

PARAMOUNT INTERNATIONAL ACADEMY

DISCIPLINE POLICY



P.I.A DISCIPLINARY CODE OF CONDUCT

Rationale for disciplinary code of conduct:

P.I.A believes that students and teachers should work together co-operatively and in harmony in order to create a safe and pleasant learning and working environment.

PURPOSE OF DISPLINARY CODE OF CONDUCT:

- To develop an environment in which mutual respect is a chief tenant
- To help students to appreciate the rights to learning in a safe, secure environment.
- To help students appreciate the rights of their actions.
- To learn and teach a variety of behavioral management strategies.

GUIDELINES

- All students and teachers at Paramount International Academy are to be treated with respect regardless of gender, age and nationality.
- All students are to be involved in their own personal discipline. PIA seeks to help students develop appropriate social skills and modes of personal behavior.
- All P.I.A students are to made aware of and should abide by the school's vision and expectations
- All students are expected to use common courtesy, good manners and show respect for themselves, their peers and elders.
- All students have the opportunity to propose amendments to PIA expectations.
- A clear set of disciplinary steps will be taken to deal with behavior that is not acceptable. Consequences of behaviors must be implemented consistently by teachers
- The behavior code is applicable during the school day; coming to and from school, on the school buses, on PIA trips and all events organized by the school
- Parents will be informed when a student's behavior is causing serious concern

1. ATTENDANCE

The timings of classes for the primary and secondary are as follows:

- Primary – Monday to Thursday (07:10 to 13:00)
- Friday (07:10 to 12:00)

- Secondary (Year 7-9) - Monday to Thursday (07:10 to 13:10)
(Year 10&11) Monday to Thursday (07:10 to 14:30)
- Friday (07:10 to 12:00)

Regular attendance is essential to successful school work. If a student is going to be absent, he/she should present an excuse in writing to his/her teacher, signed by a parent or guardian before he/she absents him or herself. Parents and guardians of all absent students will be contacted. Attendance for schedule and extra classes are also as compulsory as the regular classes.

An absence due to a contagious disease will require an admission slip from a doctor.

LATE ARRIVALS

Being punctual is a valuable lifetime habit and should be encouraged by parents at all times. A student who arrives 15 minutes late to the time given should report to the office where a late pass will be issued. Upon receiving the late pass, the student should proceed to class. If students are late for three times or more in a term, they will receive a warning letter from the office and if the issue has not been resolved, the matter will be referred to the director.

2. SCHOOL UNIFORM

The uniform must be purchased from any supplier authorized by the school with the right colors and materials.

- All students must have neat and decent hairstyles in their natural hair color, black or off black braids, no reds, blue, green or blonde hair colors. Unacceptable hairstyles and make up will be considered a violation of dress code. In such circumstances the parents will be called for correction measures.

3. PE AND SWIMMING

Participation in swimming, PE and all the other school functions is compulsory to all students.

If there is a genuine excuse for not participating in swimming and PE, parents must send a signed note requesting the child to be excused. The reason for the excuse must be stated and dates to be excused indicated. Students who will be excused on medical grounds for longer than one week will need to bring a note from a physician stating the reason for the excuse and length of the time the student shall be out of class. Parents need to inform the office in writing of any specific problems that their children may have, such as asthma, fever etc.

4. ACADEMIC INTEGRITY

Paramount International Academy expects and requires that students will uphold the highest standards of ethics and academic excellence. The Academic Integrity Policy represents our effort to guarantee that

students are committed to building and maintaining a learning community of the highest integrity by carrying out academic tasks with honesty in all situations.

