

AKHEPRAN INTERNATIONAL ACADEMY

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CODE OF CONDUCT DISCIPLINE AND UNIFORM POLICIES

CODE OF CONDUCT/SCHOOL SYSTEM OF DISCIPLINE

AKHEPRAN CORE VALUES

All students and staff are expected to display behavior and nurture a culture that is in tandem with the core values.

1. **EXCELLENCE** without excuse!
2. **SPIRIT LED** first
3. **COLLABORATION** is key
4. **TEAMWORK** makes the dream work
5. **COMMUNICATION** with one voice
6. **INTEGRITY** is expected
7. **GRATITUDE & HUMILITY** are required
8. **CONFIDENTIALITY** is held sacred
9. **COMMUNITY** is the foundation for unity

The Foundational and overall Code of Conduct for Akhepran International Academy are based on the **42 PRINCIPLES OF MA'AT**. It is the code by which all students, staff, teachers and administrators are expected to be governed by while on campus. Specific infringements and disregard of these principles will be dealt with in the following manner:

The Akhepran Discipline Program takes a Restorative Justice approach, therefore, is a **RESPONSIVE DISCIPLINARY PROGRAM**, rather than a punitive disciplinary program. The program is inclusive of silent cues to establish order, a Merit and Demerit system and a Response to Intervention Program.

WHAT IS THE RESPONSE TO INTERVENTION (RTI) SYSTEM

The RTI system tracks BOTH positive and negative behavior AND academic performance. Every teacher must keep an RTI Binder. This will help each teacher to document/track the issuance of an RTI, Merit or Demerit for each student, as well as copies of written teacher incident reports written. Student behavior is grouped in tiers which indicate their level of conduct.

DESCRIPTION OF TIERS to categorize students:

Tier 0: Neutral Behavior Status.

Tier 1: Moderate/ Non-threatening behavior/ Minor infraction (RTI required)

E.g. excessive talking, loud outburst, unusual physical or verbal actions, clowning around, late for class.

Tier 2: Challenging/ Confrontational behavior/ chronic infraction (RTI and Demerit(s) issued)

E.g. Back-talking, offensive language, repeated uniform infraction (2 times or more), 2 or more late or missing homework, 2 or more late arrival to school or class without valid excuse.

Tier 3: Severe/ threatening behavior/ Blatant disregard for school policy (RTI, Demerit(s) issued, and immediate request for Dean or Ass. Dean. E.g. fighting, using drugs, defacing school property.

DISCIPLINE POLICIES DISCIPLINE = DISCIPLE

A. DOS AND DON'TS OF THE CLASSROOM

1. DO raise your hand and wait to be recognized to speak
2. DO raise your hand to ask permission to get up out of your seat
3. DO come to class prepared (with school supplies and approved device)
4. DO complete and submit all assignments and homework
5. DO use approved device only (no cell phone unless student has a technology pass)
6. DO keep the room clean
7. DO NOT interrupt the teacher or another student when speaking
8. DO NOT shout out during class
9. DO NOT eat in the classroom
10. DO NOT throw items across the room
11. DO NOT use devices or headphones without permission

CONSEQUENCES:

1. 1st offense: Silent warning
2. 2nd offense: Verbal warning / conversation
3. 3rd offense: Detention

NOTE: Teachers reserve the right to issue an **IMMEDIATE** detention for any of the above infractions.

STUDENTS' ROLE

Parents and Families are expected to help students assume the following responsibilities.

All students are expected to:

1. Accept responsibility for their own behaviour
2. Use problem-solving skills to resolve conflicts
3. Follow the established school and classroom rules and report violation of these rules to the proper authorities
4. Maintain appropriate dress and hygiene
5. Treat each other and school staff with courtesy and respect
6. Respect the rights and property of others
7. Avoid acting in such a manner as to expose others to risk or danger or harm or injury
8. Avoid the use of threats or intimidation against others
9. Avoid engaging in unlawful or immoral activities
10. Refrain from carrying, bringing, using or possessing any weapon, illicit drugs or prohibited electronic devices in or on school property
11. Maintain high academic standards
12. Provide (if age appropriate) for consideration, views on the school discipline policy and classroom rules
13. Avail themselves of opportunities to perform at their best academically
14. Help create safe schools by:
 - a. Creating, joining or supporting student organizations
 - b. Helping to develop and participate in activities that promote understanding of differences and respect for the rights of all
 - c. Volunteering to mentor younger students or provide peer tutoring
 - d. Modelling responsible behaviour by reacting to anger without physically or verbally harming others

