



Student Diary Rules

PRIORITIES

DDGEMS is expected:

- To be intellectually competent, open to growth, loving all and committed to do justice by generous service to others with a clear sense.
- To develop a quality of mind and heart (Competence and compassion)
- To cherish community values and learn to live harmoniously in the society.
- To be a leader in the struggle for the better human world and community of love.
- To love and respect all religions, cultures, and castes.
- To grow respect for all forms of life, especially human life.
- To develop a spiritual vision of the world in the face of materialism, Concern for other in the face of egoism and simplicity in the face of standing consumerism.

Therefore, egoism, deceit, Craze for possessions, spirit of unhealthy competition which takes advantage of the weakness of others will have no place in our educational aim, but every DDGEMS will imbibe the above aims and region as his/her life- ethos as he/she achieves multifaceted growth in his / her respective years.

SCHOOL TRADITIONS

DDGEMS takes pride in being a part of his institution and:

- They are hard-working. They set high goals and standards and are persistent in their efforts to achieve them.
- They aspire to be mentally, physically and psychologically strong.
- They are aware of the social structure and national goals and are able to accept and discharge personal responsibilities.
- They avoid vulgarity in their talk and behaviors.

- They converse only in English while in the school premises.
- They offer help to any unattended visitor they come across in the school premises.
- They are respectful to the authorities, teachers and elders greet them and help them.
- They realize that hard work, perseverance, systematic and creative personal efforts is only stepping-stone to real success especially in studies.
- They are conscious that true nobility consistent in being honest and sincere, decent and gentle, in speech behaviors and action.
- They keep their school clean and neat, in and out. DDGEMS loves to leave the school and its premises clean by picking up any wrappers or Waste materials lying on the ground and placing them in the dustbin provided.
- DDGEMS are brothers and sisters.

Therefore, everyone is to be treated with brotherly sisterly dignity and decorum. The desire to observe the above tradition must come from within and must to be genuine, only then can one's character be formed.

WITHDRAWAL:

- A month's notice to be given before the withdrawal of a student from the school.
- Notice of the withdrawal should be given in writing to the school office by the parent guardian and not by the student friends or servants.
- The application form for the transfer certificate school leaving certificate will be issued one week after receiving the notice of the withdrawal.
- No transfer certificate will be issued until all dues are cleared.

DISCIPLINE AND CONDUCT

- Students are advised not to carry valuable articles like watches, gold arguments, mobiles, iPods, Calculator or any other electronic gadgets to school.
- All articles brought to school, including water bottles, Tiffin boxes, pullovers, blazers, raincoats, caps etc., should be mark with the name and class of the student.
- Any student who is persistently and repeatedly mischievous or has committed an act of serious in discipline or misbehavior will be expelled permanently or suspended by the principal.
- Students from std. VII onwards should come in school uniform on their birthdays.
- Girls with hair longer than shoulder length, must plait it.
- Boys need to have a crew-cut and no fashionable haircut will be allowed it
- Parents are requested to ensure a proper dress code for their children in school. Further, they should inculcate in their children, the habit of dressing decently for all occasions held in school.
- Students, returning to the school after suffering from an infection or contagious disease, should produce a doctors fitness certificate permitting her/ him to attend school. Students suffering from the following diseases must observe the prescribed period of quarantine time before returning to the school.

1.	Chicken Pox	Till the scabs fall completely	Not more than 15 days
2.	Cholera	Till the child has completely recovered	Not more than 15 days
3.	Measles	Two weeks after rash disappears	Not more than 10 days

4.	Mumps	Until the swelling has gone about one month	Not more than 15 days
5.	Whooping Cough	Till the doctor certifies	Not more than 20 days
6.	Hepatitis	Till the doctor certifies	Not more than 20 days
7.	Severe Flue	Till the doctor certifies	Not more than 5 days
8.	Conjunctivitis	Till the doctor certifies	Not more than 10 days
9.	Covid-19	Till the doctor certifies	Not more than 15 days

LEAVE, ABSENCE WITHDRAWAL

- In this handbook, leave record leave record pages have been provided concerning leave. Only those ought to be used, if leave is taken for a day or two this record is meant to be used by parents/Guardians. The handbook should be presented in the office that very day, well in time before attendance is taken or else, the teacher will mark the student 'ABSENT' in which case appropriate action will be taken.
- A student who remains absent for a day without getting the leave sanction should, on returning to the school on the next day, bring proper entry in the absence record, failing which, the student may not be allowed it to enter the class.
- The names of those students who remain absent from the school for more than 15 days, without any application for leave signed by their parents or guardians and duly sanctioned by the principal, Will be struck off from The school rule. In case they are readmitted the usual admission fees will be charged afresh.
- In case of illness, the leave application must be submitted to the principal, preferably on the day itself. Also, the parents should produce a medical certificate if the ward is absent for more than three consecutive days.