Definition: “Academic dishonesty” includes, but is not limited to the following:

- Plagiarism (i.e. using someone else’s ideas or words without giving credit to that person including direct quotes, paraphrasing or summarizing).
- Copying by any means other student’s homework (students who are observed in common areas looking at another student’s lab notebook, worksheet or any other homework assignment would be assumed to be in violation of this rule regardless of the exact wording of their work. Equally, students submitting assignments with identical phrases in free-response sections would be assumed to have violated the policy.
- Allowing one’s homework to be copied. In this regard, all homework is considered individual work unless otherwise stated by the teacher. As such, no student should physically give his/her homework to another student. If copying occurs, it will be presumed the student who gave his/her homework to the copying student allowed the homework to be copied.
- Any unauthorized collaboration on any assignment or assessment of learning before collaboration occurs, it must be clear that the teacher gave explicit instructions to work collaboratively with another student. If the teacher did not give explicit instructions to work collaboratively, it is considered unauthorized collaboration.
- Using written formulas, hidden reference sheets, notes, codes or keywords on one’s person or object for use in any test, quiz, presentation or assignment without prior permission from the teacher; also carrying such materials with the intention of using them on a test or exam.
- Looking at another student’s test or quiz during its administration or using programmed materials such as watches, calculators, phones, MP players, cameras, recording devices or computer programs without permission from the teacher.
- Giving answers or questions to another student before, during or after a test or quiz, receiving answers or questions from a student who is or has already taken a test or quiz (students engaged in any form of unauthorized communications while in the possession of a test or quiz may be presumed to be in violation of this rule.
- Using the internet, laptop computers, text messaging, phone cameras, MP player or other technology to plagiarize, copy or share with another student (including but not limited to copying and pasting in whole or in part material from the internet, purchasing material from the class, presenting lab data found on the internet as one’s original work, using e-mail to share individual homework assignments).
- Taking credit of work done by someone else (e.g. family members or tutors) including submitting rough drafts or revision created by another person.
- Presenting invented data (e.g. lab results for lab activities that have not actually been conducted) information or cited sources (in bibliography) as authentic.
- Any deceitful means used on a test, quiz or assignment, including but not limited to stealing electronic or paper copies of tests from teachers’ classrooms or computers, receiving copies of tests, quizzes or assignments from the students who took the class in previous years, possessing unauthorized teachers’ materials, taking credit for credit for work not completed (as in group assignments) submitting the same assignment for credit in multiple classes without teachers’ permission.

- Any other behavior that could be reasonably construed as academic dishonesty, including class specific expectations explained in teachers' syllabi.

Note on cooperative work: All written work is individual work unless otherwise stated by the classroom teacher. Although it is acceptable to talk with classmates, friends and family members about what you are studying and thinking, do not compose written work collaboratively and make sure that the written work you submit for credit is presented entirely in your own words when quotation marks are not used.

1.1 CONSEQUENCES FOR ACTS OF ACADEMIC DISHONESTY

All academic honesty violation will be reported to the disciplinary committee who may then report the incident to the Head of School and the Director.

A record of the violation will be put in the students file.

First offense

1. The student will not receive credit for work that is in violation of academic integrity policies.
2. Student's parents will be informed of violation.
3. The student will be required to meet the disciplinary committee and HOS to discuss the importance of academic integrity.
4. The student will receive a Saturday detention.

Second offence

1. Student's will not receive credit for work that is in violation of academic integrity policies.
2. Student's parents will be informed of the violation
3. The student will be required to meet the disciplinary committee and HOS to discuss the importance of academic integrity.
4. Student may be suspended from all sports and co-curricular activities for a portion of the remaining term.
5. The student will receive a Saturday detention.

Third Offence

- Students will not receive credit for work that is in violation of academic integrity policies. If it is an example of a repeated offense in the same class, the student may lose credit for the subject.
- Students parents will be informed of the violation.
- Students will be required to meet with the HOS and their parents.
- Students will be suspended from all sports and co-curricular activities for a portion of or the rest of the term.
- Students will receive a 1 day out- of school suspension from school.

Additional academic dishonesty offenses may result in expulsion from Paramount International Academy.

Incidents of academic malpractice occurring during the final IPP/Secondary Checkpoint/IGCSE examinations (May examination Session): Any student found to commit academic malpractice during the course of final University of Cambridge examinations will be dealt with according to the regulations under “Academic misconduct” of the document “Conduct of the Examinations-Notice to Candidates”, as published by the University of Cambridge Examinations.

