



## PARENTS' CODE OF CONDUCT

(To be read with the Rules, Regulations, Policies and Discipline Framework of the School and in consonance with CBSE Affiliation Bye-Laws, principles of Natural Justice, Child Protection Norms and applicable laws of India.)

### **PREAMBLE**

Delhi Public School, Baramulla believes that the holistic growth, safety, discipline, dignity and academic excellence of every child can only be achieved through a harmonious partnership between the School and Parents/Guardians.

Admission of a child to the School implies unconditional acceptance by the Parent(s)/Guardian(s) of the rules, regulations, discipline policies, fee norms, safety protocols and administrative procedures framed by the School from time to time.

All parents/guardians are expected to maintain the highest standards of civility, cooperation, discipline, decorum and lawful conduct while interacting with the School, its Management, Principal, staff members, students, transport personnel and other parents.

This Code of Conduct is intended to ensure:

- A. Safety and dignity of students and staff;
- B. Smooth functioning of the academic environment;
- C. Protection of institutional discipline;
- D. Prevention of intimidation, violence, disruption or unlawful interference in school affairs;
- E. Maintenance of the reputation and ethos of the School.

### **1 APPLICABILITY**

This Code shall apply to:

- (1) Father/Mother of the student;
- (2.) Legal Guardian/Local Guardian recorded in school records;
- (3.) Any person acting on behalf of the parent/guardian;

Visitors accompanying parents to the School;

Parents interacting physically, telephonically, digitally or through social media platforms.





## 2. RECOGNISED GUARDIANS FOR OFFICIAL DEALINGS

The School shall entertain, recognise and officially communicate ONLY with:

- A. The Father;
- B. The Mother; or
- C. The Local Guardian

whose names are specifically mentioned in the Admission Form and School Records.

No relative, acquaintance, political representative, self-styled association member, advocate, intermediary or unauthorized person shall be permitted to:

A. Interfere in school administration;

seek confidential information;

threaten or pressure school authorities;

represent the parent without written authorization acceptable to the School.

B. The School reserves the right to deny entry or interaction to any unauthorized person.

## 3. EXPECTED STANDARDS OF CONDUCT

All parents/guardians shall:

### 3.1 Maintain Respectful Behaviour

Interact courteously with all staff members and students;

Maintain dignity, decency and restraint in speech and conduct;

Follow appointment procedures while meeting teachers or administrators.

### 3.2 Respect Institutional Discipline.

- ✓ Parents shall not:
- ✓ Interrupt classes;
- ✓ force entry into restricted areas;
- ✓ create scenes in corridors, classrooms, offices or school gates;
- ✓ Use students for protests, sloganeering or demonstrations.

### 3.3 Cooperate in Academic and Disciplinary Matters.





Parents shall:

- ✚ support lawful disciplinary actions taken by the School;
- ✚ ensure regular attendance, punctuality and discipline of their wards;
- ✚ attend PTMs and official meetings when called.

### 3.4 Respect Child Safety Protocols

Parents shall comply with:

- ❖ visitor entry procedures;
- ❖ transport safety rules;
- ❖ ID verification requirements;
- ❖ student pick-up norms.

## 4. PROHIBITED CONDUCT

The following acts shall constitute serious misconduct:

### 4.1 Abuse and Misbehaviour

- a) Use of abusive, defamatory, insulting, humiliating or indecent language;
- b) Shouting, intimidation or unruly behaviour;
- c) Misconduct with teachers, staff, students or other parents.

### 4.2 Threats and Intimidation.

- a) Criminal intimidation;
- b) Issuing threats directly or indirectly;
- c) Threatening staff through calls, messages, social media or third parties;
- d) Political, social or religious pressure tactics.

### 4.3 Violence and Assault.

- Physical assault;
- Attempt to assault;
- Pushing, manhandling or wrongful restraint;
- Damage to person or reputation of school officials.

Such acts may invite immediate police action in addition to school measures.

### 4.4 Disruption of School Functioning

Parents shall not:

1. Obstruct school operations;





2. create mob situations;
3. indulge in sloganeering;
4. organise demonstrations/protests inside or outside school premises;
5. interfere with examinations, assemblies or school events.

#### 4.5 Groupism and Pressure Associations.

No parent shall:

- Form unlawful pressure groups or unauthorised associations to intimidate the School;
- circulate malicious propaganda; no use of School Name, School Logo, any Signage of the school,
- organise coordinated campaigns to destabilize discipline or administration;
- misuse social media groups to defame or malign the School.

