



دبي بي اس - المدرسة الهندية الحديثة  
DPS - MODERN INDIAN SCHOOL

Doha-Qatar

# Parent's Handbook



# INDEX

## CONTENTS

SCHOOL MOTO.....	5
QUALITY POLICY .....	5
MISSION AND VISION.....	6
OBJECTIVES .....	7
ORGANIZATIONAL STRUCTURE.....	8
PRINCIPAL’S MESSAGE .....	9
PURPOSE OF THE STUDENT’S HANDBOOK .....	10
ON JOINING THE SCHOOL .....	10
MANDATORY DOCUMENT TO BE SUBMITTED FOR ADMISSION.....	11
SCHOOL CALENDER AT A GLANCE .....	13
LIST OF HOLIDAYS .....	14
VACATIONS .....	14
FEE PAYMENT SCHEDULE & RULES.....	15
SCHOOL UNIFORM .....	18
SCHOOL BUS TRANSPORTATION RULES AND REGULATIONS.....	21
WITHDRAWALS .....	22
SCHOOL SCHEDULE .....	23
SCHOOL TIMINGS.....	23
WEEKLY TEST SCHEDULE.....	24
SPECIAL EVENTS (VI-XII) .....	24
SCHEME OF EXAMINATION AND EVALUATION .....	25
EVALUATION POLICY of GRADE I to IV.....	25
PROMOTION CRITERIA.....	28

ACADEMIC & OTHER AWARDS FOR CLASSES V- XII .....	28
SCHEME OF SUBJECTS TAUGHT .....	30
Senior Secondary School — Classes XI & XII .....	31
STUDENTS APPOINTMENTS AT LEADERSHIP ROLES .....	32
IMPORTANT RULES .....	33
COMMUNITY SERVICE.....	33
A GOOD STUDENT FOLLOWS SCHOOL RULES.....	34
DISCIPLINE AND BEHAVIOUR .....	35
LIBRARY RULES .....	36
RECOMMENDATIONS TO THE GUARDIANS .....	36
ABSENCE.....	36
RULES & REGULATIONS ON ELECTRONIC GADGETS.....	37
CYBER SAFETY TIPS FOR STUDENTS .....	37



# SCHOOL MOTO

DPS - MODERN INDIAN SCHOOL

Managed by

(DELHI PUBLIC SCHOOL SOCIETY, NEW DELHI)



OUR MOTTO

SERVICE BEFORE SELF

This means that we shall serve others willingly, graciously and selflessly. We should not expect anything in return for our service because there is greater pleasure in giving than in receiving. By serving others we serve God.

Education does not commence with the alphabet. It begins with a mother's look, with a father's nod of appreciation or a sign of reproof, with a sister's gentle pressure of the hand, or a brother's noble act, with meadows, with bird's nests admired, but not touched, with creeping ants, and almost imperceptible elements; with humming bees and beehives, with pleasant walk in shady lanes and with thoughts directed in sweet and kindly tones and words to nature, to beauty, to acts benevolent, to deeds of virtue and to the source of God himself.

# QUALITY POLICY



## We at DPS MIS School, Doha

- \* Believe that total quality education (TQE) is the paramount objective for the school.
- \* Committed as individual, and as an institution to continually improve the education services.
- \* Be a global icon within the other DPS group of schools.
- \* Operate within the norms of the Ministry of Education, Qatar and central Board of Secondary Education, India.
- \* Satisfy the Learner(s), Parent(s) and the community at large.
- \* This policy is communicated to all staff members and will be reviewed every year by the executive committee members.

# MISSION AND VISION

## رسالة

رسالة المدرسة الهندية الحديثة (دي بي إس) هي تحفيز الطلبة على إدراك إمكاناتهم وتمكينهم على تحقيق التميز الأكاديمي قائمين بتقدير ما يحصلون من البيت والمدرسة والمجتمع والدولة لكي يساهموا وينموا محدثين فرقا جماعيا في العالم الذي يعيشون فيه.

### Mission Statement

**The mission of DPS Modern Indian School is to motivate students to realize their potential and empower them to achieve academic excellence and make them appreciate what they received from home, school, community and country, so that they contribute and grow, making the collective difference to the world they live in.**

## رؤية

تهدف المدرسة الهندية الحديثة (دي بي إس) إلى التنمية الشاملة للطلبة من خلال غرس المبادئ والقيم التي تمكنهم من التفوق والاستباقية بالإضافة إلى المساهمة الإيجابية للمواطنين العالميين.

### Vision Statement

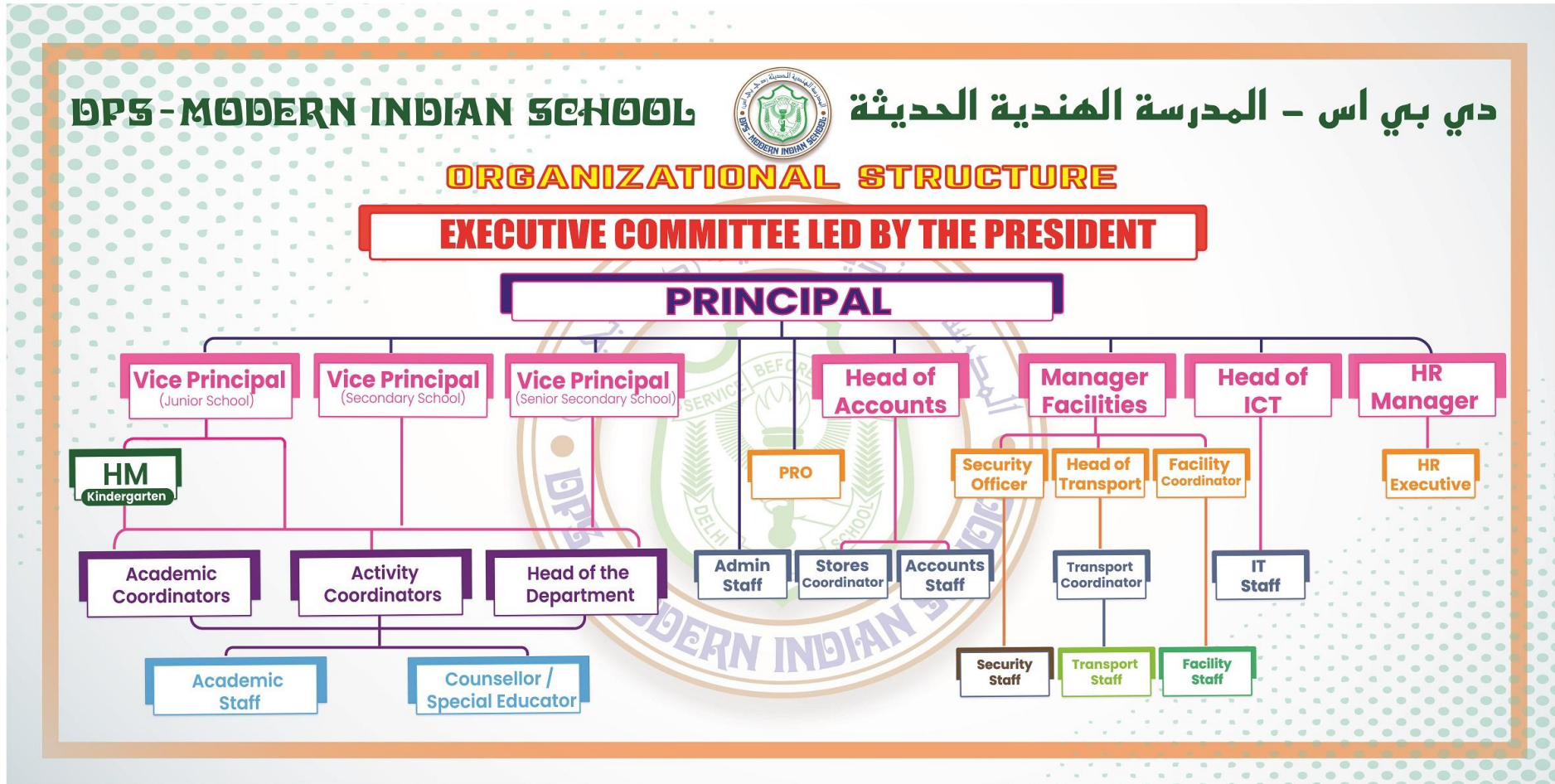
**DPS-MIS aims at the holistic development of the students by inculcating values that enable them to excel and to be proactive and positively contributing global citizens.**

