Investigation and Disciplinary Process:

- Invigilators or teachers who suspect academic dishonesty must confiscate evidence immediately and file a written incident report to the Academic Head within 24 hours.
- The learner shall be given a hearing before the Academic Disciplinary Committee to present their defense.

Penalties for Academic Misconduct:

- **First Offence (Minor/Internal Test):** Automatic cancellation and awarding of a zero (0%) score for the affected assessment paper/project.
- **Second Offence or Mid-Year/End-of-Term Examinations:** Awarding of zero (0%) for the entire term subject grade, formal written warning placed in student file, and mandatory parent/guardian conference.
- **Gross Misconduct / National Assessments:** Suspension from school, forfeiture of eligibility for academic awards/honors, and potential referral to national examination bodies (HEXCO/ZIMSEC) for formal disqualification where applicable.

2.5 Awards for Good Performance

The academy recognizes:

- Academic excellence (top performers per class/form)
- Improvement awards (not only high scores, but progress)
- Attendance awards (where permitted by school rules)
- Good conduct awards
- Annual Speech and Prize Giving sessions in September each year

Criteria are communicated at the start/end of each term. Awards should be fair, transparent, and consistently applied.

Facilitators should be awarded according to grades as follows: A* = USD150, A or Distinction (for HEXCO courses) = USD100, B or Credit = USD80, C or Pass = USD50

3. Code of Conduct

3.1 Student Behavior Expectations

Learners are expected to:

- Respect teachers and all staff
- Respect fellow learners and avoid fighting or insults
- Maintain discipline in classrooms, corridors, dining areas, and sports grounds
- Keep the school environment clean (no littering, proper waste disposal)
- Take responsibility for school property (books, desks, chairs, uniforms)
- Obey school rules during events, excursions, and co-curricular activities
- Sexual misconduct or any other related mischief

3.2 Disciplinary Procedures and Consequences

The academy uses a progressive and fair disciplinary approach:

- Verbal guidance/warning for minor misconduct
- Written warning/behavior report for repeat or serious minor offences
- Parent/guardian notification and meeting for continued misconduct
- Detention and/or suspension for serious offences (as per severity and school rules)
- Higher-level action for gross misconduct (e.g., proven violence, repeated serious offenses)

Key safeguards:

- Learners must be allowed to explain their conduct before final decisions.
- Disciplinary measures must be consistent and documented.
- Staff must not use cruel, degrading, or inhumane treatment.
- The academy protects learners' rights and ensures due process.

3.3 Bullying and Harassment Prevention

Bullying (physical, verbal, emotional, or cyber) is strictly prohibited.

The school commits to:

- Reporting and investigating incidents promptly
- Providing support to victims
- Taking disciplinary action against perpetrators

Learners are encouraged to report bullying without fear of retaliation.

Cyberbullying and harassment via phones/social media are also covered by this policy.

The academy provides periodic awareness sessions on respect and empathy.

4. Attendance Policy

4.1 Attendance Requirements and Procedures

Learners must attend all school days and arrive on time. Parents/guardians are responsible for:

- Notifying the school of a learner's absence (and reason)
- Ensuring return to school after approval/clearance where required

The class teacher/attendance officer maintains attendance records daily.

4.2 Absences and Tardiness

Excused absence: when a parent/guardian reports illness or valid reasons and provides required documentation (if requested).

Unexcused absence: absence without proper communication or acceptable reason.

Tardiness may lead to:

- Record of lateness