5. DRUG AND ALCOHOL ABUSE

It is a condition of entry to the school that High School Students and Parents agree to these conditions. High School Students in particular should be aware that in Malawi, a jail term can be enforced for drug related offences and the school is obliged to report any such offences to the authorities. The unlawful use, possession of, buying or selling of, giving of or trafficking in narcotics, stimulants, barbiturates, suppressants, prescription drugs, hallucinogenic drugs, marijuana, inhalants or any other dangerous drug, or misuse of any drug by any student registered at PIA is prohibited. This includes assisting students or others in the use, purchase, sale or misuse of drugs. The circumstances surrounding any student (s) found with other students who are breaking the drug policy shall be investigated and the said student(s) may be deemed in violation by association. Any student who is suspected of being in violation of this policy shall be immediately suspended from the school. If it is determined after investigation by the above, the student will be subject to expulsion from school. In addition, the Administration is authorized to conduct screening (random or otherwise) and detection programs of school students.

Note: There is a range of Sanctions for different issues. What works best depending on the situation, the age of the students, the issue concerned and thus the school works with a certain amount of flexibility with the core support team to ensure that students are not simply disciplined but given the opportunity to learn from their mistakes, move on and improve.

6. EXPLOSIVE DEVICES

Students who possess or detonate any explosive device of incendiary components (such as explosive materials, blasting caps, fireworks, gasoline, other flammable liquids, ammunition or any other combination of these items generally referred to as a bomb or look-alike explosive devices), which by themselves or in conjunction with other items can result in an explosion or fire on school property or at school sponsored activities, will be subject to use suspension or expulsion. Students who are involved with or threaten to use a look-alike explosive device will be subject to suspension or expulsion.

7. FIREARMS AND DANGEROUS WEAPONS ON SCHOOL GROUNDS

School policy prohibits any person to carry the following onto the school premises, school-provided transportation, or other facilities used for school activities

- A. Any dangerous instrument or weapon of any kind such as, but not limited to , a sling shot, sand club, blackjack, Billy club, metal knuckles, any pocket knife, any double sided knife, any spring or mechanically loaded knife such as a switch blade, any knife having blade which opens by force of gravity or centrifugal thrust such as a butterfly knife, any knife with a fixed blade of any length, or any sabre sword dagger or dirk, Nunchaku sticks, throwing stars.
- B. Any air gun or firearm, including any air pistol or air rifle designed to propel a BB, pellet, paintball, or other projectile by discharge of compressed air, carbon dioxide or other gas.
- C. Any object which looks like a weapon, such as a toy or dummy gun, knife or grenade shall be considered a weapon.

Students who violate this policy shall be subject to corrective action, up to and including suspension or expulsion.

8. FREEDOM OF EXPRESSION THAT CAUSES DISTURPTION

Distribution of written materials, oral expression, or any expressive activities (including wearing symbols, clothing, hairstyle or other personal effects) under the circumstance where a substantial disruption of the educational process is likely to result, or does result from such activity is prohibited. Substantial disruption from speech activities include:

- A. Inability to conduct classes or school activities, or inability to move students to/from class or other activities.
- B. Breakdown of student order, including riots or destruction of property, widespread shouting or boisterous conduct.
- C. Substantial student participation in school boycott, sit-in, stand-in, walkout, or similar activities. Physical violence, fighting or harassment of any kind among students.
- D. Intimidation, harassment or other verbal conduct (including swearing, disrespectful insulting speech to students, teachers or administrators) creating a hostile educational environment.
- E. Defamation or untrue statements.
- F. Statements that attack ethnic, religious or racial groups, or that tend to provoke a physical response, insults, or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response.
- G. Speech likely to result in or encourage disobedience of school rules or health and safety standards (such as advertising alcohol, drugs, tobacco, etc.

Such disruptive speech shall be subject to regulation not only under the standards set forth above, but also for other legitimate educational reasons as determined by the school. Although the school has the authority to discipline or restrict student speech activities that cause a disruption of educational process, it recognizes that the expression of student opinion and other non-disruptive expressive activities is not only a legal right, but also an important part of education in a democratic society. The school will always encourage student's verbal and written expression of their own private opinion as long as it does not cause substantial disruption of educational process and does not interfere with the rights of others.

Students who violate the standards for verbal and written expression shall be subject to collective action, up to and including suspension or expulsion.