A.CAMPUS RULES:

12. Devices, cell phones and headphones should **NOT be used or visible** outside of the designated Technology Zone, unless approval was given by a teacher/administrator.
13. NO eating in classrooms, temple, computer labs or Rm 2.
14. Students are NOT allowed in classrooms during lunch time.
15. Students are to be collected in the designated After School Pick Up Zone.
16. NO littering or loitering on campus.

NOTE: CELL PHONES & HEADPHONES in use or visible without permission, will be confiscated immediately and held until collected by a parent. The item will **NOT** be permitted back on campus if confiscated twice. If used inappropriately or visible outside of technology zone a 2nd time, it will be held until the end of the school year.

B. UNIFORM POLICY

Adhering to the Academy Dress Code is a critical aspect of our scholar's training. At AIA we believe that requiring neatness, cleanliness, and appropriateness in clothing etc. encourage an atmosphere conducive to learning, work, and discipline. Dress code has been proven to promote discipline, respect, focus, positive behaviour and school spirit. Students are required to dress in a way that is appropriate for school. Students will not add to the uniform any article of clothing, jewellery or accessory or display an insignia or sign that shows disrespect for any person, creed, race, colour, sex, or nationality. Parents/guardians are expected to monitor students' dress.

Below is a list of dress guidelines that apply but are not limited to. Akhepran International Academy reserves the right to enforce the dress code and to use its discretion concerning it. Any student in violation of the dress code will be required to change or be sent home (for more than one infraction). Students sent home for disregard of the dress code will have unexcused missed time and must make-up any work missed.

Disregard for the dress code will lead to disciplinary action. Our school dress code policy is **NON-NEGOTIABLE.**

- a. **GIRLS: Skirt Length:** Must be 2" below the knee in both the front and the back.
- b. **BOYS:** No jeans – official uniform pants only
- c. **Crest:** (1) crest must be placed on every shirt (both everyday uniform shirt and formal shirt)
- d. **Dashiki:** Dashiki top for Boys and Girls to be worn when advised by the school
- e. **Tie:** Mandatory to be worn with formal shirt - worn for official ceremonies, assemblies and field trips
- f. **School Shoes:** Black low comfortable school shoes (no tennis or boots).
- g. **Tennis:** White or black Tennis for P.E. No neon, fluorescent or bright colors permitted.
- h. **Belt:** ALL Black **Socks:** Boys: Black Girls: Tan
- i. **Jewelry** – Appropriate jewelry for school i.e. (1) pair of knob earrings (girls). No earrings for boys. No other jewelry or adornments permitted.
- j. **WINTER ATTIRE:**
 - a. **Sweater OR Jacket:** ALL Black blazer, all black jacket, all black windbreaker, or all black sweater OR approved Green Akhepran Sport Jacket. **NO hoodies, NO stripes or other designs/markings, NO additional colors or symbols.**
 - b. NO hats or tams permitted unless approved by The Principal (considered only on the basis of the temperature – if approved, tam must be ALL BLACK). Not permitted to be worn in class.

- k. **P.E. shirt:** Akhepran P.E. Shirt (the applicable color of the grade level)
- l. **P.E. pants:** BLACK light weight track pants. It must be **LONG & ALL BLACK.** **NO TIGHTS, LEGGINGS or SHORTS PERMITTED.**
- m. **Swim Wear:** Full Swim Suit for girls. No (2) piece/bikinis permitted Swim pants/trunks for boys. Swim Cap. Goggles. Towel. Rubber Slippers.
- n. **Sport team uniforms: Basketball / Volleyball / Softball / Track Uniforms:** Approved to be worn for games only.
- o. **Hair Styles:**

GIRLS: Braids, weaves, wigs, locks or head wraps are acceptable, once approved by the Principal. Braids, weaves, wigs, locks etc. **MUST** be neatly pulled back, off the face and **worn in a bun.**

NO color permitted.

Hair ornaments: Must be appropriate for school i.e. Head bands and/or bows. It must be the color of the uniform top (or khaki).