# OBJECTIVES

- Academic Excellence through Value Based Education
- To promote Independent Learning
- To promote and preserve Environment
- To hone Pre-Vocational Skills
- Service to Community



# ORGANIZATIONAL STRUCTURE



# PRINCIPAL'S MESSAGE



Dear Children

**It is not the strongest or the most intelligent who will survive, but those who can best manage change - Charles Darwin**

Most of us fear or strongly dislike change. It is not easy to embrace change, especially when it demands urgent action. The prevailing pandemic has shattered our perception of what is normal and upended the life of our students, parents and teachers. However, it has also taught us how to adapt to change. DPS-Modern Indian School has been quick to adapt to the evolving situation in a consistent, cautious and sensible manner. Whilst nothing could prepare us for the events that were unfolding, I believe that under this great adversity, we have proved just how bright we can shine.

The most significant adaptation that we had to make was the shift from regular classroom teaching to online teaching and learning. In the course of just five working days, we re-organised the curriculum and the academic calendar. Keeping the school's vision and mission in mind, we flawlessly transitioned to online learning and later blended learning. We ensured the holistic development of our children by focusing on meeting and accomplishing all our planned events and activities via the online platform. Collaboration was another key factor that we focused on. We also experimented with new ideas such as involving the school alumni and the parent community in various activities.

The extraordinary times we are facing, calls upon us to be resilient, flexible and forward thinking. Despite several changes, we still endeavour to accomplish anything and everything we can. The conduct of the board exams and the stupendous results that we achieved are indeed pointers of our resilience and delivery of quality education even during trying circumstances. We excelled once again and emerged as Qatar toppers in the Grade X and XII Board exams and also bagged the coveted Gulf Topper award in the Science stream for grade XII. This speaks volumes of our dedicated team of teachers who persevere and work with passion.

Now, more than ever before, a students' success will depend on their willingness to engage in their own learning with honesty and integrity. We encourage our students to embrace and use technology by accessing the platforms that are available to them in a positive and ethical manner. The impact that this period has on academics will be purely dependent on the students' actions and their commitment to learn.

We continue to be guided by our universal values and appeal to all our stakeholders, that is our students, parents and teachers to strive to be responsible citizens of the world. Together we can and we will evolve from this experience stronger and more united than ever as a community and march forward as a happy school. Finally, I seek the blessings of the almighty as we embrace the 2021-22 academic year with optimism and hope for a safe and healthy year. "May we continue to be guided by our school motto 'Service before self'".

Principal  
Asna Nafees

# PURPOSE OF THE STUDENT'S HANDBOOK

***To give the parents/guardians an understanding of the general rules and guidelines for attending and receiving education in our school. Students and parents/guardians should be aware that this document is reviewed annually since policy and procedure adoption is an ongoing process. The most recent adopted policy or procedure will always prevail. The handbook may be amended at any time and those changes will be communicated by the administration to the staff, students and parents/guardians. The following represents our expectations of all.***

# ON JOINING THE SCHOOL

## ***INTRODUCTION***

*DPS Modern Indian School is under the aegis of DELHI PUBLIC SCHOOL SOCIETY, NEW DELHI. We follow C.B.S.E curriculum (INDIA). Our academic session is from APRIL to MARCH. July, August are summer holidays and December winter holidays.*

*We have classes from Nursery to XII. Admission is purely on merit which will be decided based on the performance of the child in the exams conducted in the previous school and the ADMISSION TEST conducted by us. Students should appear for admission test in English and Mathematics (Classes III - V); English, Mathematics and Science (Classes VI – XI).*

*Mid –Term admission will be done only if there is a vacancy. Syllabus will be according to term wise. Admission requests are entertained only against vacancy status.*

*In case a child wants to join our school in the middle of the academic year subject to availability of seat he / she should take the admission test in the topics covered in our school at that particular term.*

# MANDATORY DOCUMENT TO BE SUBMITTED FOR ADMISSION

## a.) For Class I – XII

- 1.) Original Transfer Certificate from the previous school.
- 2.) Copy of report card of last class attended from the previous school.

## b.) For Class IX to XII

- 1.) Migration certificate only if the student comes from other board / curriculum  
(Applicable for students taking admission to XI & XII).
- 2.) The parent has to submit a letter stating the reason for shifting to the new school in case of MID – TERM Admission (XI to XII)
- 3.) CBSE Registration number / card in case of MID- TERM admission to class IX- XII.
- 4.) A copy of father's job Transfer Order or Offer Letter given to him by the company in Qatar has to be submitted.

## c.) For Class Nursery to Class V

- 1.) Self - attested copy of birth certificate.

# MANDATORY DOCUMENT TO BE SUBMITTED FOR ADMISSION FOR ALL CLASSES

- 1.) Copy of Student's passport first & last page
- 2.) Copy of father's passport first & last page.
- 3.) Copy of mother's passport first & last page.
- 4.) Copy of Student's Resident permit. (QID)
- 5.) Copy of father's Resident permit. (QID)
- 6.) Copy of mother's Resident permit. (QID)
- 7.) Copy of Health card / Health Insurance.
- 8.) Copy of blood group report of the student.
- 9.) Copy of Immunization card of the student.
- 10.) 3-Passport size photographs of the student.
- 11.) 1- Passport size photograph father and mother.

**Note:** If the blood group of the student is mentioned on the health card then ignore point no 8.

Admission will be under Provisional category until the submission of complete documents in the list.

**Please Note:**

- The decision of the Principal / designate shall be final.
- Age Limit: The child should have completed 3.6 years (i.e. 3 years and 6 months) as on 1st of April for Nursery(KG-I) and 5 years and 6 months for class I.
- For Nursery & Prep child's preparedness for the specified grade is tested. In class I to V, a written test is conducted in English and Maths, VI to X written test is conducted in English, Maths and Science. All tests are followed by interaction with the Principal.

