



PLANNING FUTURE TOGETHER

PARENTS HANDBOOK



D Y PATIL
INTERNATIONAL SCHOOL
WORLI

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D Y PATIL
INTERNATIONAL SCHOOL
WORLI



**Dear
Parents & Students**

Each day our classrooms and corridors buzz with the intellectual energy of students engaged in lively dialogue with their teachers and each other. We welcome you to a school where our instructional spaces and informal areas brimming with vigour and purpose as students reach for knowledge and strive for discoveries.

Our diligently evolved academic model engages students in an intellectual exploration that makes school exciting. It affords our students an uncommon kind of wisdom. For us, academic excellence is not limited to guiding students toward mastery of skills but is meant for a higher purpose of guiding them to self-discovery, providing a foundation to fulfill their potential and fully embrace life.

We believe that the combination of a rigorous academic program with a strong emphasis on developing the body and soul and hence the focus on visual and performing arts, sports, physical education, yoga and other such activities which goes on to develop leadership and character in our students.

We strive for our students to propose ideas and participate actively, think with agility and to speak and write with exceptional fluency, power and precision as they grow here. We ensure that each child is cared for and sustained with love, compassion, and respect.

The Leap from Knowledge to Understanding

"Your child has an inquisitive mind, a willing heart and a vigorous spirit". As a parent, you desire him to develop multifarious skills in as many areas as possible - scholarship, the arts, technology, sports - so that he grows into the truest and best version of himself. So do we!

At DYPIS, no matter what your child tries we are always in support. We foster curiosity, spurring him to new discoveries. We help him to leap from knowledge to understanding. Here he learns how to stand up for himself and for what's right- and realizes what he is capable of accomplishing.



Mission

To create a community of lifelong learners working together in a caring, challenging and nurturing environment that encourages enthusiasm, international mindedness, independence and responsibility where academic and personal potential can be achieved.



Vision

Quality education at DYPIS means providing a safe and secure learning environment where children:

- Take risks and take responsibility for their own actions
- Become enthusiastic and happy learners
- Have the courage to explore new ideas and to think on their own
- Become independent, self- confident, inquisitive individuals
- Learn at their own pace and in the ways that are best for them
- Develop good habits and positive attitudes.



IB Mission Statement

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



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SCHOOL CONTACT INFORMATION



School Contact Information

School Telephone No.: +91 - 022 - 69047999

Email: info@dypisworli.in

School Website: www.dypisworli.in

Name	Title	Email id
Ms. Asheka Tenzin	Academic Director	academicdirector@dypisworli.in
Ms. Kinnari Shah	Principal	principal@dypisworli.in
Ms. Ingur Shefalika	Head of Curriculum	headofcurriculum@dypisworli.in
Ms. Shivangi Maru	Head of Primary	headofprimary@dypisworli.in
Ms. Shalini Anna	EYP Coordinator	eypcordinator@dypisworli.in
Ms. Archana Mehra	PYP Coordinator	pypcoordinator@dypisworli.in
Ms. Aditi Shah	A level Coordinator	alevelscoordinator@dypisworli.in
Mr. Ashok Gaydhane	IGCSE Coordinator	igcsecoordinator@dypisworli.in
Ms. Suzanne Patel	IBDP Coordinator	ibdpcoordinator@dypisworli.in
Ms. Vidhi Kanjani	IBCP Coordinator	ibcpcoordinator@dypisworli.in
Mr. Sanket Raut	Administrative Manager	admin.manager@dypisworli.in
Ms. Jisha Jinny	Assistant Administrative Manager	jisha.j@dypisworli.in
Mr. Abhijeet Wairagade	Head of Marketing	abhijeet.w@dypisworli.in
Ms. Sneha Mhatre	Admissions officer	admissions@dypisworli.in
Ms. Latika Katkar	Accounts department	accounts@dypisworli.in
	Academic Fees Deposits Refunds	
Ms. Shashikala Elangovan	Uniform	shashi@dypisworli.in
Ms. Jisha Jinny	Canteen and Transport	jisha.j@dypisworli.in

If you need to:

Inform us that your child is not attending school for the day

Respective Coordinators

Leave a message for the Principal, Coordinators or for a staff member

Front Desk: info@dypisworli.in

SCHOOL WORKING



Academic Programme:

The Academic Calendar has been shared with you through the School Diary. Please refer to it for important dates. Kindly note that these dates may change subject to availability of venue and/or other factors beyond the schools control. We will inform you about the change through email or SMS.

