

Vidya Devi Jindal School, Hisar
(A residential School for Girls since 1984)



Students Code of Conduct

VISION

To become a leading residential school known for providing a holistically harmonious environment, which encourages fearless intellectual curiosity, learning through enthusiastic self-discovery and inspires a love for integrity and compassion for life.

Mission

- To provide a caring, respectful, and secure multicultural environment.
- To inspire students to accept challenges and enhance their own performance.
- To imbibe in the students a strong sense of personal, social & environmental responsibility.
- To use a comprehensive programme of varied instructional strategies and innovative techniques in technology towards academic and co-curricular excellence.
- To support a highly committed and creative faculty.
- To encourage a participative community of responsive and responsible parents, alumni and other stakeholders.

CORE VALUES

- Practice empathy, care, love and respect in relationships.
- Encourage tolerance and responsible behaviour.
- Instill dignity, integrity, and compassion.
- Foster adaptability, courage and resilience amongst students.

Prefectorial Board

“If your actions inspire others to dream more, learn more, do more and become more, you are a leader” --John Quincy Adams

To promote student ownership, the hallmark of a progressive public school, VDJS has a strong prefectorial board that is instrumental in planning and

running school-wide events to assist the school in its day to day activities. The prefects help ensure that the students are mentored to adhere to the School Code of Conduct at all times. Their roles and responsibilities do not limit to this alone, the prefectorial board takes great pride and responsibility in being a part of several councils and committees of the school that are responsible for framing and implementing policies and rules by which the School is governed.

- Head Girl (XII)
- Vice Head Girl (XI)
- Junior Head Girl (VIII)
- Academic Prefect
- Vice Academic Prefect
- Junior Academic Prefect
- Prefect Sports (XII)
- Vice Prefect Sports (XI)
- Junior Prefect Sports (VIII)
- Prefect Activities (XII)
- Vice Prefect Activities (XI)
- Junior Prefect Activities (VIII)
- Prefect Dining Hall
- Vice Prefect Dining Hall (XI)
- Junior Prefect Dining Hall
- Prefect Event Management
- Vice Prefect Event Management
- Junior Prefect Event Management
- Prefect Editorial
- Vice Prefect Editorial
- Junior Prefect Editorial
- House Prefect
- Vice House Prefect
- Junior House Prefect

Process of Selection of the Prefectorial Board

- House Mistresses are authorized to nominate at least one candidate from their house for each post of the Prefectorial Board.
- The nomination should be based on their suitability for the post (for each neutral Prefect).
- The core committee chaired by the Principal will finally select the Prefectorial Board.
- House Prefects will be selected by the House Mistress at the house level.
- Sports Prefect will be nominated by COS.
- The Principal will finally announce the Prefectorial Board.

Prefect Code of Conduct

- The prefectorial Board members should at all times exhibit in their conduct:
- Leadership qualities such as confidence, ability to take initiatives and problem solving skills
- Ability to speak in public
- Team Spirit
- Organisational Skills
- Politeness, honesty, reliability, punctuality, and hardwork
- Positive attitude and enthusiasm
- Ability to encourage and motivate fellow students
- Respect towards teachers, peers, all adults and towards the school environment
- Willingness to take on extra responsibilities
- Ability to work independently and complete tasks without supervision
- High standards in academic performance

Responsibilities of the members of the Prefectorial Board

1. General

- To set high standards to be emulated by the rest of the school.
- To maintain an atmosphere of cooperation, peace, discipline and unity in the school.

- To carry out their responsibilities with utmost humility, impartiality and honesty
- To follow all the rules and regulations of the school and ensure that the entire student body complies by the rules
- To serve as mentor to junior students
- To maintain discipline in the Dining Hall, academic block and the hostels.
- To report immediately about any untoward incident like bullying, harassment etc to the concerned authority
- To be always ready and alert to help those students who are in need
- To help the authorities in maintaining the decorum during the organization of any interschool event, PTMs, or during the visit of any outsiders to the school.
- To confiscate any prohibited items, if found in possession of any student and report the matter immediately to the higher authorities
- To avoid all forms of discrimination

II. Specific:

Head Girl

- To coordinate with entire Prefectorial Board for implementation of rules and regulation of the School
- To conduct periodic Prefectorial Board meetings
- To maintain open dialogue between the staff and students
- To voice the student's opinion to the higher authority
- To conduct of assemblies

Prefect Academics

- To promote academic excellence.
- To promote the importance of focus, effort and aiming for excellence academically.
- To develop and promote academic support programmes to assist students to achieve their academic potential.
- To organize and support in competitive examinations like Olympiads, Spell Bee.

