

Important instructions for students and the parents

We believe that school is a place for teaching and learning, where students feel safe, secure and supported.

We expect our students to maintain and encourage high standards of personal conduct that includes honesty, discipline, integrity, respect and consideration, ethics and values.

RESPONSIBILITIES TOWARDS SCHOOL – GENERAL

1. To protect and promote the sanctity of the school by maintaining peace, order and harmony in school.
2. Maintain cleanliness in the campus and also help in making our school a green school.
3. Safeguard and preserve school property by reporting about willful damages made by the students.
4. Respect your classmates, elders, teachers and friends. Contribute in making your KV an "Anger Free Zone "
5. Students need to speak softly and they need to speak only in English while in school under spoken English project.
6. Follow the general instructions given in the school by teachers and council members.
7. Attend and maintain the dignity and sanctity of the school assembly.
8. Regularity in attending academic and non- academic activities.
9. Attend all activities organized by the school like Library, CCA and sports.
10. Keep the toilets clean and report breakage immediately.

RESPONSIBILITIES TOWARDS SCHOOL IN THE CLASS

1. Be regular in submission of school assignments and project work.
2. Students should go to respective classes on time.
3. Maintain corridor discipline and always move in queue.
4. Please do not come out of the class without/out pass and permission of the teachers.
5. Do not visit office of the principal during your teaching periods.
6. Problems/issues can be discussed directly with the principal during recess.

RESPONSIBILITIES TOWARDS FRIENDS

1. Helping a friend in need studies or otherwise.
2. Do not resort to bullying on bus or in the vidyalaya.
3. Use appropriate language in school with friends and others.
4. Do not visit other classes during teaching and non-teaching hours.

DRESS CODE/ UNIFORM

Students must be dressed in school uniform whenever they are required to make use of the school premises. Students need to be in complete school uniform as per the circular and sample available on KVS/school website.

1. They represent the Vidyalaya in any inter-school event even if it is conducted during holidays.
2. When they accompany their parents for parent teacher meetings or any activity organized by the school.
3. When they come to school for reasons like collection of hall ticket, attestation of certificates or marks card and for any other reasons.
4. Students have to wear the standardized uniform of the school. Students not in proper uniform will not be allowed to attend the Vidyalaya
5. House uniform to be worn on every Friday by all the students.
6. Students should wear clean and well ironed dress including, belt and socks and shoes.
7. No student can wear his or her school uniform and go to malls, coffee shops or any other public place.

GIRL STUDENTS – DO's

- Allowed to wear only small stud or small earrings.
- If long hairs wear two plaits.
- If shoulder length hair, wear two ponytails with red band or ribbons on all days of the week.
- Children having short hair should ensure that hair does not fall on their face.
- They need to wear their hair back either by wearing a band or a slide.

GIRL STUDENTS – STRICT DON'Ts

- Streaked hair, fancy hairstyles, leave shoulder length or long hair untied.
- Use of any kind of make up during school hours.
- Wearing gold earrings, bangles, chains, colorful and fancy jewelry, long or hanging earrings.
- Adorn their hair with flowers or colorful clips.
- Long Nails and Use of nail polish or mehndi during school days.
- Costly electronic items.

BOY STUDENTS – DON'Ts

- Wearing of caps and headgear in the school.
- Streaked hair, long hair, long side burns or fancy hairstyles.
- Metal bracelets/chains/ friendship bands or other bands.
- Grow their beard. Boys of Classes XI and XII need to shave whenever necessary.
- Costly electronic items

ENTERING AND LEAVING THE VIDYALAYA

Students are expected to report at 15 minutes before the starting of their respective shift.

Those who are making their own transport arrangements should reach the campus on time. Kendriya Vidyalaya Sangthan does not provide any transport facility to any student so it the responsibility of parents for pick and drop of their children from the Vidyalaya. Also, the parents are requested, who are arranging their own transport facility be sure about safety and security of their ward during their own arranged transport. Parents may do Police verification of drivers/any person who are involved in above said transport of their wards.

- Prior appointment should be obtained from the office/ email, for parents to visit if other than for planned meetings such as Parent-Teachers meeting.
- If a parent has been called by the school, it is very important for them to report in the/visitor's room/ front desk. **No parent is allowed to go directly to meet the Teachers.**
- The time of leaving the premises depends on the extra activities carried out by each student. Parents should get prior information from the children on these activities so as to avoid any concern or anxiety regarding their delayed return from school.

EARLY DISMISSAL

- Need an authorized letter from the parent for a student to leave early.
- Children will not be allowed to leave with a driver or another adult without an authorization letter from the parent.
- Students should take an exit slip from the VP/HM before they leave the Vidyalaya.

