

RULES & REGULATIONS

I. OUR PHILOSOPHY

At SRCS, discipline is not control — it is character formation.
Rules are not restrictions — they are preparation for life.

Every student of SRCS represents:

- Integrity
- Respect
- Responsibility
- Excellence

II. STUDENT EXPECTATIONS – THE SRCS STANDARD

Every SRCS student shall:

1. Maintain punctuality and 75% minimum attendance (CBSE compliant).
2. Carry Almanac daily and follow timetable sincerely.
3. Speak in English within campus and school transport.
4. Maintain impeccable uniform and grooming standards.
5. Respect teachers, staff, peers and school property.
6. Demonstrate responsible behaviour both inside and outside school.
Students are ambassadors of SRCS at all times.

III. ZERO TOLERANCE POLICY

SRCS maintains absolute zero tolerance toward:

- Bullying (physical, verbal, emotional, cyber)
- Ragging in any form
- Sexual misconduct
- Substance abuse (tobacco, alcohol, drugs)
- Carrying obscene material
- Severe insubordination
- Violence or vandalism

Violation may result in:

- Suspension (minimum 3–30 days)
- Withdrawal of privileges
- Rustication
- Expulsion

The decision of the school authorities shall be final and binding.

IV. DIGITAL & ELECTRONIC DISCIPLINE

- Mobile phones and smart devices are prohibited.
- Confiscated devices will remain in custody for three months.
- Cyber harassment or misuse of social media will invite strict disciplinary action.
- Students must not share personal data online.

SRCS promotes responsible digital citizenship.

V. EXAMINATION CODE

1. Attendance during all examinations is compulsory.
2. Absenteeism during assessment will be marked zero.
3. No re-test policy except under exceptional approval.
4. Minimum 33% in each subject separately required for promotion.
5. Use of unfair means leads to immediate disciplinary review.

Academic integrity is non-negotiable.

VI. UNIFORM & PERSONAL PRESENTATION

Uniform is identity.

Presentation reflects discipline.

- School uniform mandatory on all working days and events.
- No jewellery, hair colour, styling gel, tattoos or fashion accessories.
- Hair must be neat and school-appropriate.
- All belongings must be labelled with Name, Grade & Section.

VII. CAMPUS CONDUCT

- Silence and order during class transitions.
- No running or shouting in corridors.
- No entry to restricted areas without permission.
- No chewing gum, junk food or polythene.
- No personal invitations or gift distribution.

SRCS is a clean, dignified and eco-conscious campus.

VIII. PROPERTY & INFRASTRUCTURE RESPONSIBILITY

Students are custodians of:

- Smart Classrooms
- Activity rooms
- Laboratories
- Library
- Sports Infrastructure
- School Buses

Damage or vandalism will attract:

- Full cost recovery
- ₹2000 penalty
- Disciplinary action

Respect for infrastructure reflects respect for institution.

IX. TRANSPORT SAFETY FRAMEWORK

- ID card compulsory for boarding.
- No standing or movement in moving bus.
- Parents must not enter or obstruct buses.
- Indiscipline in bus immediate withdrawal of transport facility.
- CCTV monitoring active in all buses.

Safety precedes convenience.

X. ATTENDANCE & LEAVE PROTOCOL

- Leave granted only on medical/emergency grounds.
- Absence beyond five days without intimation may result in removal from rolls.
- Attendance compulsory on reopening days before/after vacations.
- No half-day leave on assessment days.

Consistency builds excellence.

XI. FEE & ADMINISTRATIVE DISCIPLINE

- Fee payable quarterly via ERP.
- Delay attracts penalty.
- Transfer Certificate issued only after clearance of dues.
- All official communication to be routed formally through ERP.

Institutional discipline ensures smooth governance.

XII. PARENT PARTNERSHIP CODE

Parents are partners in excellence.

Parents shall:

- Check Almanac daily.
- Maintain respectful communication.
- Avoid criticism of school in front of child.
- Ensure punctuality and discipline of ward.
- Carry Parent ID during every visit to School.