School Timings:

Please note the following start and end of session timings. The timings for arrivals and dispersals are detailed later in the handbook.

Monday to Friday

Pre-primary 8:15 am to 12:50 pm

Grades 1 to 12 8:15 am to 03:00 pm

Kindly refer to the school calendar for school events. Students are required to attend the same. Senior students may be called in for extra classes on Saturdays, if needed. The school reserves the right to change the dates and timings.

COMMUNICATION



The school will communicate with the parents through circulars and the school's newsletters. Parents are requested to check the circulars regarding fees, activities, co-curricular and academic work on a regular basis. Parents need to check the messages and emails on a daily basis. Decisions, Notice, Circulars notified to parents are binding on all parents.

Parents can meet the school staff members by prior appointment only.

Parents are encouraged to make use of school diary to communicate with the Homeroom teachers regarding their child's leaves or any other concern. If necessitated by an emergency, they can send an email to their respective coordinators via email.

All queries regarding bus, uniform, fees should be directed to the concerned department. Their contact information has been provided at the beginning of this document.

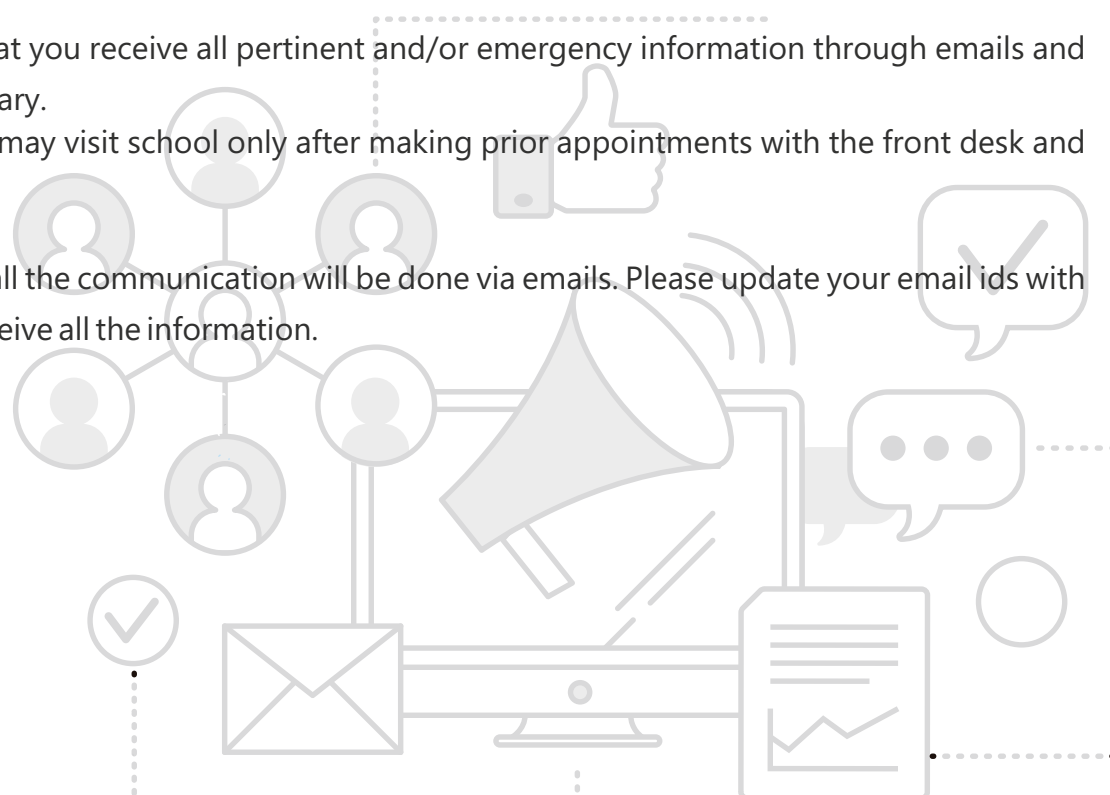
Please do note that all communication to the school should be in writing and that you can expect a response from the school team within a period of 3 working days.

