and conduct and cleanliness of dress are some expectations from every student. Students must strictly conform to the regulations laid down in this regard.
3. Carrying valuable articles like expensive or fancy watches, stationery items, ipods, CDs, DVDs, magazines, mobile phones or any other electronic gizmos to school is strictly prohibited. If a student is found in unauthorized possession of any of the above mentioned gadgets, it shall be confiscated and will remain in the custody of the school for three months from the date of confiscation. The SIM may however be returned to the parent. Strict action against defaulters will ensue if this act of indiscipline is repeated.
4. Students are not allowed to wear fancy jewellery or clips. Girls are not allowed to wear more than one pair of small-sized, decent, age and school student appropriate nose ring, earring or stud. Boys are not allowed to wear earrings. Wearing bangles, chains, rings, bracelets, tattoos of any kind is strictly prohibited.
5. Girls' hair must be plaited or tied back if it reaches the shoulders. If ribbons are worn they must be of green colour. No fancy hair-clips or other accessories are permitted.
6. Non-Sikh boys' hair must not touch the collar and should be cut a little above the ear-lobe in a student appropriate manner.
7. The name, grade and section of the pupil should be clearly marked on all belongings of the student. Blazers, jackets, vests, jerseys and shoes should also bear the name of the student.
8. A student who uses unfair means during a test or examination may be given a zero in the subject and a warning letter. Repetition of the same will result in his/her dismissal.
9. Students are not allowed to use the school telephone except in an emergency with the permission of the Parent Care Executive. They will not be called to answer phone calls during school hours.
10. Non-vegetarian food is strictly prohibited within the school premises and buses. Students should bring only wholesome food to school. Junk food like- fizzy drinks, 'kurkures' etc. are strictly prohibited.
11. Students who come to the school by private transport should reach the school five minutes before the Home Room period. Disciplinary action will be taken against the students who are habitually late to the school.
12. We are deeply concerned about the safety and security of our children. Please note that no child can be taken home during school hours. In case of an emergency, the Principal/IC may be contacted, permission and gate-pass should be obtained before child leaves school premises.
13. Leave of half day / early leave after a Weekly Test should be avoided for security reasons.
14. The pupils are responsible to the school authorities not only for their conduct in the school but also for their general behaviour outside. Any reported objectionable conduct out of the school premises on the part of pupils will make them liable for disciplinary action.
15. On every school day and during school functions and outings, students should be in the school uniform. Wearing the school uniform is obligatory.
16. No collection of money / gifts for any purpose is to be made. Violation in this regards will be viewed very seriously.
17. Children must compulsorily speak in English in the school campus and in the bus.
18. Movement to classrooms between periods should be done in silence and in an orderly manner.
19. Running, playing, whistling or shouting inside the school building is not permitted.



20. Students are not allowed to bring sharp instruments like knives, blades, nail cutters, scissors etc. to the school.
21. Exploding crackers during Diwali or splashing colours on Holi or on any other occasion in the school premises or school buses is strictly prohibited. Non-compliance with these instructions can result in expulsion from the school.
22. A warning bell will be sounded shortly before the interval (lunch break) ends. This should be a clear indicator for students that they should start moving to their classrooms.
23. Students should not enter the staff rooms without permission of teachers.
24. Care must be taken of all the school property and no student should damage, deface, destroy or spoil desks, chairs or other furniture or write/draw anything on the walls or in no way damage the things belonging to others. Any reported damage will be dealt with strict action. In case of vandalism, the cost of damage incurred will be borne by the defaulter and additional fine of Rs 2000/- will be levied.
25. Students using the Computer, Physics, Biology, Biotechnology, and Mathematics labs, MID rooms, Smart Classes and Auditorium are expected to be careful while using the equipments therein.
26. Students are not permitted to colour their hair or use hair gel.
27. The school does not accept responsibility for loss of books, pens, money or valuables. Students shall not bring valuable articles or cash to school.
28. Students should be made responsible to take care of their personal belongings. In case a child loses any of his/her belongings, he/she may claim it from the Lost and Found Room after reporting the matter at the reception.
29. Children are instructed not to bring or play with balls, cricket bats or hockey sticks except on the playground. No student is permitted to bring any board/computer/video game to class without permission from school.
30. Participation in games and other co-curricular activities is compulsory. Exemption may be granted only on medical grounds.
31. No student is allowed to drive a motorized vehicle to school. Any student found using the same may be rusticated.
32. For disciplinary reason, availing of school transport is recommended for students of Grades IX to XII.
33. No chewing gum or stimulant is permitted anywhere in the campus.
34. The selection of students for outbound trips will depend on his/her academic performance, attendance, overall conduct and discipline. If a student is not found adhering to any of these parameters, the management will have the right to cancel his/her trip.
35. The school is not to be used as a mediator or vehicle of extending personal/family invitation for functions at home of any child.
36. The school has zero tolerance policy for -
 - a) physical violence/bullying by any student
 - b) use of alcohol, tobacco and narcotic drugs by any student even outside school premises
37. All the students and their parents/authorized guardians must possess identity cards issued by the school.
38. If a pupil is escorted by his guardian or a home escort, the escort must carry the parent ID card for proper identification.
39. The pupil must carry his/her ID card to school and to all places of school activities in which the pupil is participating.
40. Before you sit, check the computer for damage and report the problem, if any, to your teacher.
41. Use only those programs which are specifically assigned by the teacher.
42. Do not use the internet unless specifically instructed. Strict action will be taken against students found misusing the internet.
43. Do not play online games or music in the lab.
44. Do not store any personal files in any folder.
45. Failure to follow these rules will result in suspension from the lab.



ABSENCE

1. Repeated absence without information or unexplained absence for more than five consecutive days shall render a student liable to have his/her name struck off from the rolls.
2. No student who has been absent will be allowed to attend classes until a letter from the parent stating the reason of absence is given to the class teacher.
3. A student will be granted leave only on medical grounds or for any emergency.
4. Wilful absenteeism a day before a test/examination is strictly discouraged as the absentees miss valuable revision lessons and instructions.

