



FIRM FOUNDATION LEARNER'S CODE OF CONDUCT

INTRODUCTION

The Code of Conduct defines the minimum standards of behaviour that are expected of all Firm Foundation learners. Compliance with this code will ensure that the rights of learners, parents, staff and other stakeholders are respected so that effective teaching and learning can take place at all levels. Learners who contravene the provisions of this code must understand that they face sanctions because they have threatened the security and safety of all members of the Firm Foundation community and have prevented learning from taking place in a conducive environment.

It is imperative that every learner takes the time to read and familiarise himself or herself with the full contents of this code.

SCOPE

This code of conduct applies to **all** learners, Form 1 to Upper 6.

EXPECTED STANDARDS OF BEHAVIOUR

In line with the general rules and regulations of Firm Foundation Christian Academy, every learner is expected to:

1. Show common sense and respect at all times, with proper consideration for other people, both young and old.
2. Greet staff, visitors and leaders cheerfully.
3. Stand up to greet or speak to staff and visitors.
4. Lift his hat to greet someone and remove it when talking to staff or visitors.

5. Ensure that hands are not in pockets when greeting or addressing people, or when in number ones.
6. Offer assistance when and where needed.
7. Respect other people's space and right to work. It is a selfish act to cause a disturbance when someone else is trying to concentrate, study or work.
8. Behave in a civilized way when in the dining hall.
 - a) Remain seated at your table unless you are collecting food or have been instructed to leave the dining hall.
 - b) Do not make noise but converse in a low volume with your table mates.
 - c) Do not take food, cutlery or crockery out of the dining hall.
9. Be punctual for all appointments. Arriving late for meals, chapel, class, meetings, practices, rehearsals and fixtures shows a selfish disregard for others' time and effort. Forgetting to keep an appointment is unbecoming of a world class learner.
10. Show proper respect to everyone. Workers are part of the Firm Foundation community who deserve our full respect at all times.
11. Respect school property and other people's belongings.
12. Assist in keeping the buildings and grounds neat and clean by picking up litter and placing it in a bin.
13. Ensure that all personal items are clearly labelled and the serial numbers of cell phones, laptops, tablets, and other gadgets are registered with the house parent.
14. Desist from all forms of bullying and intimidation. Physical, sexual, verbal, and emotional and cyber bullying are not tolerated.
15. Desist from any form of romantic relationship and/or sexual activity.
16. Never bring firearms, knives, catapults or anything else which may be construed as a weapon to school.
17. Never bring alcohol, cigarettes or drugs to school.
18. Submit all medication to house parents or administrators.
19. Adhere to all hostel regulations.
20. Adhere to the school cell phone policy.
21. Adhere to dress and hairstyle regulations.

- a) Keep your hair neat and tidy.
 - b) Avoid all exotic hairstyles and stick to the ones allowed.
 - c) Do not wear necklaces, bracelets, wristbands, studs or any such adornment.
22. Remain on campus unless a valid gate pass has been signed by the Head, Admin, and HOD, Senior Lady or house parent (on medical grounds).
23. Never go to any area designated as out of bounds. Girls' hostels, bathrooms and toilets are strictly out of bounds for boys, and vice versa.
24. Obtain proper authorisation if one wishes to drive a car on campus and qualifies to do so. One must never carry other learners in the car unless permission of both sets of parents has been granted.
25. Behave properly when travelling on buses. There must be no standing, no shouting, no throwing of litter out of the windows, and no sharing of benches/seats between boys and girl tawls.
26. Lift up the name of Firm Foundation and never do anything that brings the school into disrepute.
27. Apologise when in the wrong. Sincerity is a mark of good behaviour.
28. Have a heart of forgiveness.

SANCTIONS

Discipline in the school is based on restorative practices. The sanctions in this code are applied in situations where they are deemed to be the most effective way of correcting the learner. Once imposed, the sanctions take precedence over any other activities.

The person who deploys the punishment will generally be the one responsible for the area or activity where the transgression occurred. This person may refer the matter to a higher authority if its magnitude so warrants.

Detention is used for academic infringement and is imposed by the subject teacher.

Manuals take a variety of forms and are usually administered by teachers, hostel staff, HODs and senior lady.

Other punishment will take the form of **natural consequences**. These aim at discouraging tardiness, playfulness, fooling around, disruptiveness and other such behaviours. Such punishments can be quick and effective, and can be administered by teachers and staff.