BOYS: School boy haircut. Must be clean shaven (i.e. no beard or mustache).

EXAMPLES



NOT PERMITTED

- 1. Short skirts (must be appropriate length)
- 2. Skorts (for girls grades 4 - 12)
- 3. Jeans, Dickies with side pockets; Levis etc.
- 4. Oversized pant, tight pant, sagging or dragging pant.
- 5. Exposed undergarments.
- 6. Hoodies, hats, tams, durags etc.
- 7. Bandanas, excessive hair ornaments or accessories
- 8. False eyelashes, false fingernails, polish
- 9. Visibly branded belts including the buckle e.g. Nautica, Tommy Hilfiger etc.
- 10. Jewelry of any kind (religious or non-religious - unless approved) e.g. wrist bands, chains, rings, bracelets
- 11. Unkempt hair styles, high fades, mohawks, colour in hair, beads etc.
- 12. No open toe shoes, slippers, flip flops, crocs etc.
- 13. Shirt out of pant or skirt (must be tucked in at all times)
- 14. Shirts with no crest
- 15. Crest stapled on (should be sewn or tacked)

NOT PERMITTED

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| <ul style="list-style-type: none"> 16. Uniform shirts without crests 17. Earrings (boys) 18. Large, distracting earrings (girls) 19. Excessive visible piercings (ears, tongue, nose etc.) | <ul style="list-style-type: none"> 20. Legging, tights, stockings, shorts, rolled up pants for P.E. (pants must be to the ankle) 21. Bikinis or (2) piece swimsuits (for P.E.) 22. Sunglasses or gloves |
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UNIFORM CHART

	GRADES	UNIFORM	COLORS	Amount	BRAND
PRIMARY	1 to 6 Primary School	Shirt / Blouse Formal Collar Cotton	Fire Engine Red	1	Universal or French Toast Janae's Uniform Store In Chesapeake Road (or Sandy's)
		Polo / Golf Shirts	Fire Engine Red	3-5	
		PANTS - Khaki – Boys Short Pants Grades 1-4 Long Pants Grades 5 & 6	PLEATED SKIRTS - Khaki for Girls (Skorts permitted for Grades 1-3 only)	3-5	
JUNIOR	7 to 9 Junior School	Shirt / Blouse Formal Collar Cotton	Gold	1	Universal or French Toast Janae's Uniform Store in Chesapeake Road (Sandy's)
		Polo / Golf Shirts	Gold	3-5	
		PANTS Khaki – Boys Long Pants	PLEATED SKIRTS Khaki for Girls	3-5	
SENIOR	10 to 12 Senior School	Shirt / Blouse Formal Collar Cotton	Kelly Green (Janae Uniform Store or Sandy's)	1	Universal or French Toast Janae's Uniform Store in Chesapeake Road or (Sandy's)
		Polo / Golf Shirts	Kelly Green	3-5	
		PANTS Khaki – Boys Long Pants	PLEATED SKIRTS- Khaki for Girls	3-5	

C. BULLYING

Bullying is defined as ongoing aggressive behaviour manifested by the use of force or coercion to negatively affect others repeatedly with the intention to cause physical, social and/or psychological harm. Bullying at school, at home, in the neighbourhood are all connected. The Academy has a ZERO TOLERANCE policy for bullying of any person by a student, parent or other person towards another student, faculty or staff member, parent or family or friend.

D. CYBERBULLYING

Cyberbullying or cyberharassment is a form of bullying or harassment using electronic means. It has become increasingly common, especially among teenagers. Cyberbullying is when someone, typically teens, bully or harass others on social media sites.

Cyberbullying is a criminal offence punishable by law. As defined by Wikipedia, Cybercrime or computer oriented crime is the crime that involves a computer and a network. The computer may have been used in the commission of a crime, or it may be the target. Cybercrimes can be defined as: "Offences that are committed against individuals or groups of individuals with a criminal motive to intentionally harm the reputation of the victim or cause physical or mental harm, or loss, to the victim directly or indirectly, using modern telecommunication networks such as Internet (networks including chat rooms, emails, notice boards and groups) and mobile phones.