Strong homes build strong schools.

XIII. MEDICAL & WELLNESS PROTOCOL

- Students with infectious diseases must observe quarantine.
- Medical certificate mandatory after illness.
- Chronic conditions must be reported to school clinic.
- Students medically unfit cannot appear for assessment.

Health is priority.

XIV. PRIVILEGES & ELIGIBILITY

Participation in:

- Educational tours
- Competitions
- Leadership roles
- Special programs

Is subject to:

- Academic record
- Attendance
- Discipline
- Overall conduct

Privileges are earned through responsibility.

XV. FINAL AUTHORITY CLAUSE

The school reserves the sole right to:

- Interpret rules
- Amend policies
- Take disciplinary decisions

In the best interest of the institution and its students.

SCHOOL IDENTITY CARD AND AUTHORISATION CARD

- Each student will be issued an Identity Card and each parent will receive an Authorisation Card at the beginning of the new academic session.
- If a parent wishes to authorise someone else to drop off or pick up their child, they must submit a written application along with the individual's Aadhar Card to obtain a Guardian Authorisation Card.
- In the event of loss, damage, or tampering of the Identity Card or Authorisation Card, a replacement must be obtained upon payment of ₹200.

CODE OF CONDUCT FOR PARENTS

- Parents are expected to support the Principal, Vice Principals, teachers and administrative staff in the decisions made in the best interests of their child.
- Maintain a conducive learning environment at home to enable your child to complete school assignments and engage in quality home study.
- The school discourages private tuition and students are not permitted to take coaching from school teachers.
- School fees must be paid before the due date to avoid penalties and inconvenience for both parents and the school.
- Suggestions or complaints, if any, may be addressed to the Principal on working Saturdays during school hours, with a prior appointment via the school reception.
- Special meetings with teachers can only be arranged with prior intimation and permission from the school reception.
- If required, parents are encouraged to communicate with the Principal or Vice Principals through the ERP Communication Module rather than waiting for the next Parent-Teacher Meeting (PTM).
- Attendance at PTMs and other school functions is essential and parents are expected to attend these regularly and punctually.
- Parents must exhibit courteous and supportive behaviour towards the school and its staff.
- Parents are requested not to spend lavishly on food, cakes or gifts on their child's birthday, as it disrupts the school routine. Students from Nursery to Class II are permitted, if they wish, to wear coloured clothes on their birthday.
- To ensure a disciplined school environment, parents should encourage their child to be active, well-groomed, and properly dressed. If a child is unable to attend school for any reason, parents must apply for leave through ERP.

CODE OF CONDUCT FOR STUDENTS

- We will arrive at school on time, ensuring we are prepared for the day.
- We will attend classes and assemblies punctually to participate productively.
- We will submit all assignments on time to develop strong work ethics.
- We will actively participate in all classes, events and trips.
- We will pay attention and cooperate with our teachers at all times.
- We will speak politely and respectfully with our teachers, peers and others.
- We will demonstrate integrity and accountability in all our actions.
- We will eat only during break time in designated areas and dispose of rubbish in bins.
- We will walk quietly in a queue in the corridors and on the stairs, maintaining order.
- We will switch off lights and fans when not in use to conserve energy.
- We will keep our classrooms and school clean, as cleanliness is essential for healthy living.
- We will willingly assist others and accept assigned responsibilities with grace.
- We will wear our ID card daily, as it enhances security and fosters a sense of community.
- We must carry our Almanac every day, as it is essential for communication.
- We will enter and exit classrooms only with the teacher's permission.
- We will bring all necessary materials to class, including books and stationery.
- We will act as peacemakers, exercising self-control in all situations.
- We will respect and care for school property, ensuring it remains in good condition for others to use.
- We will speak truthfully and kindly about others.
- We will bring only study-related materials to school and leave expensive watches, mobile phones, personal music devices, and electronic toys at home.
- We will use school sports equipment only in designated areas and with prior permission.
- We will maintain healthy habits on and off campus, avoiding the consumption, possession or distribution of controlled or illegal substances, as they are harmful to our physical and mental well-being.
- We will treat everyone with respect and care, refraining from any spoken, written, or physical actions that may cause emotional or physical harm, intimidation or humiliation.
- We understand that this Code of Conduct will be enforced throughout the school, and violations will result in appropriate consequences and sanctions.