Parents should note that all concerns will be discussed and addressed with individual families and not groups of parents.

The school will ensure that you receive all pertinent and/or emergency information through emails and circulars or notes in the diary.

Please note that parents may visit school only after making prior appointments with the front desk and not otherwise.

As we are paperless and all the communication will be done via emails. Please update your email ids with the school so that you receive all the information.



ADMISSION POLICY



When a student is ready to register at the school they must do the following:

- The parents/guardians must submit the completed enrolment form
- Complete student information form
- Complete media release and school trip consent forms
- Submit necessary documents as mentioned below:
 - 1) Birth Certificate
 - 2) Scanned copy of the passport (Parent / Guardian & child)
 - 3) Original School Leaving Certificate / and certified school transcript certified confidential teacher/principal reference
 - 4) 3 passport photos of the child, 2 passport photos of each parent/guardian, 2 passport photos of anyone authorised to collect the child
 - 5) Child's immunisation record
 - 6) Copies of any medical information the school may need
 - 7) Scanned copy of clinical reports, if there are any special educational needs

(Note: Original documents required for verification)

The student must complete admissions testing:

- An entrance test for students seeking admission for Grades 2 and above. Students have to appear for a written test in Language and Math.
- Students may need to complete an EAL assessment and/or an observation if needed.

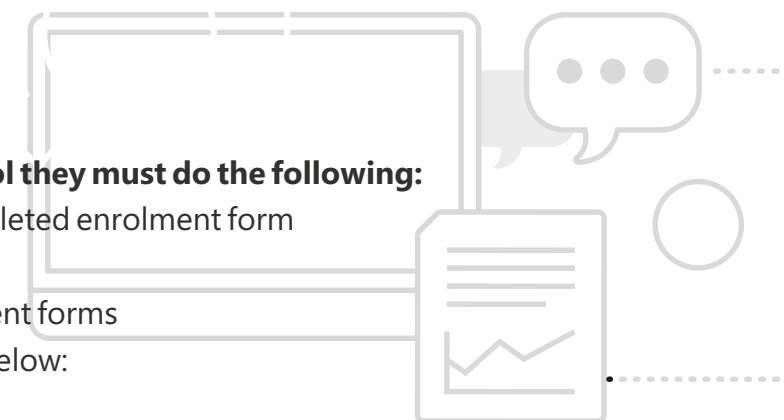
The Principal, admissions personnel, the relevant coordinator, special needs coordinator and others as required will interact with the parents guardians of the child.

At this interview the enrollment application will be examined and any feedback from the admissions tests.

The DYPIS Worli Admissions Office reviews, checks the submitted documents and with approval from the Principal grants/denies admission within a week's notice.

Parent or guardian pay the non-refundable admission fees and tuition fees to secure the child's admission.

Do note: The information detailed in the brochure and application material is an indication of D Y Patil International School's plans on the date of publication of the said document. The acceptance of an application does not guarantee admission.





PROMOTION POLICY

DYPIS aims to support every student to achieve his/her maximum academic potential. We shall attempt to the greatest extent possible, to support our students' success in school, through the required student support, counseling, remedial programmes, parental assistance and other relevant services.

If the student's performance is observed below grade level we will discuss with the parents ways to support the child and discuss his IEP.