WITHDRAWAL

1. Transfer Certificate will be issued only after all dues to the school have been cleared.
2. Students can be asked to withdraw from the school on the following grounds:
 - a) indiscipline
 - b) unsatisfactory progress in school work
 - c) issue of six red cards throughout his/her academic tenure
 - d) issue of two yellow cards during his/her academic tenure will also lead to expulsion
3. A student who fails twice in the same class is not permitted to continue with his/her studies in the school.
4. One clear calendar months' notice in writing or a month's fee in lieu of notice must be given before the pupil is withdrawn.
5. Those who leave the school in between the session must (for any reason) pay the fees for the month last attended.

ATTENDANCE

1. Students must be present in the school campus before commencement of HR period and should go straight to their classrooms after they alight from their buses.
2. It is mandatory for the students to be present on the first and the last working day immediately before or after any vacation.
3. Irregularity in attendance will be viewed seriously and could result in detention or dismissal. A student's absence must be supported by a note from the Parent or Guardian for genuine reasons of absence.
4. To meet the promotion criteria 75% attendance is compulsory in both the terms.

FEE PAYMENT SYSTEM

1. There will be only two modes of fee payment
 - a) NACH (NATIONAL AUTOMATED CLEARING HOUSE)
 - b) NEFT (NATIONAL ELECTRONIC FUND TRANSFER)
2. It is important that fee is paid quarterly by 5th April, 5th July, 5th October and 5th January.
3. Late payment will attract a fine.



General Guidelines & Recommendations to Parents/Guardian

As the school lays great emphasis on discipline, any slackness, disobedience and disregard of the rules will be dealt with firmly. Any negligence of good manners or code of conduct, any work or action likely to lower the image of the school, is to be regarded as breach of school discipline. (The school reserves the right to expel students whose diligence or progress in studies is considered unsatisfactory or whose conduct is harmful to other students. Immorality, insubordination or contempt of authority, breaking bounds and causing damage to school property are always sufficient reasons for immediate expulsion or rustication).

1. Parents are requested not to enter classrooms to see their children or teachers during school hours.
2. Parents are required to inform the school if there is any change in their address or telephone numbers in the prescribed pro-forma available at the City Office.
3. Children should not be sent to school if they are sick.
4. Parents' attention is drawn to the fact that criticism of the school or teacher in the presence of a child should be scrupulously avoided because it causes the students to lose respect for their teachers with the consequent failure to learn from them. This also retards their progress.
5. In case of any legitimate complaint, please meet the Principal/In-charge at the earliest or send a written complaint. The authorities concerned will look into it personally.
6. Any communication made by the parent/guardian should be addressed to the Principal and sent through the In-charge/Class Teacher. The name of the student, address, phone number, enrolment number and grade/section should be clearly mentioned in the application.
7. Parents should put their signature on the progress report card/sheet and return it to the school within three days from the date of its distribution. If the progress report is lost or mutilated, a request for a duplicate can be made along with the payment of the required fine of Rs. 1000 at the City Office.
8. Parents are required to co-operate with the school in order to help their children progress by paying attention to their regularity, punctuality and discipline and to take interest in their wards' work. They should check the Almanac every day and note the homework and other instructions given. They are advised to check the bag of their ward to see if he/she has brought something that does not belong to him/her or is carrying age inappropriate articles. Please note that checking your email-id, the school website and official facebook page for any information regularly is necessary and important.
9. Your ward must take care of all school property and if he/she causes any damage to the same, it will be compensated by him/her with a payment of fine imposed for the offence. The student will also have to face strict disciplinary action as decided by the school authorities.
10. It is compulsory for all students to attend school on the re-opening day after a vacation or semester.
11. Absence of a student just before and immediately after the vacation without any written information would call for strict disciplinary action against him/her and his/her name may be struck off from the rolls.
12. Those students whose parents avoid meeting the authorities, when advised to, may not be allowed to attend classes.
13. Parents are requested to personally see off and receive their wards at bus stops along with Parent's Identity Card.
14. Parents and guardians should understand that absence of their ward during the term is not in their best interest. It is expected that they do not apply for leave if it is avoidable. Leave can be granted to students only on the following grounds:
 - serious illness or death of a very near relative.
 - for a condolence visit, if custom so demands.
 - to attend a marriage in the family.
15. Parents and guardians are requested to read and explain the school rules to their wards.
16. Collection and distribution of lunch packets and other belongings is not the responsibility of the school.



17. Students are not allowed to bring sweets, presents, etc. to school for any occasion like birthdays, Teacher's Day, Children's Day or on any other festival.
18. Parents are requested not to enter school buses to see off and receive their wards.
19. Parents should not try to overtake and stop the school bus to facilitate the boarding of their wards as it endangers the safety of the bus. Such attempts would lead to strict disciplinary action.
20. Parents should not argue with the teachers present in the bus or the conductor/driver. If there is any problem, a written complaint to the Transport In Charge or to PCE (City Office) should be given.
21. Parents or their representatives are requested to carry the Parent's Identity Card when visiting the school to attend any function organized by the school or to collect their wards.
22. Our school is a polythene bag-free zone. Parents are requested not to send or bring any articles like tiffin, stationery, craft articles etc. to school in polythene bags.
23. Students are not permitted to use correction-fluid for correction in their note-book or during exams.

To get the best from the school for your child, you are advised to maintain close contact with the school. We earnestly recommend parents and guardians to look into their ward's almanac every day. Parents are requested to read the almanac carefully as this is an important link between them and the school which acquaints them with the school rules. You are requested to ensure that the Students Particulars and the Medical History are carefully filled in within a week and bears your signature. Parents may write to the school or e-mail at: office@dps.ac.in about issues concerning their ward or for seeking advice. Your letters will be replied to, after discussion with the concerned member(s) of the staff.