Examples of natural consequences are:

- a) Physical exercise for lateness and sports-related misdemeanours.
- b) Separating learners who are disruptive.
- c) Litter pick for littering or passing by litter.
- d) Meal in silence for making noise in the dining hall.
- e) Translating Shona passage into English, lines style, for Shona speaking.
- f) Getting food last for cutting the queue in the dining hall.

CLASSIFICATION OF MISDEMEANOURS

It would be impractical to identify every single misdemeanour that may be committed by learners. However, examples of transgressions against normal good conduct are categorised into four levels, depending on their seriousness. **Level I** is the least serious while **Level IV** is the most serious. Every situation is dealt with in its context, taking into account the circumstances of the transgression and the character of the person involved.

Level 1

This consists of relatively minor transgressions which do not have a direct impact on school property, other learners or other members of the Firm Foundation community.

1. Eating in chapel, class, library or other places where food is not allowed.
2. Late arrival for chapel, meals, class, prep, sports and club practices, assembly or any other meeting without an acceptable excuse or reason.
3. Waking up late and being late for inspection and morning fitness sessions.
4. Leaving before the permitted time from chapel, class, prep, sports practices, club activities, assembly or any other meeting without an acceptable excuse or reason.
5. Talking in class, assembly and during meetings being held by staff or other people in authority.
6. Hands in pocket.

7. Disrespect of leaders which includes backchat, inappropriate gestures, not giving way, not greeting or listening to instructions.
8. Failure to carry out instructions given by a member of staff or a leader.
9. Not standing up or removing hats when talking to staff or adults.
10. Not greeting staff or visitors, or standing up and lifting hats to greet adults.
11. Contravening hostel and chapel rules.
12. Dress code infringements.
13. Not doing work assignments, homework or leaving the required books and/or work at home/hostel.
14. Littering or defacing the image of the school.
15. Arguing with referees or unsportsmanlike conduct.
16. Using earphones outside the hostel, using cell phone in the chapel, dining hall, playing music on cell phone.
17. Shona speaking
18. Any other petty transgressions.

Level 1 sanctions

- **Verbal reprimand**
- **Manual labour**
- **Detention (cubie gating)**
- **Community service**
- **Natural consequences**

LEVEL II

This consists of transgressions which may negatively impact on school property, another learner or another member of the Firm Foundation community.

1. The selling of goods to school employees or fellow learners without the express permission of the Head.

2. Not being clean-shaven, unless specifically exempted for religious or medical reason with the permission of the Head.
3. Hair not neat and tidy. Sporting an exotic hairstyle. Tinted hair.
4. Piercing of body parts which is visible in the normal day to day uniform.
5. Engaging in dangerous horseplay in any built-up area in the school: including hostels, classrooms (particularly laboratories), corridors, change rooms, swimming pool area, dining hall and chapel.
6. Public displays of affection.
7. Dishonesty by misrepresentation, selective presentation or omission of the truth.
8. Unauthorized absence from academic lessons, School fixtures, cultural/club meetings, sports practices, assemblies or other official gatherings as deemed compulsory by the school staff.
9. Breach or disregard for safety rules or security regulations as set out in general, or those pertaining to a particular area, such as laboratories, library or swimming pool area.
10. Unauthorized possession or use of any school property or the property of others.
11. Playing ball games in hostels, on lawns, classrooms or on the wrong courts or fields.
12. Disorderly or disruptive behavior in the classroom, school area or on the sports field, which is unacceptable to the norms as indicated earlier in the code of conduct.
13. Wilful disrespect of staff, employees, visitors, seniors and peers.
14. Refusal to obey a reasonable request and/or lawful instruction given by a member of staff or leader.
15. Unacceptable behaviour on buses.
16. Driving a motor vehicle on the school property without permission.
17. Driving a motor vehicle around the school in a discourteous manner.
18. Any form of initiation practice or ritual.
19. Any other such misdemeanour.

LEVEL 2 SANCTIONS

- **Manual labour/community service**

- **Sending the learner back to hostel to sort out the problem**
- **Withdrawal from classroom**
- **In the case of haircut offenses, the boy/girl will be sent to a hairdresser.**
- **A removal of the privilege associated with the offence.**
- **A written warning to the parents informing them of the misdemeanour and suggesting a suspension from the school if it should occur again.**
- **Natural consequences**
- **Immediate suspension from school.**

LEVEL 3

This consists of serious misdemeanours which may result in wanton damage to school property, physical harm to another learner or member of the Firm Foundation community.