# SCHOOL CALENDER AT A GLANCE

## CALENDAR AT A GLANCE

Session begins	: April 3, 2022 (Sunday)
Scholar Badge Ceremony + All-rounder (V, VI, VII)	: April 21, 2022 (Thursday)
Investiture Ceremony (Senior Wing)	: April 28, 2022 (Thursday)
Scholar Badge Ceremony + All-rounder(VIII, IX,XI)	: May 12, 2022 (Thursday)
Investiture Ceremony (Junior Wing)	: May 19, 2022 (Thursday)
Term-I First Term Examination (XII)	: May 29 to June 7, 2022
Rendezvous (VI-VIII)	: May 31 to June 14, 2022
Inter School Quiz ENQUESTA	: June 2, 2022 (Thursday)
Rendezvous (III-V)	: June 7 to June 9, 2022
Half-Yearly Examination (V-VIII)	: August 28 to September 15, 2022
Award Ceremony (X & XII)	: September 1, 2022 (Thursday)
Teachers' Day Celebration	: September 5, 2022 (Monday)
Rendezvous –Cultural (IX-XII)	: September 6 to September 8, 2022
Glitziesta (Talent Show) Grade I & II	: September 18 to September 22, 2022
Term-I Examination (IX)	: August 28 to September 15, 2022
Term-I Pre-Board Examination (X)	: August 28 to September 15, 2022
Term-I Examination (XI)	: October 23 to November 1, 2022
Term-I Pre-Board Examination (Class XII)	: October 23 to November 1, 2022
Rendezvous-Sports (VI-VIII)	: November 1 to November 3, 2022
Annual Day	: November-December (Junior-Senior)
DPS-MIS MUN	: 1 <sup>st</sup> Week of January, 2023
TEDx@ DPS (Modern Indian School)	: 1 <sup>st</sup> Week of January, 2023
Rendezvous –Sports (IX-XII)	: 2 <sup>nd</sup> Week of January, 2023
School Reopens after Winter Break	: January 2, 2023 (Monday)
Rendezvous-Sports (III-V)	: January 12, 2023 (Thursday)
Revision Test (Class IX)	: January 23 to February 5, 2023
Term-II Pre-Board –I (Class X)	: January 23 to February 5, 2023
Revision Test (Class XI)	: January 25 to February 5, 2023
Sports Day	: February 14, 2023 (Tuesday)
Term-II Pre-Board-II (Class X)	: February 16 to March 1, 2023
Annual Examination (IX)	: February 16 to March 1, 2023
Term-II Pre-Board Examination (Class XII)	: February 19 to February 28, 2023
Annual Examination (XI)	: February 20 to March 5, 2023
Annual Examination (V to VIII)	: February 26 to March 16, 2023
Result Declaration (IX)	: March 8, 2023 (Wednesday)
Result Declaration (XI)	: March 12, 2023 (Sunday)
Result Declaration (Nursery to VIII)	: 3rd to 4th week of March 2023

## LIST OF HOLIDAYS

<b>Easter</b>	<b>: April 17, 2022 (Sunday)</b>
<b>Deepavali</b>	<b>: October 24, 2022 (Monday)</b>
<b>Republic Day of India</b>	<b>: January 26, 2023 (Thursday)</b>
<b>Qatar National Sports Day</b>	<b>: February 14, 2023 (Tuesday)</b>

## VACATIONS

**Summer Vacation : July 3, 2022 (Sunday) to August 11, 2022 (Thursday)**  
**Last working day – June 30, 2022 (Thursday)**

**School Reopens : August 14, 2022 (Sunday) for teachers**  
**: August 16, 2022 (Tuesday) for students**

**Winter Break : November 20, 2022(Sunday) to January 1, 2023 (Sunday)**  
**Last Working day- November 17, 2022 (Thursday)**

**School Reopens : January 2, 2023 (Monday)**



# FEE PAYMENT SCHEDULE & RULES

## (A) FOR NEW ADMISSION

NATURE OF FEE	NURSERY & PREP	CLASSES I TO IV	V TO VIII	IX & X	XI & XII
<b>Registration Fee</b> (Non Refundable)	100	100	100	100	100
<b>Admission Test Fee</b> (Non Refundable)	-----	108	108	108	108
<b>Seat Reservation Fee</b> (Non Refundable) (Will be collected in case of seeking admission before the new academic session starts & to be deducted against with the Installment 1 - fee)	425	425	425	425	425
<b>Total One Time Fee:</b>	525	633	633	633	633

## (B) ANNUAL TUITION FEE - PAYABLE IN 3 INSTALLMENTS

(Applicable to students on roll and new admissions)

Nature of Fee	Nursery & Prep	Classes I to IV	V to VIII	IX & X	XI & XII
<b>Installment 1</b> - Payable in April (Before 15 <sup>th</sup> May)	2000	2891	3118	3800	4254
<b>Installment 2</b> - Payable in August (Before 15 <sup>th</sup> Sept)	2000	2891	3118	3800	4254
<b>Installment 3</b> - Payable in December (Before 15 <sup>th</sup> Jan)	2000	2891	3118	3800	4254
<b>Total Tuition Fee</b>	6000	8673	9354	11400	12762

## FEE PAYMENT METHOD

- **Cash, Debit/Credit card and Cheque** (in favour of "DPS-Modern Indian School") are accepted at **the fee counter**. The Cheque should contain the admission number, class and name of the student on the backside. The fee receipts will be provided at the counter.
- Online Banking Apps- Login to **Doha Bank (or) Commercial Bank** and click on School Fees/Tuition Fees option, select the school and enter the admission number to make the payment.
- Secure **Payment Gateway**- Login to your parent ID on the website, click on Online Fee Payment and you can pay the fees using **CREDIT/DEBIT CARD**.
- Using **OOREDOO MONEY** APP (Please see the school website for more info)
- Bank to Bank Transfer (Please see the school website for more info)
- In all the above cases, the receipt will be made available at the fee counter, parent portal or emailed to the parent at their request. The receipts for online payment will be available after 2 working days from the date of transfer.
- Kindly Contact Accounts Department at [accounts@dpsmisdoha.com](mailto:accounts@dpsmisdoha.com) 444 954114/117/160 in case of further query.



## TRANSPORTATION FEES- OPTIONAL FACILITY

- QR. 1000/- Per Installment - Inside City (Wakrah Area)
- QR. 1167/- Per Installment - Outside Wakrah like Doha and other areas
- Please contact accounts department for Al Khor and Messaid area.

## TRANSPORT FACILITY IS AN OPTIONAL SERVICE PROVIDED BY DPS-MIS

- ❖ DPS-MIS charges Transport Fee by term
- ❖ If a student has attended even a day of the academic session and wishes to withdraw transport fee for that term, there will be no refund of fee paid for that term.
- ❖ Transport fees will not be adjusted in case of change in location (zone) till the end of the term.

### Notes:

- Caution deposit payable 'Per Student' registered in the school
- Fee must be paid in full at the beginning of each school term.
- Late fee will be charged as per the below table

FEE COMPONENTS	LATE FEE/ WEEK
Bus Fee Only	QR 10/- Per Week
Tuition Fee Only	QR 10/- Per Week
Tuition Fee + Bus Fee + Other Fees	QR 20/- Per Week

### 1. Non-Payment of fees:-

Students with unpaid dues will be requested to leave the school without a transfer certificate. Issuing a transfer certificate will be only considered after all the dues are settled. Re-admission will be considered only after payment of full fees (current outstanding and for the next academic year) in advance.