MEDICAL

1. All parents are requested to impart Health and Hygiene Education to their children so that they:
 - do not come to school empty stomach. It is advised to give some solid food with milk.
 - clip their nails once in a week or every Sunday.
 - maintain personal hygiene.
 - exercise regularly.
 - sleep at least eight hours daily.
 - eat a balanced diet, nutritionally rich in proteins and vitamins.
 - avoid consumption of ice-creams etc. and other eatables from road side vendors or outlets.
2. Immunize their child with the following:
 - (i) BCG
 - (ii) DTP
 - (iii) Oral Polio
 - (iv) Measles/MMR
 - (v) DT-at 5 years/10 years/16 years of age and if any injury occurs.
 - (vi) Typhoid
 - (vii) Cholera
 - (viii) Hepatitis B
 - (ix) Meningitis
3. Students suffering from diseases such as Chickenpox, Cholera, Measles, Mumps and Jaundice must observe the prescribed period of quarantine as mentioned below:

a) Chickenpox	—	Two weeks
b) Cholera	—	Till the child is completely cured
c) Measles	—	Two weeks after the rashes disappear
d) Mumps	—	Until the swelling has disappeared
e) Jaundice	—	Six weeks after recovery



4. Parents are requested not to send their ward(s) to school if they are suffering from any infectious disease like Chickenpox, Conjunctivitis, Dermatitis, Scabies etc. until the quarantine period is over.
5. Students suffering from chronic diseases like asthma, epilepsy, rheumatic heart disease etc. are advised to be under continuous medical supervision of a specialist doctor. History of their illness with the specified treatment and the doctor's contact number must be communicated to the school.
6. Students who are medically unfit shall not be allowed to take class tests or examinations.
7. A student returning to school after suffering from any kind of illness is required to bring a medical certificate from the consulting doctor on joining the school, a copy of which must be submitted in the school clinic endorsed by the school doctor.

Disciplinary Measures

Parents are requested to be aware of the School norms and rules so that they can support the school whenever their ward indulges in any wrong behaviour. It will be in the interest of the child in the long run.

The following points may be noted:

1. Positive behaviour is encouraged in school and is acknowledged when shown.
2. Children are encouraged to respect their environment and exhibit skills of fellow feeling.
3. Students should move in the school in an orderly, courteous and quiet manner and settle to work quickly.
4. Students can go to the playground or leave the class only with explicit permission from the teacher.
5. Students should not move outside their classrooms in between the periods.
6. Punctuality is essential at all times. Entry of students is not permitted after the commencement of the school as per the school timings.
7. No student will loiter in the school campus after the respective bells have rung. Their manner of movement should be quiet and orderly. When using staircases and corridors students must keep to their left.
8. When behaviour is inappropriate/unacceptable it will be dealt with immediately by the teacher/IC or Principal so that the student understands the consequences of his/her actions on self and others.

The entire school is equipped with CC TV CAMERAS. However, there are some children to whom the presence of camera makes no difference and they tend to indulge in hostility and violence. If any child is caught indulging in such activities, the minimum suspension period will be 30 days.

The following disciplinary measures may be adopted by the school in dealing with students behaving in an unruly manner:

1. Oral warning and counselling
2. Written warning
3. Detention during the break or after school
4. Suspension (ranging from 3 days to 30 days)
5. Rustication

Students indulging in aggressive or very violent behaviour will be dropped to school and picked up from the school by their parents. They will not be permitted to travel by the school bus.

RED CARD

Irregular attendance and lack of punctuality, failure of the student to be in proper school uniform over a period of time, any act of misconduct or misbehavior will lead to issuing of a Red Card, which has to be signed by the parent, class teacher and the Principal each day of the week for which the student has been issued the Red Card.

If progress during the week is satisfactory, the Red Card can be discontinued.

Six Red Cards issued to the student throughout his/her tenure would lead to his/her expulsion from the school.



YELLOW CARD

Serious offences which reflect adversely on student's conduct e.g., breaking bounds, disobedience and telling lies, may lead to the issuance of a Yellow Card which will deprive the offender of privileges in the school for a week. A student with a Yellow Card has to carry the Yellow Card with remarks written on it for the total duration of his/her punishment. He/She is not allowed to attend any programme, picnics or outings. The receipt of two Yellow Cards will lead to the expulsion of the offender from the school on disciplinary grounds.

THE SCHOOL RESERVES THE SOLE RIGHT TO DISMISS A STUDENT WHOSE PROGRESS IN STUDIES IS CONSISTENTLY UNSATISFACTORY OR WHOSE CONDUCT IS HARMFUL, OBJECTIONABLE OR INJURIOUS TO OTHER STUDENTS. IMMORALITY, CARRYING OBSCENE MATERIAL AND LOGGING ONTO OBSCENE WEBSITE, GRAVE INSUBORDINATION, DISOBEDIENCE, CONTEMPT OF AUTHORITY OR WILLFUL DAMAGE TO SCHOOL PROPERTY ARE SOME OF THE REASONS FOR IMMEDIATE DISMISSAL.



Developmental Procedures

House System

In order to inculcate belongingness and team spirit and also a healthy spirit of competition, students of Nursery to grade XII have been divided among the following six houses with the corresponding mottos:

Chenab	Impetus for Excellence
Ganges	Faith and Perseverance Merit Success
Jhelum	Equal Opportunity for All
Ravi	Commitment to the Core
Satluj	Victory Belongs to the Most Persevering
Yamuna	Test for Ingenuity

To ensure the development of leadership qualities in the students, each House is headed by a House Captain and Vice House Captain. These Houses assume the responsibility of conducting assembly and maintaining discipline in the school. All Houses work under the guidance of House Mentors assisted by House Tutors.

The Student Council comprises the Head Boy, Head Girl, House Captains, Vice Head Boy, Vice Head Girl, House Vice Captains, Academics, Responsibility, Cultural and Sports Captains. They are monitored and supervised by the House Mentors and House Tutors.

The Student Council members meet periodically to discuss common problems and they learn to share a sense of solidarity, loyalty and team spirit.

