General Rules and Regulations of Pinegrove School

" We Aspire to Inspire..."

The Rules and Regulations of Pinegrove School have been framed to make the parents aware of what is expected of them and their children during their stay at the school. It is imperative that all parents abide by a certain code of conduct in the best interest of their children and to facilitate the smooth functioning of the school.

ACADEMIC

1. Every endeavour is made by the school to help children to improve their overall performance and progress is possible only with the co-operation of the parents and the child.
2. Keeping in mind the schedule of a residential school it is not possible to provide continual extra academic assistance. Should a student consistently require any such special help, action deemed necessary in the best interest of the child shall be advised.
3. ***Rights of admission to the Senior Secondary Stage (Plus 1 & 2) are reserved***. For all children passing the 10th Class from the school, re-admission to the Senior Secondary Stage is mandatory. The School Management reserves the right to re-admit students, as per the then prevalent rules on the subject and their decision in the matter will be final and binding.

DISCIPLINE

4. Any child leaving the school campus without permission from the school office will do so at the risk and responsibility of the parent. The child shall also render himself/herself liable for a possible expulsion.
5. There is a continuous effort to instil high moral qualities in the children but should any child indulge in any anti-social/immoral act he/she will be liable to serious disciplinary action even to the extent of expulsion without any warning or as deemed fit by the management.
6. The children are not permitted to possess any of the following: sordid reading/viewing material, cash, mobiles, sim-cards, electronic equipment, intoxicating substances, weapons or any other such banned item/s.
7. ***The school is a smoke/drink free zone.*** Parents/guardians/visitors are not permitted to smoke/drink on the school campus.
8. Intoxication of any kind is not permitted for school children. Any child indulging in drinking/smoking/substance abuse shall be immediately expelled without any notice/warning.
9. No student is permitted to buy/sell/exchange goods, lend/borrow money or tuck in the school or when they go on outings from the school.
10. Parents are strictly prohibited from giving any kind of tips, money or gifts to any servant or member of the staff. Breach of this will be viewed very seriously.
11. Parents/guardians are permitted to visit their children only on visiting weekends mentioned in the School Calendar and not on any other day or holiday, as it disturbs the school routine.
12. All school games/activities are compulsory and children may be required to attend sports/activities during vacation. Complete co-operation in this regard is to be extended by the parents/guardians.
13. Destruction of school property of any kind or misuse of resources provided eg books/computers/internet services/smart boards/musical instruments or any such item, by anyone, shall attract strict disciplinary action.
14. Distasteful/unacceptable behaviour among students or staff such as bullying, groupism, excessive argumentative or aggressive behaviour, use of unparliamentary language or unsavoury male-female relationships or such-like shall be liable for strict disciplinary action.

LEAVE

15. ***Leave is not a matter of right*** and shall be authorised/declined by the school office keeping in view the specific requirement.
16. Parents/Guardians are requested not to disrupt the school routine by coming early to pick up their children. They must ensure that children return to school on the specified date and time after school vacations/visiting weekends. Reservation of tickets/other arrangements must be made well in time, keeping in view the school calendar.
17. Under normal circumstances no leave will be sanctioned during school terms. However, special leave of absence of two days plus journey time may be granted in the case of marriage of the child's or the parent's real brother/sister. One day plus journey time for condolence of any immediate relation may also be granted. Medical leave will be given as advised by a qualified physician who should certify the duration of such leave.
18. No child is allowed to go on leave alone or with friends. If the parents so desire then an authority letter should be sent, by the parent to the school, well in advance. Telephonic messages will not be accepted.
19. To maintain discipline and to inculcate the habit of punctuality a child overstaying leave shall be liable to be fined. The rate to be levied will be determined by the school authorities from time to time.

