



STUDENT BEHAVIOUR AND DISCIPLINE POLICY

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Kamuzu academy is committed to providing a safe and enriching learning environment for all students. Consequences for inappropriate behaviour shall include opportunities for the student to learn from his/her mistake. Whenever possible, students shall be included in intervention programs that will help them acquire the skills to make positive choices in the future.

The Academy does not permit or accept corporal punishment in any form. All disciplinary measures must be consistent with the Academy's philosophy of respect, safety, and positive behaviour management. Staff are expected to use corrective measures that are educational, constructive, and aimed at helping students develop self-discipline and responsibility.

AIMS

- This behaviour and discipline policy was developed to promote consistency and encourage appropriate behaviours that require students to become increasingly more responsible for their behaviour.
- It promotes students' understanding of the rules and the consequences for inappropriate behaviours, and therefore make intelligent choices.
- It promotes parents to recognise the importance of the Academy's rules and cooperate with their enforcement.

Hence, we ask that parents and students read and discuss this policy.

We know that the vast majority of our students are considerate, well-behaved and responsible. We will make a consistent effort to notice, praise and reward these positive behaviours.

STUDENT RESPONSIBILITIES

- To attend classes on a regular basis and be present at the Academy during term time or any such time as required by the Academy
- To be on time and prepared to work
- To bring required materials and assignments to class
- To know and comply with the Academy's rules
- To treat staff and fellow students with respect regardless of ethnic group, religion, gender, colour, race, national origin and physical or mental ability
- To respect public and private property
- To follow directions of the Academy staff
- To behave in a way that does not disrupt the learning of others
- To know and comply with the Academy's discipline policy
- To dress appropriately
- To behave in a way which does not put the Academy's reputation in disrepute

PARENT RESPONSIBILITIES

- To send students to the Academy neat, clean and appropriately dressed and ready to learn
- To instil in students an attitude that the Academy is important
- To schedule and attend the Academy's conferences when appropriate
- To be available to the Academy's staff during the day by informing the Academy of current phone numbers and email addresses

- To provide students with correctly fitting uniform and haircuts which adhere to the guidelines in the dress code
- To cooperate with the Academy's staff in helping students with academic, discipline or attendance problems
- To notify the Deputy Headmasters whenever a student cannot attend the Academy or when absence is requested
- To know and comply with the Academy's rules.
- To treat staff, students, fellow parents, and community partners with respect regardless of ethnic group, religion, gender, colour, race, national origin and physical or mental ability

TEACHER RESPONSIBILITIES

- To establish classroom expectations for behaviour
- To require compliance with classroom rules and review consequences regularly
- To teach the prescribed courses of study in a professional manner
- To maintain a safe and well-organised classroom environment conducive to learning
- To make every attempt to communicate with parents and administrators when student behaviour is unsatisfactory
- To treat parents, students and fellow staff members with respect regardless of ethnic group, religion, gender, colour, race, national origin and physical or mental ability
- To be consistent in applying the Academy's rules
- To uphold and protect the Academy's reputation at all times
- • To never use corporal punishment or physical discipline under any circumstances

CLASSROOM EXPECTATIONS

Teachers will establish classroom rules and inform students and parents/guardians about these guidelines. Rules will specify both behaviour and academic expectations that the student must meet to be successful. Examples are coming to class on time, bringing the required materials, and following teacher directions. If classroom rules are disregarded and learning is disrupted, the teacher will take one or more of the following actions:

- Student/teacher conference
- Parent/guardian contact/conference
- Teacher-held detention
- Office referral
- Additional assignments
- Report card from Deputy Headmaster (Academic)
- Suspension from class, only with the knowledge of the Deputy Headmaster (A) who takes over punishing or monitoring the said student

Repeated violations may result in suspension from the Academy.

BEHAVIOUR CATEGORIES

Unacceptable student behaviour is grouped from the least serious to the most serious. Repeated disregard of the Academy's rules leads to increasingly serious consequences. These rules apply while students are on the Academy's grounds and whilst representing the Academy at an outside function or extra-curricular activity.

Suspension from the Academy can only be imposed when other means of correction fail to bring about proper conduct. However, a student may be suspended on a first offense if #1, #2, or #3 occur:

1. The student committed any of the following violations:
 - a. Threatening to cause physical injury
 - b. Wilfully using force on another person except in self-defence
 - c. Possessing a dangerous object
 - d. Possessing, using a controlled substance or alcoholic beverage
 - e. Arranging to sell or use a “look alike” controlled substance
 - f. Committing robbery or extortion
 - g. Acts of vandalism of Academy property or any other property which is not one’s own
 - h. Smoking and/or being found in possession of tobacco of any form
 - i. Girls visiting boys’ hostels and vice versa
 - j. Bullying in any form
2. The student’s presence at the Academy causes a danger to persons or property.
3. The student’s presence at the Academy threatens to disrupt the instructional process.