### 2. Re-Admission fee:-

a. Re-admission fees of QAR 300/- along with the late fee will have to be paid, in case the student is a fee defaulter and his/her name has been struck off from the rolls.

b. Re-admission fee (inclusive of caution deposit, tuition fee and re-admission of QAR.300/-will have to be paid if a child applies for re-admission after obtaining the transfer certificate in the same academic year.

### 3. Withdrawal & Refund of fees:-

a. For withdrawal of a student from the school, one clear calendar months' notice in writing or a Term's Fees (i.e. transportation and tuition fees, special fees for the relevant term) in lieu of such a notice must be given. Fees (for that particular term), special fees, admission fees, bus fees and tuition fees will not be refunded at all.

b. If a child, who is newly admitted into the school, is withdrawn before the beginning of the academic session, only the admission fee will be forfeited from the fees deposited.

c. If a student has attended even a day of the academic session and wishes to withdraw, then the special fee, admission fee, tuition fee as well as the transportation fee for that term will not be refunded.

e. Tuition fee, Bus fees and Special fees for a particular term have to be paid even if the child remains absent in the term.

**4. Rules for direct invoicing to corporate companies:-**

- a. In case of new admissions, if the fee is to be borne by the Company with whom the parent is working with, the required Corporate information is to be stated in the admission form at the time of taking admission and an official letter from the student's parent Company should be submitted to Accounts Department, one month prior to the start of the next term.
  
- b. In case, if, existing admissions falling under either "General or Local Staff Ward Category" opt for a change to "Corporate Category", the required letter from the student's parent Company should be submitted to Accounts Department, one month prior to the start of the next term.
  
- c. The Corporate letters received after the generation of the fee for the term in progress shall be taken into account only from the next term and hence the fee generated under "General Category" will have to be paid by the parent at the School Fee Counter or any other mode of payment prescribed in point (III) above.
  
- d. It is the responsibility of the parent to obtain the letter from their work place and submit to the school one month prior to the start of the next academic term. The school will not be liable to send any supplement Fee invoices to the corporate company.

# SCHOOL UNIFORM

## SUMMER UNIFORM

### NURSERY

#### Boys

Shirt

Beige Shorts  
Red Socks  
Black leather shoes

#### Girls

Beige Tunic  
Red Socks  
Black leather shoes

#### Girls

### PREPARATORY

Red Shirt

#### Boys

Green

Beige Shorts  
Green Socks  
Black leather shoes

Red Shirt Green Shirt  
Beige Tunic  
Green Socks  
Black leather shoes

## WINTER UNIFORM

**Boys - Red Track Suit**  
Red Half Sleeves Shirt  
Beige Shorts  
Red woolen socks  
Black Leather Shoes

**Boys - Green Track Suit**  
Green Half Sleeves Shirt  
Beige Shorts  
Green woolen socks  
Black Leather Shoes

**Girls - Red Track Suit**  
Red half Sleeves Shirt Beige Tunic  
Red woolen socks  
Black leather shoes

**Girls - Green Track Suit**  
Green Half Sleeves Shirt  
Beige Tunic  
Green woolen socks  
Black leather shoes

## CLASS I & II

SUMMER UNIFORM	WINTER UNIFORM
<b>Boys :</b> White shirt half sleeves with monogram	Blazer (single breast) bottle green (Compulsory)
White sleeveless vest under the shirt	White Full sleeve shirt with monogram
White shorts (not more than 5cm above the knees)	White Trousers
Bottle Green Belt	Bottle Green Belt
Bottle Green Tie	Bottle Green Tie
White socks with green stripes	Half sleeves sweater (optional)
Black leather shoes	White woolen socks with green stripes
	Black leather shoes
<b>Girls :</b> White shirt with monogram	Blazer ( single breast) bottle green (Compulsory)
White slip under shirt	White Full Sleeve Shirt with Monogram
Bottle green Belt	Bottle green half sleeves sweater (Optional)

Bottle green Tie	Bottle green Belt & Tie
White socks with green stripes	White woolen socks with green stripes
Black leather shoes	Black leather shoes
Hair band – Black	Hair band – Black

### CLASS III to XII

#### SUMMER UNIFORM

#### WINTER UNIFORM

**Boys:** White shirt half sleeves with monogram

Blazer (single breast) bottle green (compulsory)

White sleeveless vest under the shirt

White full sleeve shirt with monogram

White trousers

White shorts (not more than

5cms. above the knees) or

White trousers

Bottle Green belt

Bottle Green Tie

White socks with green stripes

Black leather shoes

Bottle green tie

Bottle Green belt

Half sleeves sweater (optional)

White Socks with green stripes

Black leather shoes

**Girls :** White shirt with monogram

White slip under shirt

White divided skirt (Knee length)

Blazer (single breast) bottle green (compulsory)

White Full sleeve Shirt with monogram

White salwar-kameez (optional) with green chunni

Bottle green belt

Bottle Green Tie

White socks with green stripes

Black leather shoes

White divided skirts (Knee length)

White Salwar Kameez (optional)

with green chunni

Bottle green belt

Bottle green tie

Bottle green half sleeves sweater (optional)

White stockings with green stripes

Black leather shoes

Hair band — black

#### HOUSE UNIFORM (for Classes III to XII)

**Rose House:** Red T-Shirt with monogram and white skirt / pants.

**Lotus House:** Blue T-Shirt with monogram and white skirt / pants.

**Lily House:** Yellow T-Shirt with monogram and white skirt / pants.

**Tulip House:** Orange T- Shirt with monogram and white skirt / pants.

All students have to wear the House Uniform every Thursday.

**NOTE:**

1. White canvas shoes (for PT / Games periods)
2. Parents are expected to ensure that their wards are in proper uniform.
3. Boys must have a short haircut, girls hair should be neatly tied back with a black hair band.