1. The possession of fireworks or any other explosive device without the expressed permission of the Head.
2. Defiance of a member of staff, or insolence to a member of staff.
3. Smoking or being caught in the company of smokers. Possession of tobacco.
4. Unauthorized absence from the school or school grounds.
5. Being found in an area designated as out of bounds.
6. Cheating in an examination or class test situation.
7. Endangering by personal or group action the property, health or safety of self or others.
8. Dishonesty by omission, including lying to a member of staff.
9. Intentional damage to school, hostel or personal property, including tampering with science laboratory equipment, sound equipment, sports equipment, fire hydrants or other safety equipment.
10. Bullying and/or intimidation.
11. Repeated transgressions of all previous category offenses.
12. Any abuse of the school's IT infrastructure, wireless connectivity, email facilities and internet services.

13. Any more serious transgression which may result in wanton damage to school property or physical harm to another learner, member of staff or the community as a whole.
14. The viewing of pornographic material.

Level III Sanctions

- **A written warning of suspension to parents.**
- **Suspension of the learner for a period decided by management.**
- **Rustication of the learner for a period of time followed by reapplication by the learner to return to the school. Management will under these circumstances reserve the right to refuse the learner re-entry to the school.**
- **Canning*** (if approved).**

LEVEL 4

This consists of offenses that are so serious that the management may have to consider whether the transgressor should remain a learner of the school.

1. Unauthorized possession of dangerous weapons such as firearms, knives, spears and ammunition of any sort.
2. Consumption, transmission or possession of alcohol, drugs, harmful, intoxicating or illegal substances.
3. An act or threat of terrorism.
4. Theft, fraud, plagiarism, forgery and/or possession of stolen property.
5. Wilful sabotage of school property including tractors, pumps, classroom equipment, sporting equipment or other vehicles on the estate.
6. Assault, fighting and any disturbance of peace.
7. Sexual abuse or harassment or sexual assault of any kind of either a learner or a member of staff.
8. Sex on school property and/or public indecency.
9. Being caught in a hostel, bathroom or toilet of the opposite sex.
10. Discrimination on the basis of race, gender, sexuality, religious affiliation, or association.

11. Any activity which may possibly result in a criminal conviction.
12. Repeated transgressions of the Level II and Level III offences.
13. Possession of and/or passing on of pornographic materials.
14. Any action or comment that brings the good name of the school into serious disrepute.
15. Taking inappropriate photos and videos anywhere on campus or during any school fixture or function.
16. Distribution of any inappropriate photos or videos on social media platforms.
17. Cyber bullying.
18. Any serious misdemeanour which, in the opinion of Senior Management, may place into question the appropriateness of the offender remaining at Firm Foundation Christian Academy.

LEVEL 4 SANCTIONS

- **Immediate suspension pending a full investigation into the case.**
- **Possible retirement of the learner from the school with the learner having to reapply for entrance at the end of the stipulated period. The school reserves the right to refuse re-entry on such an occasion.**
- **Expulsion of the learner from the school.**
- **If the transgression is of a criminal nature, the school reserves the right to take legal action against the transgressor within the legal framework as provided by the judicial system of Zimbabwe.**
- **Any abuse of devices (phones, tablets, smart watches or computers) on campus will result in their immediate confiscation for three calendar months over and above other forms of sanctions imposed.**

BOARDING HOUSE CODE OF CONDUCT

This section outlines expectations Firm Foundation Christian Academy Boarding House (FFCABH) requires to ensure mutual respect, appreciation, dignity, transparency, accountability, honesty, hygiene and the self-worth of all individuals in the boarding house. The Boarding house is open to learners from form 1 to form 6

EXPECTATIONS OF BOARDERS

1. All learners are to abide by the boarding house rules at all times
2. There will be a morning and evening devotion at the boarding house every day, coordinated by the chaplain. Learners are expected to attend without fail
3. Learners are expected to cultivate a culture of prayer and bible study which the school chaplain shall coordinate from time to time
4. Bullying (physical, verbal, and emotional) is strictly forbidden and could be dealt with. Perpetrators of bullying may be asked to leave the boarding house if no signs of change are shown
5. Senior learners must at all times play an important role in looking after the welfares of learners in lower forms. Nothing must ever compromise that role upon that which the senior learners must do
6. There is hierarchy in the boarding house. Respect is to be highly esteemed
7. A policy of transparency and open communication is encouraged to ensure that any parent or learner may speak openly or in confidence about any matter pertaining to the well-being of the learners in boarding
8. Theft is at all times prohibited. Any learner who is found in possession of stolen goods shall be dealt with
9. Learners are expected to maintain a high level of responsibility concerning handling, use and moving of boarding house equipment such as chairs and tables. Under no circumstances shall a learner be tolerated for irresponsibility
10. Learners are expected to keep the kitchen area clean and tidy. Duties for dishwashing and cleaning shall be maintained at all times

