



COMMUNITY CHARTER & CODE OF CONDUCT

Rooted in Our 7 Core Values

At Pavna School, discipline is not about control — it is about **character**. We believe that learning flourishes in a community built on:

Integrity • Resilience • Curiosity • Hustle • Intellect • Inclusivity • Compassion • Respect

These values guide how we learn, lead, and live together.

This section outlines our shared expectations so that every member of our community — students, parents, and educators — can thrive in a safe, inclusive, and inspiring environment.

OUR SHARED BELIEFS

We believe:

- Responsibility comes before freedom.
- Growth comes from reflection.
- Mistakes are opportunities to learn.
- Every child deserves dignity.
- Every voice matters.
- Learning is both academic and social-emotional.

PARTNERSHIP WITH PARENTS

We view parents as essential partners in a child's growth.

Communication

- All queries or concerns may be routed through the Class Teacher to the relevant authority (Principal/Academic Coordinator). Kindly include your child's Name, Admission Number, and Class/Section.
- Please inform the school in writing of any change in contact details.

- If your child is experiencing academic, emotional, or social challenges, we encourage early communication so we may work collaboratively toward solutions.

We request that concerns about teachers or school matters be discussed directly with school authorities rather than in the presence of children, as preserving trust and respect supports their emotional security.

School Visits & Engagement

- Parents are warmly invited to attend PTIs and designated school programmes.
- To ensure uninterrupted learning, classroom visits during instructional hours are not permitted unless scheduled.
- When requested by the school, parents or authorized guardians are expected to attend meetings.

Health & Wellbeing

- Students with communicable illnesses should remain at home until fully recovered.
- Any chronic medical condition should be communicated in writing along with relevant medical guidance.
- The school provides primary first aid. Further treatment expenses remain the responsibility of parents.
- A Fitness Certificate is required after recovery from serious illness.

We prioritize physical and emotional safety for all learners.

STUDENT EXPECTATIONS

Living the Pavna Values

1. Integrity

We act honestly in academics, sports, and relationships.

We do not cheat, forge signatures, or use unfair means.

2. Respect

We use kind language.

We listen when others speak.

We honour diversity in culture, belief, and background.

3. Inclusivity

Bullying, teasing, exclusion, casteism, communalism, or discrimination of any kind are not tolerated.

We ensure everyone feels safe and valued.

4. Compassion

We show empathy.

We help peers in need.

We resolve conflict peacefully.

5. Resilience

We accept mistakes and learn from them.

We handle feedback positively.

6. Curiosity & Intellect

We engage actively in learning.

We think critically and ask questions.

We come prepared and ready to participate.

7. Hustle

We show effort and perseverance.

We honour punctuality and attendance.

CLASSROOM & CAMPUS EXPECTATIONS

Students are expected to:

- Arrive 10 minutes before the first bell.
- Attend school regularly (minimum 75% attendance).
- Wear prescribed uniform neatly and carry ID card.
- Keep classrooms and campus clean.
- Care for school property.

- Seek permission before leaving class.
- Use English as the medium of communication during school hours (to strengthen language proficiency).

Electronic devices, prohibited materials, or substances are not permitted unless specifically authorized for academic purposes. If confiscated, it will only be returned at the end of the academic session.

A RESTORATIVE APPROACH TO DISCIPLINE

At Pavna, we believe discipline should build responsibility, not fear. When expectations are not met, we follow a **Restorative Practice Framework** focused on reflection, accountability, and growth.

Step 1: Reflective Conversation

The student engages in a guided conversation:

- What happened?
- Who was affected?
- How can this be repaired?

Step 2: Restorative Action

This may include:

- Written reflection
- Apology (verbal or written)
- Restitution for damage caused
- Community service within school
- Behaviour improvement plan

Step 3: Parent Partnership

If patterns persist:

- Parents are invited for collaborative discussion.
- A structured behaviour contract may be created.

Step 4: Serious Infractions

In cases involving:

- Violence
- Substance abuse
- Severe bullying
- Repeated academic dishonesty
- Threat to safety
- Stealing money/books/ clothes/ belongings

Temporary suspension or withdrawal may be considered after due review.

Our goal is always correction with dignity and safeguarding of the larger community.