No child below the age of 14/Class 8 will be detained if he/she fails to attain the minimum expected academic level of the class.

The school will monitor the academic achievement of students who are underperforming in Grade 8 and are unable to clear the subjects with required grades. Their progress will be reviewed with the parents at regular intervals. The school will also help and guide parents to design strategies for helping the students at home. However, at the end of the academic year, if the students do not show any progress as demanded by CAIE, the school reserves the right to detain them in Gr. 9. This decision will be taken in consultation with the parents and school senior leaders.

Conversion of Diploma students into Course students

As per the IB guidelines, students of DP are needed to score minimum 24 points to qualify for Diploma. Students who are unable to score in the first year of DP will be monitored and reviewed in the first quarter of the second year of Diploma. IBDP Coordinator will provide guidance and support to the students for improving their grades. However, if the student's performance appears to be at risk despite appropriate support measures and if he/she fails to achieve the requisite levels of academic achievement, as defined by the school's affiliating board, the school reserves the right to register the student as "Course Candidate" and not as a "Diploma Candidate", if it feels this is in the best interests of the student. This decision will be taken in consultation with the parents and school senior leaders.



DRESS CODE

Students are expected to present themselves in a neat manner at all times. All uniform items must be purchased from the official school uniform vendor. The school uniform must be worn appropriately at all times except for some casual days, events and field trips that require special clothing. Students are expected to wear the basic physical education clothing recommended by the school during the physical education period. All members of the school's community should strive to demonstrate a high level of personal care in their dress and physical presentation. The school's administration will take action on all issues (including dress and personal grooming) that detract or interfere with student learning. Boys hair must not be below the bottom of the shirt collar. Hair should not be dyed and must be neat and tidy. Students must come to school wearing the correct school uniform. Students are not allowed to colour / spike / gel their hair, wear nail polish, tattoo or any henna design.



ATTENDANCE

Regular school attendance is vitally important to a student's academic achievement. When a student is absent from school, the parent has to inform the respective Coordinator about it in writing the next day itself. Absence from school without approval will be looked at very seriously. Students who are absent from school and miss more than ten (10) days of instruction in the whole academic year, will be considered to have "excessive absences" regardless of the reason for absence. High absenteeism would affect the academic progress of the students and may result in the student not being ready for moving to the next grade level. The parents will have to take responsibility for their child's lost studies and school will not be responsible for the child's underperformance in academics.

Parents are advised not to request for holidays or leaves during school working days as projects, assignments and assessments are conducted regularly. Application for leave to attend marriages or social functions during the term will not be entertained. Application for leave for urgent or special reasons must be made in writing to the Programme Coordinators. The Programme Coordinators, however, reserve the right to reject it.

In case of illness the School should be informed as soon as possible. No child will be allowed to resume classes without a letter and medical certificate.

No request for half day leaves, late entry to school or early departure from school will be entertained.

Parents are requested to fix doctor's appointments outside of school hours. In case it is not possible, the child will have to miss an entire day of school.

If a student continues to be absent for one calendar month without notice, her / his name is liable to be removed from the school register. Students absent on the last day or the first day of a term will be admitted to school only after getting approval from the Head of School.

For Visa appointments, kindly inform the school 2 days in advance.

Under no circumstances any formative or summative assessments will be re-conducted.



OTHER POLICIES

Late Policy

Punctuality and regularity of attendance have to be observed. Students coming late to school thrice in one month will be sent home the fourth time.

Late mark will be awarded to students who walk in after 8:15 am.

Unscheduled Closure of School

In case of natural calamities, social unrest, political disturbance or interruption of water and electricity supply, the school may have to remain closed. The school will as far as possible try to inform all parents by email.

You are requested to use your discretion and not send your children to school in situations where their safety and security are in jeopardy.

Fire and Safety Drills

Fire and safety drills are carried out to train our students with the action to be taken in case of an unfortunate episode of fire in the building. The school has a fire alarm system in place.