- Leave will be granted only in case of illness and in exceptional cases, if applied well in advance, listing valid reason, and given in read writing. Without proper sanction of leave, no student shall have sent himself/ herself from the school at all.
- No students should leave the classroom without the permission of the teacher. In case of leaving the premises during school hours, permission must be obtained from the principal.
- Absence of students from the class for merely family functions is entirely discouraged and the school does not hold itself responsible for a student who suffers in her/ his daily progress, for lack of strict adherence to attendance rule.
- No leave will be granted on test and Periodic evaluation days, except for grave reasons, in which case, parent have to come in person, with proper application.
- When the school sends a student for competition, games, etc. It is entered in the handbook and is to be signed by the teacher in charge. In the attendance, it will be marked present.
- Attendance is compulsory: On the first and the last day of school, on Independence Day, Republic Day, teachers day, children's day, sports day, annual day/ School day, Gandhi Jayanti and any other day the school specifies, on which no leave will be considered without serious reason.
- If attendance is less than the prescribed percentage, i.e.75% of the total working days (including attendance put in a previous school, if the student has been admitted on transfer) the student will not be allowed to appear for the annual examination.

EXAMINATIONS

- A student not appearing in the tests will be marked absent and would be discredited for the same.
- If on medical grounds, students are not able to appear in periodic test and term exam, the application and the doctor certificate, countersigned by the parents must be submitted.
- Classwork and homework and assignments and classwork and portfolios etc. Which have due weightage in annual promotions, need to be completed on time.

EVALUATION

- No student may absent herself/himself from the periodic evaluation or the tests, except when prevented due to reasons of ill health, in which case, medical certificate should be produced, along with separate application by the parent in person.
- In any case, the school guarantees no alternative provision for a student who absents herself/himself from any tests or periodical evaluations.
- Willful breach of any of the regulations for the conduct in the periodic evaluation is punishable with expulsion from the periodic evaluation room or if discovered subsequently cancelling of the paper.
- Answer papers of tests and evaluations will be shown to be parents only on open day.
- No re-evaluation in class test, periodical or annual evaluations will be conducted under any circumstances whatsoever.

PARENTAL CO-OPERATION

- Parental cooperation with the school is very essential. The school, therefore, invites the parents / guardians to extend their wholehearted cooperation, by visiting the school periodically and keeping in close touch with the teachers and the school authorities, during the office hours.
- Parents and guardians are earnestly requested to enforce punctuality and discipline, to see that their children prepare their home lessons regularly and devote at least 2 to 3 hours to studies at home.
- Parents, guardians, or visitors are not allowed to meet the students or teachers during the school hours without the permission of the principal. They should come only during the given time i.e. after the class hours. They are strictly prohibited to go to the classrooms or the staff room.
- Parents are requested to make any complaint directly to the school authorities in writing and not to the teachers.
- It is the duty of parents to see that their children are regular to school and on time. We need to bring their books according to their timetable or as per instructions of the concerned teacher.
- Since the medium of instruction is English, children should speak in English, particularly in school, as it will enable them to follow their lessons easily and intelligently. Speaking in English at home also is highly encouraged.
- The school authorities strongly recommend that parents should not arrange medical appointments of their wards during the school hours, or those medical appointments of the parents / relations which could affect the students or children.

- Parents should not approach any staff member for tuition. The staff of the school cannot accept tuitions. Teachers of this school shall not go to the houses of the students for any type of tuition or Coaching.
- Children must carry their lunch bag along with them. Notifications will be accepted afterwards.
- To maintain this discipline of our school, parents are requested to note that the following student will be sent home.
 - I. Those who do not bring signed, teacher's remark on time.
 - II. Those who come without proper uniform or whose appearance is shabby.
 - III. Those suffering from a disease, which is contagious or at an infections stage.

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