STUDENT CODE OF CONDUCT: GENERAL SCHOOL RULES & BOARDING REGULATIONS

1 PREAMBLE & STATUTORY MANDATE

These Rules and Regulations govern the daily conduct, discipline, and boarding welfare of all learners at Ivinar Park Academy. They are framed in strict alignment with the Constitution of Zimbabwe (Act No. 20 of 2013), the Education Act [Chapter 25:04] (as amended 2020), Statutory Instrument 1 of 2020, the Cyber and Data Protection Act [Chapter 12:07], and the Ministry of Primary and Secondary Education (MoPSE) guidelines.

Enrollment at Ivinar Park Academy signifies an unconditional commitment by both the learner and parent/guardian to observe these rules at all times.

2 PART A: GENERAL SCHOOL RULES & CODE OF CONDUCT

2.1 Attendance & Punctuality

- School hours are from 07:30 AM to 04:00 PM on weekdays. All day-scholars must be on campus by 07:20 AM for morning assembly/registration.
- Attendance at all scheduled classes, assemblies, practicals, and co-curricular activities is mandatory.
- Absences exceeding 3 consecutive days require a signed doctor's note or a formal letter from the parent/guardian listed in the admission records.
- Late arrivals will be logged by the Form Teacher and subject to progressive disciplinary detention.

2.2 Uniform, Grooming & Appearance Standards

- Learners must wear the prescribed Ivinar Park Academy uniform, clean, ironed, and neatly fitted at all times
- Number 1 Uniform (Blazer, official shirt/blouse, tie, polished black shoes, standard socks) is mandatory for assemblies, official functions, and whenever travelling off-campus
- Hair must be kept neat, natural, clean, and styled according to academy specifications (no artificial dyes, extreme cuts, or unapproved hair accessories).
- Jewellery is strictly restricted to plain wristwatches and plain silver/gold stud earrings for female learners (one per earlobe). No rings, chains, or nose studs.
- Stewards and learner leaders must wear their designated badges/sashes and model impeccable attire at all times

2.3 Academic Integrity & Assessment Rules

- Cheating, copying, collusion, possessing unauthorized notes/devices in test rooms, or impersonation during internal or external (ZIMSEC/HEXCO) assessments is strictly prohibited
- Submission of work generated by Artificial Intelligence (AI) tools as original student work without teacher authorization and citation constitutes academic fraud [cite: 2].
- Violation results in an immediate zero (0%) score, parent summons, and disciplinary committee review [cite: 2].

2.4 Acceptable Technology & AI Usage

- Personal smartphones, tablets, or laptops may only be brought to campus with written administration approval and used strictly under teacher supervision for educational tasks
- Learners must not hack, bypass network filters, access unapproved websites, or share unauthorized digital media

- AI tools (e.g., ChatGPT, writing tools) may only be used as learning aids when explicitly assigned by subject teachers with transparent citation [cite: 2].
- Cyberbullying, recording staff/learners without consent, and uploading harmful school-related media on social networks are strictly prohibited under the Cyber and Data Protection Act

2.5 Campus Property, Respect & Environment

- Littering, vandalism, graffiti, or damaging school property (desks, chairs, lab equipment) is punishable by mandatory restoration costs and suspension
- Bullying, physical fighting, verbal abuse, tribalist/racist language, or extortion will result in immediate suspension
- Sexual misconduct, public displays of affection, or inappropriate physical intimacy on school grounds are strictly prohibited

2.6 Prohibited Items

The following items are illegal on campus and subject to immediate confiscation and disciplinary action:

- Alcohol, tobacco, electronic cigarettes/vapes, illegal drugs, or unauthorized prescription medications.
- Weapons, knives, sharp objects, fireworks, or dangerous chemicals.
- Pornographic literature, explicit media, or gambling paraphernalia.
- Unauthorized electrical appliances, speakers, or non-educational digital media.

3 PART B: RESIDENTIAL & BOARDING HOUSE REGULATIONS

3.1 Daily Routine & Timetable

Boarders must adhere strictly to the daily boarding schedule:

- 05:30 AM – Wake up, dormitory cleaning, and bed-making inspections
- 06:30 AM – 07:15 AM – Morning Roll Call & Breakfast in the Dining Hall

- 07:20 AM – Transition to Main School Campus.
- 04:30 PM – 06:00 PM – Supervised Co-curricular Activities / Personal Hygiene.
- 06:00 PM – 07:00 PM – Evening Meal & Roll Call
- 07:00 PM – 09:15 PM – Mandatory Evening Prep / Supervised Study Time
- 09:30 PM – Lights Out & Quiet Hours across all hostels.

3.2 Hostel Hygiene & Dormitory Maintenance

- Every boarder is responsible for keeping their bed space, locker, and dormitory clean and orderly
- Daily bed-making and room inspections are conducted by Hostel Masters/Mistresses.
- Foodstuffs susceptible to spoilage or pests are forbidden in dormitories. Only sealed dry snacks kept in designated lockable trunks are permitted.

3.3 Roll Calls, Security & Out-of-Bounds Areas

- Attendance at morning, evening, and impromptu roll calls/parades is mandatory for all boarders
- Hostels of the opposite sex are strictly out-of-bounds at all times.
- Staff quarters, kitchen preparation areas, maintenance sheds, and boundary fences are out-of-bounds without express permission from the Boarding Master
- Leaving the boarding premises without an official exeat signed by the Boarding Master/Head Teacher is classified as absconding and attracts immediate expulsion.

3.4 Visiting Days & Exeat Procedures

- Visits are restricted strictly to official Visiting Days as published in the Termly Calendar of Events
- Only parents or legal guardians explicitly listed in Section 1.2 of the student's admission record are authorized to visit or collect boarders

- Boarders leaving campus for exeat weekends or holidays must wear their Number 1 Uniform

3.5 Medical Care & Emergency Reporting

- All personal medications must be handed to the Hostel Sick Bay Nurse upon arrival with clear prescription instructions.
- Boarders feeling unwell must report immediately to the Hostel Master or Medical Officer during morning roll call or emergency callouts
- Infectious or contagious illnesses will require isolation or parent collection as guided by public health regulations

4 PART C: DISCIPLINARY MATRIX & CONSEQUENCES

Ivinar Park Academy operates a progressive, transparent, and fair disciplinary system. In line with Zimbabwean law, corporal punishment, cruel, or degrading treatment is strictly prohibited

- **Category A (Minor Offences - Lateness, minor uniform breach, noisy prep):** Verbal Warning, Work Detail, and Guidance Counseling.
- **Category B (Repeated Minor / Intermediate Offences - Unexcused absence, academic dishonesty in class test, phone misuse):** Written Warning, Parent Conference, Detention, or Loss of Privileges.
- **Category C (Gross Misconduct - Examination cheating, drug/alcohol possession, violence, absconding, cyber harassment):** Formal Board Disciplinary Hearing, Mandatory Suspension (1-2 weeks), Forfeiture of Boarding Place, or Expulsion.

5 PART D: ACKNOWLEDGEMENT & COMMITMENT FORM

I, the undersigned learner, confirm that I have read, understood, and agree to abide by the School Rules and Boarding Regulations of Ivinar Park Academy.

Student Name: _____ Form: _____ Signature: _____ Date: _____

I, the undersigned Parent/Guardian, confirm that I have reviewed these regulations with my child and agree to support the Academy in upholding them.

Parent/Guardian Name: _____ Signature: _____ Date: _____