ENHANCEMENT CLASSES

The school arranges extra enhancement classes for academics (Nursery to Grade II) and co-curricular activities (Grades I and II) before the school hours.

The parents are expected to co-operate by dropping their wards in the morning to school.

The school arranges extra enhancement classes for academics and co-curricular activities within school hours for grades III to XII.

AWARDS AND COMMENDATIONS FOR ACADEMIC EXCELLENCE

Nursery to Grade II

Students showing outstanding performance in curricular and co-curricular activities are awarded badges and certificates in order to motivate them to continue doing the good work.

Grades III to XII

Scholar badges and certificates are awarded every year to meritorious students on the basis of their overall performance in academics.

Merit and participation certificates are issued to students throughout the year for various activities and competitions at the intra-class, inter-class and inter-house levels.

PUBLIC EXAMINATION

The school encourages students to participate in National Cyber Olympiad and National Standard Examination in Physics, Chemistry, Biology and Mathematics. Special classes for National Talent Search Examination (NTSE) are arranged by the school in-house for selected students free of cost. The school also encourages the students to prepare and take other meaningful examinations of reputed organizations across the globe.

Other Services

SCHOOL CLINIC

The school has a fully equipped four bed clinic in the senior wing and two bed clinic in Foundation Campus. A doctor and/or trained nurse are available during school hours on all working days. Apart from giving first aid during the school hours, the clinic is meant for:

- *conducting Health and Hygiene checkup of the students
- *organizing check up by specialists during the Health Week
- *providing Health Education to the students
- *providing safety and first aid education to the students
- *maintaining health records of the students

SCHOOL COUNSELLORS

The school counsellors are specialists in Child Psychology and, therefore, play a vital role in the development of children who need special care or attention.

The counsellors identify such children and help teachers and parents to deal with these children effectively.

Parents may take help of the counsellors in case they find a change in the behavioral pattern of their wards.

The counsellors can also help in cases of learning disabilities, handling hyperactive children, slow learners and children with temporarily changed behavioral pattern due to bereavement/ illness in the family or due to some external factors.

LEARNING DISABILITIES

A child with a learning disability is said to 'learn differently'. Early identification and remedial teaching using multi-sensory techniques helps a child overcome his/her difficulties to a very large extent.

Famous personalities like Isaac Newton, Winston Churchill, Leonardo-da-Vinci and Albert Einstein all had difficulty in learning to read and write. So it is of utmost importance that we not only help the child to learn differently but also identify his/her strengths and provide proper training and guidance so that he/she may excel in life.

We at DPS Agra ensure that all children get individual attention they deserve so that we may identify their strengths and challenges and work towards making each child a successful human being.

CAREER COUNSELLING

Career counselling and guidance to students and their parents is provided periodically through an expert professional counsellor and guide appointed by the school. Parents are given an opportunity to consult the expert on a one-to-one basis for students of grades IX to XII.

SMART CLASS OVERVIEW

Our classrooms are equipped with 42 inch LCD screens/white electronic boards with intelligent processors, wireless mouse and keyboards to offer a complete end to end technology integration model for enhancing the sharing and learning process. Smart class is a comprehensive solution designed to



assist teachers in meeting with their day to day classroom challenges and enhancing students' academic performance with simple, practical and meaningful use of technology with instant access to relevant instructor led multimedia content. The instruction materials are mapped exactly with the specific curriculum guidelines for use in class.

Furthermore, each student is given an answering remote known as a sensor with an unique answering code to facilitate the learning process. After a lesson is learnt and in order to know the learning outcome, a number of questions appearing on the LCD screen, are required to be answered by the pupil by pressing the appropriate button on the remote. The scores achieved by the student individually vis-a-vis the whole class then gets generated automatically for further assessments.

School Library

The school library is open to all bonafide students of the school. All the classes are provided with one library period per week. The students should observe the following rules:

1. All students must come to the library in a single file.
2. They must maintain absolute silence in the library.
3. The library has an 'open access system', i.e., the children are allowed to go directly to the shelves and take a book of their choice.
4. They must keep the books back on the same shelf after reading them.
5. Maximum of two books can be issued to a student.
6. The students of grades I and II can be issued one story book (Hindi or English) every fortnight for a period of one week.
7. The students of grades III-XII can be issued one Hindi book and one English book every fortnight for a period of one week.
8. Students must return their library books at the counter according to their roll numbers. Until the previously issued book is returned, students will not be eligible for fresh issue.
9. No Reference Book will be issued to any student.
10. Books that are marked, disfigured, damaged, or lost will have to be replaced or paid for by the borrower apart from a fine of Rs. 200/- per book.
11. Students are not allowed to bring their personal books or belongings to the library.
12. Each student must bring his/her Almanac and a pencil to the library.
13. Students must keep a track of books read by them in their library record in the almanac.
14. Any student found damaging or defacing a book repeatedly will be debarred from availing library facilities for the whole academic year.
15. Writing, marking or underlining in library books is strictly prohibited.
16. Rs. 2/- per book per day will be fined, if it is not returned on the due date.
17. Students should return their books on the next working day if the returning date coincides with a holiday.

Reading, Writing, Speaking and Listening are the basic skills to enhance one's communication skills. Our Library is a virtual knowledge centre where all students make earnest efforts to read beyond books and broaden their perception.

School Transport System

Students can avail the school transport subject to the availability of seats. The routes of the school buses are planned by the school. Parents are requested to consult the school Transport In-charge for providing necessary details.