- To inform students of academic successes at the weekly House assembly.
- To ensure smooth and effective functioning of Prep.

Prefect Sports

- To encourage and ensure maximum participation of students in various sports
- To maintain high standard of sports.
- To help the COS for smooth conduct of the school sports programmes.
- To liaison with the House Mistresses and House Prefects for all Inter House Sports events.
- To ensure selection of the best students for Inter School Competitions
- To help the school staff in organizing various sports events in the school.
- To maintain complete confidentiality in the conduct of any sporting event.
- To ensure correct use and maintenance of sports equipment and facilities.

Prefect Dining Hall

- To maintain decorum of the Dining Hall.
- To keep a check on food wastage
- To ensure that no food is taken out of the dining hall as well as from the refreshment area/cafeteria
- To keep a check on the quality of the food being served in the Dining Hall
- To give feedback/suggestions on behalf of the student body during the Mess Committee Meetings.

Prefect Activities

- To encourage maximum student participation in various co-curricular activities
- To maintain high standards of the activities
- To help the DOA for smooth conduct of the activities
- To liaison with the House mistresses and house prefects for all Inter-House events
- To ensure selection of the best students for Inter-School Competitions
- To assist Dean of Activities in organising Inter-School events / activities in the school
- To maintain complete confidentiality in conduct of an activity / event
- To ensure effective functioning of the School Hobby classes & Clubs

Prefect Event Management

- To assist in the smooth conduct of all intra school and Inter School events.
- To help the DOA for smooth conduct of the activities.
- To mobilize a team of students for the conduct of an event.
- To assist the teacher IC in the IT, AV and other requirements of the event.
- To maintain the high standards of all activities.

Prefect Editorial

- To assist the Staff Editor in planning each issue.
- To ensure timely completion of the editorial work for each issue.
- To constantly work towards upgrading the quality of the school publications.
- To make the publications representative of the school community by seeking contributions from all stakeholders

House Prefect

- To ensure discipline in the boarding house
- To inculcate House spirit in the girls
- To ensure that students of their house reach for different activities on time

- To encourage and ensure student's participation in various activities and sports events
- To liaison with the House Mistress for all Inter-house activities and sports events.
- To check the turnout of the students of her house
- To ensure the line-up of the students in the hostel before breakfast and before dinner

Vice Prefect

- To assist the school prefects to discharge the assigned duties
- In the absence of the School prefect, discharge the duties as the officiating School prefect

Junior Prefect

- To assist the School prefects to discharge the assigned duties in the junior school

Dismissal from the Prefectorial Board

- A prefect may be debadged if found involved directly or indirectly in any disciplinary issue.
- If the student is charged with any disciplinary issue, the matter will be send to the disciplinary committee for further review of the situation.
- Depending on the action proposed by the Disciplinary Committee, the School's Senior Management Team will decide to de-badge the student from the Prefectorial Board.

Student Code of Conduct

Basic Etiquettes/ Courtesies

- Courteous behaviour is the hallmark of good education (i.e. wishing all staff and visitors, being respectful and courteous in interaction with others etc.). It is expected that every student conducts herself in a manner that reflects favourably on the school.

- In the classroom students must maintain a learning environment which implies that decorum and discipline are to be observed

Attendance

- All academic lessons , activities, assemblies and games as per the timetable / daily schedule are to be attended. Attendance at all school events and entertainment as calendared is compulsory, unless exemption is granted by the school authorities.
- No student may leave the campus without the prior permission of the Administrator or Principal.
- No student is allowed to leave the Boarding -House after dinner except with the permission of her Housemistress/ Dorm Parent.
- The School's policy on 'Leave' must be respected. During the term, leave should not be sought, except in the case of the Wedding of a blood brother/sister (only once in a term), the demise of a close relative or a medical emergency. Such leaves will be sanctioned by the Principal on the recommendation of DSWD.
- Students must return on time after vacation / leave. In case of a medical problem, the school must be informed and the student concerned is expected to return with supporting medical documents which are to be submitted to the Resident Medical Officer(RMO).
- Medical leave will only be granted by the Principal on the recommendation of the RMO. On return to the school, the student must deposit all supporting medical documents and medical prescriptions with RMO.
- Leave granted will only be extend to two days, apart from the time taken for travel. In case of a marriage, the invitation card must be attached. Leave for three days will be granted once a year for marriage or any other family function.
- Students may also be given leave for college related entrance tests with the permission of the principal on the recommendation of the career Department and on the submission of supporting documents i.e registration card/admit card.
- Students are not permitted leave just before the formal conclusion of the term.

