

AFRICAN LEADERSHIP ACADEMY HANDBOOK FOR STUDENTS & PARENTS

2015-2016

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Laser Park
Honeydew 2040
South Africa

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Private Bag X1
Northcliff 2115
South Africa

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deansoffice@africanleadershipacademy.org



2015-16 ALA Calendar

Term Dates and Signature Events

TERM I

Monday 24 – Tuesday 25 August	Faculty and Staff Academy Conference
Tuesday 1 September	Year 2 Students Arrive
Thursday 3 September	Year 1 Students Arrive
Thursday 3 September	New Parents' Orientation
Thursday 3 – Friday 4 September	Year 2: SEP Kickstart at Konka

Monday 14th September	Seventh ALA Opening Ceremony
Tuesday 29 September	SEP Board Meeting I
Tuesday 17 November	Anzisha Awards Gala Night
Friday 2 October	Wellness Day
Saturday 3 October	Eid Al Adha

Friday 23 – Monday 26 October	First Mid-Term Break
Tuesday 27 – Friday 30 October	Seminal Readings I
Saturday 31 October	Africa's Unsung Heroes Day
Friday 20 – Sunday 22 November	Second Mid-Term Break
Friday 11 December	End of Term – Students to Depart

TERM II

Tuesday 5 January	Students Return to Campus
Wednesday 6 – Saturday 9 January	Seminal Readings II
Friday 15 January	Africa Land of Opportunities Day
Tuesday 26 January	SEP Board Meeting II
Friday 5 – Saturday 6 February	Parents' Weekend
Saturday 6 February	Founder's Day Celebration
Saturday 6 – Tuesday 9 February	First Mid-Term Break

Saturday 27 February	Sports Derby Day
Saturday 5 March – Monday 7 March	Second Mid-Term Break
Wednesday 16 – Sunday 20 March	ALA Model African Union Conference
Thursday 24 March	Enterprise Fest
Friday 25 March	End of Term – Students May Depart

TERM III

Sunday 3 April	Students Return to campus
Tuesday 19 April	SEP Board III
Saturday 23 April	ALA Scientific Research Symposium
Friday 29 April	ALA IRC & Humanities Research Symposia

Tuesday 3 May	Cambridge International Exams begin
Friday 21 May – Monday 23 May	First Mid-Term Break
Saturday 23 – Sunday 24 May	Africa Day Weekend?
Saturday 23 - Monday 25 May	Africa Day Long Weekend for Year 1 Students?
Tuesday 7 – Thursday 9 June	Academy Seminars
Saturday 11 – Wednesday 15 June	Seminal Readings III
Thursday 16 June	Tambali Celebration
Friday 17 June	ALA Graduation, End of Term

Quick Reference and Contact Information

This information will be updated in September, 2015 to reflect new appointments.

Please try the switchboard during business hours (7:30am – 4:30pm SAST) for all general ALA queries or to reach a member of staff.

ALA Switchboard +27 11 699 3000

ALA Emergency +27 71 8583936

Dean's Office (For General Student Queries) deansoffice@africanleadershipacademy.org

Uzo Agyare-Kumi, Dean UAgyare-Kumi@africanleadershipacademy.org
 Mobile Phone (*After-Hours Emergencies Only*) +27718509045

Michael Gyampo, Deputy and Director of Studies MGyampo@africanleadershipacademy.org
 Mobile Phone (*After-Hours Emergencies Only*) +27 84 496 4429

Kofo Kuyinu, Assistant Dean of Pastoral Care KKuyinu@africanleadershipacademy.org
 Mobile Phone +27 71 856 6159

Along with your child's faculty advisor, this Assistant Dean should be your first point of contact should you have any questions about arrivals and departures, or any unique situation that your child may face outside the classroom – such as a family matter that arises at home.

Claire Wilson, Head of Year One CWilson@africanleadershipacademy.org

Chemeli Kipkorir, Head of Year Two CKipkorir@africanleadershipacademy.org

Year Heads support students with the academic transition to ALA and in identifying opportunities beyond ALA

Finance Office finance@africanleadershipacademy.org

The Finance Office should be contacted with any queries regarding school fees or other financial matters.

Gavin Peter, Director Student Life, Arts & Culture gpeter@africanleadershipacademy.org

School Nurse BEkna@africanleadershipacademy.org
 Mobile Phone (*After-Hours Emergencies Only*) +27 82 309 1367

Ndafuna Masuku, Student Life Administrator NMasuku@africanleadershipacademy.org

ALA Postal Address for Student Mail **ALA Physical Campus Address**

Postnet Suite #413
Private Bag X1
Northcliff 2115
Johannesburg, South Africa

1050 Printech Road
Laser Park
Honeydew 2040
South Africa

EMERGENCY CONTACTS

Nationwide Emergency Response

112 (cellphone)

10111 (landline)

Ambulance

082911

Honeydew Police Station

011 801 8613/4/5



Our Mission

**To transform Africa into a peaceful and prosperous continent
by developing and supporting its future leaders**

Our Values

Integrity

We are people of our word, with the courage to do what is right.

Curiosity

We challenge the status quo and take the initiative to pursue new ideas.

Humility

We are thankful for our opportunities and are aware of our limitations.

Compassion

We empathize with and care for those around us.

Diversity

We respect all people and believe that difference should be celebrated.

Excellence

We set high standards for our own achievement and celebrate the achievements of others.

Table of Contents

ALA ACADEMIC CALENDAR 2015-2016	1
QUICK REFERENCE AND CONTACT FORM	2
MISSION & VALUES	3
I. WELCOME TO ALA	6
Letter from the Dean	7
Introduction	8
What to Bring	9
Communication with Your Child or the Academy	10
Visitor Policies	11
Student Fees	11
Arrival and Departure policy	12
II. STUDENT LIFE: LIVING THE ALA VALUES	13
ALA Values: Personal & Community Expectations	14
Weekly Timetable & Daily Life	15
Extracurricular Activities	16
Student Government	17
House Programme	18
Spiritual Life Programme	18
Health Services	18
Student Support Team	20
Security, Safety & Emergency Procedures at ALA	21
External Relations	24
Life after ALA	25
Library	26
Campus Employment	26
III. ACADEMICS AT ALA	27
Course Catalogue	28
Classroom Environment	25
Workload & Academic Support	25
IV. DISCIPLINE: Rules, Rewards and Sanctions	29
Behavioral Expectations	30
Rewards & Sanctions Policy	30
Honour Council	32
Disciplinary Council	32
Academic Integrity of Students	33
Attendance Policy	35
General Campus Rules	35
Technology Policy	38
V. RESIDENTIAL LIFE: Making a home at ALA	40
Residence Mission	41
Residential Behavior Policy	41
Residential Procedures	41
Dining Hall	43
Student Leadership in the Residence	43
Residence Facilities	44

I. WELCOME TO ALA

Getting Started

Dear ALA Students, Parents and Guardians

Sawubona,

Welcome to African Leadership Academy, South Africa.

It is my pleasure and honor to extend you a warm welcome and congratulations on behalf of the entire Academy family.

We hope that this two year journey will be one of the most exciting, transformative, challenging and fun periods of your life. You were selected from a pool of competitive applicants because you demonstrated the potential to influence Africa's future as a leader on the continent. We have much to learn from you, and you have much to teach and learn from each other. We hope that you will take full advantage of your time at ALA to explore your interests, discover new opportunities, and to grow as an entrepreneurial leader.

This Handbook contains important and useful information to guide you as you prepare for, or continue with, your time at the Academy. While the Handbook contains several important rules and regulations, it also seeks to define the spirit and the values of the Academy. **As a citizen of the ALA community, it is your responsibility to be a steadfast steward of our shared values.** It is your commitment to these values that will demonstrate to the world what African Leadership Academy stands for and seeks to achieve.