# SCHOOL BUS TRANSPORTATION RULES AND REGULATIONS

- ✚ Bus routes and assignments of students to stops are made by the transport supervisor in accordance with school guidelines and are reviewed annually and subject to change. During the first several weeks of school, routes and times are often adjusted to assure timely arrival at school. Students will be picked up and dropped only at designated stops.
- ✚ Any request for change should be intimated one month in advance. Parental requests to change the location of a bus stop are reviewed by the Transport Executive and transport supervisor. The transport supervisor will inform the parent making the request of any approved changes.
- ✚ Transport fees will be collected in advance for the full term. In case of discontinuation of school transport, the fees will not be refunded. Parents need to pay the transport fees even though child is absent for a long period or a term.
- ✚ Bus stop allocation is at the discretion of the school administration.
- ✚ The bus driver does not have the authority to change stops. If you have questions about school bus transportation, contact Transport Executive.
- ✚ Regular buses do not pick up or drop off students availing private transport.
- ✚ Requests for transportation in an alternate bus or from a different stop will only be considered if the request is permanent in nature the same pick up and/or drop off point each day. All requests must be in writing and are subject to the approval of the school administration based upon available space on the route requested. Requests will take 5-10 school days to become effective.
- ✚ Parents or guardians are responsible for the safety of their child on the way to and from as well as at the bus stop.
- ✚ Children should arrive at bus stops approximately 5 minutes prior to the scheduled pick-up time. Bus will not wait for any student if child is not at the bus stop at the assigned time.
- ✚ Parents who meet the school bus should wait on the side of the street where the bus stops. Otherwise, children are tempted to rush across the street regardless of traffic.
- ✚ Kindergarten children will not be dropped off without a responsible adult to meet them.
- ✚ They will be returned to their school to await parents.
- ✚ Indiscipline in school bus will be strictly dealt and may result in the discontinuation of bus facility.
- ✚ If the Discontinuance Request is submitted during the term in progress, fee will not be refunded. Full term fees will be charged.
- ✚ All buses will leave school premises at 1:55 pm. Bus drivers will not wait for students, if students miss the bus.
- ✚ All parents are requested to save driver's telephone numbers.
- ✚ No parents are permitted to pick students from the buses at school parking area without gate pass.
- ✚ There are four zones for bus routes with different fee structure and no fees will be refunded due to change of address or change of pick up and drop off point.

**For any updates on transport kindly check school web site.**

**Note:** Parents are not permitted to collect their ward after 10:00 AM (Nursery Students) and after 1:00 PM (Students of class I to XII). This is to help our students to have a smooth dispersal.

## **Stay Back Facility for Nursery and Preparatory:-**

Fees of QR 200 will be charged for availing the stay back facility at school after 11.00AM. Fees will be taken in advance for the full term. In case of discontinuation of stay back facility, fees already collected will not be reimbursed. Kindly inform in advance for the next term in case of discontinuity. Authorization letter is required in case the child is to be picked up by anybody other than the parent. Parents to keep class teacher informed in case of any change in the drop off point. Stay back children should be given an extra lunch box and water bottle.

# WITHDRAWALS

1. One clear calendar months' notice in writing or a term fees (i.e. transportation and tuition fees for the relevant term) in lieu of such a notice must be given. In no case tuition fees (for that particular month), special fees, and admission fees will be refunded.
2. If a child, who is newly admitted into the school is withdrawn before the beginning of the academic session, only the admission fees will be forfeited from the fees deposited.
3. Special fee, admission fee, tuition fee and transportation fee for the month will not be refunded to a student who has attended even a day of an academic session but wishes to withdraw in between the session.
4. Transfer certificate will not be issued until all dues of the school are settled.
5. If the Transfer Certificate is lost or misplaced, new certificate will be issued on payment of QRS. 50/-
6. Students can be asked to leave the school on the following grounds:
  - a) Disciplinary ground
  - b) Unsatisfactory progress in academics
  - c) Detention or repeated detentions in class.

# SCHOOL SCHEDULE

## SCHOOL TIMINGS

Nursery & Prep	-	7.15 a.m. to 11.00 a.m.
Class I to XII	-	7.15 a.m. to 2.00 p.m.

## RAMADAN TIMINGS

Nursery & Prep	-	8.00 a.m. to 11.00 a.m.
Class I to XII	-	8.00 a.m. to 1.00 p.m.

*(Timings may differ based on the MOEHE and guidelines)*

## VISITING HOURS ALL WORKING DAYS

Principal	7.00 a.m. to 9.30 a.m.
Vice-Principal Head mistress, Evening Hours	-Any date and time mutually agreed upon Coordinators & Teachers -By prior appointment only

## PTA Schedule 5.00 p.m. - 7.00 p.m. (2020 - 2021)

PTA 1	1st Week of June, 2022	Nursery - Class XII
PTA 2	2nd Week of October, 2022	Nursery - Class XII

**Note: Specific dates for each PTA will be intimated later through the website.**

## OFFICE AND STORE TIMINGS

For collection of fees, sale of books and uniform:

Sunday to Thursday ☐ 7:30 am to 4:00 pm

School office & Stores will remain closed on every Friday & Saturday

**PLEASE FOLLOW THE SCHEDULE GIVEN ABOVE TO AVOID INCONVENIENCE**



## GUIDELINES FOR STUDENTS

### WEEKLY TEST SCHEDULE

Please Refer the Exam Schedule from the AI Manac

- i. Under no circumstances, retest will be conducted and the student may not be eligible for scholar badge
- ii. **The dates of the Weekly tests and Examinations are subject to change.**
- iii. Term-I Examination (V-VIII) August-September, 2022
- iv. Term- II Examination (V-VIII) March, 2023
- v. Qatar History exam schedule will be uploaded on the school website.

### SPECIAL EVENTS (VI-XII)

- Investiture Ceremony
- Scholar Badge Award Ceremony
- 100% Attendance Felicitations Ceremony
- Encuesta Inter School Quiz Competition for Middle School
- Exhibition - Science
- Annual Day
- Independence Day
- Teacher's Day
- TEDx
- Alumni Meet
- Language Day
- Inter - House Competitions (VI-VIII)
- Rendezvous - Cultural & Sports (IX-XII)
- Rendezvous Sports (VI-XII)
- Republic Day
- Farewell - Class XII
- Educational trips and Picnics
- Board Results Award Ceremony

# SCHEME OF EXAMINATION AND EVALUATION

1. If a child is absent in a weekly test/ Exam, he/she will be marked zero.
2. No average marks will be awarded. No re test will be given.
3. The academic year will be divided into three terms for nursery to IV.
4. The academic year will be divided into two terms for classes V to XII.

## **Classes Nursery to I**

1. There will be no formal examinations. Reports will be on the basis of Weekly tests and continuous class assessments. Report cards for nursery & preparatory will be given at the end of each term.
2. For classes I to IV grades & marks will be continuously updated on the website at the end of each term.

# EVALUATION POLICY of GRADE I to IV

The Marking scheme for weekly tests are as follows:

Mark Range	Grade Point
23 – 25	Outstanding
22.5 - 20.5	Excellent
18 – 20	Very Good
15.5 - 17.5	Good
13 – 15	Fair
10.5 - 12.5	Average
8.5 – 10	Needs Attention
5.5 – 8	Needs Attention
0-5	Needs Attention

## **Classes V to X:**

### CLASS V-VIII:

Weekly Test 1- (25-Marks)

Half Yearly Exam (80-Marks)

Weekly test 2 (25-Marks)

Annual Examination (80-Marks)

### CLASS IX:

Weekly Test 1- (25-Marks)

Half Yearly Exam (80-Marks)

Weekly test 2 (25-Marks)

Revision Test (80-Marks)

Annual Examination (80-Marks)

CLASS X: Weekly Test 1- (25-Marks):

Half yearly Examination (80-Marks)

Weekly test 2 (25-Marks)

First pre-Board (80-Marks)

Second Pre-Board (80-Marks)

Board Examination (80-Marks)

## Weightage of marks for promotion: For classes V to X

### Scholastic Area:

Students will be graded on the 8 point grading scale.

<u>Annual Examination (80 marks)</u> Student has to secure 33% marks (27marks) out of 80 marks in each subject.	Examination for 80 marks in each subject covering 100% syllabus of the subject.
<u>Internal Assessment (20 marks)</u> Student has to secure 33% marks (7 marks) out of overall 20 marks in each subject.	Periodic Tests, Multiple assessments, submission of note books, Activities- practical, map work, project work, listening skill, and spelling test, etc.