CODE OF CONDUCT SWIMMING

- All students must follow the instructions of the swimming instructor, lifeguard, and school staff at all times.
- Running, pushing, shouting, or rough play in and around the pool is strictly prohibited.
- Proper swimwear is compulsory to use the pool during designated swimming period.
- If the child fails to bring swimming costume, for any reason, on the day of swimming period, parents must inform the Class Teacher through ERP.
- Students must take shower before entering the pool.
- Students with open wounds, skin infections, or contagious/viral infection, illnesses must not enter the pool.
- Food, drinks, and chewing gum are not allowed in the pool area.
- Pool equipment may only be used with permission and for its intended purpose.
- Misuse or damage of pool property will result in disciplinary action.
- Students must store personal belongings in designated areas.
- The school is not responsible for lost or stolen items.
- Students should inform staff if they feel tired, unwell, or uncomfortable in the water.
- Failure to follow pool rules may result in temporary or permanent suspension from swimming activities.
- Serious or repeated violations will be handled according to school disciplinary policies.



CODE OF CONDUCT FOR TRANSPORT

- All students using the school bus must be at the designated bus stop at least five minutes before the scheduled arrival time.
- Given traffic conditions, bus timings may vary, so a margin of 10 minutes should be considered for both pick-up and drop-off.
- The bus will not wait for latecomers.
- If a child misses the bus, parents must not attempt to overtake or stop the bus in any manner.
- Children must stay away from the main road while waiting for the bus.
- No student should approach the bus entry door until it has come to a complete stop.
- Upon boarding, students must immediately occupy a vacant seat and remain seated throughout the journey.
- The front door is the only authorised entrance and exit for students.
- Drivers are authorised to stop only at designated stops, determined for the safety and convenience of all commuters. These stops are subject to change if required.
- Students must not move around while the bus is in motion and no part of their body should be extended outside the bus.
- Throwing objects inside or out of the bus is strictly prohibited.
- Any damage to the bus caused by a student due to negligence or vandalism will be the responsibility of the student.
- Eating in the bus is strictly prohibited.
- Unruly behaviour, such as shrieking or shouting, is not allowed. Courteous and respectful behaviour is expected at all times.
- Students must not distract the driver under any circumstances.
- The route in-charge and student bus monitors are responsible for maintaining discipline in the bus. Any serious misconduct must be reported to the Principal.
- Parents wishing to request a bus route allotment, withdrawal or change should meet the Transport In-Charge between 08:30 a.m. and 09:30 a.m. on all working days.
- Parents are not allowed to board the school bus to speak with teachers or students.
- Parents must ensure that their child is picked up only by themselves or an authorised person. A child will not be permitted to de-board if the designated parent or authorised person is not present at the bus stop.

SCHOOL COUNSELLING & STUDENT WELL-BEING

School Counsellors

At Shri Ram Centennial School, student well-being is a priority. Our qualified school counsellors, trained in Child Psychology and Adolescent Development, play a pivotal role in nurturing the emotional, social and behavioural growth of students.

The counsellors:

- Identify students requiring additional academic, emotional or behavioural support.
- Work closely with teachers and parents to create constructive intervention plans.
- Provide guidance in cases of anxiety, peer concerns, academic stress or behavioural changes.
- Support children facing temporary emotional challenges due to bereavement, illness in the family, relocation or other external factors.
- Assist in managing hyperactivity, attention concerns, slow learning patterns and social adjustment issues.