1. All students using the school bus are expected to be on the right side of the bus stop at least five minutes before the arrival time of the bus.
2. The buses do not wait for the late comers.
3. All students must occupy allotted seats immediately after boarding their respective buses. Reservation of seats for co-commuters is not allowed under any circumstances.
4. No student will board the bus without the identity card.
5. The drivers are authorised to stop the buses at the designated bus stop points only, unless otherwise directed by the bus teachers. The list of bus stop points is prepared keeping in view the convenience and safety of all bus commuters and is subject to change.
6. When the buses are in motion, students should not move around in the bus and no part of their body should be outside the windows.
7. Students will be held responsible for any damage to buses caused by negligence or vandalism.
8. Students must make sure that the aisle of the bus is clear and their school bags and other belongings are placed in an orderly manner.
9. Discarding of trash or food either inside or outside the buses is not permitted.
10. Unruly behaviour like shrieking and shouting is strictly prohibited. Courteous behaviour from students is expected at all times.
11. The driver's attention must not be distracted for any reason.
12. With the CCTV cameras fitted in all our buses for the safety and security of our children and also to monitor students' behaviour in the buses, any act of indiscipline in the bus recorded by the camera or reported by the teacher/ attendant/driver in the bus shall lead to immediate withdrawal of the bus facility for the offender.
13. List of students with bus stop points is available in each bus.
14. Under no circumstances students will be allowed to go behind or under the buses parked in the school campus. Students are also not allowed to sit in the parked buses during school hours.
15. Under no circumstances should the students touch the instrument panel of buses.
16. If a student misses his/her allotted bus he/she should not try to board any other bus and it will be the responsibility of the parents to drop their wards to the school. However, the student will return by the allotted bus.
17. If due to certain exigencies, a student leaves the school campus during school hours, under his/her own arrangements, the following rules will be observed:
 - A written request from the parent/guardian will be needed.
 - Parent's Identity Card will be required.
 - Parents to fill a short leave form and sign the Early Leave Register.
 - A permission slip to be obtained from the reception and shown at the school gate before leaving the campus.
18. No student should come to the entry door of the bus until it comes to a complete halt. The front door of the bus is the only authorised entrance and exit point.
19. Boarding and alighting from buses should be done in silence and in an orderly manner.
20. In case of change in stop and/or bus (of a temporary or permanent nature), the permission for the same has to be sought through an application on the prescribed form available at the City Office.
21. If any home escort fails to turn up in time to receive a pupil, the pupil will be taken to the City Office and the guardian will have to collect the pupil from there.
22. Link to track the bus location of your ward:
http://fastrackerz.com/download/3-Mobile-App/Android_Mobile_FastTrackerz.apk



Rules For Correction In The Dob, Student's Name, Father's Name & Mother's Name

- 1) The school will charge Rs. 5000 for one time correction in all the name/spelling change cases if the details given in enrollment form are needed to be changed by parents.
- 2) In case a student is admitted in Nursery, Prep or Grade I on the basis of Date of Birth certificate with the student's name not mentioned in it, an affidavit mentioning the student's name with reference to the DOB Certificate Number and its Date of Issue along with a copy of DOB certificate must be submitted by the parents at the earliest.
- 3) If the parents want any correction to be made in STUDENT'S NAME, FATHER'S NAME & MOTHER'S NAME on the basis of online DOB certificate, the correction will be made only if the date of birth in the online DOB certificate and the handwritten DOB certificate (submitted to the school at the time of admission) matches. The parents will be required to submit a self-declaration letter along with a copy of online DOB certificate in this case.
- 4) In case the Mother's Name or any other entry is not mentioned in the T.C., the information will be taken from the enrollment form of the school.
- 5) In case the parents submit the amended T.C. from the previous school for any correction in DOB, STUDENT'S NAME, FATHER'S NAME & MOTHER'S NAME, the correction will be done after proper verification as per CBSE Norms.
- 6) Aadhar card can be used as a document for a change in DOB. The parents will be required to submit a self-declaration letter and the proof of DOB which was given for making the Aadhar card in this case.
- 7) In case of any correction required in the spelling of STUDENT'S NAME, FATHER'S NAME, MOTHER'S NAME & DOB on the basis of student's passport, a copy of passport along with a self-declaration letter has to be submitted.
- 8) In case of any correction required in the spelling of FATHER'S NAME & MOTHER'S NAME on the basis of pan card/voter card/academic documents, a copy of the respective document along with a self-declaration letter has to be submitted.
- 9) In case the parents ask for a change in the first name /middle name/last name of STUDENT'S NAME, FATHER'S NAME and MOTHER'S NAME, the information has to be published in one local and one national daily newspaper, and a copy of both the newspapers in original, along with a self-declaration letter has to be produced to the school.
- 10) Corrections/removal in STUDENT'S NAME, FATHER'S NAME & MOTHER'S NAME can be done on the basis of court's order.
- 11) For Grade XI, the student's details will take on the basis of Grade X Board Mark-sheet and certificates.
- 12) No change will be accepted after the CBSE registrations in grades IX / X / XI or XII except in cases where corrections need to be made and in such cases CBSE SOP will be followed.
- 13) In all such cases decision of Pro Vice chairman of school would be final and binding.

Safety Measures

Safety Doesn't Happen by Accident

- Avoid isolated areas at night since that is where you are the most vulnerable. Do not take unnecessary shortcuts at night that are out of the way and could be potentially dangerous.
- If you have a cell phone, it is a good idea to carry it with you, in case you need to make a call. Set the mobile phone to emergency calls dialing.
- Don't travel with people that you don't know well or trust. They may put you in a situation that you don't want to be in.
- If you are walking at night, stay alert to your surroundings. In addition, you should also convey with your body language that you know where you are going and don't want to be bugged (keep your head up, walk purposefully);
- If you live in an apartment building, don't get into an elevator if you don't feel safe.
- If you are taking the bus, sitting near the driver, so that you are not isolated at the back of the bus, can be a good idea.
- If you are hiring a cab, ensure that the child lock of rear doors is off before you make yourself comfortable in the cab.
- Inform your parents about the taxi number and place you are starting from, in full knowledge of the driver. Also give them expected time of arrival at destination.
- Although it seems obvious, don't hitchhike or pick up a hitchhiker. In either situation, the person is someone you don't know and can be a potential danger.
- If required, use Girls helpline number: 1090, 1091
- If you feel you are being followed, cross the street, go to a more populated area, go into a store or knock on the door of a house nearby to make yourself less vulnerable. If you are being followed by a car, change directions and try to get their license plate number.
- If you are in an elevator and approached, hit the alarm button and press as many floor buttons as possible.
- Never reveal personal information about yourself over the phone. If someone calls doing a survey or selling something, just tell them you are unable to answer their questions.
- Never give out personal information about yourself or your family (address, location, name, age, school, telephone number) on a social platform.
- When in chat rooms, social networking websites and even instant messaging, remember that not everyone is who they say they are. Predators can post fake names, information and pictures (someone claiming to be a 14 year old boy could be a 47 year old man).
- If someone harasses you online, walk away from the computer, do not respond. Tell your parents and contact your internet service provider.