Behaviour Management Policy

At DYPIS, we believe that effective learning occurs in a caring, supportive and stimulating environment where the needs, rights and responsibilities of individuals and groups are respected. We are proud of the courteous and mannerly behavior of our students and staff. As part of the IB Learner Profile, teachers encourage students to be inquirers, thinkers, communicators, risk-takers, knowledgeable, principled, caring, open- minded, balanced and reflective. Every member of our community shares the responsibility to ensure that DYPIS continues to be a productive learning environment. We all must live by certain essential agreements.

The School disciplinary process is based on respect for the individual and for the learning environment. We emphasize the need for children to learn from their mistakes and to experience logical consequences for the choices that they make. We recognize that self-discipline and the development of responsibility and judgment is an ongoing process. We require adults to structure a consistent and safe environment for children. Appropriate role modeling and respectful and consistent interactions are keys to raising capable, self - reliant children.



ROLE OF PARENTS

We believe that the school forms a partnership with parents in shaping the personality of a child and to attain our goal of developing the holistic personality of our students, we would like to define the role of parents.

Parents are required to read the Rules and Regulations of the school carefully and acknowledge the same by signing it.

- Parents are requested to meet school authorities with prior appointment only.
- Keep school informed about any changes in the home environment or about the child's illness.
- Keep school updated about changes in your address, email id or phone numbers.
- Please check your emails regularly to get updates and circulars from the school academic and administration team.
- We request parents to attend school events and participate in school activities.
- Parents will neither join, cause or support, any undesirable/in-disciplinary activities in or around the school, and will not unduly/unlawfully interfere in the operation and management of the school. In the event of any anti-social, unlawful or undue interference by the parent in the smooth operation of the school, the school management reserves the right to suspend/cancel the admission of the student.
- The school will not entertain any request about shifting the House or Division of a child.
- The school may recommend assessment of a child's learning ability at a certified diagnostic center. The parents are required to cooperate with the school team for implementing the same.
- The parents should not invite any staff members to join social gatherings or entertainments.
- The parents are not allowed to communicate via Whatsapp, Facebook or any other social media with the teachers.

Coffee Mornings and Parent Teacher Meetings

The school will arrange Parent teacher meetings and Coffee mornings in the academic year. Parents are required to attend meetings to discuss the progress of their child and also have a conversation with the school to share their feedback on the programme.

Parent-Teacher Association

The school forms PTA in accordance with law, the PTA members are required to attend the school meetings and liaise with the parent community on behalf of the school.

Child Protection committee

The school has prepared a Child Protection Committee. The committee consists of senior members of the school, an NGO member and a parent representative. The committee is formed with a purpose of ensuring a safe and healthy environment for our students. The committee will be reviewed after every 3 years.

DYPISW is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, violence, harassment and discrimination. The school prohibits any form of bullying behavior.

Medical Policy

The School is equipped with a Medical Room and a nurse to administer first aid and take care of minor ailments and injuries. If a student requires the school to administer medication, the parent or guardian must send a written note to the home room teacher, giving the name of the prescribed medication, reasons, dosage and duration to be administered, together with the medication. Without this note, any medication brought to school will not be administered. All medication to be administered must be prescribed by a qualified doctor or physician.

Parents are also responsible for submitting information regarding known medical conditions, including known allergies and an emergency contact number to the School Administration and Home room teacher.

In the event where the parents or guardian cannot be reached during an emergency, the school may send the student to the nearest hospital or doctor for immediate medical observation and treatment.



BUS BEHAVIOR REGULATIONS

School buses are a convenient form of transportation for our students. To ensure the safety and well-being of everyone, the following bus behaviour regulations will be enforced:

- No littering on the bus
- Students must not create excessive noise
- Students must be punctual when boarding the bus.
- Students must form polite queues and wait for their turn to board the bus.
- Students must be courteous and respectful to all students and adults travelling on the bus.
- Bullying of any kind will not be tolerated.