Parents are encouraged to approach the school counsellor whenever they observe noticeable behavioural or emotional changes in their child. Early guidance ensures timely support and positive outcomes.

All counselling interactions are handled with confidentiality and sensitivity.

LEARNING SUPPORT & INCLUSIVE EDUCATION

Understanding Learning Differences

At SRCS, we believe that every child is unique. Some children may "learn differently," and early identification of learning challenges helps unlock their true potential.

Students with learning differences are supported through:

- Individual observation and assessment
- Remedial teaching strategies
- Multi-sensory instructional methods
- Personalised academic support plans
- Collaboration between teachers, counsellors and parents

History has shown that many globally celebrated personalities faced learning challenges in childhood. With the right guidance, encouragement and structured support, every child can excel in his or her own way.

At SRCS, we focus not only on overcoming difficulties but also on identifying and nurturing each

child's strengths, talents and interests.

CAREER GUIDANCE & FUTURE READINESS

Career Counselling (Grades IX–XII)

Career guidance at SRCS is designed to help students make informed and confident academic and professional choices.

The school provides:

- Periodic career orientation sessions
- Stream selection guidance (Grade X to XI)
- One-on-one counselling sessions for parents and students
- Information on emerging career fields and global opportunities
- Guidance on competitive exams and higher education pathways

Our objective is to empower students to align their interests, aptitude and aspirations with suitable career options, thereby creating confident and future-ready individuals.

SMART CLASSROOMS & TECHNOLOGY INTEGRATION

Smart Learning Environment at SRCS

All Pre-Primary classrooms at SRCS are equipped with modern digital learning tools to enhance teaching and learning experiences.

Our smart classrooms include:

- Interactive digital panels
- Curriculum-aligned multimedia content
- Audio-visual learning resources
- Technology-enabled lesson delivery
- Structured assessment tools

Smart learning enables:

- Visual reinforcement of concepts
- Interactive engagement
- Immediate feedback and assessment
- Improved comprehension and retention

Technology at SRCS is not a replacement for teaching — it is a powerful enhancement that makes learning dynamic, meaningful and experiential. Our digital resources are mapped to the prescribed curriculum to ensure clarity, relevance and academic rigour.

At Shri Ram Centennial School, we believe in educating the whole child — intellectually, emotionally and socially.

Through counselling support, inclusive practices, career guidance and smart learning systems, we strive to create an environment where every learner feels valued, supported and empowered to succeed.

FOSTERING HOLISTIC GROWTH

The Learner-Centric Approach at SRCS

At SRCS, the commitment to holistic student growth is deeply embedded in its educational framework. With a learner-centric approach designed to monitor the teaching-learning process and motivate students, SRCS stands as a beacon of educational excellence. At the heart of this system are Class Coordinators and Subject Coordinators, who work in tandem to ensure both the academic and personal development of each student.

STRUCTURE OF THE LEARNER-CENTRIC SYSTEM

- **Class Level Coordinators**

Each class is assigned a dedicated Class Coordinator, who serves as the primary point of contact for students, teachers and parents. These coordinators: Oversee students' academic progress and well-being; facilitate communication between teachers and students; address concerns or issues to ensure personalised attention for every student.

- **Subject Coordinators/HODs**

SRCS also appoints Subject Coordinators/HODs, who specialise in specific academic disciplines. Their role includes: Collaborating with teachers to streamline curriculum delivery; developing innovative teaching strategies; assessing student performance and identifying areas for improvement. By focusing on subject-specific needs, they ensure students achieve a comprehensive understanding of their strengths and development areas.

- **Reporting Structure**

Class Coordinators and Subject Coordinators/HODs report directly to the Vice Principal. The Vice Principal reports to the Principal, who oversees the school's day-to-day operations. Regular progress updates, academic initiatives and challenges are shared within this structure, ensuring accountability and efficient decision-making.