Examinations and Promotions

For the purpose of evaluating a student's progress during the year and the achievement at the end of the year, the school follows the CBSE prescribed CCE scheme of evaluation for Nursery to grade V and Uniform system of assessment and examination for grades VI to X.

EVALUATION

Nursery & Prep.

For Nursery and Prep, there is no test and examination. Their evaluation is done by the class teacher on the basis of class work and weekly LO's (Learning Outcomes of each concept.)

Grade I to III

For grades I to III a continuous assessment is done on the basis of exit cards and their response in the class. No marks/grades are awarded in the report card.

A continuous assessment is done on the basis of Exit card (I-III) and Recaps (III) and the students' responses in the class. No marks/grades are awarded in the report card.

Grades IV & V

Continuous and Comprehensive Evaluation (CCE) refers to a system of school based evaluation of students which covers all aspects of the student's development. It is a developmental process of students which emphasizes on two fold objectives. These objectives are continuity in evaluation and assessment of broad based learning and behavioural outcomes. The term 'continuous' is meant to emphasise that evaluation of identified aspects of students' growth and development is a continuous process rather than an event, built into the total teaching-learning process and spread over the entire span of the academic session. It means regularity of assessment, frequency of unit tests, diagnosis of learning gaps, use of corrective measures, retesting and feedback of evidence to teachers and students for their self-evaluation. It is further bifurcated into

SCHOLASTIC ASSESSMENT

- (I) Two examinations throughout the session
 - Summative Assessment I in August/September
 - Summative Assessment II in February/March

- (II) Promotion is granted on the basis of Continuous & Comprehensive Evaluation prescribed by the CBSE based on:

Formative Assessment I-10%	Formative Assessment II-10%
Formative Assessment III-10%	Formative Assessment IV-10%
Summative Assessment I-30%	Summative Assessment II-30%

(B) CO-SCHOLASTIC ASSESSMENT

The desirable behaviour related to learner's life skills, attitudes, interests, values, co-curricular activities and physical health are described as skills to be acquired in co-scholastic domain. The process of assessing the student's progress in achieving objectives related to Scholastic and Co-Scholastic domain is called comprehensive evaluation. It has been observed that usually under the scholastic domain such as knowledge and understanding of the facts, concepts, principles etc. of a subject are assessed. The Co-Scholastic elements are either altogether excluded from the evaluation process or they are not given adequate attention. For making the evaluation comprehensive, both Scholastic and Co-Scholastic aspects should be given due importance. Simple and manageable means of assessment of Co-Scholastic aspects of growth must be included in the comprehensive evaluation scheme.

Grades VI to VIII

A uniform system of Assessment and Examination for Grades VI to X in all CBSE affiliated schools with effect from the Academic year 2017-18 is being followed. In order to ensure smooth transition and preparation for board exams in Grade X, there will be a gradual increase in the percentage of syllabus will be implemented as follows-

(A) SCHOLASTIC AREA

Term 1 (100 M.M.)		Term 2 (100 M.M.)	
Periodic Assessment: 20%	Half Yearly Exam: 80%	Periodic Assessment: 20%	Final Exam: 80%
(I) Periodic Test (10%) Better of two WT1 & WT2 (II) Notebook submission (5%) (III) Subject Enrichment Activity (5%) <ul style="list-style-type: none"> Map or project work in Social Science Practical work & activities in Science Lab Activity in Mathematics Listening & Speaking Skills Activities in Language 	* Written exam for 80 marks with syllabus covered till announcement of Half Yearly exams	(I) Periodic Test (10%) Better of two WT3 & WT4 (II) Notebo ok submission (5%) (III) Subject Enrichment Activity (5%) <ul style="list-style-type: none"> Map or project work in Social Science Practical work & activities in Science Lab Activity in Mathematics Listening & Speaking Skills Activities in Language 	* Written exam for 80 marks with syllabus coverage as below Class VI : 10% of 1 st term covering significant topics + entire syllabus of 2 nd term Class VII : 20% of 1 st term covering significant topics + entire syllabus of 2 nd term Class VIII : 30% of 1 st term covering significant topics + entire syllabus of 2 nd term

(B) CO-SCHOLASTIC ACTIVITIES

For the holistic development of the student, co-curricular activities and discipline will be graded on a 3-point grading scale (A = Outstanding, B = Very good and C = Fair). Regularity, sincere participation, output and teamwork be the generic criteria for grading the co-scholastic activities.

Promotion is granted on the basis of uniform system of assessment and examination prescribed by the CBSE.

Grade IX

The examination pattern for Grade IX from the academic year 2017-18 onwards has been redesigned as per the revised assessment structure of CBSE for Grade X. This would prepare students to cover the whole syllabus of the academic year and face the challenge of Grade X Board examination, and would, thus ensure the 'quality of education'.