In case you want to pick up your child in person or send him with his/her friend, you need to inform the school latest by 12:00 noon. Any request after that will not be entertained.

Students will be warned that if they fail to conform to the bus behaviour regulations, their parents will be contacted. Students who habitually fail to meet these regulations risk losing bus privileges. If a child is not taking the bus during the regularly scheduled time please notify the classroom teacher in writing. Parents are not allowed to ride on the school bus.

Parents are requested to avoid having personal chats with the didis as well as other students on the bus.

Arrival and Dispersals

- Homeroom Time – 8:15am to 8:25am
- Students coming in after 8:15 will be marked late. Students with the 4th late mark will be sent back home.
- Bus students will leave at 3:00pm
- Car and walk in students will be dispersed at 3:10pm. Students will be brought down grade wise to avoid confusion near the entrance.
- Our students' safety is our utmost priority and hence, we request the parents of car/walk-in students to send the drivers and/or support staff to pick up the students only at 3:15pm. This would help us in reducing traffic and chaos outside the school. There would be a defined waiting area for the drivers and support staff.
 - Parking: During your visits to the school, you are requested not to park in the school-designated 'No Parking' areas, but at a walkable distance from the school. This is a safety concern and seriously impedes traffic flow, causing inconvenience both to school authorities and to residents of the area. This applies to both self-driven as well as chauffeur-driven vehicles.



CAFETERIA SERVICES

Our cafeteria serves wholesome meals encouraging children to make balanced food choices.

Various cuisines like Indian, Chinese, Italian etc. are served on a regular basis. Lunch menu is uploaded on the school software for parents to view.

Our cafeteria also consists of a variety of healthy snacks such as idlis, dhoklas, brown bread sandwiches, whole wheat pizzas, frankies, croissants etc on rotation basis.

Excursions, Field trips & Tours

The school will plan and take students for various field trips to enhance the learning of our students. These trips are planned in conjunction with the units being taught in the class and also complement students' understanding of certain subjects and topics. Parents will be notified of field trips, in advance, through circulars, and extra costs, if any, applicable for the same. Students will be taken for the trip only after receiving consent from the parents. The school management will take every precaution to ensure the safety of the children. The management or any member of the school will not be held responsible for any unforeseen accident, injury or mishap.

HOUSE SYSTEM



At the beginning of each school year, the school selects House Captains, Vice- Captains, Head Girl and Head Boy.

Since this is a post of great responsibility, the candidates therefore have to fulfill certain criteria. The candidates should have:

- A strong school spirit
- positive leadership skills
- a respectful conduct towards her/his entire school community
- a good role model

The Election Process:

The House captains and vice- captains are elected from Grades 9 and 11. The school elects the Head Boy, Head Girl, four House Captains, four House Vice-Captains, Sports Captain Boy, and Sports Captain Girl.

Duties of House Captains and Vice Captains

- Be responsible for her/his house members and their participation in various school events
- Communicate relevant information to the students
- Guide class house captains to choose participants for various events
- Assist the various coordinators, house teachers and teachers during events held in the school
- Assist the PE department whenever necessary
- Be responsible for any other house related tasks

Duties of Head Girl and Head Boy

- Imbibe school values in and outside school
- Acts as a link between the school and the students
- Be responsible various school events
- Assist the various coordinators, house teachers and teachers during events held in the school
- Assist the PE department whenever necessary
- Be responsible for any other related tasks

House Points

Individual events:

First Place – 5 points
Second Place – 3 points
Third Place – 2 points
Fourth Place – 1 point

Group events:

First Place – 10 points
Second Place – 6 points
Third Place – 4 points
Fourth Place – 2 points

LIBRARY POLICY



The Library at school is where your child's learning begins. Library classes are filled with new discoveries. Research skills will be taught using both print and electronic media. The Library curriculum often integrates classrooms with units as well as complements activities and projects. The Library is open daily from 8:30 a.m. until 4:00 p.m. on school days.