As a member of the Academy's community, you have a truly unique, once-in-a-lifetime opportunity to individually and collectively evaluate, reengineer and strengthen the Academy's standards for generations to come. For the period you are at the Academy, I hope you will be the best that you can be and put in your greatest effort. I hope you will explore new opportunities, and I hope you will have a tremendous amount of fun. I am sure you are up to this challenge, and I look forward to sharing a remarkable journey with you in the year ahead.

Warm regards,

Uzo Agyare-Kumi
Dean of the Academy

INTRODUCTION TO THIS HANDBOOK

Welcome to African Leadership Academy! This handbook contains very important and useful information for all students, parents and guardians. For example, it contains information for parents and guardians on how to contact the school in case of emergency. It also contains information for students about living in dormitories, joining sports and activities, and understanding the Academy's expectations of them. We recommend that each student takes the time to read and understand the contents of this handbook with their parent(s) or guardian(s).

Students are expected to be very familiar with the contents of this handbook by the time they arrive on campus. During orientation, all students will read this book together in a public forum. The Academy will provide each student with a copy of the handbook when they arrive on campus. Please note that edits are made to this handbook as and when required, and any such will be communicated to you as an addendum.

WHAT TO BRING TO THE ACADEMY

Packing list

We recommend that students bring the following with them to school. You are advised to not bring more than your luggage allowance, as the school will not pay for extra luggage charges. Also remember that you may be taking even more with you on your departure than you came in with, hence the need to leave some space in your bag!

Clothing

FOR USE WITH UNIFORM:

- 7 - 10 pairs of underwear.
- 7 - 10 pairs of dark socks
- 1 pair black school, non-design shoes (no heel)

FORMAL:

- 1 to 3 sets of formal clothes and 1 to 3 sets African / traditional wear

CASUAL - WEEKENDS

- Short sleeved shirts or t-shirts / tops (avoid spaghetti strap, cut off or tank tops)
- Jeans or long pants
- Appropriate length shorts
- Summer dresses
- Sandals or light foot wear

SPORTS

- 2 or more Sports pants/shorts
- 2 or more Sports t-shirt /top
- 1 Pair of trainers/sports shoes
- Sports bra

WINTER: *please be sure to pack warm clothing, as South African winters can get very cold*

- Set of thermal underwear and warm stockings.
- Woolen hat, gloves, scarf – school colours only permitted
- Very warm jacket or jersey – school colours only permitted.

Please Note: All accessories, e.g. hairbands, scarfs, clothing, must be school colours (black or maroon) if to be worn with uniform.

Other

- 1 cell phone; should you have a phone that is locked by your network provider, please ensure the phone is unlocked for use with other SIM cards before arriving
- Prescription medications. (see “Health Services” section)
- Koran, Bible or any faith-based materials.
- One national newspaper from your country from the week before you leave (for an African Studies project).
- Photographs of family and friends
- Personal toiletries
- Alarm.
- 2 Small padlocks and keys for room safety cupboard and locker.
- Torch.
- South African adaptor for plugs.
- Personal laptop.

Items provided by the Academy (i.e., “What not to bring”)

Students do not need to bring any of the following, which will be provided by the school:

- Calculator, compass, ruler or other learning aids.
- Daily school wear (the school will provide uniforms for the school week).
- Sheets, blankets and pillows.

Electronics and personal devices

Students are permitted to bring some personal electronic devices, though the school will not be responsible for lost or stolen items. Students may bring their own cell phone, lap top, camera, or music player, for example. Personal electronic devices are not permitted in classrooms. If personal electronic devices are used during class, they will be confiscated and returned at a much later date.

Computers

Students will have access to internet on the ALA campus, and are required to have their own computer. All students must keep careful watch over their computers, as they carry the device at their own risk! Personal laptops should be wireless 802.11 compatible, with a contemporary operating system. ALA will provide necessary software for its courses, including the Microsoft Office Suite.

Vehicles

Students are not permitted to keep or drive vehicles on campus.

Safe-keeping

To eliminate risk of loss or theft, students should not bring important valuables or jewelry to campus. All valuables must be kept locked in the room cupboard at all times when not in use. Students must not keep money unsecured. Upon arrival at school, every student will be asked to turn in their passport to be kept in the school safe during the year.

Money

Students arriving on campus with large sums of cash (e.g., to have on their person while traveling to South Africa) must deposit this into the personal bank account they will open upon arrival. ALA opens Student Achiever bank accounts with Standard Bank in South Africa for all students. Parents

should send pocket money for students via direct deposit into this account, or via Western Union or Moneygram if the service is available in your country. Please note that South African banks will only accept foreign money in US\$ and/or Euros. Please do not bring money in the currency of your home country unless it is in the above-mentioned currencies. Students without pocket money can apply for a campus job to earn the necessary finances.

We estimate that a student needs R200 - R250 per month for basic health and hygiene essentials.

COMMUNICATION WITH YOUR CHILD OR THE ACADEMY

Telephone

You can reach the Academy by calling the main switchboard number at +27 (0)11 699 3000. Reception operating hours are between 7:30am and 4:30pm South Africa time. A receptionist will answer your call during normal business hours and on non-holiday days. In case of an after-hours emergency ONLY, you may call the ALA Emergency phone at +27 (0)71 8583936.

Students are strictly prohibited from using their phones outside of the Residence at any time. If you need to contact your child urgently during class hours, contacting the school directly will be the most effective method.

Students will be able to make international calls on their cellphones, or with calling cards purchased at the Mall.

Postal mail

As the South African postal system is not perfectly reliable, parents and guardians are encouraged where possible to contact their child by e-mail, telephone, or fax. **If you do need to send postal mail, it is strongly recommended that you register your letter or package or send it by courier service (such as DHL, FedEx, or UPS).** Letters and packages should be addressed to the following:

[Student's full name]
African Leadership Academy
1050 Printech Avenue
Honeydew 2040
Johannesburg
South Africa

E-mail

Every student is given his or her own ALA e-mail address where he or she can be reached. All student email addresses end in @alastudents.org.

Fax

If you need to contact your child by fax, the communication should be addressed to the attention of your child's name and faxed to +27 11 252 6190. Please note that the fax machine is not monitored outside the school's normal business hours or on South African public holidays.

Sending News from Home

It is very essential that any particularly bad or sad news is communicated first to the Assistant Dean for Pastoral Care. It is also worthwhile to call the student's faculty advisor. With these calls in place, the necessary support systems can be put in place to help your child. Please remember that keeping information from your child is very difficult with today's social networking media and often students find out bad news via Facebook or friends. The Academy has a strong support system ready in place to help with all these matters.

Reports and Updates from the Academy

The Dean's Office will periodically send parents and guardians academic and Student Life updates. In all, there will be about seven different communications over the academic year. The Academy will also send academic and leadership reports home to parents and guardians on a regular basis, including grades and comments from subject teachers and the student's faculty advisor. **It is essential that parents and guardians provide contact information to the Academy and update it when necessary such that these reports can be received.**

The Pastoral Care and Student Life office is always open for communication and information and is your first port of call with any questions or requests. It is also important that you notify the Academy of any changes in your contact information immediately. **Please see that ALA has email addresses and/or phone numbers for each parent or guardian.**

VISITOR POLICIES

Parents and guardians

The Academy warmly welcomes parents and guardians to visit its campus during the school year. Parents and guardians are asked to notify the Pastoral Care and Student Life office 48 hours in advance of any visit in a written communication by e-mail or fax. Upon arrival, parents and guardians will be asked to sign in with security and the receptionist. If visiting during class hours, parents and guardians may not remove their child from class but may sit in on a class with their child (Parents who want to visit during the week are encouraged to come in after lunch in order to avoid distracting the child from concentrating in class for too long). If parents or guardians would like to leave campus with a student, they must abide by the general campus leave policies (see page 20 for more information).

