The academy does not discriminate on the basis of race, religion, gender, disability, or any other protected characteristic.

1.2 Application Process and Timeline

Applications open and close on dates communicated by the school administration. Applicants must submit:

- Completed admission form
- Grade 7 result slip
- Birth certificate
- Transfer letter (if transferring from another school)
- Academic reports/certificates (for higher classes)
- Any other documents specified by the admissions office
- Three names of parents or guardians

Shortlisted applicants may undergo:

- Entrance assessment (literacy/numeracy screening)
- Interview (especially for higher forms or special programmes)

1.3 Non-Discrimination Policy

- All applicants are treated fairly.
- No learner is denied admission for reasons other than meeting stated eligibility criteria.
- Any complaint regarding discrimination must be reported to the Admissions Officer/Head Teacher using the school's complaints procedure.
- Complaints will be handled confidentially and without victimization.

2. Academic Policy

2.1 Curriculum Standards and Expectations

The academy follows an approved curriculum and ensures lesson delivery matches curriculum objectives. Teachers use schemes of work and lesson plans aligned to term outcomes.

Learners are expected to:

- Bring required learning materials (books, notebooks, stationery)
- Attend classes punctually
- Complete classwork and homework assignments
- Participate respectfully in classroom learning activities

Teachers maintain learning records and document learner progress.

2.2 Scheming and Planning

Teachers must prepare:

- Schemes of work for each term

- Scheme-cum plans
- Submission date for Scheme-cum plans is the second week of opening

Planning must include:

- Learning objectives
- Teaching methods and learning activities
- Assessment points
- Differentiation for learners who need support

Supervisors/academic heads review lesson plans to ensure compliance.

2.3 Assessment Methods

Assessment includes:

- Continuous assessment (class tests, end of month tests)
- Term examinations including mid–year examinations
- Practical assessments/projects especially under Tertiary

Learners must observe assessment integrity rules:

- No cheating, no impersonation, no bringing prohibited materials into tests

Teachers provide feedback:

- Marked work returned within a reasonable time
- Remedial support for learners who underperform
- Written work should meet the minimum requirements contained in the MoPSE circular on written policy

2.4 Academic Integrity, Cheating, and Misconduct

Ivinar Park Academy enforces a zero-tolerance policy towards academic dishonesty in all formal, informal, continuous, and practical assessments. Academic integrity is fundamental to learning and personal character.

Forms of Academic Misconduct include, but are not limited to:

- **Unauthorized Materials:** Bringing unauthorized written materials, digital devices, unauthorized notes, or illegal aids into an examination or test room.
- **Collusion & Copying:** Copying work from another student, communicating/signaling during examinations, or sharing test content.
- **Plagiarism & Unauthorized AI Use:** Submitting work, essays, projects, or lab reports written by another person, commercial service, or generated using Artificial Intelligence (AI) tools without explicit teacher authorization and proper attribution.
- **Impersonation:** Arranging for another individual to sit for an examination or test on behalf of a registered learner.
- **Falsification & Tampering:** Altering, tampering with, or falsifying marks, grade records, teacher comments, or assessment scripts.

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