Study Kit

- a. The study kit comprises basic stationery, art materials and other essentials. It will include class-appropriate exercise books, files and folders needed for the academic programme.
- b. Each year, the text books to be used by students are decided keeping in mind their readiness levels, targeted academic outcomes and CAIE/IBDP recommended resources, and, therefore, comprise both national as well as international titles, based on our vision for the academic programme for that year.

Birthday Celebrations

We understand that birthday celebrations mean a lot to our students and their parents and we request them to be kept simple. Students may wear coloured clothes on their birthdays and may distribute chocolates or candies in the range of Rs. 5 to Rs.10. Extravagant birthday treats or hampers will not be permitted for distribution. Invitations to birthday parties may be distributed in class only if all the class students are invited. Gifts should not be given to staff members.



LOST PROPERTY

The purpose of this policy is to provide procedures for handling lost and found articles.

In this policy, “lost property” means any unattended, abandoned, misplaced, or forgotten item ---which is found within/inside the premises/boundaries of the School.

Key Points:

- Students are encouraged to write/print their names on all personal belongings such as jackets, lunch boxes, digital devices, pencil/pen pouches, compass boxes, water bottles(meant for only selected year groups) etc.
- Lost items will be kept in the "Lost and Found" Area located near the foyer.
- Students may check the lost and found for missing items. Parents can also request to check for missing items in the lost and found area with prior appointment.
- Any cash, jewellery found will be submitted to the accounts office which can be retrieved on providing supporting evidence.
- Unclaimed items will be donated to a local charitable organization or discarded at the end of the year.

The School strongly discourages students bringing large amounts of money or personal valuables to school.

The School cannot assume responsibility for loss or damage to personal property brought to school.



FEES

All academic fees must be paid by the stipulated due date for each term. Please note:

The 2nd term fee for the current Academic Year shall be payable in November 2022.

The 1st term fee for the next Academic Year shall be payable in March 2023.

Timely payment of fees is mandatory. A late fee payment charge of Rs. 500/- per week will be applicable after the due date. The School reserves the right to withhold release of reports, transcripts, recommendations or other information in the event of a student's fees being in arrears. If the fees are unpaid beyond May 2023, the School will understand that the student has been withdrawn and his / her name will be struck off the school roster for the next academic year.

Withdrawal

If a parent wishes to withdraw the admission of the child, she / he will be required to give one term advance notice to the school administration, failing which the 2nd term fee will be charged in lieu of the notice. Please complete the withdrawal form, stating the last day of attendance and the documents required by you (transcript, letter of certifications, letter of recommendation or other reports). Such documents will only be issued upon request when all outstanding fees have been paid.

Please note that the security deposit (after adjustment of any damage done by the student to school property/ books, etc.) would be refunded within three months of the school receiving application for withdrawal of the last academic year of the student.



LIABILITY OF SCHOOL

The School takes full responsibility for students' safety and security and will exercise utmost care, however, the school will not be responsible for any accident or untoward incident that might take place during or in connection with the school activities / learning whether inside or outside the school which is beyond the control of the School Authorities.

Self Taught Subjects

The term "Self-Taught" refers to those subjects that a student may choose to study on his / her own, independent of the school, for the IGCSE / IB Board Examinations.

The 'self-study option' would be available to a student wishing to appear for an additional subject(s) beyond those mandated by the school or a subject(s) not offered by the school. However, do note that the self-study option is available only for subjects that are permitted by the Board/s in question, as per their individual policy regulations.

In such cases, the school's responsibility is restricted to registering the student for the relevant board exam

The school is not responsible or accountable for the grade a student scores in a "self-taught" subject.

The school would also be unable to provide students with any formal support for a "self-taught" subject, and any informal support offered would be dependent on the availability of the human resource required to guide the student appropriately.