While the Academy appreciates the value of building healthy family and social relationships, frivolous visits by siblings and boyfriends/girlfriends are not encouraged.

General visitors

The Academy welcomes friends and family of ALA students to visit campus throughout the school year. In the interest of ensuring campus security and the safety of our students, all visitors must obtain approval from the Assistant Dean of Pastoral Care at least 48 hours in advance of visiting. A faxed or e-mailed communication from the student's parent or guardian will be required for the Assistant Dean's approval if the visitor is not a family member or on the initial list of approved visitors.

STUDENT FEES

Expectations for fee payment

Every ALA student is assessed a fee according to the fee structure received and agreed in the covenant document prior to the student's enrollment at ALA. This document is signed by the Academy, the student, and the students' parent or guardians in advance of their arrival on campus as a Year One student. Fees are expected to be paid on time according to the timeline laid out in the covenant document, and as invoiced.

The Academy takes the fee agreement seriously: an overdue fee balance may result in:

- (1) interest charges;
- (2) the inability to receive university guidance or external opportunities;
- (3) the inability to return to school at the end of a term; and

(4) a diploma withheld upon graduation.

Please see that fees are paid promptly and in full.

Deposit for incidental funds

An additional \$200 deposit will be requested each year, from which ALA will debit expenses incurred by students – such as for replacement room keys, ID cards, or examination fees. A detailed reconciliation will be provided and any unused funds will be returned by the Academy to the student upon the student's graduation.

Applying for financial assistance

In exceptional situations in which financial circumstances change dramatically for a family – such as the death of the family's primary breadwinner – a student may apply for hardship financial assistance. An application for further financial assistance is not a guarantee that such assistance will be provided. Such a request should be emailed to finance@africanleadershipacademy.org, and may take up to a month for review and processing.

ARRIVAL AND DEPARTURE POLICY

The Academy closing dates for each term are indicated on the first page of the student handbook. **All students are therefore expected to be in school until the final day of each term. Those who wish to travel on this day are free to do so only after 5pm on the last day of each term. Students are not permitted to leave before then.** Please make your travel plans accordingly and allow for time needed to travel to the airport.

- Students who wish to stay on campus should see the Student Life Administrator to put down their names and complete the necessary documentation before the end of the term.
- Students who want to travel off campus to places other than their home must make all the arrangements in conjunction with their parents. Such arrangements require written permission from parents acknowledging that the student is not under the Academy's care during this time. Written permission can be sent via email and parents can expect to receive a phone call from the Office of Student Life to confirm that permission has been granted. Airport drop-offs/pick-ups for such trips are the student's responsibility, including financial. The cost of the transport can be shared amongst students if they will be traveling together. If students need any assistance in this regard, they must see the Student Life Administrator at least 4 weeks before the planned departure date.

For special circumstances and at the discretion of the Assistant Deans, a student may be permitted to leave campus before the last day of term. Parents requiring a special pass for their child to leave campus early must send a written request to the Assistant Dean of Pastoral Care (kkuyinu@africanleadershipacademy.org). Please note that students will not be granted a special pass because of a pre-booked flight as this does not constitute a special circumstance.

Students are either on- campus or off-campus during the holiday. An on and off arrangement will not be allowed as it creates logistical challenges for the Academy.

- Students who will be off campus during the holiday must depart campus within 3 days of the last day of school.
- All students must be back on campus by 5pm on the Sunday before school resumes or by 5pm on the Monday if it is a Faculty inset day.

II. STUDENT LIFE

Living the ALA Values

ALA VALUES: PERSONAL AND COMMUNITY EXPECTATIONS

African Leadership Academy seeks to cultivate in students the skills necessary for ethical and effective leadership, the knowledge required to make informed decisions, and the courage to take calculated risks and pioneer new ideas. During their time at the Academy, students will come to realize both great frustrations and great rewards in pursuing this path of growth. The Academy seeks to develop each student as his or her own person, guided by an internal moral compass that has been tested and strengthened by the small actions, endeavors and decisions they shape each and every day. In all aspects of life at the Academy and beyond, we expect students to abide by our six values:

INTEGRITY

We are people of our word, with the courage to do what is right.

Students will live ethically and will treat others with respect. They will stand with and for the truth in all situations, and they will be honest with themselves and others in difficult circumstances. They will in all cases take responsibility for their own actions and choices. Their conscience shall act as a guide in their everyday actions, decisions and endeavors.

CURIOSITY

We challenge the status quo and take the initiative to pursue new ideas.

Students are encouraged and expected to pursue their passion for knowledge and to continuously push themselves and their peers to think critically. They are asked to delve deeply into complex problems and consider all viewpoints before formulating their own opinions and judgments. They will become active listeners and active problem-solvers: they will not just observe and learn, but they will inquire and challenge. Students at the Academy should consistently ask the questions “Why?” and “Why not?”

HUMILITY

We are thankful for our opportunities and are aware of our limitations.

Students, faculty and staff at the Academy are truly fortunate to be a part of such a strong, dynamic and exciting community. We know that our students will go on to become exceptional individuals and truly outstanding leaders. But we expect them, like all great leaders, to be aware of their own limitations, weaknesses, and opportunities for self-improvement.

COMPASSION

We empathize with and care for those around us.

The Academy aims to develop young leaders who will inculcate in themselves a compassionate commitment to understand and be sensitive to the perspectives and needs of others. ALA students, graduates, faculty, and staff will use their skills, networks and talents to serve and uplift their communities.

DIVERSITY

We respect all people and believe that differences should be celebrated.

The Academy recognizes, respects, and celebrates the diversity of its students, faculty and staff. This diversity makes our community stronger and better prepares our students for a lifetime of leadership in an increasingly globalized world. ALA students will build deep cross-cultural understanding through academic and personal experiences in which they must discover and consider the viewpoints of others, no matter how different these viewpoints are.

EXCELLENCE

We set high standards for our own achievement and celebrate the achievements of others.

ALA students, graduates, faculty, and staff take pride in their work and strive for excellence in all that they do. Our culture celebrates hard work and success, and we take time to share and celebrate the accomplishments of those in our community and those beyond our walls.

WEEKLY TIMETABLE AND DAILY LIFE

Illustrative weekly timetable

The below is an *example* of what your schedule may look like, with some variation week to week. It is based on the 2013-2014 timetable, and will change slightly in 2015-2016. A more detailed version will be distributed during orientation. Your individual schedule may differ depending on the courses, sports and extracurricular activities you choose to participate in.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07:00	Breakfast						Sleep in
07:45	Academic Courses					"A" Saturday: Academics "B": Dean's Talk	8.00 am Breakfast
							Free Time
10:30	Snack Break						
10:50	Academic Courses					"A" Saturday: Academics "B": Arts or Optional Lab	Free Time
							Lunch
12:10	House Lunch	Advisory Lunch	Lunch	Lunch	Long Lunch (Muslim Prayers)	Lunch	Lunch
13:10	Academic Courses	Academic Courses	Y1 Academics; Y2 SEPs from 13:40	Y2 Academics; Y1 BUILD Lab from 13:40	Academic Courses	Free time / Off-campus trips / Student-led activities / Optional Sports	
	Community Assembly						
15.30	Snack Break						
15:45	Sports / Physical Education	Sports / Physical Education	Y1 Clubs; Y2 SEPs from 13:40	Y2 Clubs; Y1 BUILD Lab from 13:40	Sports / Physical Education	Free time / Off-campus trips / Student-led activities / Optional Sports	
	Free Time / Clubs and Societies	Free Time / Clubs and Societies					
17:00	Free Time / Clubs and Societies	Free Time / Clubs and Societies	Guest Speaker/ Exec. Seminar or Free Time	Free Time	Free Time / Clubs and Societies	Entertainment / Cultural Exchange / Free Time	Optional Church Service
18.00	Dinner						
19.00	Prep (Self Study Time)						
21.00	Snack Break						
22.00	Check In					Check In / Quiet Time 22:30/23:00	Check In
23.00	Quiet Time						Quiet Time

A typical week at ALA

There is no such thing as a typical week at ALA. Each new week may bring an exciting guest speaker, a seminar, an organized dinner with a mentor, or the launch of a new student organization. While the schedule above illustrates what a week at ALA may look like, our schedule will be frequently adapted to accommodate special events taking place on campus.