- **Integration of Feedback**

A robust feedback mechanism plays a crucial role in the learner-centric system at SRCS. Class Coordinators regularly gather feedback from students, parents and teachers to: Identify areas for improvement; tailor educational experiences to students' evolving needs. This feedback-driven approach fosters a culture of continuous improvement, ensuring that the holistic development of students remains a priority.

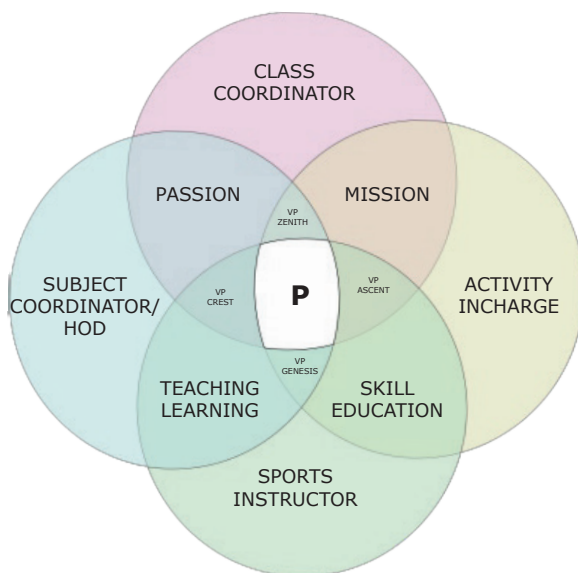
HOLISTIC GROWTH INITIATIVES

At SRCS, we recognise that holistic growth extends beyond academic excellence to include character development and emotional well-being. To support this comprehensive approach, the school implements a range of initiatives, including:

- **Extracurricular Activities** – A diverse array of sports, arts and community service programmes encourages students to explore their interests beyond the classroom.
- **Counselling Services** – Qualified professionals provide social, emotional and behavioural support, ensuring a safe and nurturing environment for all students.

Through its learner-centric system, SRCS empowers students to flourish academically, socially and emotionally. By prioritising personalised attention, feedback integration, and holistic growth initiatives, the school nurtures well-rounded individuals prepared to succeed in a dynamic world beyond the classroom.

With class coordinators, subject coordinators/HODs and a dedicated leadership team working collaboratively, SRCS stands as a model of educational excellence and learner-centric practices.



THE HOUSE SYSTEM AND ETHOS AT SRCS

MISSION STATEMENT

The House System is an integral part of school life, designed to support the holistic development of students. Its core strengths include:

- Encouraging students of all ages to work together.
- Creating a cohesive and inclusive environment.
- Fostering friendship and collaboration beyond age barriers.

The House System forms the foundation for all school competitions, promoting team spirit, loyalty and friendly competition within the school community.

INSIGNIA

Each house is represented by a specific colour, flag, motto and House T-shirt.

MEANING AND MOTTO

At SRCS, the names of the four houses are derived from the 7Cs, which are intrinsic to all Shri Ram Schools:

- **Compassion** (Blue House) - "Sympathy and empathy form the bedrock of all morality."
- **Collaboration** (Green House) - "Working together to achieve a common goal."
- **Commitment** (Red House) - "Loyalty and sincerity for the right cause."
- **Creativity** (Yellow House) - "Innovating and creating something unique."

These core values shape the character development of our students.

HOUSE UNIFORM

The House Uniform must be worn every Wednesday and Saturday. It may also be worn on House activity and competition days.

RANKING OF HOUSES

A House Scoreboard will display points awarded after each activity, which will be updated every third Saturday of the month.

At the end of the academic year, total points, including merits and demerits-will determine the house rankings.

The house with the highest score will be awarded the 'Best House Trophy', with a Rolling Trophy presented to the winning house and the runners-up.

HOUSE MASTERS

Each house is led by a House Master, assisted by an Assistant House Master. They preside over house meetings and guide students and teachers in inter-house competitions and school activities.

HOUSE MEETINGS

House meetings will be conducted quarterly during the zero period.

These meetings will be presided over by the House Master, with the House Teachers and House Leaders in attendance.