The Academy has a ZERO TOLERANCE policy for cyberbullying of any person by a student, parent or other person towards another student, faculty or staff member, parent or family or friend. Akhepran reserves the right to report all such incidences to the police. It can consist of the following:

- Sending or receiving nude or semi-nude photos
- Sending or receiving mean, vulgar, or threatening messages or images
- Posting sensitive, private information about another person
- Pretending to be someone else in order to make that person look bad
- Intentionally excluding someone from an on-line group

All forms of bullying are unacceptable behaviours at Akhepran International Academy and a person found guilty of such an offense against another, can face a penalty of up to expulsion from the school.

E. SEARCH & SEIZURE

The Principal, Vice Principal or any member of senior administration may search or authorize a search of the property of any student, including vehicles, in their respective schools/departments, but only based upon facts supporting reasonable suspicion to believe the student is concealing prohibited (or stolen) material. When a specific search is conducted, except pursuant to life, health, and property, the student shall be invited to be present during the search which shall be witnessed by one other school official.

Items, which may be seized during a search and retained by school officials, are items in violation of school policies, illegal items, and possessions reasonably determined to be a threat to a person's health and safety or security. Items which are used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.

All students may be required at an unannounced time to walk through a metal detector. Possession of any weapon or any item which could be used as a weapon constitutes grounds for expulsion from The Academy.

F. VISITORS

All visitors, including parents, must come to the office to request contact with a student. Students will not be pulled out of class unless it is an emergency. Visitors are NOT permitted to go straight to any classroom or communicate with students (pulling up in the parking lot and speaking to them etc.) without approval.

G. FOOD ON CAMPUS

Food is NOT permitted to be delivered to students on campus – this includes fast food or food purchased from external vendors etc. Students with special diets that cannot be accommodated on campus, must seek specific approval for exceptions. Food delivered to students will be confiscated and not returned.

H. ALCOHOL/DRUG USE

Any student on school premises or during any school sponsored trip or activity that possesses, uses, or dispenses drugs of ANY kind shall be subject to suspension and/or expulsion. This includes the use of nicotine and nicotine products (e.g. cigarettes), cough medicine or mixtures used for the purpose of affecting ones state of being.

I. BOMB/FIRE THREATS

Any student found to have made a bomb or fire threat or to have falsely reported/or made an alert of such a threat that is related to any school system facility, operation, or activity is subject to immediate expulsion procedures e.g. pulling the fire alarm.

Any student who stands by and aids, abets, or assists another person to make a bomb or fire threat or to falsely report such a threat that is related to any school system facility, operation, or activity is subject to immediate expulsion procedures.

Any student, who counsels, advises, persuades, encourages, or dares another person to make a bomb or fire threat or to falsely report such a threat that is related to any school system facility, operation, or activity is subject to immediate expulsion.

J. FIGHTING/PHYSICAL ABUSE OF ANOTHER PERSON

Akhepran International Academy has a ZERO TOLERANCE level regarding the use of physical force/physical abuse of another person. Suspension is automatic. In appropriate cases, police may be called and charges filed.

K. WEAPONS

No student may have known possession of a weapon or anything designed, made or adapted or used for the purpose of inflicting pain or physical injury to another. Suspension is automatic.

No student may possess, discharge, and/or use any firearm which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any similar destructive device. Suspension is automatic.

No student may have any instrument, which may resemble or give the appearance of being a knife, gun, or any lethal or dangerous weapon. The intent of this policy includes the possession of such knives, guns, or any lethal or dangerous weapons or instruments located in automobiles or any other place on school premises, and at any school sponsored and/or related trips or activities away from school premises. Suspension is automatic.

L. STUDENT DEMERITS / CITATIONS

In disciplining students, counselling, support and prayer plays a prominent and foundational role.

- a) Written Students' Demerits/Citation accumulations continue throughout the school year. At the end of each term, the total number of citations is recorded on the students' permanent record.
 - b) Student Warnings – when a student receives 2 demerits/citations, a notification/warning call or letter will be sent or made to the parents.
 - c) Conference with Parents/Guardians – Parents will be called for a conference with the Vice Principal or Dean of Students when the student accumulates 4 or more demerits/citations or if an incident warrants immediate parent involvement.
5. **Corporal Punishment** – Corporal punishment will be administered **ONLY** by the Principal/ or designated school administrator and only as a last resort or after multiple unheeded warnings/opportunities for self-correction.
6. **Suspension/Expulsion** – If a student accumulates 18 demerits/citations during the year, commits a flagrant infraction as deemed by the discipline team he can be suspended. If he gets three suspensions in one school year, he/she can be expelled and not allowed to return to The Academy. A student may be expelled at any time during the term and the unexpired school fees will be forfeited.