THE ACADEMY’S EXPECTATIONS

The Academy establishes standards of behaviour that promote positive learning environment and campus safety. Examples of behaviours that are disruptive and not acceptable are:

Low level behaviours

- Inappropriate dress
- Disrespect to another student
- Disrespect to staff
- Loitering in restricted areas
- Littering
- Tardiness
- Possession of audio equipment, laser pointers or other items considered disruptive
- Defiance or disobedience
- Failure to hand in Prep
- Improper use of report cards
- Late submission of work
- Submitting incomplete work
- Repeated offenses in the classroom

Possible consequences to low level behaviour: *(One or more of the following shall occur)*

Lunch hour detention
Detention after 3.30pm
Parent/guardian contact/conference
Written warning
Saturday Detention (during entertainment)
Exclusion from Academy activities

Level I behaviour - Suspension may Occur

- Disrupting Academy activities
- Detentions repeated at least 3 times
- Wilful defiance of the Academy authorities, including failure to identify oneself when asked by an Academy employee, and failure to report to staff
- Verbal threats and/or intimidation of others including sexual harassment or teasing
- Using profanity/abusive language
- Forging or falsifying Academy information/correspondence
- Violating the rules which govern the use of social media & Electronic Devices
- Breach of Code of Conduct, e.g. being found with a phone outside the stipulated times, being found in the hostels at the wrong time, etc.
- Missing classes

Possible consequences to level I behaviour: *(One or more of the following shall occur)*

- Parent/guardian contact/conference
- Fatigues
- Internal suspension
- External suspension if necessary

LEVEL II BEHAVIOURS - Suspension Required: Possible Expulsion Recommendation

- Attempting to cause or threatening physical injury to another person
- Wilfully using force on another person except in self-defence
- Possession of a dangerous object
- Possession or use of alcohol, intoxicants, or a controlled substance (e.g., vaping, tobacco marijuana or chamba)
- Possession of mifi's at any time
- Possession of phones outside stipulated times
- Hate violence and/or degrading or inflammatory behaviour towards others, including hazing
- Offering to sell a controlled substance and delivering a substitute
- Continued disruption of Academy activities or repeated wilful defiance of Academy's authorities
- Harassment/intimidation of a witness
- Bullying in any form
- Girls visiting boys' hostels and vice versa
- Insubordination

Possible consequences to level II behaviours *(One or more of the following shall occur)*

- Parent/guardian contact/conference

- Internal suspension for 3 days or more.
- Parental Counselling for a week
- 3 weeks external suspension (more weeks might be meted depending on the extent of some of the offenses listed)
- Recommendation for expulsion.

LEVEL III BEHAVIOURS - Recommendation for Expulsion is on the first offense unless the Headmaster feels there are extenuating circumstances to negate this.

- After already receiving an external suspension for the same offense
- Causing serious physical injury to another person, except in self-defence
- Possession of any firearm, knife, explosive or other dangerous object of no reasonable use to the pupil at the Academy (i.e., firecrackers or anything that fires a projectile)
- Robbery or extortion
- Terrorist threats
- Distribution of controlled substance
- Intimidation or threats to Academy staff
- Assault upon an Academy employee

Consequences to level III behaviours

- Expulsion recommended, except if the Headmaster feels there are extenuating circumstances to recommend against expulsion

DEFINITIONS OF SPECIFIC BEHAVIOURS AND TERMS

Academy Property – Includes, but is not limited to, electronic files and databases.

Abusive Language/Malicious Teasing - Any words or gestures intended to insult, hurt feelings or show defiance. Remarks or actions intended to harm another student or see him/her suffer.

Aggressive/Intentional Fighting – Wilful intent to injure another student. A student who aids or abets the infliction or attempted infliction of physical injury to another person may be suspended.

Appropriate Dress - Students will wear clothes that are suitable for the Academy and give proper attention to personal cleanliness. Clothing shall not present a health or safety hazard or distract from the educational process. Reference should be made to section 6 of the students' handbook where dress code concerning uniform and students' own clothes is clearly spelt out.

Assault – Assault is the unlawful attempt, coupled with the present ability, to commit a violent injury on another person. The injury does not have to occur; an attempt to do so constitutes an assault.

Battery – Battery is striking or touching another person with the intent to harm. If the assault or battery is serious enough, it will be classified as a Level III offense and the student will be recommended for expulsion.

Bullying - A student or group of students that through repeated physical, written, verbal or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or Academy personnel.

Cyberbullying – The transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation

Detention: Restriction from normal Academy activities such as break and lunch, for disciplinary or other reasons as determined by the Academy's administration. NB: A student will not be deprived of meals just because they are on detention. When a student is not allowed to leave a place of detention at a time when (s)he is supposed to go for lunch, his/her meals will be brought to them.

Disruption of Academy Activities – Irresponsible interruptions of the learning process of other students will be followed by a consequence. Repeated disruptions may lead to suspension.

Disrespect to Other Students/Staff - Failure to be courteous or thoughtful towards other students/staff. Behaviour and/or language which degrades the unique qualities of an individual such as race, ethnicity, culture, heritage, physical/mental attributes, religious beliefs or practices, will not be tolerated and may be cause for suspension and/or expulsion. Individuals who believe they have been subjected to such language or behaviour should report the incident to staff.

Fighting - Students are responsible to settle their differences in a non-violent manner. A student who allows him/herself to be provoked into fighting will be considered as guilty as the one who starts the fight.

Hazing – Any activities that humiliates, degrades, abuses or endangers others in a group

Phones – The possession of phones is permitted only under restricted conditions.

Sexual Harassment - Unwelcome sexual advances and other verbal or physical contact of a sexual nature constitutes sexual harassment when it creates an intimidating, hostile or offensive environment. Students should report such incidents to Academy staff.

Suspension On Campus – Removal from class and/or other activities.

Wilful Defiance - Students are responsible for hearing and following the directions of adults in authority without undue delay. All adults who work at the school have the right and responsibility by law to supervise student behaviour.