There will, of course, be some standard features in the schedule. In general, students will have six days per week of curricular programming. Monday through Saturday have block-scheduled academic courses and student activities of varying length. Wednesdays and Thursdays are focused on our programmes in Entrepreneurial Leadership. In the afternoons and evenings, students participate in a wide range of activities including sports, clubs, guest speakers, and mentorship meetings.

Over the full duration of construction on campus, students may not return to their dorm rooms during class times. Students are expected to collect all they will need for the day in the morning as they will only be permitted to return to their rooms at the end of the school day.

In the period after exams and before end of term, students, particularly Year Two students, are expected to engage in community service either through volunteering or taking an internship or job on campus.

Late night programming

Programming during long weekends may not run beyond 12am. Should students wish to participate in an activity or hold an event in any common area beyond the normal check in time, **at least two residential faculty members must consent to chaperone the students throughout the program.** However, residential faculty members are not under any obligation to attend any programme that ends after midnight. Request for this must be sought and obtained through an email to the Head of Pastoral Care copying the Student Life Administrator, and the residential faculty members to be involved at least 48 hours in advance.

Gatherings: Assembly, Dean’s Talk, and Distinguished Guest Speakers

Each week, the entire ALA community (students and staffuly) will convene for the all-school assembly, an important time in the week when the Dean and students will share important news for the coming week (such as the announcement of a new student initiative or the introduction of an Expert-in-Residence who has arrived on campus). Every other Saturday begins with a Dean’s Talk, in which students engage directly with Academy leadership. We also seek to bring a distinguished guest speaker to campus once a month to share their experiences of leadership with our students. Every student is expected to attend each assembly, guest speaker, or Dean’s Talk session, sitting in their assigned seats in the school auditorium and dressed appropriately, semi formally or formally. Blazers should be worn for formal occasions or when formally addressing the Academy.

Meals at ALA

ALA provides three meals and two snacks each day in the school dining hall. Students are expected to be present in the dining hall for all three meal periods. Each morning, attendance is taken at breakfast. Breakfast offers students the opportunity to start the day together and with an appropriate level of energy, ensuring they are awake when classes begin. The missing of breakfast is considered equivalent to missing a class period. (See Attendance Policy for more information.)

EXTRACURRICULAR ACTIVITIES

Clubs and Societies

At the Academy, students are entrepreneurs. They are leaders. Extracurricular activities at ALA are thus created as a result of student initiative and crafted in response to student interest, and funded by a budget from the student government. As student interests change from year to year, we anticipate the set of activities and organizations on campus will evolve over time with the retirement of some activities and the addition of others.

Students are encouraged and expected to design and initiate extracurricular activities that enable them to pursue their interests outside of school. They are also welcome to approach other student groups of similar mission or scope to propose partnerships, expansions or modifications. The Academy interprets “extracurricular activities” broadly: these may include anything from clubs to student-initiated seminars to fundraisers for a cause. As far as the Academy is concerned, the extracurricular activities on offer will be limited only by the imagination of the student body and the broad internal guidelines provided around such activities. The Academy welcomes any and all exciting ideas students have for new organizations, so long as they are not perceived to be insensitive or offensive to other members of the ALA community. The process for proposing a

new student group, club or activity will be introduced and reviewed with students by the Student Life Office and the Student Government's Clubs and Societies representative.

Sports

ALA believes that physical fitness is an integral part of healthy living and recognizes that important lessons about effort, teamwork, competition, leadership, and fairness can be learned through the engagement in sporting activities. Coaches at the Academy are dedicated to the moral and personal development of their players. They seek to develop a strong sense of responsibility to oneself and one's team and a lasting commitment to good sportsmanship. The sports programme consists of two components: the recreational and competitive. Every student is required to participate in at least one of these components per term.

Recreational sports include, for both boys and girls: tennis, volleyball, cross-country running, table tennis, ultimate Frisbee, touch rugby, dance sport (FECC) and African dance. Future offerings might include swimming, rugby, netball and martial arts, based on demand and available resources. Recreational sports practice at least once a week, are open to all students and aim to provide a platform for students to explore new sports opportunities and maintain a healthy level of exercise.

Competitive sports teams practice with the goal to compete with selected schools. Competitive sports include, for both boys and girls: football/soccer, basketball, volleyball and ultimate frisbee. All students are eligible to try out for competitive sports teams, which are selected by their respective coaches. Students are expected to register their intent to try out for competitive teams during the sports fair organized by the Student Government's sports representative. Competitive sports practice at least twice a week and also include a commitment to any matches and tournaments scheduled throughout the year. The competitive programme is designed for students to further develop their skills in a certain sport and engage in healthy competitions with other schools. In order to participate in the competitive programme, students must maintain certain academic and disciplinary standards.

Students are encouraged to come with personal items like swimming costume, shin protector and other safety devices that will enable them engage well in their activities of choice.

Responsibilities of members of traveling clubs and teams

The Academy respects and applauds its students for their dedication to their academics, sports, clubs, and societies. Students must understand that joining a competitive team requires them to take on responsibilities that must be taken seriously in addition to, and not in replacement of, their academic responsibilities as students. All students should understand they are students first and athletes second, and academic obligations are to take precedence over athletic responsibilities. If conflicts continually recur, the student will need to seriously reconsider the student-athlete's participation on the team.

Students are expected to assume the following responsibilities when they join a team as a student-athlete (also see "Attendance policy"):

- They will be responsible for handing in, on time, all assignments due during an anticipated and excused absence from class.
- They will be responsible for notifying and making arrangements with individual teachers in advance to make up homework, tests, quizzes and other exams.
- They will hold themselves responsible for the equipment issued to them by the school; if equipment is returned damaged or late, coaches will refer students to the Athletic Director and the Director of Student Life for appropriate disciplinary action, and the student will be billed for the replacement costs.
- They will exercise good sportsmanship both inside and outside the competition; they will treat both their teammates and opponents with due respect and courtesy at all times.
- They will respect the decisions made by the presiding official.

- Once students have decided to join a team, attendance at practices is mandatory unless otherwise excused by the coach or school nurse.

STUDENT GOVERNMENT

ALA's student body will elect a government each year. The role of the ALA student government is to motivate students to uphold the student's culture, encourage and generate communication between the student body, the Academy's leadership and the ALA community and to serve students of the Academy in their best interest.

The Student Government is responsible for consolidating feedback on various aspects of the school through organizing school wide feedback sessions or systems that ensure each student's voice is heard. Consequently members of the Student Government will advocate on behalf of students to the administration through student representation on various committees and or policy-making forums. This representation will be upon request from the administration and/or upon request from the Student Government to be included in such forums.

All students registered in the current year of the Academy may run for office in the government. The elections will be organized by the Elections Supervisory Committee - an independent group with one member each elected from each games House. No member of the ESC may sit in the current government.

HOUSE PROGRAMME

There are six Houses at ALA, and each student, faculty member and staff member is assigned to a house. Throughout the year, houses compete in sporting, cultural and fun filled activities designed to promote communication and community spirit. The Houses are Volta, Nile, Zambezi, Congo, Tana and Niger. Members of the Houses eat lunch together to bond and plan activities each week.

SPIRITUAL LIFE PROGRAMME

African Leadership Academy values spiritual and religious diversity and encourages all students to continue practicing and growing in their faith during their time at the Academy. The Academy also promotes inter-faith dialog and understanding, which will enable more students to become more empathetic and effective leaders on this diverse continent.