9. HARASSMENT, INTIMIDATION, HAZING OR BULLYING

Students shall not engage in racial harassment, sexual harassment or other forms of harassment, intimidation or bullying of students or others or any other behavior or activity that tends to create or would create if uncorrected, a hostile, offensive or abusive work or learning environment. The policy of the school is to provide a working and educational environment for students and employees that is free from any form of harassment. Harassment is behavior of non-verbal, verbal, written graphic, sexual or physical nature that is directed at an individual or a group on the basis of race, gender, nationality, religion, age, marital status, disability or any other protected class. Harassment includes but not limited to abusive language, taunting, violence, refusing to permit full participation in activities, physical acts of aggression towards a person or property and inappropriate physical contact, bullying and intimidation.

Racial harassment is behavior based on race or color and has the intent or effect of limiting the ability of a student or school employee to participate in or benefit from educational services, activities or privileges. Racially motivated behavior is discriminatory and violates school policy.

Sexual harassment is unwelcome conduct of a sexual nature. It includes, but not limited to unwelcome sexual advances, requests for sexual favors, lewd conduct, indecent exposure and other verbal, non-verbal or physical conduct of sexual nature. For students, “quid pro quo” harassment is the submission to unwelcome sexual behavior as a condition for participating in or receiving the benefits of educational opportunities, such as decisions regarding grades and participating in school program or activities. Sexual harassment can be student to student, student to teacher, teacher to student, male to female, female to male, male to male and female to female.

Hazing is defined as subjecting newcomers to unpleasant, abusive or ridiculous treatment. Students shall not participate in or conspire with others to participate in hazing.

Harassment, intimidation or bullying also includes any intentional written, verbal or physical act, including but not limited to one shown to be motivated by an individual’s race, marital status, creed, age or disability, color ancestry, nationality, gender, sexual orientation or mental, physical or sensory handicap or other distinguishing characteristics when the act:

- a. Physically harms a student or damages the students’ parents.
- b. Has the effect of substantially interfering with the student’s education.
- c. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- d. Has the effect of substantially disrupting the orderly operation of the school.

False reports and retaliation for any form of harassment, intimidation or bullying constitutes violations to this section. The school does not tolerate any behavior or activity that violates this section. Disciplinary action may include suspension or expulsion.

10. PUBLIC DISPLAY OF AFFECTION

Students are expected to exercise self-control and respect. Kissing, hugging and inappropriate displays of affection are not allowed.

11. THEFT OR POSSESSION OF STOLEN PROPERTY

Theft or possession of stolen property may result in suspension or other appropriate disciplinary procedures. Any student guilty of violating this policy will be subject to replacing or funding the replacement of the stolen item(s) and disciplinary action.

12. VANDALISM

All students are expected to respect and care for all property of the school, including facilities, desks, windows, chalkboards/whiteboards, books, lavatories books etc. Any student damaging, losing or defacing schools property shall be required to pay for the damage or loss. Willful destruction or defamation of school property, student or staff property at any time is cause for suspension or expulsion. Students transcripts maybe withheld until all cost from damages have been paid for.

13. GAMBLING

Gambling on school grounds is prohibited, any student caught gambling will be subject to disciplinary procedures and regarding the extent can result in expulsion.

P.I.A PRIMARY SCHOOL CODE OF CONDUCT

DISCIPLINARY AND PLAYGROUND RULES

Our students are generally well behaved and for the most part accept responsibility for their behavior and school work. We hope to make discipline pro-active and preventative. However, when a classroom, school eating area or playground rule is not followed, students need to realize that disciplinary action will be taken.

CLASSROOM AND PLAYGROUND RULES

1. Use kind, gentle hands – no pushing, hitting, etc
2. Use respectful language and manners at all times(no name calling, teasing, bullying or inappropriate language)
3. Play in designated areas only
4. Respect property – do not kick balls against any wall or surfaces or stairs
5. Leave toys at home
6. Follow the rules of the game and/or use equipment properly
7. Return equipment to proper places after use
8. Listen to the teachers or adult supervisor
9. Line up as soon as the bell rings or the signal is given by the teacher

The main objective of disciplinary action is to be corrective, not punitive. Disciplinary action may consist of one or more of the following consequences:

