



1. STUDENT RIGHT AND RESPONSIBILITIES

- 1.1 STUDENT RIGHTS
- 1.2 STUDENT RESPONSIBILITIES

2. STUDENT CONDUCT

- 2.1 HARASSMENT AND BULLYING
- 2.2 VANDALISM/DAMAGE TO PROPERTY
- 2.3 DANGEROUS AND VIOLENT BEHAVIOR
- 2.4 THEFT
- 2.5 DRESS CODE
- 2.6 PUBLIC BEHAVIOUR
- 2.7 ACCEPTABLE USE OF INFORMATION TECHNOLOGY BY STUDENTS
- 2.8 ACADEMIC INTEGRITY
- 2.9 ATTENDANCE

3. STUDENT DISCIPLINE

- 3.1 DISCIPLINARY PROBATION
- 3.2 ACADEMIC PROBATION
- 3.3 SUSPENSION
- 3.4 EXPULSION

4. DISCIPLINARY MEASURES

- 4.1 DISCIPLINE CARDS
- 4.2 ADMINISTERING CARDS SYSTEM



1 STUDENT RIGHTS AND RESPONSIBILITIES

Delhi Public School (DPS) Budgam believes that education should be directed to the strengthening of respect for human rights and the fulfillment of students' responsibilities. All students shall be informed of their rights and responsibilities through student's handbooks.

DPS Budgam is a community of learners and in any effective one another community, rights and responsibilities balance one another. Consequently at DPS Budgam, student rights and responsibilities are interdependent. The rights are dependent upon each member of the student body exercising the responsibilities of respect for the educational process, consideration for others, honesty and accepting the consequences of one's actions.

In order for students to be able to conform to the community's standards of conduct, these rights, responsibilities and expectations must be articulated. Since it is impossible to describe and specify all situations, common sense and trust must be used. Indeed, an atmosphere of mutual trust, which is synonymous with the sense of community for which we strive, is best achieved by establishing a few clearly described universal expectations, as stated in this policy manual, rather than a host of rules which anticipate misconduct.

1.1 Student Rights

1. Students are entitled to all the rights set forth in this policy, without distinction of any kind such as gender, language, religion, political or other opinion or social origin, disability or other status.
2. Students have the right to pursue education in a climate of mutual trust, respect and interpersonal concern where openness and integrity prevail.
3. Students have the right to meaningful education which will prepare them to be confident, independent and passionate learners.
4. Students have a right to safety of both person and property, including the right to safe and clean school facilities.
5. Students have the right to learn in an environment free of physical, emotional, psychological, and verbal harassment or bullying.
6. Students have the right to freedom of thought, conscience and religion
7. Students have the right to freedom of opinion and expression. This right includes the freedom to hold opinion without interference and seek, receive and impart information and ideas, unless this would violate the rights of other or cause personal or institutional harm.
8. In any action against a student that could result in expulsion, the student has the right to obtain assistance for his or her defense and should be informed of that right.
9. Students have the right to freedom of peaceful assembly and association, unless this would violate the right of others or interferes with the operation of the School.
10. Students have the right to inspect and review all academic records directly related to them.
11. Students may seek a correction or deletion where a record is felt to be inaccurate, misleading or otherwise in violation of their privacy or other rights.

1.2 Student Responsibilities

Students may safeguard their rights by talking full responsibility for their actions. Students are responsible for their own behaviour. They must respect the individual rights of others and help to provide a safe and positive school environment within which to learn. Specifically, students have the responsibility to:

1. Be honest, act with integrity and exercise self discipline.
2. Be courteous, communicate respectfully with other members of the school community and allow others to express their views.
3. Respect the rights of others without distinction of any kind, such as gender, language, religion, political or other opinion or social origin, disability, physical appearance or other status.
4. Respect the educational process and learning environment by refraining from any classroom behaviour which diminishes the right and opportunities of others to receive an education.
5. Behave in a responsible manner which safeguards and does not endanger the health and physical or psychological well being of others.
6. Respect the property of fellow students and the property of the school.
7. Dress in neat attire which takes into account local cultural sensitivities.

2 STUDENT CONDUCT

2.1 Harassment and Bullying

DPS Budgam believes that every child has the right to learn without fear in an atmosphere of mutual trust and respect. Every student is expected to be responsible for his/her own behaviour, to exercise self-discipline and to refrain from behaviour which interferes with other student's right to learn or endangers the health or well-being of others. DPS Budgam will not tolerate harassment or bullying.