ALA holds an interdenominational Christian church service on campus on Sunday evenings and a Muslim service every Friday. The Christian service is led by a student team and worship band, with rotating preachers from Protestant churches with whom ALA has a close relationship. The Muslim prayers are sometimes held together with an Imam with whom ALA also has a close relationship. The Interfaith Room is always open for prayer as determined by the campus hours. There are regular visits to churches, masjids and services off campus in order for students to meet and integrate with the local Johannesburg religious communities.

On-campus faith-based organizations, such as the Islamic Community and Youth for Christ (Y4C), are led by students to enable the growth of their peers. These groups host activities throughout the week including Bible Study, intercessory prayer meetings, morning devotionals, and worship nights.

HEALTH SERVICES

ALA has a dedicated School Nurse/Health Coach who operates the Health Department. The purpose of the department is to provide a safe and healthy environment for all students and to best meet the health care needs of students. The Academy is committed to ensuring and supporting

the good health of all its students. ALA believes in teaching students to become honest and responsible agents for their own health, and the Student Government also has a wellness representative who will attend to any issues students may raise concerning the general health and welfare of the student body. Trust in and sincerity with the Health Coach will ensure the correct diagnosis of health issues and therefore medical assistance will be guaranteed. Internet diagnosis is completely discouraged.

A basic medical insurance is offered for all students. Parents or guardians may decide to take out different medical insurance for their child. This must be communicated to the Health Coach and Admissions Office before arrival on campus. Under South African law, no person may be a member of two medical insurances at the same time.

Prescribed Medication Policy

All medication prescribed for a student must be reported to the ALA Health Department. The Health and Wellness Centre will dispense all prescribed medication, unless otherwise agreed upon. The Health Coach and/or the Student Life Office must dispense all controlled medication and psychotropic medication. The school uses a doctor and pharmacy covered by the student's school insurance, but medication covered on the students' option type is subject to a **formulary list**. Should there be a need for the doctor to prescribe medication **not** covered on this list; the student's account will be charged for the pharmacy bill.

Students on controlled medication and psychotropic medication must have monthly monitoring by a local psychiatrist and or school psychologist. The medication will be dispensed only as ordered by the prescribing physician. Any changes in dosage or time of administration must be in writing and forwarded to the health care department. The changes can be emailed to bekna@africanleadershipacademy.org or faxed to +27 11 252 6190. All such medications are dispensed on an individual basis.

All other prescription medication and over-the-counter medications are dispensed at the discretion of the Health Coach. The Student Life Office and Residential Faculty will hold any after-hours and weekend doses for students to self-administer. Members of the faculty will, from time to time and in accordance with the school policy, administer over-the-counter medication to students.

We respect the confidentiality of all students who take medication. It is the student's responsibility to take their medication as prescribed. Students must keep any medication, dispensed by the Health Centre, in a secure location. It is the expectation of the school that students are primarily self-regulating; failure to take medication is no excuse for misbehavior. Possessing medication other than that received from the ALA Health & Wellness Centre may result in disciplinary action.

HIV / AIDS Policy

The Academy's HIV/AIDS programme takes into account the ethos and the values of the community in which the school exists, and periodic conversations about such issues as sexuality, AIDS and HIV will seek to provide information and develop decision-making skills. Early in each school year, ALA holds a health and wellness day that includes an optional HIV/AIDS test. The results of those tests are confidential. The choice to reveal HIV/AIDS status lies with the individual concerned. Should an individual wish to disclose their status this information would be welcomed and would at all times be dealt with in accordance with the individual's wishes. Testing will be offered to all students, staff and faculty, but no student will be required upon entering or whilst in the Academy to take an HIV/AIDS test.

In the event of treating emergencies and medical injuries at the Academy, proper preventative care must be taken such as the use of surgical gloves. All blood should be treated as if it were potentially HIV positive. A network of counsellors is available at the Academy for those individuals affected

by HIV/AIDS. All faculty, staff, students and parents are expected to act in a way that is responsible and sensitive towards the issue of HIV/AIDS. No discrimination of any sort is permitted at the Academy.

Medical and dental services

ALA's health insurance plan provides coverage for routine health, dental and vision care with participating doctors, dentists and optometrists. There is a limit on specialist visits and certain procedures. Expenses that are above and beyond the standard cover provided by ALA will be handled directly by the student's family. ALA will not be responsible for payment of any health costs over and above that which is specified in the Academy's medical aid policy. The School Nurse/Health Coach will be available to assist students Monday through Friday.

Students who have pre-existing conditions that require special medication or specialist visits should consider remaining on their parents' insurance (if the cover extends to South Africa) or should identify a more comprehensive plan on Discovery, for which parents will be responsible.

Illness

If a student is sick, he/she must go to the Health Coach in the Wellness Centre. If a student is too sick to get out of bed, it is their responsibility to let their roommate know to communicate the illness to the Faculty on Duty and School Nurse/ Health Coach. Failure to see the school nurse in person with a legitimate illness will be considered as absence from class and may result in disciplinary action.

First Aid and Medical Emergencies

ALA commits to train some of its faculty and staff, including all residential faculty, to handle and treat First Aid and medical emergencies. There is always at least one fully trained individual on campus who is available to react immediately.

STUDENT SUPPORT TEAM

The Academy was founded to develop future leaders for Africa. Becoming a conscientious and effective leader is not an overnight task. Nor is it a one-person task. Each student's leadership skills and capabilities will be honed and developed over the course of his or her ALA career by many advisors, mentors and role models. When students arrive at ALA, they become part a development "team" – a group of people who take an active interest in their long-term development as a leader.

Advisory Programme

Each student is assigned to a Faculty and Staff Advisor who will guide on academic issues as well as other aspects of the student's life while on campus. Each Advisor will also contact parents and guardians periodically, and can be a first "port of call" for concerns that parents or guardians may have. Advisors provide feedback and personal support for students on all aspects of their development on campus, help students think through subject choices, academic goals and life beyond ALA. Advisors are available throughout the ALA experience to provide the needed guidance and support. The Advisory Family, consisting of the faculty and staff advisors and six or seven students, will meet weekly for a scheduled advisory lunch to catch up on life and progress. Many advisors also schedule one-on-one meetings with advisees.

Residential Faculty

Residential Faculty live in the dormitories to offer support to students, and to ensure that students have a safe and coherent residential experience at the Academy, with adequate adult supervision. They lead the dormitories under the guidance of the Assistant Dean for Pastoral Care. (For more information, see Section V. Residential Life)

Resident Assistants and Peer Counselors

These are selected student leaders who live on each hall and are trained to provide support and guidance to peers. (For more information, see Section V. Residential Life)

Year Group Advisor

Each year group is assigned to a Year Head, whose aim is to be the overseer of the wellbeing of the year group as a whole, and advise more specifically on the academic choices and questions that students may have. In 2015-16, the Year Group Head is Ms. Claire Wilson.

Self-Leadership Coach

There are two designated Self-Leadership Coaches who will meet with all first year students for an introductory meeting in the first term of school. The Coaches help students by offering a one-to-one opportunity to work on goal-setting, emotional intelligence skills, time and stress management, academic confidence and adapting to the ALA environment. This is a confidential resource and an alternative support from faculty, advisors or mentors.

Faculty support through Office Hours

In addition to regular class interaction with faculty, students should take advantage of the office hours each faculty member will hold outside of normal class time. Office hours are a valuable time when students can stop by, share thoughts or questions on a subject, learn more about topics that interest them, receive personalized attention for their academics, and get to know their teachers better.

Counseling Team

ALA has an active, diverse and supportive counseling and self-leadership programme on campus. There is a Clinical Psychologist and a Registered Psychological Counselor available on campus.