PARENTS CONSENT

The Parents unconditionally consent to their child's participation in the various school Events / Activities including Sports conducted by or on behalf of the School and hereby accept and assume all risks, known and unknown, and all responsibility for losses, costs and/or damages connected with such events /activities and further the parent voluntarily releases, forever discharges, agrees to indemnify and hold harmless and covenant not to sue the School or its Management from any and all claims demands or causes of action, which are brought by, or on behalf of their Child and which are in any way connected with such use or participation by their Child in the Activities or the use of any equipment or facilities in connection with the Activities.

Parents who wish that their child should not be photographed or their child's photograph should not be used for any purpose should inform school about the same. It is a parent's responsibility to keep the school informed about their decision.

Note regarding amendments:

The school reserves the right to amend rules, regulations, policies and fee structure. Such modifications / amendments will not require separate Consent of the Parents.

Reports

Parents who need the report card for previous years, school will give 3 years previous reports to the parent after a formal request is sent to the respective Programme Coordinator.

Technology Use Policy:

1. DYPIS Internet and Network Rules

Students are responsible for appropriate behaviour on school computer networks just as they are in a classroom or school hallways. The DYPIS network consists of all computers and connected peripherals used on the DYPIS campus. This includes all personal computing and communicating devices brought on campus that access our school network and /or are in use on the school campus. Communications on the network are often public in nature. General school rules for behaviour and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students with an understanding that they will act in a considerate and responsible manner. Access is a privilege not a right. Access entails responsibility. Individual users of the school and computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with school standards in an honourable and respectable manner. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. As technology integration increases, many student projects are in electronic format. Teachers and students will use our website as a bulletin board to display this electronic work. School Administration will use digital photos of students demonstrating various facets of life @ DYPIS to enhance the design and appeal of our school website.

2. Policy for the use of Mobile Phones, MP3 Players, ipods and similar devices unless authorised:

The range of technology available today - mobile phones, portable MP3 players/iPods and other similar devices - impact on the operation of school. When these technologies are misused by students they can be very disruptive to teaching and learning and, in some cases, cause harm.

Students of Grades 9-12, can carry their mobile phones as they need them to book their transport home. The devices must be deposited at the reception when they enter the school building and must be collected only at the end of the school day. Students of Grades 6-8 are not permitted to get their mobile phones to school. If a student is found in possession of any of the devices mentioned above during school hours, the same would be confiscated and returned only at the end of the academic year.

Toddle is an all-in-one platform for PYP planning, student portfolios, reports, and family communication.

ManageBac is the leading planning, assessment and reporting platform which DYPIS is using for the IBDP.



DIGITAL CITIZEN & CYBER SAFETY AGREEMENT/BYOD

BYOD

DY Patil International School uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st Century skills, DYPIS will allow personal devices on our school network for students who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding B.Y.O.D.

DYPIS strives to provide appropriate and adequate technology to support instructional purposes. The use of personal devices by students is a requirement.

An important component of B.Y.O.D will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.

Device Types:

For the purpose of this BYOD program, the word “devices” will include: laptops, iPads, tablets, and eReaders. Please note that cell phones, smart phones, ipods and Nintendo DS (and/or other gaming devices with internet access) are not permissible.

Student BYOD essential agreement-

I understand that using digital devices (whether personal or school owned) and the DYPISW network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege.



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I agree to follow the school rules and commit to the following responsible use guidelines.

I will:

- Use digital devices, networks and software in school for educational purposes and activities.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- Show respect for myself and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.
- Protect private and confidential information in a manner supported by the DYPISW Technology Department.

The Responsible Use Procedure will be reviewed each school year together with students and teachers and will provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship and ethical use of technology.

Policies

All policies will be shared with the parents through school and will also be updated on the school website.

Disclaimer

The Parent Handbook is designed to be in harmony with the DYPISW school policy. Please be aware that the handbook is updated annually while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of the Handbook will be made available to students and parent newsletters, web pages, and other communication. The complete text of DYPISW school policies, for which some are only excerpted in this handbook, is available on the School website.