- Roll-call is given the highest importance, hence absence without any prior permission will be treated as a violation of the School policy

Leaving School after the Board Examinations

Class XII students will have to leave the campus with their parents immediately after their last examination.

Electronic Gadgets and Electrical Appliances

- Students can keep only those electronic gadgets which are permitted by the School Management (Kindle / MP3 / camera / laptop), with specific configurations as notified by the School and at specific times only. These gadgets, if brought, are to be deposited with the respective Housemistress / Dorm Parent. No student is allowed to sleep with ear-plugs on. These gadgets may be used during leisure time in the Boarding-Houses only.
- Cell phones are strictly prohibited and the possession of mobile phone with any student will be considered as the serious violation of the School rules and will lead to serious consequences.
- Students are not allowed to keep or use any electric gadgets such as an electric kettle, room heater, iron, cooking appliance, hair dryer or any other electrical appliance.
- Internet facility is to be used for educational purpose and healthy communication only with parents or universities, if advised by the Careers Department.

Phone Call

Students will be allowed to make 30 minutes phone call once a week to their parents from the School provided machine. The calls will be supervised by mentors without invading the mentee's privacy. Such calls will be initiated in the presence of the mentor.

Parents may make calls to Mentor/ House Mistresses at a mutually convenient time. However the use of email is the best way to communicate with the school.

Personal Hygiene

- Students must bathe every day. Girls with shoulder-length hair must tie up their hair. Long hair must be braided. Parents must ensure that on returning from vacation the students have the appropriate hair-cut.
- Girls are permitted to use black bands only to tie up their hair.
- Nails must be cut regularly and kept short and clean.
- Students are not allowed to colour, dye or bleach their hair. Use of henna is not permitted on the hair or body.
- No piercing of any visible part of body is allowed except the ears piercing. Only a set of small ear-studs may be worn.
- No student is allowed to have tattoos on her body.
- No make-up or nail-polish is allowed.

Clothing and School Uniform

- Students will wear neat and clean School uniforms at all times in School as well as on the journey home / to School at the end / beginning of a term, on outings and also when they represent the School in different forums.
- During academic hours the students wear the school uniform as per the seasons:
 - Summer Uniform : White shirt, check skirt, black shoes, white socks, School tie & School belt
 - Winter Uniform : White shirt, grey woollen trouser, School blazer, School tie, School belt, black shoes & grey socks
 - On Saturday : White shirt, House colour skirt, white socks and sports shoes
 - For Dinner : White Kurta Pyjama (Summer) & Track suit (Winter)
 - Travelling: Black Jeans, Pink T-Shirt, Loafer/Floatters.

After academic hours, students will follow the dress code as per the dress code circular released from time to time. No student is allowed to wear 'floaters' with the School uniform unless allowed by the RMO for medical reasons. Only plain 'floaters' are permitted. No fancy footwear is allowed.

Dining-Hall

- Proper decorum must be maintained during meal-times in the Dining-Hall
- Attendance at all meals is compulsory
- No student is allowed to fast during meal-times for any reason, unless permitted by the RMO for medical purposes
- There are no special seating arrangements according to diet or social background and students are expected to be seated as assigned by the DSWD
- No student is allowed to get any special meal cooked in the Dining-Hall
- Students and Staff must consume the meals provided by the school in the Dining - Hall only.
- There should be no wastage of food. Students must consume everything that they have served themselves
- No food should be carried outside the dining hall by any student.
- Students are not allowed to take any cutlery, serving-dishes or any other utensil / equipment out of the Dining-Hall.
- There must be decorum observed when grace is said before and after meals.
- Students should greet visitors entering the Dining-Hall, be polite and observe table-manners.