An incidences of harassment and bullying will be reported and investigation. In cases that have been substantiated, the school's actions will be reported to the parents of all the students involved to students that have been victimized that could include but are not limited to counseling, mediation or assertiveness training. The bully too will receive the understanding needed to change the behaviour. All actions will be documented as a means of tracking both the conduct of the students and to assess the effectiveness of the school's interventions in enforcing a policy a zero tolerance for bullying and harassment.



Harassment is improper behaviour that is detected at and is offensive to another student or a member of staff and that the student knows (or ought to know) would be unwelcome. It includes objectable conduct, comment or display on a one-time or repeated basis which demeans, belittles or causes humiliation or embarrassment.

Bullying is a form of harassment. It is improper behaviour by one or more students which is directed at another student and is offensive and interferes with their well-being. It includes teasing, name-calling, threats, unwanted physical contact or violence, often on a repeated basis, which demeans, belittles, humiliates or frightens the other students. It can take place in and out of the classroom and even outside School.

Harassment and/or bullying of a student or staff member of DPS Budgam by a student or group of students is considered a serious violation of school rules and will result in any or all of the disciplinary consequences outlined in this Policy Manual under "Students Discipline".

2.2 Vandalism or Damage to Property

The school facilities, equipment, supplies and textbooks both owned by and under the custody of the school's are important to the quality education at DPS Budgam. Damage to or destruction of such property can affect the education provided by the School.

Willful misuse or vandalism (including "pranks") that results in damage to or destruction of school property in the custody of the School is serious violation of school rules, and will result in any or all of the disciplinary consequences outlines in this Policy Manual under "Disciplinary Measures".

In event that the property can be repaired restored to serviceable, the students(s) concerned will be responsible for that repair or restoration.

2.3 Dangerous and Violent Behaviour

Violent behaviour and/or the threat of violence are serious violations of school rules and will not be tolerated. Violation of this policy will result in any or all of the disciplinary consequences outlined in this Policy Manual under "Disciplinary Measures".

2.4 Theft

DPS Budgam expects students to recognize and respect the distinction between what belongs to them and what belongs to others. Theft of school or personal property will not be tolerated.

The Administration will also advise and guide students on the importance of taking care of their personal possessions through student handbooks, circulars and other communications to students and parents.

Violation of this policy will result in any or all of the disciplinary consequences outlined in this policy Manual under "Students Discipline". In addition, the stolen item(s) must be returned, replaced or compensated for by the student.

2.5 Dress Code

Students at DPS Budgam shall dress in a way that reflects the School's Mission and Values and is respectful of the local culture and those presented in the student body. The student dress code shall be reviewed annually and published by the Administration.

Violation of the dress codes published in the student handbook will result in any or all of the disciplinary consequences outlined in this policy Manual under "Students Discipline". In addition to these disciplinary actions, the administration may require a student to change clothes so as not to be in violation of the dress codes.

2.6 Public Behaviour

As a private institution, DPS Budgam has the right to take action in relation to conduct of students, both on and off the campus, which affects the safety and wellbeing of other students or the relationship of the school and its host country. If necessary, the school may exercise its authority to discipline students for conduct that threatens the physical or emotional safety of fellow students, disrupts the overall learning environment of the campus, or violates local laws. Such discipline includes suspension or withdrawal of the privilege of attending DPS Budgam. This authority extends to all school sponsored trips and to conduct outside the boundaries of the campus and the normal school hours. Any disciplinary action will be in accordance with approved discipline policies, which are published in this Policy Manual under "Disciplinary Measures".

DPS Budgam students must recognize that the social and cultural environment of the school and the presence on campus of students of widely differing ages and maturity, representing diverse social groups, require appropriate public behaviour. While on campus and while participating in school activities or on school-provided transportation, students are expected to conduct themselves in a responsible manner. For this reason, excessively loud behaviour, vulgarity, and will result in disciplinary action.

Students may not advertise or sell tickets on campus for any unauthorized social events, particularly those that violate local laws. Further, students may not use the school name or logo to promote such activities. These prohibitions extend to all forms of promotion, including posters, tickets, flyers, school e-mails, text messages and oral announcement.



Violations of this policy will result in any or all the disciplinary consequences as outlined in this policy manual under “Disciplinary Measures”.

