



DELHI WORLD PUBLIC SCHOOL

Under the aegis of Delhi World Public Foundation

Noida Extension

Affiliated to CBSE, New Delhi

PARENTAL CODE OF CONDUCT

Children have never been very good at listening to their elders, but they have never failed to imitate them.

James Baldwin

Delhi World Public School Noida Extension Parental Code of Conduct:

Our school works in close partnership with the DWPS NE Parent Community to ensure that students thrive in a positive learning environment based on the school's philosophy and vision. It is important that our parent community knows and shares the school's expectations in creating a warm, caring and respectful school environment.

The DWPS Parental Code of Conduct sets out mandatory guidelines on acceptable and unacceptable forms of interaction between parents and school, parents and their ward and parents and other students. The Parental Code of Conduct is applicable to all adult caregivers such as parents, guardians, step-parents, foster-parents, maternal or paternal grandparents, extended family and relatives and care-givers who come to school (collectively referred in this document as 'Parents').

All parents of students enrolled at DWPS-NE are bound by an implied undertaking that comes into effect automatically as soon as a child is enrolled. By this implied undertaking, parents agree to strictly abide by the Parental Code of Conduct and accept that continuation of their ward may be subject to compliance with this Parental Code of Conduct.

Parents hereby undertake to comply with the following:

1.	Always speak or act in a respectful manner adding positivity to the school environment. (all written and oral communications with members of the school community whether teachers, administration or support staff, other parents or students should show respect, courtesy and consideration)
2.	Recognise and accept that the school has the expertise and authority to administer itself as it sees fit Please note that the school is responsible for establishing and administering the policies, procedures and rules that deliver the educational vision of the school. It is important that parents recognise and respect this and follow the rules (and ensure that their children also follow) the school policies and support the school's decisions.
3.	Follow all the internal policies , standards, rules and regulations of the school, as established from time to time.
4.	Provide complete, accurate & updated contact details (such as Postal Address, Office Address of the parents, Phone numbers, Email Address, Emergency Contact Number, Neighbour's contact number) to the school as and when required. Any change in the above information should be communicated to the school as soon as possible.
5.	Provide complete, accurate and current details of the child's health (including Allergies, Medical condition, Blood group, Medicines to be consumed, if any).

Campus: HS 57, Knowledge Park 5, Greater Noida West (Noida Extension)

Tel. : 9205131014, 9205131015 E-mail : info@dwpsnoidaex.com

Website : www.dwpsnoidaex.com

6	Strictly follow the school timings for pick-up and drop-off including after-school extra-curricular activities. In case of an emergency leading to undue delay in picking up of the child after the working hours, such delay must be promptly communicated to the school at the earliest.
7.	Drive slowly outside the school and ensure lane discipline outside the school to improve the flow of traffic.
8.	Co-operate with the rules of the school. It is important to understand that the teachers and staff members of the school are constantly working for the growth, development and well-being of the child so parents are expected to work in collaboration with the school, its teachers and staff members to address any form of unacceptable behaviour or academic issue with relation to your child.
9.	In order to maintain a professional atmosphere and ensure a respectful environment for our students and staff, we request all our parents to dress up formally when you visit the school campus. It is mandatory for parents to carry the Parent ID card to gain access in to the school campus.
10.	Encourage your child to participate in all curricular and extra-curricular activities being conducted by the school.
11.	Read and respond to all notices and communications from school in a timely manner as per the deadline provided.
12.	Use social media responsibly.
13.	Respect the confidentiality and privacy of the child (including other students of the school).
14.	Always act in the best interest of the child and the school. Parents are requested to avoid joining any group to discuss the school policies. In case you need to address any general concern, please reach out individually to seek a solution.
15.	Ensure that any person collecting children is aware of this Parental Code of Conduct and must also behave in the manner stated in this code. Parents are requested to respect the school Gate Pass System and adhere strictly to the rules enforced by the school.

MANDATORY AND NON-NEGOTIABLE

1.	Act in any manner that disrupts and interferes or threatens to interfere with the functioning of the school.
2.	Use or demonstrate any form of aggression (physical, verbal or written) towards another adult or child. This includes physically hitting or verbally abusing your own child on school premises. (Communication whether verbal or written should not harass or bully another person; be it abusive or confrontational)
3.	Speak using loud or offensive language or display temper or act in any inappropriate manner on the school premises.
4.	Threaten in any way, any teaching and non-teaching staff (including support staff), visitor, fellow parent or student.
5.	Damage or destroy school property.
6.	Send abusive or threatening E-mails or text / voicemail / phone messages or other written communications (including social media) to anyone within the school community.
7.	Post defamatory, offensive or derogatory comments regarding the school or any of the students / parents / staff on any social media
8.	Discipline or directly approach any child who is not their own, with the intention of scolding or discussing issues related to the behaviour of that child towards their own child.
9.	Smoke or use any drugs or narcotic substance or consume alcohol on school premises.
10.	Contact a staff member at their home , unless the staff member requests this.