Constructive suggestions may only be made through officially recognized channels.

#### 4.6 Damage to School Property

Any damage caused to:

- school buildings,
- buses,
- classrooms,
- equipment,
- CCTV systems,
- furniture,
- digital infrastructure

shall make the parent liable for:

**full financial compensation(10 times of the estimated cost of the damaged item),  
disciplinary restrictions, legal proceedings wherever warranted.**

#### 4.7 Disturbance of School Transport.

Parents shall not:

- ❖ stop or obstruct school buses;
- ❖ intimidate drivers/conductors;
- ❖ create unlawful gatherings around buses;
- ❖ provoke students during transport operations.





Interference with school transport shall be treated as a grave misconduct affecting student safety.

## 4.8 Social Media Misuse.

Parents shall not:

- ✓ circulate false allegations;
- ✓ post defamatory material;
- ✓ record or publish videos/photos of students or staff without permission;
- ✓ spread rumours against the School.
- ✓ The School reserves the right to initiate legal remedies under applicable cyber and criminal laws.

## 5 COMMUNICATION PROTOCOL

### 5.1 Official Communication Only

Parents shall communicate through:

1. School office;
2. Official email;
3. Almanac, Applications through the School Reception,
4. PTMs;
5. Scheduled appointments.

### 5.2 Restrictions on Staff Contact.

Parents shall not:

- Repeatedly call teachers at odd hours;
- harass staff through personal numbers;
- use threatening or coercive communication.

## 6. FEES AND FINANCIAL DISCIPLINE

Parents are duty bound to deposit school fees and dues within the stipulated timelines (By the every 15th Day of the ongoing month. Annual Charge by the 15th of MAY every year).

### 6.1 Delay in Fee Submission

1. Persistent or undue delay in payment of fees may result in:
2. Levy of late fee/fine;
3. withholding of report cards/results where legally permissible;
4. restriction from school transport;





5. restriction from participation in certain activities;
6. temporary suspension of access to non-essential facilities/services;
7. striking off the student's name from school rolls after due Notice and in accordance with applicable norms.

## 6.2 No Coercive Tactics.

Parents shall not:

- Threaten the School regarding fee recovery;
- instigate collective fee boycotts;
- create pressure groups against lawful fee structures.

## 7. ENTRY INTO SCHOOL PREMISES.

Parents shall:

- a) Enter only through authorized gates;
- b) comply with security procedures;
- c) wear visitor passes where required.

The School reserves the right to:

- A. Regulate entry;
- B. DENY entry to disruptive individuals;
- C. REMOVE persons creating disturbance.

## 8. PROTECTION OF STAFF DIGNITY.

Teachers and staff members are entitled to dignity, safety and professional respect.

Any act of:

- a) Humiliation,
- b) verbal abuse,
- c) harassment,
- d) intimidation,
- e) defamation,
- f) interference in professional functioning

**shall be treated as serious misconduct.**

## 9. CONFIDENTIALITY AND PRIVACY.

Parents shall respect:





- confidentiality of student records;
- privacy of staff and students;
- child protection and safety norms.

No parent shall demand confidential information relating to another student or family.

## 10. DISCIPLINARY ACTIONS AVAILABLE TO THE SCHOOL.

In case of violation of this Code, the School may take one or more of the following actions depending upon the gravity of misconduct:

- a) Oral warning;
- b) Written warning/advisory; Notice for
- c) Restriction of entry into school premises;
- d) Mandatory written undertaking/apology;
- e) Reporting matter to the Discipline Committee;
- f) Withdrawal of visitor privileges;
- g) Restriction from attending school functions/events;
- h) Police complaint/FIR wherever warranted;
- i) Recovery of damages/losses;
- j) Initiation of civil/criminal proceedings;
- k) Suspension or withdrawal of transport facility;
- l) Recommendation for withdrawal/cancellation of admission of the student in cases of grave misconduct affecting safety, discipline or institutional functioning, subject to applicable law and principles of natural justice.

## 11. RIGHT OF THE SCHOOL.

The School Management reserves the right to:

- Frame, amend or interpret rules;
- maintain discipline and institutional order;
- take preventive and corrective measures for safety and security;
- regulate campus access in the larger interest of students and staff.

The decision of the School Management/Discipline Committee, taken in good faith and in the interest of institutional discipline and student safety, shall ordinarily be final and binding, subject to applicable legal remedies.

## SCHOOL MANAGEMENT & ADMINISTRATION