Students should feel comfortable going to the ALA counseling department in the Wellness Centre at any time with any issue, even if they have only been an observer of an issue that does not affect them directly. These issues may include (but are in no way limited to): sexual harassment, personal problems at home or with family, bullying, verbal or physical abuse, offensive language used by a member of the ALA community, inappropriate interactions between students and inappropriate interactions between students and teachers. The Coach can act as ombudsmen to mediate conflict between members of the ALA community.

The counselors are trained to deal with sensitive and personal matters in a confidential manner. However, if issues arise that suggest or threaten harm to the individual or to others, the counselor will be obliged to share the information with the parties, as needed to ensure student safety and well-being. Depending on the severity of the problem experienced, the counselor may go on to refer the issue to professional psychological counseling services via the health coach and general practitioner.

Mentorship Programme

An optional, growing programme is run each year to match as many ALA students as possible to a community mentor: a mid-career African professional who shares the Academy's values and is a leader in their field of endeavour. Community mentors are carefully screened and matched to students according to shared interests, backgrounds, or goals. Mentors take a genuine interest in the holistic development of the student, providing guidance and one-to-one leadership coaching. Many mentorship relationships will blossom into friendships that last long after the student has left the ALA campus.

SECURITY, SAFETY AND EMERGENCY PROCEDURES AT ALA

All ALA employees and students should maintain a high level of awareness at all times. Any anomalies should immediately be reported (see reporting guidelines below). Anomalies include but are not limited to:

- Guests who cannot articulate their reason for being on campus
- Unattended suspicious parcels or bags
- Open doors that should be locked
- Any unsupervised guest in the dormitory building
- Any persons loitering near the perimeter fence
- Open Fire doors

Fire and emergency exit doors should remain closed at all times. USING a fire door will set off an alarm for the entire school to evacuate,

Doors to residence halls must remain closed at all times. Access to these halls is by access card/fingerprint only. Any student forcing the doors or propping them open will be liable for disciplinary action.

Any student seeing an immediate threat to the safety of the campus should follow the emergency alert procedures outlined below.

After Hours

All students must follow the correct check in procedures.

Both ALA employees and students should be aware of guests staying on campus – any unknown persons on campus after hours should be immediately reported following reporting guidelines.

Reporting guidelines after hours

In the event of an EMERGENCY please notify your hall master/mistress FIRST.

General enquiries or queries will only be attended to during office hours 08h00 – 17h00 when the steps described under reporting security breaches are followed.

The dormitory building will be armed from 11pm every night until 5am every morning.

Reporting Security Breaches

Every member of the ALA community is a part of the security team. Everyone should know the procedures and take responsibility for the security of the campus. In order for security to give information or query a matter, all queries must be sent in writing via email to security@africanleadershipacademy.org

For facilities/ maintenance related items, please email facilities@africanleadershipacademy.org

All suspicious activities and anomalies must be reported by any student or ALA employee encountering them.

Reports should be made to security@africanleadershipacademy.org which will be received by the Security Manager.

If you don't receive a response within 48hrs, please forward your report to the Director of Operations, and Dean of Pastoral care.

General Emergency Alert Procedures

In the case of immediate and significant danger to the campus, the alarm is sounded to alert the community.

Emergencies are divided into two distinct categories

- Emergencies that require campus lock-down (intermittent alarm)
- Emergencies that require campus evacuation (solid alarm)

To sound the alarm in the case of a lock down emergency follow one of these procedures, whichever is least dangerous at the time:

- Find the nearest red alarm box, break the glass and sound the alarm by pressing the “Lock down” the red button.
- If your life is under immediate threat and you are able to access a cellphone, please send a text message “HELP” to Peter van Niekerk by phone text (072 759 5141) or dial 011 6993061 on extension 3061 or

Lock-Down Emergencies include, but are not limited to:

- Intruders on campus

The Evacuation alarm system is connected to our smoke detection system that will activate automatically after having detected signs of smoke or an abnormal increase in heat. You can also activate the alarm manually by pressing the red “break glass” fire boxes situated throughout the campus.

Evacuation Procedures include, but are not limited to:

- Fire
- Flood
- Bomb or Terrorist Threat
- Imminent Invasion

Lock-Down Procedures

In the event of a lock-down emergency, the intermittent alarm will sound throughout the campus. This is siren that sounds like a police siren.

On hearing the alarm, all students and ALA employees must proceed to the nearest area of safety and lock or barricade themselves in.

- If you are in a classroom, remain there and lock/barricade the door.
- One person in the classroom should check the hallways for any students and bring them into the classroom before locking the door.
- If you are in the dormitories, remain in your room and lock the door – do not enter the hallways.
- If you are in a bathroom, remain there. Do not enter the hallways.
- If you are in the hallways, proceed to the nearest room and lock the door.
- If you are outside, proceed to the nearest building and lock yourself in.
- If you are in an open or exposed building (e.g. the dining hall), proceed to the back or to a more sealed or enclosed area.
- Do not go outside.
- Remain locked in until you receive notification that the threat has passed.
- Notification will be in the form of a code word, currently the code word is “White Peacock”

Once the lock-down ends, proceed to the assembly points for roll call.

Evacuation Procedures

In the event of an evacuation emergency, a solid alarm will sound throughout the campus. It will sound like a fire siren.

On hearing the alarm, students must immediately exit buildings in a calm and orderly manner and proceed to the assembly point (soccer field).

If the threat is between you and the Soccer field or in the event that it is raining then proceed to the alternate assembly point, the Dining hall.

No one should re-enter any building on their way to the assembly point. Please keep clear of buildings where possible.

No one should return for belongings.

On arrival at the assembly point, students and residential faculty should assemble by hall for ease of roll call.

On arrival at assembly point, staff and non-residential faculty should assemble by department for ease of roll call.

If someone is missing, immediately notify the person directly above you in the reporting guideline. Do not leave the assembly point unless specifically told to do so.

Once the roll call is complete and the threat has passed, all community members will be allowed to return to their work or given further instructions.

Drills

To ensure that emergency procedures are well known by all members of the ALA community, regular drills will be carried out by everyone on the ALA campus.

If you hear an alarm, you are required to act as though the emergency situation exists.

Drills will be carried out at varied hours, including during class time and during the night. Because the community must be prepared for an emergency at any time, drills must be conducted under all circumstances.

The frequency of the drills will be indirectly proportional to the accuracy with which procedures are followed. I.e.: the more accurately students and employees follow the procedures, the fewer drills will be necessary.

Any member of the ALA community who refuses to follow emergency procedures during a drill will be considered to be in breach of policy and will be liable for disciplinary action.

Violent Crime Emergencies

If possible always be aware of your surroundings. Being aware increases your chances to avoid becoming a victim dramatically. If you do fall prey to attackers the aim is that everyone survives the crime. Accept the fact that, in general people will lose valuable possessions, yet life is much more important.

If you are confronted by Hijackers / Armed Robbers / Attackers:

Alert security, and any responsible adult from ALA community immediately as soon as you are able to.

Answer the 5w's and 1H questions whilst reporting the incident.

Don't take careless risks, it's not worth it.

Do not look the attackers in the eyes unless instructed to do so.

Do not lose your cool, threaten or challenge the hijackers / robbers / attackers.

Do exactly as told by the hijackers / robbers / attackers as far as possible.

Surrender the vehicle or valuables and move away.

Preferably move to well-lit areas or areas where you are likely to find help.

Answer any questions truthfully (If the hijackers/ robbers find out or suspect that you have lied to him he is more likely to turn violent).

Make your hands visible to the hijackers/ robbers, and make slow movements.

Gather as much information as possible without posing a threat (How many attackers, what are they wearing, their ages and any facial and physical features, unique features (scars, etc.), get-away vehicles and registration details, direction they fled, etc.).

Medical Emergency Emergencies

In the event of any medical emergencies immediately contact the on-duty nurse or AOD who will contact emergency medical services. You can ensure quick arrival of trained emergency personnel by providing the necessary information (5W's and 1H).