Cafeteria

- A Cafeteria facility is provided on campus. No student is allowed to visit the Café on non - designated days. Infringement of this rule will lead to the serious repercussion of having the facility shut down for the entire House / Class.
- All purchases in the Café will be against coupons and no student is allowed to use cash/ credit / debit cards.
- Students are allowed to celebrate their birthday in the cafeteria with their classmates, only under the supervision of their mentors.
- The Café is to be kept neat and clean by all users.

Hostel Night Prep and Lights Out

- Prep time is to be strictly followed as per Daily Schedule.

- Prep is to be conducted in complete silence and students are not allowed to consult each other each other during this time.
- Prefects and students of Class XII are permitted a maximum of 30 minutes of extra study -time after 'Lights Out' (in their room with the use of Toye unit light) only at the discretion of the Housemistress. However, complete 'Light Out' is to be maintained after 11:00pm.
- After dinner students are not permitted to move out of the House except in special circumstances / emergency with the permission of House Staff who will keep in HM/DSWD informed of such special circumstances.
- 'Lights Out' timings are to be strictly followed.

Boarding-House

- All rooms in the Boarding-House must be kept neat and clean during all times of the day.
- Beds must be neatly made and covered with counterpane when not in use (i.e. except during sleeping hours and the afternoon rest-time as per schedule).
- No student will bolt or lock her room at any time of the day or night.

Visiting another House / Room

- No student is allowed to enter another House without the permission of the Dorm Parent / Housemistress.
- No senior student is permitted to enter junior students' room and no junior is permitted to enter senior students' room.

Infirmary and Medicines

- Infirmary Out Patient Department (OPD) timings are to be strictly followed.
- No student is allowed to keep any medicine in her room / cupboard. Dorm Parent may only administer medicines prescribed by the School's RMO.

- In case of a medical emergency, the RMO is to be immediately contacted.
- Students who wear glasses or contact lenses should give the Resident Medical Officer (RMO) a copy of the ophthalmologist's prescription.
- Parents must inform the RMO of serious medical conditions such as a recent surgery, allergy, asthma or any other important medical information.
- The school refers students to doctors on its panel of specialists. Parents who wish to refer their ward to another doctor must request this in writing.
- Every student visiting the Infirmary should carry the House Medical Register with her or during classes a referral slip signed by the Academic Heads.
- If any student needs to visit the Infirmary after dinner, she must be accompanied by the Dorm Parent / Sahayika.

Banned Articles

- Students are not permitted to keep match-boxes, lighters, candles, incense-sticks, firearms, crackers, knives, weapons or any other potentially dangerous items.
- No cash, tuck or valuables are allowed in the school. Valuables will not be responsibility of the school. Any balance of journey money should be handed over immediately (at the beginning of the term) to the Housemistress to be returned to the parents at the end of the term against the respective parent's signature.
- Students are not allowed to operate the credit accounts with anybody nor use or keep credit/ debit cards.
- No expensive personal articles are permitted.

Fire-fighting Equipment

- Students are not allowed to tamper with fire-fighting equipment.

Jewellery

- Students must not wear any Jewellery except wrist-watches and a pair of simple ear-studs.

- No gold chains are permitted. If a stone is to be worn for religious reasons, the student must string it on a strong black thread and wear it under her uniform.
- No nose-rings or finger-rings or bangles are to be worn. Sikh students are permitted only thin 'karas'.

Travel and Exit from School

- Students are only allowed to travel with School Escorts sanctioned by the School Management.
- Students may go out only with their parents or with local guardians carrying a letter of authority from the parents of the child concerned. Under no circumstances will student be allowed to leave with unauthorised person / driver. Should a parent not come to collect his /her ward, the student will be detained in the school till the parent arrives.
- Students should return to school after vacation within the stipulated time.
- Parents may not stay in the school after the stipulated time.
- Parents / guardians are not permitted inside the Boarding-Houses at any time except on the House Parent Day.

Rooms

- The school reserves the right to conduct searches of rooms, lockers, Toye units, cupboards, clothing, bedding, boxes or any other personal spaces of students.
- Students are expected to clear their Toye units, lockers and other spaces occupied on the last day of each term. The school will not be responsible for any article left behind.
- No student is allowed to lock any space allocated to her. If a Toye unit/ cupboard / locker / room is found locked, it will be broken open.

Sports

- All students are expected to participate in sports on a regular basis as scheduled by the School. However, if a student is unfit for any

medical reason due sanction needs to be taken from the Principal on the recommendation of the RMO (with supporting medical documents).