- Students may be reprimanded by teachers
- Students may be given a time out in order to reflect on inappropriate action and to allow a cooling off period. On the playground this means benched for a portion of the break
- Students may be asked to review their actions/choices in writing
- Student may be detained during break
- Students may be placed on a behavior contract
- Students may be given relevant community service
- Students parents may be notified or invited to conference
- Students may be served an in-school suspension
- Students who persist in violating rules may be sent to the HOS
- Students who are purposefully defying adult directions or who are involved in fighting will be sent to the HOS and may be sent home

HIGH SCHOOL DISCIPLINARY CODE OF CONDUCT GUIDE

LEVEL	OFFENCE	CONSEQUENCES	STAFF INVOLVED
ONE (first offence)	<ul style="list-style-type: none"> ➤ Homework late/not done ➤ Inattentive/inactive (sleeping) in class ➤ Late to school/ lesson or absent ➤ Inadequate uniform ➤ Chewing gum ➤ Use of mobile phone during school time without permission ➤ Public displays of affection (PDA) ➤ Cheating and/or plagiarism (refer to Academic Honesty Policy) ➤ Any other offences deemed appropriate 	<ul style="list-style-type: none"> ➤ Teacher intervention (support students through a break/lunch/Office hours/after school meeting) ➤ Guidance and Counseling Teacher informed ➤ Mobile phone confiscated and passed to HOS office ➤ Parents are informed in writing of behavior from the Teacher checked by the HOS 	<ul style="list-style-type: none"> ➤ Subject ➤ Teacher ➤ HOS ➤ Parent
TWO	<ul style="list-style-type: none"> ➤ 2 Repeated offences from level one ➤ Graffiti/defacement of property ➤ Abuse of laptop/network(Refer to Responsible Use Agreement) ➤ Disrespect to a member of staff/parent/adult/student ➤ Intimidation of student(s) ➤ Unpremeditated bullying in any form ➤ Unsatisfactory academic progress even after a work plan 	<ul style="list-style-type: none"> ➤ Saturday detention assigned at the recommendation of Disciplinary committee(Dc) ➤ Internal suspension(at discretion of (DC) ➤ The parents informed in writing (from the teacher, DC and HOS) ➤ Parent and student interview with HOD 	<ul style="list-style-type: none"> ➤ Subject ➤ Teacher ➤ HOS ➤ Parent inform the school Director after level two offences as third will escalate to level 3

THREE	<ul style="list-style-type: none"> ➤ 3 Repeated offence(s) from level 2 ➤ Violent, obscene behavior ➤ Possession/use of offensive weapon ➤ Breaking local law (s) ➤ Premeditated bullying in any form(cyber or physical, emotional, mental or verbal ➤ Smoking 	<ul style="list-style-type: none"> ➤ Immediate action will take place whereby the Parent/Guardian will be informed by email/phone call ➤ Parent/Guardian Interview with HOS and DC will take place This may lead to: <ul style="list-style-type: none"> ➤ Academic/Behavior Contract after a 2 week or term suspension ➤ Expulsion (at recommendation of DC and HOS 	<ul style="list-style-type: none"> ➤ HOS ➤ DC ➤ Parent ➤ Director <p>All expulsions will be communicated to and approved by the Director</p>
FOUR	<ul style="list-style-type: none"> ➤ Repeated offense (s) from level 3 ➤ Premeditated physical violence, verbal or sexual harassment of students/teachers ➤ Possession/use of illegal drugs ➤ Possession of pornographic material (including on any digital device) 	<ul style="list-style-type: none"> ➤ Immediate action will take place whereby the Parent/Guardian will be informed by phone call and Parent/guardian Interview with the DC, HOS and Director will take place that will result in immediate expulsion of the student 	<ul style="list-style-type: none"> ➤ HOS ➤ DC ➤ Parent ➤ Director

DETENSIONS (MIDDLE SCHOOL AND HIGH SCHOOL)

Detentions are held from 14:00pm to 15:30 pm on Thursdays

Students in the primary and high school are given a detention after they have not met the School expectations in one or more of our expected learning behaviors. The Head of school will inform students that they have a detention and a note will be added to the students file. Students will be expected to complete a Detention Reflect Form and will participate in Mindfulness activity.