11. Learners are expected to individually clean their plates after every meal at all times as well as do their laundry.
12. Under no circumstances shall any learner be found guilty of:
 - I. Any action that involves physical, verbal or cyber bullying (or the threat thereof)
 - II. Any tendencies that are homosexual, shared or targeted on other learners, for affection and/or intimacy. Such tendencies and the sharing thereof will warrant dismissal.
 - III. Any action that demeans or belittle another learner
 - IV. Any action that deprives another learner of any item(s) of property, including food, access to water (warm and cold), or any action that can be regarded as theft
 - V. Any action that causes physical, emotional and mental discomfort and distress.
Learners are expected to prioritize the self-worth of their peers
 - VI. Any action that involves borrowing any item from any other boarder, particularly clothing and/or money, unless permission has been expressly granted by the learner you are borrowing from
13. Senior learners and junior learner are expected to have a two-way mentoring relationship.
Under no circumstances shall the seniors make the environment sour for the juniors
14. Under no circumstances shall a learner deprive, or attempt to deprive another learner, either intentionally or not, of sleep after lights out, of food, good hygiene or the basic human right of personal dignity
15. The responsibility of running the boarding house lies with the boarding master in conjunction with the hostel captains and/or form captains. Prefects are there to assist the house masters with the running of the house
16. Bringing the name of the school into disrepute by any mode of misconduct shall be considered a serious offense

BOARDING HOUSE GENERAL RULES

1. Meal time

- I. All food must be consumed within the dining area
- II. All meals are compulsory. There are no special arrangements for those who miss meals without communicating their reasons for missing a meal to the housemaster before a meal is served
- III. Learners are expected to clear up whatever mess they make during and after meal time.
- IV. The dining area shall always be left clean after meal time
- V. Dress must be appropriate. Wearing of vests and pyjamas at devotion and meal time shall from time to time be discouraged
- VI. All specifics in food or any special attention as may be required by a learner concerning food must be communicated to the boarding master and/or Matron at the commencement of a school term

2. Study session rules

- I. Late study is only allowed if the boarding master gives permission. Late study is a privilege not a right. Otherwise at lights out time, all learners are expected to sleep
- II. Misconduct during study time will not be tolerated at all cost
- III. The study time is a time to study and do homework. Any such activities that may disturb other learners during study are strictly prohibited
- IV. There will be silence during study sessions at all times

3. Communications

All boarders, parents and guardians must acknowledge that:

1. Learners must feel free to discuss anything that happens in boarding with their parents, a teacher, the school head, the chaplain and the boarding master.
2. The boarding house shall never have anything to hide that they would be ashamed of

3. They will communicate using the official channels of communication, if there are any concerns that need to be addressed

4. Boarding House out of Bounds

- I. Boarders are not allowed to leave the boarding house without permission of the boarding master and/or Matron in liaison with the Administrator and Director
- II. Boarding house is out of bounds during the school day and lesson times. No learner is permitted there at these times
- III. No learner is allowed to leave their bed after lights out without permission. They are only allowed going to the bathroom
- IV. Running, shouting and unnecessary noise shall not be allowed indoors. Radios must at all times be played at the lowest possible volumes that do not escape the hostel in which it is played
- V. Parents will be given a calendar at the start of each term to inform them of important dates. Any such dates and times as shall be communicated to the learners are the responsibility of the learner and the admin to make them known to their parents
- VI. Learners will only leave boarding house with a related family member upon production of legal identity cards and/or passports. Under no circumstances shall a learner leave the boarding house in the company of any such person as may be regarded as stranger to the learner.
- VII. Parents who wish to have their children picked up by people who are not related to the learner shall in no wise do so unless they provide an accompanying affidavit to the person which they send to pick their children at closing days and/or exeat weekends. The school and/or boarding house shall not be held liable for any mishaps where failure to comply with the above happens
- VIII. Every learner must be inside the boarding house by 1830hours every evening. No learner shall be allowed to be outside after these times unless they have specific permission of the boarding master and/or Matron