It is further bifurcated into two types of assessments:

(B) CO-SCHOLASTIC ACTIVITIES

TOTAL: 100 Marks			
Final Examination: 80 Marks	Internal Assessment: 20 Marks		
* School will conduct Grade IX Final Examination for 80 Marks in each subject covering 100% Syllabus of the subject of Grade IX only. * Marks & Grades both will be awarded for individual subjects.	Periodic Test: 10 Marks	Notebook Sub.: 5 Marks	Subject Enrichment Activity: 5 Marks
	(1) Periodic Test – 1 (10%) (Better of WT-1 & WT-2) (2) Periodic Test – 2 (10%) (Half Yearly Exam) (3) Periodic Test – 3 (10%) (Weekly Test - 3)	This will cover * Regularity * Assignment Completion * Neatness & upkeep of notebook	* Speaking & Listening Skills in Languages * Lab: Practical work in Science * Lab: practical work in Mathematics * Map work & Project work in Social Science

B) CO-SCHOLASTIC ACTIVITIES

For the holistic development of the student, co-curricular activities & discipline (attendance, sincerity, behaviour, and values) will be graded on a 5-point grading scale A to E. No up scaling of grades will be done. Regularity, sincere participation, output and teamwork will be the generic criteria for grading the co-scholastic activities.

Promotion as per CBSE norms.

Grade X

The examination pattern from the academic year 2017-18 onwards has been conducted as per the remodeled assessment structure given by CBSE explained which is on the next page:-

A) SCHOLASTIC

TOTAL: 100 Marks			
Board Examination: 80 Marks	Internal Assessment: 20 Marks		
* Board will conduct Grade X – Examination for 80 Marks in each subject covering 100% Syllabus of the subject of Grade X only * Marks & Grades both will be awarded for individual subjects.	Periodic Test: 10 Marks	Notebook Sub: 5 Marks	Subject Enrichment Activity: 5 Marks
	(1) Periodic Test – 1 (10%) (Better of WT-1 & WT-2) (2) Periodic Test – 2 (10%) (Half Yearly Exam) (3) Periodic Test – 3 (10%) (WT - 3)	This will cover * Regularity * Assignment Completion * Neatness & upkeep of notebook	* Speaking & Listening Skills in Languages * Lab: Practical work in Science * Lab: practical work in Mathematics * Map work & Project work in Social Science



B) CO-SCHOLASTIC ACTIVITIES

For the holistic development of the student, co-curricular activities & discipline (attendance, sincerity, behaviour, and values) will be graded on a 5-point grading scale A to E. No up scaling of grades will be done. Regularity, sincere participation, output and teamwork will be the generic criteria for grading the co-scholastic activities.

Promotion as per CBSE norms.

Besides the above, we also have three examinations throughout the session for practice:

Pre-Board-1 Examination in October-November

Pre-Board-2 Examination in November-December

Pre-Board-3 Examination in January

Grade XI

We have two semesters. First semester consists of two cycles of weekly tests and the second semester consists of one weekly test cycle.

We have two examinations throughout the session:

- Half Yearly Examination in August/September
- Final Examination in February

A weightage of 25% is assigned to the Weekly Test and 75% to the Half Yearly & Annual Examination for generating the Semester report.

Promotion is based on the consolidated result of the two semesters:

- (i) 30% of the Semester I Exams
- (ii) 70% of the Semester II Exams

Every student has to clear theory and practical separately as per CBSE norms.

Final Exams will be based upon the entire syllabus.

Grade XII

We have two semesters. First semester consists of two cycles of weekly tests and the second semester consists of one weekly test cycle.

We have four examinations throughout the session:

- Half Yearly Examination in August-September
- Pre-Board-1 Examination in October-November
- Pre-Board-2 Examination in November-December
- Pre-Board-3 Examination in January

General Rules:

- The results of the Tests and Examinations are communicated to Parents through progress reports.
- Attendance during all Tests/Examinations is compulsory. No change in date or no special arrangements will be made for students who, for any reason, are absent for any test or examination.
- For all the grades III to XII, 75% attendance as per CBSE rules, is compulsory for both the terms for promotion to the next class.
- There is no schedule for re-exam/re-test.
- Absenteeism during any exam/test/practical and internal assessments will be considered as zero.
- Students are not permitted to take half day leave on test/assessment days.
- Student has to secure 33% marks in each assessment separately for promotion to the next class.
- For grades IV to X, marks as well as Grades will be awarded on the answer sheets.

CBSE Guidelines

CBSE Rules Regarding Violence, Indiscipline and Ragging in the Schools Affiliated to it:

Ragging is a disorderly or indisciplined conduct either by words, spoken or written or by an act with the effect of teasing, treating or handling with rudeness any other student. It also involves indulging in rowdy or indisciplined activities which is likely to cause annoyance or psychological harm or apprehension or fear in any student and individual or doing any act or performing something which a student will not do in the ordinary course and may cause shame or embarrassment or adversely affect the physique or psyche of one student by another.

Ragging is manifested in several aspects and has psychological, social, cultural and academic dimensions. Exploiting the relationship which has an inherent power structure such as between a senior and junior student for any of the factors mentioned above will fall under ragging. An act or abuse by spoken words, e-mails, public insults and social websites will be considered within the psychological aspects of ragging. Any act which affects the physical, mental, emotional health, self-confidence or self-esteem of a student or individual can be categorized as an aspect of ragging.

No Act of Violence which includes physical, verbal or sexual abuse, bullying or ragging will go unnoticed or unpunished and serious action will be taken against the student indulging in such activities. Using filthy language or abusive language that hurts the respect and dignity of girls and women within the earshot of girls and women will also tantamount to sexual abuse.

Co-curricular Activities

SUMMER CAMP

To help our students constructively utilise their time during summer vacation, we conduct a summer camp for two weeks. The students of Grades I-VIII can join the Summer Camp for activities like Art and Craft, Swimming, Vocal Music, Instrumental Music, Dance, Reading and Writing and Games etc.

PTMs

Kids and teens perform better in school when parents get involved. Attending parent-teacher meetings is one way to be involve and help your child succeed. A parent-teacher meeting is a great opportunity to discuss the progress of the child- who is not just yours but ours too. It is also an opportunity to share the strengths and needs of the child.

BIRTHDAYS

The school undertakes to celebrate a student's birthday in class by offering a gift to the student and sweets to the class. No student is permitted to bring any sweets or gifts to school.

