

Code of Conduct Policy

The learners of Knowledgeum Academy will have space to enquire and express their thoughts and opinions. They are also expected to follow a certain code of conduct for personality development and the proper functioning of the Academy.

Community Values

The mission of Knowledgeum Academy is to educate learners who make a difference in the world. Achieving this mission requires an environment of trust and mutual respect, free expression and inquiry, and a commitment to truth, excellence, and lifelong learning. Learners, educators, staff, and other stakeholders accept these principles when they join the Knowledgeum community. By participating, they consent to adhere to the following community values.

Knowledgeum Academy Community Values:

- Respect for the rights, differences, and dignity of others
- Honesty and integrity in dealing with all members of the community
- Accountability for personal behaviour

Knowledgeum Academy is a living model of these values. Community members are obligated to adhere to these values in all aspects of their experience at Knowledgeum Academy. Through our commitment to these values, we can cultivate an environment where everyone can reach their maximum potential. Non-compliance with the Knowledgeum Community Values may lead to suspension from the Academy.

Honour Code

The Knowledgeum Academy Honour Code highlights the Community Values, emphasising learners' dedication to promoting and upholding the Academy's Learning Model.

By being a part of the Knowledgeum Academy's programme, learners agree to:

- Complete all work and any relevant exams associated with the programme with their ability and guidance from the educators.
- Use Knowledgeum Academy's ERP account for any communication and do not let anyone else use their login credentials and/or password.
- Not engage in any activity that would dishonestly improve their results, or dishonestly improve or hurt the results of others.
- Not replicate problems or answers for quizzes, exams, or any other means of assessing her/his performance.
- Not post Knowledgeum Academy's materials outside the programme (e.g., publish screenshots of or videos from course pages).

Learners are entrusted with the role of stewards for the Honour Code and one must encourage their peers to uphold it. Failure to adhere to the Knowledgeum Academy's Honour Code may result in expulsion from the Academy.

Behavioural Guidelines - General

Language

All learners are expected to use the appropriate and decent language of communication within the Academy premises. Use of any foul language in the class will lead to suspension from regular classes for a day, and compulsory counselling sessions for a week. All learners must communicate in English during class hours other than the language acquisition classes. Learners have the freedom to communicate in their mother tongue or any other language of convenience during their leisure time.

Dress code

Decent trousers/jeans and the Academy t-shirt are the dress code that all learners will follow on regular working days. will be guided with the dress code on special occasions and functions.

Be Respectful

- Learners should treat their classmates equally and maintain healthy friendships with everyone. Do not discriminate, everyone has equal rights.
- Unhealthy friendship or display of inappropriate closeness with anyone within the Academy premises is prohibited.
- Do not hurt anyone in the Academy through words, actions or any other means.
- Respect the elders, resource personnel, guest lecturers, administration staff, university representatives or any invitee to the Academy.

Illegal Possession (Zero Tolerance - Read Below*)

- Prohibited Possession: Carrying any illegal materials to the Academy is strictly prohibited.
- Unauthorised Items: Possession of weapons, tobacco products, narcotics, alcohol, or any restricted items for minors is strictly illegal.
- Campus Inspections: The Academy reserves the right to conduct random inspections of your belongings while you are on campus.

Disciplinary Action Procedure:

- **1st Incident:** Warning letter from the mentor educator/homeroom educator followed by an hour of counselling by either of them. The incident is recorded in the learner's file.
- **2nd Incident:** An apology letter countersigned by the parent, one-week counselling session (1hr/day) by the school counsellor.
- **3rd Incident:** The parent/guardian is required to be present before the Academy's disciplinary committee. Depending on the severity of the case, the disciplinary committee decides the duration of the suspension. The parent/guardian must arrange professional counselling for the learners and the corresponding document to be produced after the suspension period.

- **Repeated Incidents:** If the disciplinary committee establishes that the learner is a threat to the well-being of other learners at the Academy then the learner will be terminated from the Academy effective immediately. Otherwise, failure to comply will result in the learner's suspension for an extended period, with the possibility of readmission subject to the terms and conditions set by the disciplinary committee.