5. Laundry

- I. All laundry to be clearly marked with learner's name

- II. Each learner is responsible for the washing of any such piece of cloth as may belong to him at all times
- III. Laundry times are 15:30 –18:30 every day, 13:00 –sunset, and Sundays during weekends
- IV. Ironing of clothes shall at all times be done in the evening after devotion time before lights out. No ironing of clothes shall be allowed in the morning for reasons related to power supply
- V. Ironing of clothes shall be done in the dining area. All irons shall in no wise be left connected to any electric sockets at all cost after ironing. Under no circumstances shall ironing of clothes be done in the hostel rooms

6. Clothes and clothing

- I. All clothing must be clearly marked
- II. Wearing of bangles, bracelets, chains, rings, Tung studs or other body piercings shall in no wise be allowed in the boarding house
- III. School uniform shall be worn at all times upon leaving or returning to the boarding house. Tracksuits shall only be allowed on Thursdays and/or sport days
- IV. Watches must be respectable and of a neutral colour. Bracelets and charm watches are not allowed

7. Sickness

- I. All sicknesses to be reported to the boarding master and/or Matron for specific arrangements
- II. The boarding master and/or Matron shall at all times decide upon assessment of a learner who needs to see a doctor and/or nurse
- III. No learner shall in any way make private arrangements to be taken home when he is ill. These arrangements shall be made through the boarding master and/or Matron in liaison with the admin
- IV. No learner is allowed to stay in bed when he is ill unless after being specifically instructed to do so

8. Visitors

- I. No girls are allowed into boys' hostels and no boys are allowed into girls' hostels under any circumstances.
- II. Day scholars are not allowed into the hostels unless at the permission of the boarding master and/or Matron
- III. Parents are not allowed to perform regular visits to the boarding house unless called by the boarding Master or Matron, or the Administration under the advisement of the school head

9. Substance abuse and prohibited items

- I. Zero tolerance on banned substances will be adhered to
- II. No weapons of any kind may be brought to the boarding house (i.e., guns, knives). A zero-tolerance policy will be adhered to
- III. Under no circumstances shall a learner be in possession of or smoking cigarettes
- IV. Any pornographic material is strictly prohibited. All learner gadgets and hard drives shall be subject to inspection from time to time
- V. No learner shall in no wise be in possession of, dealing or using alcohol or drugs/stimulants i.e., red bull, Monster
- VI. All energy drinks are not allowed into the boarding house. Possession of any such drinks shall result in their confiscation
- VII. The headmaster shall be allowed at any time to inspect the hostels with or without the presence of the learners
- VIII. Regular alcohol and drug searches shall be done at any time as may be suspected by the authorities in question

10. Hostels

- I. Hostels must be kept neat and tidy at all times and beds must always be made
- II. All lights must always be switched off upon leaving hostel rooms
- III. No ironing of clothes shall be allowed in the hostel rooms.

- IV. Learners are expected to ensure that fresh air enters into the hostel rooms by opening windows. All windows must be closed at night at all times
- V. No electric appliances such as heaters, boilers, microwaves, toasters, sandwich makers, television are **NOT** allowed into the boarding house except for irons only

11. Weekend

- I. All boarders are fulltime. They are expected to be at the boarding house at weekends unless special arrangements to be out of the boarding house are arranged by the teachers, sports directors, club leaders in liaison with the boarding master and/or Matron, Chaplin and school Head
- II. All boarders are expected to attend the Seventh day Adventist church on Saturday (Sabbath) from 0900 hours to 1600 hours **with their educators.**
- III. The school chaplain shall be responsible for all church related affairs at all times
- IV. All learners are expected to do cleaning of the yard, kitchen, bathrooms and hostel houses on Sunday as part of their general work. It is the responsibility of learners to keep their rooms clean
- V. Boarders have a privilege to socialize on Sunday after cleaning of all hostels and yards, do games, watch TV, extra lessons, choir practice etc.

DECLARATION FORM

I HEREBY ACCEPT THE CONDITIONS OF THE GUIDE AND THE CODE OF CONDUCT
AS ABOVE

LEARNER'S FULL NAME.....

DOB

SIGNED..... DATE.....

PARENT/GUARDIAN NAME

ID NUMBER

SIGNED..... DATE