LEAVE OF ABSENCE FROM SCHOOL

- Parents are requested to plan their vacation only during vacation/breaks and not otherwise. Vidyalaya will surely not permit children going on vacation during school days.
- Attending marriages and other social functions while the school is in session needs to be kept to the minimum and prior permission should be sought to avail leave.
- If a child has a medical condition and has not reported to school for more than a week, the leave letter should be accompanied by a medical certificate along with fitness certificate.
- In case of unauthorized absence for more than 10 working days, the name of the student will be struck off as per the KVS norms. The students will have to apply for readmission with proper written justification. Payment of readmission fee to be made with the permission of the Principal.
- **Parents are requested to go through the CBSE circular COORD/2009 dated 8/10/2009, pertaining to requirement of 75% of mandatory attendance in classes X and XII**

ADMISSION ADVISORY

- Detailed guidelines available on the website of KV and KVS.
- **Request for any concessions under SC, ST, OBC, disability and single girl child will be considered only if the certificate is in the name of the student. All the original certificates to be produced for verification by the class teacher/co class teacher and attested copy of the certificate to be entered in the office records.**
- **No medical prescriptions will be considered for claiming disability benefits. The parents seeking disability benefits should collect the latest revised circular of CBSE from admission room and submit the same at the earliest along with the filled in annexures and disability certificate issued by the competent authority for entry in the office records. No case will be forwarded to CBSE after 31st July.**
- **Shift change only on sibling grounds will be considered.**

THE ASSEMBLY

- Students must move in a single line, keep the bag in class, and join the assembly in time. They must maintain silence. They need to move and stand in a single line, as per class and section.
- Be sincere during the prayer and national anthem.
- During specific announcements, be attentive and sincere in expressing your appreciation for others in the assembly so that others do the same when your turn comes.
- Give respect to the council members, who are performing their duties and follow their instructions. Your turn also may come, for the role of a leader when you would want others to listen to you.

- No one is allowed to miss assembly and this should be strictly followed even during tests & examinations.

EXCUSE FROM PHYSICAL EDUCATION

If a student is unable to participate in any kind of physical activity organized by the school because of illness, a note must be recorded by the parent to the physical-education teacher in the diary explaining the illness, and she /he will be excused. In the event of a prolonged illness, a student must produce a medical certificate and seek exemption from PT.

If a child is suffering from any serious medical condition, a letter to the class teacher addressed to Principal to be submitted at the beginning of the year is essential and important.

Examination Advisory

If a student misses a unit test / formative assessment / exam, no retest will be permitted unless the student is absent for a Vidyalaya sponsored activity, for example travelling with a sports team, drama club, etc. No requests for postponement of tests / worksheets and exams will be accepted by the school.

Refer website of KVS and CBSE for the scheme of studies.

POSITIVE REINFORCEMENTS FOR GOOD BEHAVIOUR IN SCHOOL

- Motivational certificates will be given in class to appreciate all kinds of learners- Virtues, art, reading, good behavior, good in academics, best helping hand, and improvement in academics and good in computers.
- Each year, children are encouraged to design the cover page of the diary, Cover page of the book and it is these that are used by the school. Appreciation certificates are given to these children in the assembly.
- Every achievement of the child in any competition is acknowledged in the school assembly.
- Every year, Class X and XII students who have done well in their board exams are honored with cash prizes by the KVS.
- Best Class coordination award will be awarded in primary and secondary section to the class and section of both shift for coordination in class room decoration and maintenance.

We request parents' cooperation for the following:

- Do not send expensive and excess stationary or send things that are not allowed by the school and if found with the child, same will be confiscated.
- Parents are requested to approach the school for any student related incidents or queries. If there is a misunderstanding or fight amongst children, the same has to be brought to the notice of the school and please do not approach or deal with the issue directly with parents. We are doing this solely to avoid conflicts.
- Parents should report to the front desk if they need to pick up their children in case of emergency. **Parents are strictly not allowed to go to the classrooms directly.**
- No last-minute request for leave will be entertained unless it is an emergency. Three days notice to avail leave is required.
- **Parents are hereby informed that carrying of mobile phones or any other electronic gadgets is strictly prohibited in school and confiscated if a child has it and will never be returned.**
- Security at the gate is for the safety of children in the school. Cooperate in sharing your identity when and where required. Do cooperate with the security personals when they ask for your identity proof.
- Parents are requested to check Vidyalaya website from time to time for notices, recent circulars and updates.
- **Principal and teachers are looking after the needs of your wards and are catering to their academic needs during the school hours.** We regard your valuable time. Always seek appointment by filling the form available on the website/ visitors room rather than making surprise visits beyond visiting hours. **You are requested to adhere strictly to the visiting hours for meeting the principal.** (11am to 12.30pm)
- Regularly check the bags of your ward and to maintain effective two-way communication ensure to keep a regular check on their diaries.
- Healthy Food Habits are to be inculcated right from childhood days. Do send healthy Tiffin's. Avoid junk foods, pastas, cakes and instead send fruits and healthy snacks.