### Marks Distribution (V-VIII)

Academic Performance Report - Scholastic Areas												
Term - 1 (100 Marks)					Term - 2 (100 Marks)					Term 1+ Term 2		
Periodic Test (10)	Note Book (5)	Subject Enrichment (5)	Half Yearly (80)	Marks Obtained (100)	Periodic Test (10)	Note Book (5)	Subject Enrichment	Half Yearly (80)	Marks Obtained (100)	Term 1 (50)	Term 2 (50)	Grand Total (100)

### Marks Distribution (IX-X)

## ASSESSMENT PATTERN FOR 2021-22 AS PER CBSE CRITERIA

### TERM I & TERM II

#### Class IX & X

EXAM	MODE OF ASSESSMENT	TOTAL
INTERNAL ASSESSMENT	PERIODIC TEST (5 MARKS) MULTIPLE ASSESSMENT(5 MARKS) PORTFOLIO(5 MARKS) SUBJECT ENRICHMENT ACTIVITIES: 5 MARKS	20 MARKS
Annual Examination / CBSE Board Examinations	FIRST TERM EXAMINATION	80 MARKS

### Co-Scholastic Area:

- Co- scholastic activities will be assessed on a 5 point grading scale by the concerned teacher framing effective tools for the same.
- Co- scholastic area will cover work Education/Art Education/ Health Education and Physical Education.

3. Students will be graded by the class teacher for discipline in a 5 point grading scale considering the attendance, sincerity, behavior and values.
4. Grading will not have any descriptive indicators and students will not be upgraded based on the co-scholastic grades.

### Class XI-XII Examination Pattern

#### ASSESSMENT PATTERN FOR 2022-23 AS PER CBSE CRITERIA

##### TERM I (Only Term –I Portion)

EXAMINATION	DURATION
<b>INTERNAL ASSESSMENT</b>  Unit tests/ exploratory activities/ practical / projects.	<b>90 minutes</b>
<b>THEORY:</b>  Multiple Choice Questions (MCQ) including case-based MCQs and MCQs on assertion-reasoning type	<b>90 minutes</b>

##### TERM II (Only Term –II Portion)

EXAMINATION	DURATION
<b>INTERNAL ASSESSMENT</b>  Unit tests/ exploratory activities/ practical / projects.	<b>90 minutes</b>
<b>THEORY:</b>  (case-based / situation based, open ended- short answer/ long answer type).	<b>2 hour</b>

The exams will be conducted under the supervision of the External Center Superintendents and Observers appointed by CBSE.

#### Weightage for Promotion

CLASS	Term 1		Term 2		Total
	Weekly Test	Half Yearly	Revision Test	Annual Exam	
<b>XI</b>	10%	40%	10%	40%	100%

Practical Marks will not be considered for promotion to class XII. Students must pass in Theory as well as in Practical separately. The Weekly Test marks will be continuously updated after every cycle for V-XII and can be viewed online on the website.

# PROMOTION CRITERIA

- ✚ Students scoring 33% and above for classes V-IX & XI in aggregate will qualify for promotion to the next class.
- ✚ Attendance for Weekly Tests and all main exams for all classes are compulsory.
- ✚ Grades will also be given in the following areas of learning: Computers, Work Experience, Islamiyat/ Moral Education, Dance, Music, Art and other Activities (whenever applicable).
- ✚ Students found using unfair means during Weekly Test or Term Exam will be marked Zero in that subject. No retest will be held for such students. These students will not be eligible for any academic award or school appointments.

# ACADEMIC & OTHER AWARDS FOR CLASSES V- XII

## SCHOLAR BADGE

- Scholar Badge is awarded to the students of classes V-VIII provided they have secured 91 % in a minimum of any four main subjects (English, 2nd Language, Mathematics, Science and Social Science) and 81 % in any one subject in the overall grade. However, the student must also secure 81 % in the 3rd language (for classes V-VIII) to be eligible for scholar badge.
- In classes X & XII, Scholar Badge will be awarded to those students who secure 91 % in a minimum of four academic subjects and 81 % in the fifth.
- Scholar badge will be awarded to the students of class XI provided they have secured a minimum of 85 % in aggregate and a minimum of 85 % in all the subjects.
- The student must have minimum of 80 % attendance in the class.
- The student must have taken all Terminal Examinations and Weekly Tests.
- The student should not have received punishment for breaking any school rules listed in the Almanac.

## BLUE BLAZER

Blue School Blazers are awarded to students receiving Scholar Badges for three consecutive years.

## BLUE TIE

Blue Tie is awarded to the students for being declared scholars for four consecutive years.

## GOLD MEDAL

Gold Medal is awarded to the students who have been scholars for five consecutive years.

## SILVER MEDAL

Silver Medal is awarded to the students who have been scholars for five years with one - year gap.

## SPECIAL AWARDS









Students receiving Scholar Badge for six consecutive years and above will be given a special award.

## PROFICIENCY AWARDS (V-IX)




Proficiency Awards will be given to those students securing above 91% marks ((A1)) in all subjects including 3<sup>rd</sup> language.

**New Admission students who have not taken all weekly tests and exams will not be eligible for scholar badge.**

#### PROFICIENCY AWARD (For classes X – XII)

-  Students holding 1<sup>st</sup> Position subject wise in class X Board examination.
-  Students holding 1<sup>st</sup> Position in each stream.
-  Students securing the highest marks in the Class XI in each subject, formally tested, provided he / she has appeared in all weekly tests & exams.
-  Topper in X Boards.
-  Topper in XII Boards (In Science and Commerce separately)
-  Students receiving the highest marks in a subject in XII Board Examination.
-  Students getting 100% marks in any subject in XII Board Examination.
-  It is compulsory that the student must have appeared for all weekly tests and Terminal examinations for being eligible for any academic award.

#### SPECIAL AWARDS

-  Students with 100% attendance in all sections (From Nur — XII)
-  Best Artist of the year.
-  The best All-rounder in each class (Students to be selected on the basis of Academics, Co-curricular, Literary & Social Awareness, Games, Sports and Personality traits by a committee of teachers)

#### CO-CURRICULAR

Certificates will be given to: The winners of all Intra-Class and Inter House Activities.