M. MISCONDUCT LEADING TO THE CONSIDERATION FOR SUSPENSION OR EXPULSION

Student expulsion is at the sole discretion of the AIA Board of Directors and the school administration. In addition to school documents, administration is also referred to the booklet entitled **SAFE SCHOOLS PROTOCOL MANUAL FOR PUBLIC SCHOOLS**. Published by The Department of Education, Ministry of Education.

- a) Any student using, selling, carrying or soliciting drugs of ANY kind or nature.
- b) Use of tobacco and or alcoholic beverages on or off campus e.g. cigarettes.
- c) Distribution or possession of legal or illegal drugs on or off campus with intent to use or sell.
- d) Stealing of school property and/or the property of another student or staff member.
- e) Any student engaging in sexual activity of any kind on campus or during school sponsored activities.
- f) Any student found with weapons of any kind on their person. Examples: knives, pocket knives, glass bottle, pipes, wooden bats, guns, bullets, Tasers, ropes, cutlass, razor blades, metal files, screw driver, tools, wire hangers, chemical weapons, etc.
- g) Any student using obscene language and or pushing or hitting other students frequently (bullying).
- h) Any student showing flagrant insolence or disrespect to staff of AIA or parents/guardians of any other student of AIA. This includes the use of obscene language and pushing or hitting teachers or students (which is considered physical abuse (fighting) of another).
- i) Intimidation of any staff or faculty by scholar, parent or guardian.
- j) Involvement in gang-related activities either on or off campus.
- k) Cheating on external exams or obtaining information on current external exams for purposes of cheating prior to such exam.
- l) A guilty charge in a criminal offense.
- m) Conspiracy as per criminal activity.
- n) Any student leaving the school property without written permission from appropriate school staff. o) Other major offences not listed above.

Akhepran International Academy

School Prayer

God, Divine Creator, Most High King of Kings, with reverence and humility, we present our AIA family to you. We give you thanks and praise for this moment and for your many blessings.

We acknowledge our imperfections and open ourselves to your diving guidance.

We call forth the manifestation of your spiritual richness, the presence of our holy ancestors, and abundant resources here at our school. Let it be seen and felt through our Principal, parents, teachers, administrators and students. We are grateful for the ongoing expansion of AIA, and we pray that the vision and teaching of this school will help us experience the wealth and abundance of our life and love which is our birthright.

Together, we will harness and attract the energies and spirits of all things positive and pure and ask for your wisdom and guidance when faced with those things that are not.

When faced with adversities, give us the strength and patience so that we pray longer, love harder and smile wider. Help us to be disciplined, still, and silent, so that we may receive Diving Instruction.

Guide our hands, hearts, feet, minds and tongues, so that our thoughts, words and deeds remain in balance, truth, peace and order – MA'AT!

Make us unwavering as we take steps that lead us to our divine purpose and power. May our individual and collective consciousness bring and undeniable harmonium and balance, as we strive to do all things in the spirit of Ma'at.

May our ancestors be pleased with all that we

School Hymn Here I am, Lord

Words & Music by Dan Shutte

I, the Lord of sea and sky, I have heard my people cry. All who dwell in dark and sin my hand will save.

I, who made the stars of night, I will make their darkness bright. Who will bear my light to them? Whom shall I send?

CHORUS

Here I am, Lord, Is it I Lord? I have heard you calling in the night. I will go Lord, if you lead me. I will hold your people in my heart.

I, the Lord of now and rain, I have borne my people's pain. I have wept for them, They turn away.

I will break their hearts of stone; Give them hearts for love alone. I will speak my sords to them, Whom shall I send?

CHORUS

I THE Lord of wind and flame, I will tend the poor and lame. I will set a feast for them my hand will save.

Finest bread I will provide thill their hearts be satisfied. I will give my life to them. Whom shall I send?

CHORUS

School Pledge

I am a child of the creator Most High God.

I am divine because the Most High God lives in me

The Principals of Ma'at

1. I honor virtue
2. I benefit with gratitude
3. I am peaceful
4. I will not take what does not belong to