What to do if any person is injured or becomes ill:

Please call for the help of the hall master or mistress or faculty member immediately.

Assess the situation to be able to give as much information as possible.

Use your senses to evaluate if there are any hazards (i.e. smell for gas and other harmful chemicals, feel for unstable structures or hot surfaces, look for any dangers (attackers, etc.), listen for gunfire / explosions or other alerting noises).

Only assist if your personal safety is not at stake. It is unnecessary to become a casualty yourself.

If safe, check if the person is responsive (Hello! Can You Hear Me!?).

Remain calm.

Do not hang up unless the phone unless so instructed.

Do not move the victim unless there is danger of further injury.

Do not give victims anything to eat or drink. You are not authorised to give any medication to the injured or ill including pain pills.

Secure the surrounding area and allow the emergency services to do their job.

Emergency Contact List

Peter van Niekerk ALA (Security Manager) +27 (0) 72 759 5141

ALA security room ALA +27 (0) 11 699 3061

27/7 Security Systems Office Number +27 (0) 11 444 2239 (EXTREME EMERGENCIES ONLY)

Student ID Cards

Each student will be issued with a student ID card and a unique student ID number. This ID card is very important as it represents the student's presence on campus and carries private and security sensitive information. All students must be extremely careful to guard their IDs safely. Students should carry this card around with them at all times on and off campus.

On Campus Safety and Security Guidelines

- Always exercise good judgment with people not affiliated with the Academy. Students should exercise common sense and caution with new acquaintances not affiliated with the Academy. Be careful sharing your phone number, address, information about other students, or information about school events with people you do not know well or trust.
- Be aware of your surroundings at all times. Report any suspicious activity or people you observe to on-site staff immediately.
- Always lock your door when leaving your dorm room for the day.
- Never lock your dorm room when you are inside for prep or during the night – such that you can evacuate in a fire or emergency.
- Always lock your valuables in your cupboard.
- Never light an open flame of any kind in a school building, for any reason.
- Do not leave your belongings unattended.
- Remain in designated areas at all times, per Academy policy.

SEVERE WEATHER, LIGHTNING, AND NATURAL DISASTERS

ALA may adjust its programme or student expectations in the event of a natural disaster or severe weather, and any adjustments will be communicated by the Dean's Office. However, all students and staff are expected to follow the Lightning Policy at all times to avoid the possibility of a lightning strike. The expectation when thunder is heard or lightning is seen on the horizon is that all sporting and outdoor activities will cease, and will only resume when no lightning has been seen or thunder heard for thirty minutes.

OFF-CAMPUS PROCEDURES

Campus leave policy

We trust that students will treat campus leave privileges seriously and responsibly. To ensure student safety, the Academy expects students to adhere to a very clear-cut, no-exception campus leave policy. All exits from campus must be requested at least 48 hours in advance (if it is for either Saturday or Sunday, permission must be requested by latest Friday). The following information is required without exception:

- Name of student
- Destination (detailed address required)
- Date and Time of Departure (cannot be within regular lesson time unless approved by Deputy Principal).
- Date and Time of Return (will be strictly checked)
- Contact Telephone Number (must be a South African number and on a fully charged working phone).
- Chaperone (must be approved – and this chaperone agrees to be legally responsible for the student for the full duration of the exit).

Students will post one copy of their off campus pass on their dorm room door and will present another to security upon exit. Upon return, the student and their chaperone must sign back in with security. At any time that a student will be later than the approved time, the administrator on duty must be informed.

Students can leave campus for a weekend with a parent/guardian, teacher or mentor with advance approval. However, all overnight stays must be with other students of the same gender. Family friends wishing to take a student off campus must be pre-approved by the student's parent or guardian. Parents should email a list before student arrival of acceptable friends or family members who live in South Africa and who are approved to take their child off campus. If a proposed chaperone is not on the approved list, parents will need to send email confirmation for this chaperone 48 hours in advance of the visit. A form has been provided in your admissions pack to this effect (For security and ethical reasons, giving a teenager permission to take another teenager off campus is not encouraged).

Off Campus Safety Guidelines

- **Do not travel alone—always have an ALA companion/buddy.** Students should never be alone when traveling or off-campus. They should remain in a group of 4 or more. If students separate from their group, they will be subject to disciplinary action.
- **Define a meeting place.** On off campus trips, you will make an agreement with the driver regarding the meeting location and time before you disperse. You must be on time or risk losing off campus privileges.

- **Always have:**
 - ☑ Your cell phone and your companions' phone numbers
 - ☑ A copy of your passport but not your actual passport
 - ☑ Some cash but not excessively large sums of money. In case of emergency, some nominal cash may be needed for calling cards, phone credit and other services that may only take cash.
 - ☑ Your regular medications. If you take daily medication or may require allergy or other medications (e.g., an inhaler), bring your medication with you, just in case.
 - ☑ Your ALA ID and Emergency contact numbers
- **Do not bring:**
 - ☒ Any valuables
 - ☒ Original copies of identity documents
- **Do not leave the beaten path.** The Academy trusts that students behaving responsibly will be safe within the mall or approved zones when off-campus. Students who disregard these zones are clearly violating the campus leave policy and risk their own safety and the safety of others. Unauthorized exploration outside of the safe zones is grounds for disciplinary action.
- **Be discreet and inconspicuous.** Students should not actively position themselves as soft targets for danger or crime. Do not carry or wear valuables (e.g., cash, jewelry, electronic devices, etc.) if it can be avoided. Ensure that any valuables on your person are not visible to others. Exercise common sense and do not make yourself conspicuous by dress, speech or behavior.
- **Never catch a ride.** Students are only permitted to travel in approved ALA motor vehicles. Riding in taxis or buses is prohibited. Instances of hitchhiking or riding in an unauthorized vehicle (including taxis and buses) are grounds for disciplinary action.

Exceptions

The above policies regarding campus leave may not apply in the case of an unforeseen medical, family or other emergency. These exceptional situations will be referred to and handled by the Dean or Head of Pastoral Care.

Student Government Mall Trip

To join Student Government-organized excursions to nearby shopping malls (e.g. Northgate Mall and Clearwater Mall), students must:

- Sign up before the designated deadline
- Sign up with a buddy
- Contact telephone required
- Clearly chosen departure and return time.
- Take the Risk Assessment quiz to prepare for any risks.

These mall trips are offered every 4-6 weeks and provide students with easy access to shopping, movies, hairdressers, pharmacies and banking. Students are not permitted to incorrectly sign up or stay at the mall after the last bus departs for campus or they will be subject to disciplinary action.

OPPORTUNITY TO ENGAGE WITH EXTERNAL PARTIES

Academy students are able to take advantage of unique opportunities to engage with and learn from active leaders and entrepreneurs who are at the top of their fields in the “real world.” These unique developmental opportunities may come in the form of Executive seminars, interactions with guest speakers, meals with the Dean or the Academy’s founders, or conferences taking place around the world. When these opportunities present themselves, students should strive to take full advantage – by doing background research well in advance, by preparing questions and thoughts for guests, and by thinking critically about their own developmental objectives.

Guests and Visits to ALA

ALA receives many guests to campus on a daily basis. The Academy prides itself in projecting the African tradition of warmly welcoming guests and making them feel at home. Students are expected to always be conscious that the campus outside of the Residence is a public place and that they must be properly attired and be presentable. ALA students have a culture of stopping to greet all guests to campus and are never ‘too busy’ to introduce themselves and make our guests feel at home. Visitors to campus leave with indelible impressions and a strong connection to the campus, the students, and ALA’s mission.