ELECTRONIC GADGETS

STUDENTS ARE NOT ALLOWED TO CARRY CELL PHONES/ IPODS/ MP3 PLAYERS OR ANY OTHER ELECTRONIC GADGETS AND EXCESS MONEY TO THE SCHOOL AND THE SAME WILL BE CONFISCATED IF IT IS FOUND IN THE STUDENTS' POSSESSION

Discipline and code of conduct

We emphasize the importance of non-violence/ No Bullying

Pushing, swearing, shoving, biting, bullying, hitting and kicking each other are unacceptable, even if done in fun. Physical assault will be dealt with severely, by suspension. It is very important that parents discuss this policy with their child(ren). The school needs parental support in this endeavor.

Note: If a child is found bullying a child physically or mentally, the child will be counseled by the Class Teacher, Coordinator and Counselor. If this behavior continues, the child will be forwarded to the discipline committee for

Further enquiry and the student may be suspended or may be asked to leave the school as per the report of the discipline committee.

Children cannot use any type of social networking sites to malign their friends, teachers and the school. If any child is found doing this, action will be initiated as per the code of conduct .

KVS Code of conduct for students [(Article No.60 (a))]

- a) The following acts and conduct on the part of the students will amount to misconduct:
- i) Misbehavior towards teachers or any other employee of the school.
 - ii) Intentional disturbance of classes.
 - iii) Absence from classes without the permission of the teacher/ Vice-Principal/ Principal.
 - iv) Bullying / intimidation of others.
 - v) Eve-teasing/ misbehavior towards girl-students.
 - vi) Damaging / disfiguring school property.
 - vii) Propagating a strike / disruption of classes.
 - viii) Association with banned organizations.
 - ix) Propagating communal / caste feeling amongst students.
 - x) Indulging in physical violence in any manner.
 - xi) Disobeying lawful orders of the teacher/ vice-Principal/ Principal.
 - xii) Bringing unauthorized people / articles inside the school.
 - xiii) Theft / pilferage of school / student's property.
 - xiv) Prohibition from using social media against teachers, administration and the school.
 - xv) Indulging in acts of moral turpitude, disrespecting national flag & national anthem.

b) In above acts of misconduct, Principal shall take suitable action as per observation of the disciplinary committee depending on the gravity of the misconduct, which may include :

- i) Oral / written warnings to the student and parents.
- ii) Suspension from attending classes/ school for a specified period.
- iii) Recovery of loss to school property.
- iv) Issue of transfer certificate.
- v) Expulsion / rustication from school.

I Master/Ms _____(name) of class _____ section _____ shift _____ hereby submits that I have understood above instructions and assure compliance of the same . I fully understand that IN THE CASE OF ANY VIOLATION I'm liable for action as per article 60 of KVS education code.

Name and signature of student

Undertaking by the parents:

I/We.....(name) parent of
(Name of the student) of class(Class & section) for the session of
_____, take an undertaking to abide by the instructions & codal norms of Kendriya
Vidyalaya no 1 Delhi Cantt.

1. I will pay the fee of my ward on time and will not bother the school authorities with fee reminders.
2. In case of any change in the information given to the school authorities in my legal documents, address and phone numbers etc. I will immediately inform the school authorities.
3. I will ensure that the child goes to the school in a tidy manner with healthy tiffin and books as per the time table.
4. I will supervise my ward's homework regularly and ensure that he/she revises his lessons daily.
5. I will not hand over any electronic gadget or mobile phone to the school, which the school authorities are allowed to confiscate on non-returnable basis.
6. I will supervise the sites which my ward surfs on the net.
7. I will not call teachers / authorities at their residence and will not discuss the matters related to the teachers disrespectfully either before the child or in society.
8. I will check student's diary on regular basis and will sign all the test notebooks and respond to the notes written in the diary by the teachers for me.
9. I will bring all the problems concerning the student to the authorities immediately for necessary action.
10. I will discourage my ward from long telephonic conversations and from being glued to television for all the programmes.
11. I will try my best to attend all the parent teachers' meetings and school programmes.
12. I will not ask for leave from school unless it is for medical reasons or for emergencies back home.
13. I will not plan my annual vacation during the regular working days of the school.
14. I will return all the things brought by the child home, if they do not belong to him/her.
15. I will go for a simple hair cut for my son/ daughter and see to it that my ward does not use hair colour or coloured lenses & ensure that he/she attends the school in time.
16. I will focus on neat work in notebooks and use of good vocabulary by my ward.
17. I will honour the disciplinary action taken against my ward in case of grave indiscipline.
18. I will encourage my ward to participate in co-curricular and extra-curricular activities.
19. I will inculcate good reading habits in my ward and for that I will make available magazines, newspapers and other knowledgeable books to my ward.
20. I will always respect the opinion of teachers and ensure regular attendance in remedial classes.
21. Every month I will follow up the attendance and punctuality of my ward & ensure that he scores 75% attendance.
22. I will note all the rules of attendance and passing criteria of class XI as given CBSE & KVS.

I understand that violation of these instructions and norms will invite action as per article 60 of education code.

Full Signature of Mother
Mother's Name :

Full Signature of Father
Father's Name :

Mobile Number :

Mobile Number :

Date :

Date :