2.7 Acceptable Use of Information Technology by Students

The acceptable use of information technology at DPS Budgam shall be reviewed annually by the Administration. The student’s handbooks shall outline the acceptable use of the school’s computer hardware, software, and internet/intranet services and also state who may use the information technology, how it can be used, and what is considered and unacceptable use of information technology.

All students are required to abide by the Responsible use of Information Technology Guidelines. These guidelines are included in the school handbooks.

Violation of the guidelines may result in:

- Restricted access to School’s Information Technology
- Denial of access to School’s Information Technology
- Disciplinary action as outlined in policy 8.40 Student Discipline.

2.8 Academic Integrity

At DPS Budgam, we believe that it is the student’s responsibility to behave honestly and act with integrity. A fundamental DPS goal is to help students develop a commitment to learning, a commitment that results in the students’ respect for academic honesty.

The Administration will use circulars and other communication to ensure that the importance of academic honesty and the schools’ commitment to it is clearly communicated to students, parents, and faculty.

In instances of academic dishonesty, such as plagiarism, copying, using unauthorized materials to assist in examinations, gaining advance access to examination materials, and similar violations of the spirits of

In all cases the student will receive counseling aimed at ensuring he/she understands the inconsistency between academic dishonesty and the goals of learning.

Violation of this policy will result in any or all of the disciplinary consequences outlined in this Policy Manual under “Disciplinary Measures” and, in addition, a student will be assigned a reduced grade (including a failing grade).

2.9 Attendance

It is the school’s philosophy that the attendance in class is of primary importance. Students are expected to be in attendance each school day. Any absence is considered unexcused, except where the Administration is satisfied by the parents that the absence is for a valid reason.

Valid reasons for being absent are as follows:

- Personal illness;
- Family emergencies;
- Medical appointment, although parents are urged to make non-urgent appointment for their children out of school time.

Excused absences may also be granted for religious holidays, exceptional educational opportunities, travel difficulties (return from vacation, etc.), or for any other reason which the administration deems to be valid, provided that all such absences are, where appropriate, arranged in advance and have been requested in writing by the parent or guardian.

Unexcused Absences

Any unexcused absences will result in any or all of the disciplinary consequences outlined in this Policy Manual under “Disciplinary Measures”.

Minimum Attendance

It is essential that students attend their classes daily. Students must attend a minimum of seventy-five percent (75%) of classes in an academic session. Failure to comply with minimum attendance requirements will result in serious consequences, including the possibility of failure to advance to the next grade level.

3 STUDENT DISCIPLINE

Policies, regulations, and rules governing student behavior will be published in on the school’s website.

If a student violates school policies or rules governing student behavior, appropriate disciplinary measures, as mentioned below, will be taken by the school authorities. Corporal punishment and/or humiliation will not be used.



- Warning to the student (including where appropriate the consequences of a second or subsequent violation); in form of cards will be issued. White, blue and red cards are carefully designed to be issued for various offences.
- Letter to the student's parent(s) or legal guardian(s);
- Counseling of the student involved;
- Parents/student/administrator conference;
- Disciplinary probation (including suspension from extra-curricular activities);
- Suspension;
- Expulsion (the last measure)

In cases where the violation is of sufficient magnitude and/or if the offense takes place in the context of a history of violations of other school policies and rules, Principal or the Director may expel the student.

Decisions regarding probation and suspension are made by the Principal. Appeals against such decisions may be made to the Director through the Principal if the said suspension is against rules prescribed by the school rules governed by the Central Board of Secondary Education (C.B.S.E.) Decisions regarding expulsion are made by Principal/Director in accordance with the policy on "Expulsion".

3.1 Disciplinary Probation

When the magnitude of a violation is serious, or when violations persist in spite of counseling and/or warning of the student and parents concerned, the Principal may place the student on disciplinary probation. The principal must inform the Director of such a decision.

In all cases where a student is given disciplinary probation, the student shall be informed and the parents shall be notified in writing both of the reason for the probation and the terms of the probation. When the principal thinks it is necessary and appropriate, the student will be recommended for counseling.

Disciplinary probation may include restrictions on participation in Academic or in co-curricular activities.

All instances of disciplinary probation must include reference to the consequences of any further violation of the rules of student conduct, and the student shall be informed and the parents shall be notified in writing.

3.2 Academic Probation

After consultation with a student's teachers, academic probation can be recommended by the Principal when the student is functioning at or near failing levels in a course or courses such that there is a possibility that the student will not meet the requirement for progression to the next grade level and/or meet course and credit requirement for graduation. Prior to placement on academic probation, the student and his/her parents will be notified of the academic difficulties of the student.

