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

- Parent notification after repeated lateness
- Progressive consequences for frequent late arrival

Speech and prize giving should be held in the second week of opening every third term

4.3 Excessive Absenteeism

Learners with repeated absences are referred for support intervention. The school may:

- Conduct a meeting with parents/guardians
- Create a learner attendance improvement plan
- Recommend counseling/support measures

After 3 days' absence, the form teacher must contact the parent.

Persistent absenteeism may lead to formal consequences in line with school and education guidelines.

5. Health and Safety Policy

5.1 Contagious Diseases

Learners showing symptoms (fever, persistent cough, rashes, vomiting/diarrhea) should report to staff immediately.

The academy requires:

- Hygiene practices (handwashing, covering mouth when coughing)
- Regular cleaning of classrooms and common areas

Where necessary, learners may be:

- Sent to the clinic/assigned medical point
- Referred for medical evaluation

Return-to-school may require clearance or a parent confirmation as guided by school health procedures.

To be collected by a parent or guardian listed in Section 1.2

5.2 Emergency Procedures and Evacuation Plans

The academy maintains:

- Emergency exits and clear evacuation routes
- Emergency contact lists for parents/guardians

Teachers conduct emergency drills (e.g., fire/evacuation) and train learners on:

- What to do when alarms sound
- How to move calmly to assembly points
- Headcount procedures during/after evacuation

During emergencies:

- Staff prioritize learner safety
- Parents are contacted as soon as practicable