CLUBS@DPSAGRA

- | | | |
|-------------------------------|---|---|
| 1. Health & Wellness Club | - | Aims at physical and mental well-being |
| 2. Imp@ct Club | - | Communication and Technology |
| 3. Awareness Club | - | Includes Current affairs, General Knowledge and heritage |
| 4. Math-lete Club | - | Aims at Quantitative skill development |
| 5. Expression Club | - | Caters to public speaking, communication and creative writing |
| 6. Science & Environment Club | - | Fosters scientific tenets |
| 7. Dance Club | - | Provides a platform to the budding dancers |
| 8. Dramatics Club | - | Helps the students express through various theater forms |
| 9. Vocal Music Club | - | A club for the nightingales |
| 10. German Language Club | - | Aims at developing foreign language skills |
| 11. Sanskrit Club | - | 'संस्कृत संस्कृतिस्तथा' संस्कृति के साथ संस्कृत |
| 12. Art & Craft Club | - | Aims at tapping the talent of young artists |
| 13. Still Photography Club | - | For creative clicks |
| 14. Gardening | - | Nurturing Green Fingers |



UNIFORM

SUMMER UNIFORM

Girls

Nursery & Prep.

Green checked tunic with white shirt. Green school belt, green ribbons/ hair-bands, white socks with green stripes and non-marking black sports shoes.

- I - II White half-sleeved frock. Non-marking black sports shoes. White socks with green stripes. Green school belt and green ribbon/ hair-bands, white bloomers.

Note:

House uniform may be worn on Wednesday and Friday by Nursery and Prep students and on Wednesday and Saturday by the students of Grades I and II.

- III-V White half-sleeved frock, non-marking black sports shoes, white socks with green stripes, green school belt and green and ribbon/hairband, white bloomers.

- VI-X White salwar and kurta with green-checked waistcoat, non-marking black sports shoes, white socks with green stripes, green ribbon/hairband.

- XI-XII White salwar and green-checked collar kurta with green-checked waistcoat, non-marking black sports shoes, white socks with green stripes, green ribbon/ hairband.

Boys

Nursery & Prep.

White half-sleeved shirt and green checked shorts with bib. Green school belt, white socks with green stripes and non-marking black sports shoes. (Green turban in case of Sikh boys).

- I - II White half-sleeved shirt and white shorts. White socks with green stripes. Green school belt and non-marking black sports shoes. (Green turban in case of Sikh boys)

Note:

House uniform may be worn on Wednesday and Friday by Nursery and Prep students and on Wednesday and Saturday by the students of Grades I and II.

- III-V White half-sleeved shirt and white shorts, white socks with green stripes, green school belt and non-marking black sports shoes. (Green turban in case of Sikh boys)

- VI-X White half-sleeved shirt and white trousers, white socks with green stripes, green school belt and non-marking black sports shoes with laces. (Green turban in case of Sikh boys)

- XI-XII White half-sleeved, green-checked collar shirt and white trousers, white socks with green stripes, green school belt and non-marking black sports shoes with laces. (Green turban in case of Sikh boys)



WINTER UNIFORM

Girls

Nursery - Grade II

Full-sleeved white shirt and grey trousers. Plain V-neck front closed, bottle green woollen sweater. Sweat jacket with hood and monogram. Non-marking black sports shoes. Grey socks with green stripes. Green school belt and green ribbon/ hair-bands.

Note:

In winter, green school jacket may be worn over the House uniform on Wednesday and Friday by Nursery and Prep students and on Wednesday and Saturday by the students of Grades I and II.

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|--------|---|
| III-V | White full-sleeved shirt and grey trousers, plain V-neck front closed bottle green woollen sweater, sweat jacket with hood and monogram, non-marking black sports shoes, grey socks with green stripes, green school belt and green ribbon/hairband. |
| VI-VII | White salwar and kurta, plain V-neck front closed bottle green woollen sweater, sweat jacket with hood and monogram, non-marking black sports shoes, grey socks with green stripes, green ribbon/hairband. |
| VIII-X | White salwar and kurta, plain V-neck front closed bottle green woollen sweater, bottle green woollen School Blazer (single-breasted)with school buttons and monogram/sweat jacket with hood and monogram, non-marking black sports shoes, grey socks with green stripes, green ribbon/hairband. |
| XI-XII | White salwar and kurta with green-checked collar, plain V-neck front closed bottle green woollen sweater, bottle green woollen School Blazer (single breasted)with school buttons and monogram/sweat jacket with hood and monogram, non-marking black sports shoes, grey socks with green stripes, green ribbon/hairband. |

Boys

Nursery - Grade II

Full-sleeved white shirt and grey trousers. Plain V-neck front closed, bottle green woollen sweater. Sweat jacket with hood and monogram. Non-marking black sports shoes. Grey socks with green stripes and green school belt.

Note:

In winter, green school jacket may be worn over the House uniform on Wednesday and Friday by Nursery and Prep students and on Wednesday and Saturday by the students of Grades I and II.

- | | |
|---------|---|
| III-VII | White full-sleeved shirt and grey trousers, plain V-neck front closed bottle green woollen sweater, sweat jacket with hood and monogram, non-marking black sports shoes, grey socks with green stripes and green school belt. |
| VIII-X | White full-sleeved shirt and grey trousers, plain V-neck front closed bottle green woollen sweater, Bottle green woollen School Blazer (single-breasted)with school buttons and monogram/sweat jacket with hood and monogram, non-marking black sports shoes, grey socks with green stripes and green school belt. |
| XI-XII | White full-sleeved shirt with green-checked collar and grey trousers, plain V-neck front closed bottle green woollen sweater, bottle green woollen School Blazer (single-breasted) with school buttons and monogram/sweat jacket with hood and monogram, non-marking black sports shoes, grey socks with green stripes and green school belt. |

All students (III to XII) may wear House dress on Wednesdays and Fridays.