- Special playing-fields are to be used for a specific sport.
- No student is to be punished for underperformance in any sport.
- If a student has been medically excused prior to a match, permission has to be sought from the RMO before participation in the match.
- The School will not tolerate dangerous play or unsporting behaviour.
- No staff member / student / outsider is allowed to swim alone in the pool or dive off the diving-board. Swimming is only allowed with an official Life Guard present.
- Sports equipment is to be kept with the Sports Department and is not to be kept in the Boarding Houses.

Out of Bound

The following places are out of bound:

- School laboratories / Computer centre/ Department rooms/Offices without the presence of an adult
- Roof tops of all school buildings
- Water-tanks
- The Swimming-Pool except during swimming hours. The Life Guard must be present during this time.
- Staff Quarters, except during calendared Mentor Meetings

Store Room

- The Store-Room is never to be opened unless due permission is sought from Housemistress/ Dorm parent. The student must be accompanied by the Dorm Parent.
- No suitcases, bags or boxes are to be kept inside the dormitories. All baggage is to be kept in the Store-Room. All articles of daily use are to be kept in the Toye unit/ cupboard space provided to each student.

Vehicles

- Parents and Guardians are not allowed to bring in their vehicles except on the first and last day of term or any other day specifically mentioned in the school calendar.
- Students are strictly prohibited from driving on the school campus.

Consequences

- The school encourages and fosters Good Discipline and effective learning in its daily routine. It is expected from each member of the student body to follow the code of conduct in letter and spirit.
- School Prefects to maintain a record of students who do not comply with the rules and regulations of the school in their Discipline Diary and give the names to DSWD for further action.
- If a student does not complete her assignments in time or exhibit a casual attitude towards her studies in spite of verbal counselling or reprimands by the concerned teacher, she will be put on detention on Sunday. Continued disinterest and lack of effort will lead to parental reach in writing or by phone by Academic Heads.

A White Slip is issued by Academic Heads/DOA/COS/TOD on referral by any member of the staff for the following acts of indiscipline:

- Rough or boisterous behaviour including running, shoving, pushing and shouting.
- Causing disturbance in the classroom (behaviour that interferes with teaching and learning).
- For reporting late to the class, for activities or for the sports.
- Bunking any of the school activity which is mandatory to attend.
- Violation of the dress and grooming guidelines.
- Causing disturbance or loitering in a hallway, lavatory or other common areas.
- Cafeteria misbehaviour.
- Fighting verbal or physical.
- Unauthorised use of school communication systems.
- Violation of computer use guidelines.
- Being found in any of the Out of Bound areas as identified.
- The record of white slip will be maintained by Academic Heads.

- Two white slips will entail the issuance of the yellow card.

The record of white slip will be maintained by the DSWD. The issuing authority will forward the counter files of white slips issued to DSWD office on daily basis. Three white slips will entail the issuance of the yellow card.

Yellow Card is issued by the Principal on the recommendation of the DSWD. A Yellow Card issued to a student results in formal written information to the parents .

The Card will be issued for the following breach of discipline:

- Possession of banned electronic items like mobiles etc.
- Stealing
- Possession of stolen property
- Extortion (obtaining or attempting to obtain something of value from another by force or intimidation or forcing)
- Fighting which leads to apparent injury
- Vandalism causing damage to school property which needs repair
- Possession of tuck or trying to smuggle tuck inside the school premises

Red Card is issued by the Principal after conducting a Discipline Committee Meeting which leads to suspension from the School for a period of 15 days, for the following acts:

- Defiance and violation of the Students Code of Conduct during School hours / trips.
- Insolence to adults
- Possession / consumption of contraband such as cigarettes, alcohol, drugs, tobacco or any other intoxicant
- Two Red cards in one term will lead to expulsion of the student from the school
- School will enforce a No Tolerance Policy on Mental, Verbal and Physical Abuse. An immediate expulsion will be effected if a student has engaged in an act of verbal or physical abuse. A first-time offence will result in an expulsion and may also attract legal action

- The decision of the School's Disciplinary Committee headed by the Principal will be final and binding in the matter.

Green Card is issued by the Academic Heads. This card will be issued if student fails to get passing marks in any of the term examination. It will be followed by a letter to parents by Academic Heads stating the remedial measures adopted for the student.