MEDICAL

20. Please note that as the school is a residential school in a hilly terrain only medically fit children shall be admitted. Parents of children having medical problems are advised not to seek admission and if doing so it shall be at their own risk and responsibility.
21. If in due course it is observed that the child is medically unfit, in any manner whatsoever, for continuing in the boarding school she/he shall be asked to withdraw immediately and the decision of the school in the matter will be final and binding.
22. The school will not be responsible for any damages/charges or in any other way, for any injuries, fatal or otherwise, caused during the child's stay in the school. Even if these take place within or outside the school campus while out on camps or while taking part in sports/games or any other form of activity of the school or otherwise.
23. All expenses that may be incurred for the treatment of such injuries will be borne by the parent/guardian of the child.
24. Children who wet their beds or sleep-walk are liable to be asked to withdraw.
25. The school office must be informed immediately whenever extension of leave of the child is sought on medical grounds. Parents must not wait to inform till the child recovers. A qualified doctor's "*Medical Certificate of Fitness*" indicating the necessary days of absence on account of illness, must be submitted to the school office on the day the child returns to school.

WITHDRAWAL

26. ***No fees will be refunded if the child is withdrawn in the first academic year.***
27. In the second or subsequent session, if the need arises for withdrawal, then a clear three-month notice is to be given in writing, or fees in lieu will be charged.
28. Notice of withdrawal must be sent by "*Registered AD*" post and should reach the school office latest by the 31st of December intimating that the child will not be returning to the school in the next academic year. If such a notice is not received, on time, then the security deposit of the child will stand forfeited.
29. Transfer certificates shall only be issued after all school dues have been cleared and an NOC from all relevant departments has been obtained. A minimum of seven working days are required for the issue of a TC.
30. In the cases where the security deposit is to be refunded all claims must be made within 6 months of the date of withdrawal failing which no such claim will be entertained.
31. There will be no refund of fees in the cases where the child has been expelled or his withdrawal has been requested for, on disciplinary grounds.

GENERAL

32. Please refrain from giving any valuables to the children. The school will not be responsible for any loss or damage of the same.
33. Children will not be allowed to receive any phone calls except on Birthdays or when some special circumstances warrant.
34. The school has the right to exercise a mild censorship over the letters of children as this is purely in their interest.
35. All correspondence of the parent, through letter or email, regarding the welfare/progress of the child, suggestions, fees, feedback etc must be addressed to the Headmaster giving the Name, Class, and Boarding Number of the child.
36. No verbal assurances alleged to have been given by any member of the staff shall be binding on the school. Similarly, verbal statements made by the parents will not be accepted. Parents must write to the school on any point they wish to make.
37. Applications for any certificates/endorsements/verifications etc. required from the school should be made a week in advance, in writing.
38. Parents should refrain from giving excessive tuck to their children.
39. Cooked food, perishable items and consumable liquids are not allowed to be given to the children.
40. No food parcels will be accepted for or delivered to the children.
41. Pets are not allowed to be brought to the school.
42. Parents/Visitors are not allowed to enter the dormitories without permission from the school office. Male visitors/parents are not permitted to enter the Girls' Dormitory under any circumstances whatsoever.
43. Parents of new students will not be permitted to meet the children for six weeks following the admission. This allows time for the child to settle down and get adjusted to the new environment.
44. Parents/Guardians are advised to come to collect their children themselves at the start of vacations to enhance interaction between them and members of the teaching staff.
45. Whenever parents/guardians come to the school they must make it a point to visit the school office.
46. School fee is to be paid by the due dates or a fine/penalty as per school rules will be charged. If the arrears are not cleared within two months of the due date of payment the parent may be asked to withdraw the child.
47. Any change of address/telephone numbers must be informed in writing to the school office at the earliest, keeping in view emergencies and other matters of significance and importance.
48. The school's management reserves the right to change, amend, add or delete any of the above mentioned rules and regulations at any time without any prior notice.

I certify that I, _____ Father/Mother/Guardian of _____ Class _____ have read the information brochure/prospectus of the school including the Rules and Regulations attached with it and promise to strictly abide by them. I fully understand and agree that any interpretation of these rules and regulations made by the School Management will be final and binding.

NAME

RELATIONSHIP

DATE

SIGNATURE OF PERSON ADMITTING THE CHILD