SDC meetings should have agendas, minutes, and attendance records. Members must follow confidentiality and act in the best interest of learners.

12. Environmental Policy

12.1 Sustainability and Conservation Commitment

The academy promotes sustainable habits such as:

- Efficient water use
- Responsible energy use (turn off lights when not needed)
- Tree planting and greening activities

Learners are encouraged to practice environmental responsibility at school and at home.

12.2 Waste Management Guidelines

- Separate waste collection where facilities exist (e.g., recyclables vs. general waste).
- Prohibit littering in classrooms, dormitories, and school grounds.
- Use designated bins and cleaning rosters.
- Hazardous waste handling (if any, e.g., broken lab items) is managed by trained staff only.

12.3 Educational Initiatives on Environmental Issues

- Environmental topics integrated into relevant subjects.
- Learner projects: clean-up drives, recycling competitions, composting demonstrations.
- Partnerships with local organizations for awareness and practical conservation activities.

13. Grievance Policy

13.1 Procedures for Addressing Complaints from Students and Parents

Complaints must be made in good faith, using respectful language, and within appropriate channels.

For students:

- Report to class teacher/guidance focal person
- Or use a designated grievance box/secret reporting method (if the school has one)

For parents:

- Submit the complaint to the class teacher or admin office (in writing where possible)

The school acknowledges receipt and assigns responsibility for handling the issue.

13.2 Confidentiality Assurances

The school treats complaints and related information confidentially as required. Personal details are protected, and information is shared only with parties who need to act.

13.3 Escalation Steps if Grievances Are Not Resolved

Step 1: Class teacher/assigned officer

Step 2: Head Teacher/Deputy

Step 3: School Management/Committee review

Step 4: Where required, report to the relevant education authority or legal/regulatory bodies

Deadlines for responses should be defined (e.g., acknowledge within X days; resolve within Y days where feasible).

14. Cultural Awareness and Inclusion Policy

14.1 Promotion of Diversity and Inclusion

The academy values all learners and promotes respect across cultures, languages, traditions, and religion. Learners must not practice discrimination or exclusion.

14.2 Respecting Various Cultural Backgrounds

Learners are encouraged to:

- Respect cultural practices that do not conflict with school rules and safety
- Work positively with classmates from different backgrounds

School events may include cultural days or programs celebrating diversity.

14.3 Education on Cultural Sensitivity

Teachers integrate lessons on respect, empathy, and inclusion into classroom activities. Learners participate in discussions, assemblies, and activities that build understanding. Staff model inclusive behavior and handle cultural misunderstandings fairly.

15. Staff Policies

15.1 Code of Conduct for Teachers and Staff

Staff must maintain professional behavior, punctuality, and accountability. Staff should:

- Treat learners with respect and fairness
- Provide equitable attention
- Maintain confidentiality of learner matters
- Use safe, ethical teaching methods (no humiliation, no corporal punishment)

Staff must follow school procedures for recordkeeping, supervision, and reporting.

15.2 Professional Development Requirements

Staff participate in:

- In-house training workshops