During the period of academic probation the student's progress will be monitored carefully by the Principal, his/her teachers, and the counselor. The school shall support the student's efforts to improve his/her academic performance. Academic probation will necessitate periodic meetings between the parents, teachers, counselor, and Principal to monitor and to chart the student's progress. The parents, and when appropriate the student, will be notified by the Principal, in writing, of the length and terms of the probation.

After the period of academic probation, if it appears that the students is unable or unwilling to improve to a level that indicates potential to meet DPS Budgam course requirements, the student may be retained in his/her grade or required to leave DPS Budgam.

3.3 Suspension

Suspension is a serious disciplinary action and will only be taken when counseling and other measures have failed to promote a positive change in a student's behavior, or where it is clearly in the best interests of the school to suspend the student's participation in classes and/or other school activities. This would include situations when the student's presence in school and/or other activities would be disruptive to the conduct of classes or co-curricular or social activities, or when a student commits a serious breach of discipline such that exemplary disciplinary action is necessary.

The Principal may suspend a student from participation in classes and/or other activities for a period not to exceed five school days and may prohibit the student from entering all or part of the school premises during that period. With all but major breaches of school rules (those covered in this section of the Policy Manual), any suspension must have been preceded by discussion with the student and parent(s), counseling, a clear written warning, and/or probation.

If in the judgment of the Principal, the gravity of a student's violation of school rules warrants a suspension for a period in excess of five school days, the Director may extend the suspension after consultation with the Principal.

The Principal shall inform the student and the parents in writing, of the reasons and conditions of all suspensions. The notification must also state the consequences of any further breach of discipline. In all cases of "out of school" suspension, a copy of the notification shall be transmitted to the Director. The Principal's office will initiate and control all such suspensions.



Decisions regarding suspension are made by the Principal and/or the Director.

3.4 Expulsion

Expulsion shall be considered only as a last resort a student may be expelled when the student’s continued participation in school activities would pose a threat to the welfare and academic progress of other students or to the student concerned, or if the Principal or Director determines that it is in the interest of the school (as in cases where there is a clear threat to the safety of the students or other members of the community.)

In all cases of expulsion, the Principal or Director shall inform the student and shall notify the parents in writing, the reasons for expulsion and a copy of this notification shall be sent to the Board of Trustees.

The decisions to expel a student from school can be made by the Principal (governed & guided by C.B.S.E Rules). The parent(s) or legal guardian(s) may appeal the decision to Director, within 10 working days of the receipt of the notification. The Director shall conduct a hearing (under C.B.S.E rules) within 10 working days from the day the appeal was received and shall communicate its decision to the parent(s) or legal parent(s) as soon as possible but no later than 10 working days from the day of the hearing. During the period of appeal, the student will not be able to attend school.

4 DISCIPLINARY MEASURES

4.1 Discipline Cards

- A Red/Blue or white Card is issued to a violator of school rules.
- White Cards carry one Blue Card.
- Blue Cards carry one Red Card.
- Red Cards mean sure dismissal from school.

The issuing authority has the right to issue cards after judging the violators fault (nature of the fault plus whether the student is regular violator of rules)

- Acknowledgment of the cards has to be made by parent/guardian
- Principal’s decision will be the final in all cases.
- White card are issued for minor violations these remind a student to be careful in future.
- Blue cards are issued for certain major violations of the school rules.
- Red cards signify a serious breach of school rules, students must understand the gravity of his/her action or else he/she would put himself/herself to a situation that may demand expulsion from the school.

4.2 Administering Discipline Cards

Discipline Cards will be handed out to students in accordance with the violations that have been committed. The first violation of each of the following will result in the administration of a Discipline Card:

Category of Student Rules Violation	Discipline Card for First Violation
Harassment and Bullying	BLUE CARD
Vandalism or Damage to Property	WHITE CARD
Dangerous and Violent Behaviour	RED CARD
Theft	WHITE CARD
Dress Code	WHITE CARD
Public Behaviour	WHITE, BLUE OR RED CARD (depending on the type of public misbehavior)
Acceptable Use of Information Technology by Students	WHITE CARD
Academic Integrity	BLUE CARD
Attendance	WHITE CARD

Note: School rule book kept in the Principals office gives the guidelines of the nature of indiscipline amongst students and befitting card category to be issued for the committed offence.

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