# SCHEME OF SUBJECTS TAUGHT

## Kindergarten (Nur — Prep)

### Subjects taught

1. English
2. Mathematics
3. Art and Craft, PT, Music, Dance
4. GK
5. EVS

## Primary School — Classes I — V

### Subjects taught

1. English
2. Mathematics
3. Environmental Studies
4. Second Language (Options: Hindi, French, Malayalam, Tamil)
5. Third Language (Options: Hindi, French, Malayalam, Tamil, Telugu, Marathi,
  - i. Sanskrit, Urdu and Arabic Classes III-V)
6. Moral Science
7. Islamic Studies
8. Computer
9. Physical Education

## Middle School — Classes VI — VIII

### Subjects taught

1. English
2. Mathematics
3. Social Science
4. Science
5. Second Language (Options: Hindi, French, Malayalam, & Tamil)
6. Third Language (Options: Hindi, French, Malayalam, Urdu, Arabic,
  - i. Sanskrit, Tamil, Telugu, Marathi)
7. Physical Education
8. Art and Craft
9. Moral Science
10. Islamic Studies
11. Computer Science

## Secondary School - Classes IX & X

### Subjects taught

1. English
2. Mathematics
3. Social Science
4. Science
5. Second Language (Options: Hindi, French, Malayalam & Tamil)
6. Physical Education
7. Information Technology
8. Art

# Senior Secondary School — Classes XI & XII

Groups offered	Compulsory subjects	Optional subjects
<b>1st Group Science</b>	English, Physics, Chemistry	A) Mathematics/ Psychology B) B) Biology / Computer Science / Economics / PE / Engineering Graphics
<b>2nd Group Commerce</b>	English, Accountancy, Business Studies	A) Mathematics / Psychology B) Computer Science / PE / Economics
<b>3rd Group Humanities</b>	English, History, Political Science	A) Mathematics/ Psychology B) Economics / PE

General Studies, Physical & Health Education, Work Experience and Environmental Education will be the subjects for internal assessment.

## ELIGIBILITY FOR CLASS XI -SCIENCE STREAM

To be eligible for the Science stream in class XI, students should obtain a minimum of 75% in Science and Mathematics separately (if opting for Mathematics). The Students passing from a State Board will be required to obtain 80% in the aggregate as well as in Science and Mathematics separately.

## ELIGIBILITY FOR CLASS XI -COMMERCE STREAM I HUMANITIES

To be eligible for the Commerce stream / Humanities in Class XI, students should obtain a minimum 50% in all subjects and 75% in Standard Mathematics (if opting for Mathematics in Commerce Stream)

The Students passing from a State Board will be required to obtain 70% in the aggregate 75% in Mathematics (if opting for Mathematics).



# STUDENTS APPOINTMENTS AT LEADERSHIP ROLES

Social leadership and responsibility are best learnt through active participation. Selected after a careful scrutiny of their school records, a number of student appointments are entrusted with various responsibilities and share the task of maintaining decorum in the school. Senior student appointments meet the Principal and Head Mistress periodically.

## 1. PREFECTORIAL BODY

There are Section Monitors — one boy and one girl per section. They perform duties assigned to them by section teachers. The Head Boy and the Head Girl, House Captains and Prefect look after the School discipline during School working hours. The Students' Council comprises of a monitor from each section of each class.

## 2. PRESIDENT SCHOOL ACTIVITIES




There are many clubs and activities, each planned and conducted by a Student Director. Directors work under the overall direction of the President, School Activities, assisted by a Secretary. There is a parallel set-up of teachers to guide the students and appointments.

All Team Captains work under the overall direction of the Games Captains whose primary aim is to promote sportsmanship among all the students.

DIRECTORS (JUNIOR SCHOOL)	DIRECTORS (SENIOR SCHOOL)
Director Dance	Director Dance
Director Music	Director Music
Director Public Speaking (English)	Director MUN
Director Environment Club	Director Environment Club
Director Discipline	Director Computer Club Director Maths Club Director Science Club Director Publication Director Art Director Debate Director Photography

# IMPORTANT RULES

Recommendation letters for Admission to Foreign University /Testimonials.

-  A maximum of three recommendation letters can be issued (one from the Academic Counsellor and two from the subject teacher)
-  The first Copy will be free.
-  Request for additional copies will be charged QR. 100/- each.

# COMMUNITY SERVICE

## COMMUNITY SERVICE PROGRAM

‘Not all of us can do great things. But we can do small things with great love.’
















Community service plays a vital role in sensitizing students’ right from the childhood and DPS-Modern Indian School provides an environment to its students that fosters their confidence and encourages them to remain connected to the society. Abiding by its motto ‘service before self’ the institution engages its students in age appropriate hands-on service projects to instil a sense of civic engagement and hone the skills needed to make them concerned, responsible and positively contributing global citizens .Every year the students and the staff enthusiastically participate in several community service programs like charity drives, blood donation, educational mentoring, and save environment programs like beach cleaning, planting, etc which develop in young minds a heart for ‘giving back’ and empower them with a mindset- ‘We can make a difference’!

### COMMUNITY SERVICE PROGRAMS AT DPS MODERN INDIAN SCHOOL

<b>Month</b>	<b>Details</b>
APRIL	Appreciation of support staff
MAY	Ramadan Donation drive (Staff and Students)
JUNE	Save Environment Program
SEPTEMBER	Distribution of juice to the Security Staff (Nursery Students)
OCTOBER	Donation to Paws (Nursery Students), Classroom Cleanliness (Grade 1 and 2)
NOVEMBER	<ul style="list-style-type: none"> <li>• Gardening Day</li> <li>• Donate A Toy / Book</li> <li>• Awareness talk by Alumni/ Doctors</li> </ul>
DECEMBER	Hubs of learning program: Teachers workshop, webinars, seminars
JANUARY	Safety Day: Safety in school: awareness program
FEBRUARY	Hubs of learning program: Teachers workshop, webinars, seminars
MARCH	Hubs of learning program: Teachers workshop, webinars, seminars

# A GOOD STUDENT FOLLOWS SCHOOL RULES




## GENERAL RULES

-  A student must carry his / her almanac to school every day. A student should affix his/her photograph and fill in the required information, duly signed by a parent, in the space provided for in the almanac.
-  Students who come to school on their own should reach the school before School timings.
-  Students are not allowed to bring mobile phone to school. If they do so, it will be confiscated.
-  Changing of classrooms between periods should be done in an orderly manner and silently. Students should not unnecessarily leave their class at the end of every period.
-  Students should be habitually clean and always neatly dressed. The school uniform should be worn on all working days and for all school functions. Students who are slovenly dressed or not in uniform will be sent home. Use of hair gel & wearing low waist trousers are discouraged.
-  Lending or borrowing of money or other articles is not allowed.
-  Students who come to school escorted should never leave before the escort arrives. In case of delay, they should report to the school office.
-  Students are not allowed to use the school telephone without the permission of the Receptionist. They will not be called to answer phone calls during class hours.
-  Office Bearers will wear their respective badges daily.
-  Students using the school bus will maintain discipline in the bus.
-  The school insists on the following measures to be observed by the members of staff and all students. Care must be taken to observe the "green rules" in order to maintain clean, green surroundings. If polythene bags are brought to school, care should be taken to dispose them off in the right bin. Minimal use of polythene bags will be appreciated.
-  It is not advisable to bring valuable articles (like expensive watches or fountain pens) to school. If lost, the school is not responsible for it.
-  All the students must wear the school I.D card provided by the school while boarding the school bus, failing which they will have to pay a fine of Q.R 10/-
-  Vaccination record must be provided at the start of the year if the child is not completely immunized.
-  Canteen facility is available only at break time or after the school hours. If there is an emergency, children can avail this facility with the permission slip from the teacher concerned. (Currently this facility is not available due to the COVID 19 protocol)