Consequences of breaking the Parental Code of Conduct:

A breach of the Parental Code of Conduct will compel the school to take action proportionate to the breach through the school's external and / or internal response mechanisms.

External response: In the event of any serious breach of the code which may also potentially be in violation of any applicable law, the school may report the matter to the appropriate authority for further action. Such situations include violence or threat of violence against any child or staff member or harassment, cyber bullying or defamatory use of social media (including libel or slander) etc.

Internal response: In case of any act that breaks the Parental Code of Conduct but may not necessarily be a criminal act or violate any external law, the school will respond through its internal response mechanisms such as the following:

1. Sending formal note / Email / Letter to the concerned parent asking the parent to attend a meeting to address the breach of the Parental Code of Conduct.
2. In the event the parent refuses to attend such a meeting, the school may issue a Warning Letter asking the parent to stop the offensive behaviour which is in breach of the Code.
3. In case the offensive behaviour continues, the parent may be restricted from entering the school premises or the school may limit access to school events till such behaviour is rectified and in extreme cases may require withdrawal of the child.
4. In case of an escalation of the issue in a manner that threatens the safety of the school or any member, the school may be required to respond through its external mechanisms.
5. In case of non-cooperation of the parent with the decisions of the school with respect to their child, the school will require the parent to address the situation in person with the school till the matter is resolved. In case the parent refuses to accept or comply with the school's decision or recommendation, the school may require the parent to withdraw their child.

Additional Clarification on Specific Issues of Conduct

Use of Social Media

We encourage all Parents to use social media constructively and always respect the privacy and confidentiality of the students. We ask all parents to adopt the '**Think before you post**' model and refrain from using the social media (public or private) to humiliate or criticise another parent, member of staff or child or launch negative campaigns and tarnish the reputation of the school and its students.

Inappropriate use of the social media will be considered as a serious breach of this code. Examples of the use of social media which would be considered breach of the Parental Code of Conduct includes the following.

- identifying or posting illegal or negative images/videos of children
- using offensive language or posting abusive or personal comments about the school Staff, Management, children or other parents (includes Emails, What's App, SMS circulated or sent directly), or threatening or verbally intimidating any member of the DWPS community
- bringing the school in disrepute
- posting defamatory or libellous comments
- using social media to publicly challenge school policies or discuss issues about individual children or members of staff
- breaching school security procedures

Addressing Parental Concerns

DWPS NE offers multiple ways through which parents can express their concerns or clarify their doubts. Some of these measures include

1. PTMs

2. Interaction with staff (including Principal) with prior appointment (can be done through the front office or by email)

Please refrain from using social media as a medium to air any concerns or grievances. Instead, please use the school's Complaints Procedure and do the following:

1. Initially contact the Class Teacher
2. If the concern remains, contact the respective Wing Head
3. If still unresolved, Email or contact the Head of the Institution

Please also remember that while we encourage parents to share concerns, it is important that parents show respect and raise concerns while observing the general rules of conduct set out in this Code, and not use rude or abusive language. This is not productive and can make it harder to resolve concerns.

On Campus Behaviour During School Events

Children look forward to parents attending school events. Please do attend in a positive and supportive spirit. During sports events, in particular, parents should not abuse, threaten or intimidate any player or school representatives. It is also not appropriate for parents to complain about the failure of their son or daughter to be picked for a particular team.

Separated Parents

We recognize that any marital discord especially when it results in Separation or Divorce can be a period of tremendous stress for the family and in particular for the child. Our school is a safe and neutral place of learning and parents should not attempt to involve the school in any parental dispute that may arise or use the school, or its staff or premises to settle issues. Only written court orders on parental rights will be accepted and the school will at all times act in the best interest of the child to ensure his/her emotional and physical well-being.

Acceptance of Code and Modification

We thank you for taking the time to read this important document and look forward to your cooperation. This Parental Code of Conduct forms an integral part of the terms and conditions of admission and continuance at DWPS NE. By admitting your child to DWPS, you demonstrate your complete acceptance of this Parental Code of Conduct. The school reserves the right to change or modify any part of the Parental Code of Conduct. Any such change will be notified to you in writing.