ACADEMIC INTEGRITY

Using unfair means during assessments will result in:

- Immediate discontinuation of the attempt.
- Zero marks for the concerned section.
- Restorative review conversation.
- Parent notification (if required).

For us Integrity matters more than marks.

STUDENT SAFETY, CONDUCT & TRANSPORT GUIDELINES

At Pavna, student safety, dignity, and responsible conduct are shared commitments between the school, students, and families. The following guidelines ensure that learning environments — including school transport — remain safe, respectful, and well-organised.

1. Safe and Responsible Conduct

Students are expected to:

- Demonstrate respectful behaviour toward peers, staff, and support personnel
- Follow instructions given by teachers, transport staff, and school authorities
- Maintain discipline in classrooms, corridors, playgrounds, and during transit
- Care for school property, including transport facilities

Misconduct, damage to property, or behaviour that compromises safety may lead to appropriate corrective action in line with the school's restorative and disciplinary framework.

2. School Transport – Shared Responsibility

The school provides transport as a facilitative service to support families. While every effort is made to ensure smooth functioning, safe and orderly conduct depends on collective cooperation.

Allocation & Routes

- Transport is available only on designated routes and approved stops.
- Requests for new stops are considered only if operationally feasible.
- Students must travel only by their allotted bus and stop.
- Any request for change of route, stop, or cancellation must be submitted in writing at least one month in advance.

Timeliness

- Students should reach the designated stop at least 10 minutes before the scheduled arrival time.
- Students using private transport must arrive at school at least 10 minutes before the first bell and be picked up promptly after dispersal.

Safety During Travel

To ensure safety while commuting:

Students must:

- Remain seated while the bus is in motion
- Keep aisles clear
- Follow the instructions of the teacher or transport staff
- Wear the prescribed uniform and carry their school ID card

Students must NOT:

- Distract the driver
- Extend any part of the body outside the bus
- Use inappropriate language or gestures
- Throw objects from the bus
- Engage in arguments, pushing, or unsafe behaviour
- Carry prohibited or objectionable items
- Purchase any eatables when the bus is halted at a traffic signal

Any behaviour that compromises safety may result in suspension of transport privileges.

Operational Notes

- Transport services operate only on approved routes and stops.
- The school reserves the right to make route adjustments if required.
- Bus fees are payable for the full period enrolled, including approved leave.
- During Board Examinations (Classes X & XII), parents are advised to make personal transport arrangements to ensure timely arrival at examination centres.
- All school buses are GPS-enabled for real-time tracking.

3. Private Transport

Students opting for private transport:

- May not intermittently use school transport services
- Must ensure safe arrival and departure under parental supervision

- May apply in writing for transfer to school transport, subject to seat availability

A Shared Commitment

Safe conduct — in classrooms and on buses — reflects the values of responsibility, respect, and integrity that the school seeks to nurture. Parents are requested to reinforce these expectations at home to ensure a safe and supportive environment for all learners.

Repeated unsafe conduct may lead to withdrawal of transport privilege after restorative intervention.

PERSONAL APPEARANCE & UNIFORM

Uniform represents unity and equality.

Students are expected to:

- Maintain neat grooming.
- Avoid excessive jewellery or decorative cosmetics.
- Refrain from bringing expensive items.

These expectations promote safety, equity, and focus on learning.

WELLBEING & EMOTIONAL SAFETY

Bullying or ragging in any form is strictly prohibited.

If a student feels unsafe, they are encouraged to:

- Speak to a teacher
- Approach the school counsellor
- Inform a trusted adult

We are committed to maintaining a safe, inclusive environment.

CONSEQUENCES OF SERIOUS MISCONDUCT

In rare cases where behaviour significantly harms others or undermines school safety, the school reserves the right to:

- Temporarily suspend
- Withdraw privileges

- Recommend transfer

Such decisions are taken with careful review and in the best interest of the community.

OUR COMMITMENT

Pavna School is committed to:

- Nurturing **ethical leaders**
- Building **emotionally intelligent learners**
- Encouraging **global citizenship**
- Developing **socially responsible individuals**

Together, through integrity, resilience, curiosity, hustle, intellect, inclusivity, compassion, and respect — we create a community where every child belongs and thrives.