# DISCIPLINE AND BEHAVIOUR

TYPE OF INDISCIPLINE	ACTION
<b>A student comes to school in improper uniform.</b>	First time - warning and parents will be informed
<b>Leaving the campus without proper permission.</b>	First time - warning and parents will be informed
<b>Damaging school property</b>	Once a written statement of the damage is obtained, the cost of the item/s will be assessed by the Maintenance Department and the cost along with a fine of QR. 100/- Will be imposed on each of the students involved. Any repetition will lead to notifying parents I suspension or expulsion from the school.
<b>(a) Misbehaving with the teacher in the classroom</b> <b>(b) Disturbing the class.</b> <b>(c) Using abusive language in class.</b> <b>Disobeying instruction from In charge in the bus.</b> <b>(d) Shouting loudly and behaving rudely in the school premises.</b>	The parents will be called to the school and the student will be advised at the first instance. If the student is found repeating the same he or she will be placed under suspension.
<b>(a) Fighting in the school premises / bus.</b> <b>(b) Misbehaving / fighting/bullying / using abusive language etc. in the bus / school</b>	<p>The student/s shall be placed under suspension for a period of one week.</p> <p>No attendance would be given to a student during period the of suspension.</p> <p>If a student is found indulging in the same again he/she will be expelled from the school.</p>



## LATE ARRIVALS:

-  The school gate will close at 7:10 am.
-  A note will be made in the almanac if any student reaches late to school.
-  Three consecutive late arrivals would lead to the student being sent home.








## UNIFORM AND APPEARANCE:

-  Students should come neatly dressed to the school.
-  Girls should plait their hair if the hair length is below their shoulders and they should not wear any jewellery to the school. However they can wear a pair of small earrings.
-  Boys should get their hair cut at regular intervals.
-  There should be a name tag on blazers and sweaters.

## LIBRARY RULES

-  Books other than reference books are issued for a week. Reference books are also issued to the students during weekend for two days. If the library books are returned late without a valid reason, the borrowing facility will be withdrawn for two weeks.
-  Books marked, disfigured or damaged will have to be replaced or paid for by the borrower.

## RECOMMENDATIONS TO THE GUARDIANS

-  Check your ward's almanac daily. Do sign the remarks if any and take necessary action.
-  Report cards (Nursery and Preparatory) should be signed and returned to the class teachers. If lost, a duplicate report card will be issued on payment of a fine of QR.50.
-  For classes I — XII, parents should regularly check their ward's report on the website.
-  Prior permission needs to be taken if you wish to take your ward away during the school hours.
-  Fix up a prior appointment in case you need to meet your ward's teachers. In no case, the teachers should be disturbed during their classes. Hence it is advisable that a note be written in your ward's almanac asking the teacher concerned for a meeting or school office is called up to fix an appointment.
-  No class party (in case of birthdays) can be held during the school hours. No gifts | pastries | cakes | pizzas etc. should be sent to school for distribution among the students.
-  Train your ward to (especially for the junior school students) show the remarks / requests made by you in the almanac to the teacher concerned.

## ABSENCE

1. Students who have been sick should bring a medical certificate from their doctor on the day of joining the school.
2. Parents should fill up the "Record for Non-Attendance" for each day the student is absent from school, stating the reasons for absence.
3. Students, who require medical attention during school hours, may bring it to the knowledge of the Class Teacher.
4. No one who has been absent on the previous day will be admitted to the class without a letter from the parent addressed to the Class Teacher, stating the reason for the absence.
5. Leave for going out of town should be approved of prior to proceeding on leave
6. Students suffering from the following diseases must observe the prescribed period of quarantine before returning to class:
  - a. Chicken pox –Till complete falling of the scabs.
  - b. Cholera -Till the child is completely well.
  - c. Measles -Two weeks after the rash disappears
  - d. Mumps -Until the swelling has gone, about one month.
  - e. Jaundice - Six weeks after recovery.
7. Repeated absence without leave or unexplained absence for more than six consecutive days renders the student liable to have his / her name struck off the rolls. Re-admission may be granted only on payment of a fresh admission fee.
8. It is compulsory for the students to complete 80% of the attendance in the academic session to make them eligible to sit for the final examination.
9. Request for any duplicate document will be issued on payment of QAR 50/-
10. COVID-19. Follow the guidelines given by the Ministry of Public Health.

# RULES & REGULATIONS ON ELECTRONIC GADGETS















1. Students are strictly prohibited from bringing mobile Phone or other electronic gadgets like iPad and iPod etc. to school.
2. If any student is found possessing any electronic gadget the same will be confiscated. and will not be returned.

## NO MOBILE PHONES & SMART WATCHES IN SCHOOL



# CYBER SAFETY TIPS FOR STUDENTS

- ✚ Make sure there is no response to rude or harassing emails.  
(Keep a record in case of further investigation)
- ✚ Immediately exit any site that makes you feel uncomfortable or worried.
- ✚ If harassment continues. ...your current email account can be deleted and a new one started.  
Your new email address should only be given to a selected few.
- ✚ If receiving harassing messages on MSN - have the sender blocked.
- ✚ PC's SHOULD be in a common area of the house NOT IN THE BEDROOM!
- ✚ Your parents should walk past regularly.
- ✚ Do not have a 'suggestive' or 'flirty' log on name.
- ✚ NEVER allow explicit photos of yourself to be taken in ANY circumstance
- ✚ If you have found inappropriate content about yourself on a website or are informed about this situation please tell your parents.
- ✚ Help your parents to learn about the internet - share your knowledge of the internet with your parents in a fun environment. If they have some knowledge they will be less likely to be suspicious about 'socializing online'
- ✚ Let your parents know where you go online, just as you would in real life.
- ✚ Ask your parents to spend time online with you - learn and explore together.
- ✚ Make sure your computer has a good filter and other monitoring/blocking software to minimize dangers.
- ✚ Make sure you are on safe and suitable sites. Filters CAN sometimes fail to protect.

-  There should be house rules about what information you can put onto websites or share with others.
-  Remember that the internet is PERMANENT. Be mindful of what you post and how you portray yourself. Pics etc can remain FOREVER 2
-  Teach your parents the language of the cyberspace.
-  ABSOLUTELY NO EXCHANGE OF PERSONAL INFORMATION!
-  Social Networking profiles such as Facebook etc SHOULD BE SET TO PRIVATE.
-  MSN contacts and social networking site friends should be people that you know in real life. This is one way to reduce possible risks.
-  An 'online friend' that you don't know in real life is a STRANGER.
-  Passwords MUST NOT BE SHARED!!!! Choose passwords that others can't guess, not your fav food or pets name. Should be a mix of caps/letters/numbers/symbols.
-  Change passwords 4 times per year (last day of every term)
-  Be aware that information on the internet is not always reliable.
-  Very close supervision for young children is recommended. There should be a limit to the email correspondence list to be a list of friends and family that has been approved. If you are playing games online, YOUR parents should know how to play the game too in case of problems. Play online games together.
-  Misuse of the internet and associated technology (bullying/harassing someone) is a crime. Don't break the law and risk getting a criminal record.
-  Learn how search engines work. The first website returned may not be the best.
-  The internet and the various applications are a lot of fun and a wonderful tool. Maximize the benefits and surf safely together!

# دي بي اس - المدرسة الهندية الحديثة

## DPS - MODERN INDIAN SCHOOL

QNSA Accredited

Doha-Qatar