Student Ambassadors

Each year students may apply to become an Ambassador and serve as “the face” of the Academy. This prestigious position is open to all students who will submit a written application and then go through a personal interview. The Ambassadors will function to welcome guests, host meals, give campus tours, and guide guests through the schedule of their visit, including taking them to class with them amongst other roles. Ambassadors aim to leave our visitors with a lasting impression of our young leaders, and hopefully inspire future visits and further engagement,

There are a few broad categories of visits to campus.

- **General Informative Visits:** this category of visits is the most broad, and can range from a simple introductory visit, to specific themed visits, interim visits by funders as part of their reporting schedule, and visitors that may eventually donate to ALA or develop another mutually beneficial relationship.
- **Distinguished Speaker Series (DSS):** Held once every month the DSS aims to attract luminaries from across the African continent, whose personal stories or professional successes are aligned to ALA’s mission and core values.
- **Executive Seminars:** These visits are intimate seminars between speakers and students, held approximately once every two weeks. These visits require student sign-up and cater to a broad variety of student interests. Seminars may also take place during class time to provide additional depth and scope to topics being treated in the subject area.

Media, Photographs and filming

ALA hosts many media visitors and students will go through media training to prepare them for various interactions. Visitors often take pictures and videos of students, or of particular events. The External Relations office will ensure the signing of any indemnity forms in order to protect students involved, and such students will be given the necessary guidance before an interview. Students have the right to refuse to be photographed and filmed. For any interviews, a member of the External Relations team will always be present.

LIFE AFTER ALA

University and College Guidance

The Academy is dedicated and committed to the long-term success of its students. A full-time team of experienced university guidance counselors will work with students to help them prepare for and navigate the entire university application process; they will help students identify schools that fit career goals and interests, prepare for entrance exams and interviews, and identify and secure scholarships and financial aid. Finally, guidance staff will work to educate students about all of their options in order to help them make an informed decision when they hear back from universities. The university guidance staff is committed to ensuring that ALA graduates maximize their chances of gaining admission to and financial assistance from the universities that best match their interests and needs. Students are expected to follow the expert guidance they receive from counselors and should expect to dedicate a significant percentage of their third and fourth terms

at ALA to producing high quality college and university applications. **The Academy does not however, “guarantee” that a student will gain entrance to university: university applications are ultimately the responsibility of each student, and students are provided with ample institutional support to ensure they make a good impression. In the end, admissions decisions are made by the colleges and universities and cannot be guaranteed by the Academy.**

Please note that as part of accepting admission to ALA, you consent to release student information from the college or university you choose to attend after ALA. This information will always be kept confidential, but will be used to shape the Academy’s academic and university guidance program.

Career Guidance

The Academy is well-placed – with its cohesive network of students, families, mentors, donors, corporate sponsors, and friends – to assist both recent university graduates and current ALA students in sourcing excellent internship and job opportunities across the African continent. Career counselors with ALA’s “Africa Careers Network” team will help both students and alumni think through long-term career goals and tradeoffs or difficult decisions they will have to make. They will also help students and alumni get in touch with other members of the ALA network to learn more about different career fields and to get perspectives and advice from people working in those fields.

Internships and Gap Year Opportunities

ALA has a dedicated wing on campus that designs and manages internship opportunities that are of mutual benefit to our partner organizations and ALA. Internships are typically undertaken during our school holiday, June to August; but may be available at other times throughout the year. The ALA Internship Programme is critical to the development of young leaders as agents of positive change for Africa: through these opportunities, students and alumni will practice what they learn in their leadership and entrepreneurship classes, explore career options, gain exposure to industry fields and learn about the inner workings of a wide variety of organizations across the continent.

Graduate Support Program

Our graduate support system is designed to help students succeed in their path post-graduation. The ALA Host Family Programme aims to match all university-bound graduates with a host family in their area who can help them settle into school, provide overnight housing during some school holidays, and act as an extra source of support as you adjust to a new city or country. The ALA Chapter system consists of local volunteer organizations in many regions of the world. These Chapters hold social and leadership development events, including ALA graduate reunions, Indabas, graduate welcome dinners, and arts/cultural events. Some Chapters also host ALA fundraising events. The Chapter system aims to reconnect graduates and introduce them to the wider ALA network.

LIBRARY

The heart of the academic wing of the Academy is the Frederick S. Pardee Library for the Future of Africa, a dynamic, responsive environment that works to meet users’ cultural, informational, intellectual, and social needs. The Library is the information center for the ALA community and provides the support needed for student-led research activity. The ALA library is open to students six days a week and contains online resources to fully equip students and faculty in their work. Attached to the Library is a computer lab, an Art studio, a Recording Studio, a Media lab and a group study room.

CAMPUS EMPLOYMENT

There are a series of employment opportunities available on the campus open to students who wish to earn money and/or wish to develop skills and experience. Campus jobs are posted on a regular basis in the Student Life office, and applicants will submit a CV and a professional reference in order to secure the job. Salaries are paid on a monthly basis.

III. ACADEMICS AT ALA

Our Unique Curriculum

Course Catalogue

The annual course catalogue contains all the necessary information about academic courses and graduation requirements.

Classroom Environment

African Leadership Academy's faculty comprises outstanding, innovative teachers from across Africa and around the world. Some are lifelong teachers and scholars, while others have worked as practitioners in their fields - as leaders and entrepreneurs in the fields of science, business, and public service. All ALA faculty members share a belief that young people can change the world. They lead provocative, interactive classroom discussions and support independent exploration into topics of interest. They help ALA students turn their dreams into reality.

At African Leadership Academy, all students are exposed to innovative teaching methods that help them develop the skills to question, analyze, create and take action throughout their lives. As much as possible, courses at the Academy are taught following a discussion-based approach. Classroom tables are typically arranged in a circular fashion to allow students to see each other and converse – rather than the conventional traditional classroom format with rows of tables facing an instructor. Our teachers often assume the role of guides, rather than lecturers in the learning process, and they seek to draw out the varying perspectives of the young leaders they coach. This approach to learning gives each student the opportunity to hear and understand varying perspectives on challenging issues. The student will be expected to actively engage in the discussion-based learning process.

Workload and Academic Support

The students at ALA have been selected because they have the potential to accomplish great things – but accomplishing great things will require hard work. ALA students can expect to be challenged from the moment they arrive on campus. They should allot and plan for a minimum of 18 hours per week of homework and personal study time. Schoolwork at the Academy is designed to be rigorous and thought provoking, and can often include group-based work. Given the additional demands of sports, extracurricular activities and the Culminating Project, students will need to learn to plan ahead and manage their own workload and commitments in order to meet classroom expectations while fulfilling their obligations to others outside of class. Time management skills will be taught in Entrepreneurial Leadership classes and emphasized by ALA's Self-Leadership coaches.

Guidelines for Obtaining Leave from Classes for Out-of-School Events

Students typically request to sign out from campus, and from formal classes, for one of four reasons:

- (i) ExOpps - events officially sanctioned by the Academy, and often processed by the External Relations Department.
- (ii) University admissions/enrolment related visits, often processed in conjunction with the College Guidance & Counselling department
- (iii) Personal or family-related events that may require travelling.
- (iv) Requests for early departure from campus at the end of term.

1.0 External Opportunities (ExOpps):

ExOpps are typically programme and events which allow participants to enrich their knowledge or experience in an area of interest related to a future career, or which enable exposure to experiences crucial for their leadership development. ExOpps include visits to live sets, conferences, summer programs, and opportunities for speaking engagements.

1.1 Sign-Out Procedure for ExOpps

- (i) The Officer-in-charge first emails Year Heads about students who have been selected for the ExOpp. This is to enable the Year Head review the suitability of elected candidates early in the process. Opportunities found by students must also be assessed and processed by the ExOpps officer, and Year Heads must hear from the same, in order to proceed.
- (ii) The student obtains their sign-out form from either the administrator at the Student Life Department or the Faculty Assistant, and first takes it to the Year Head for their signature.
- (iii) The Year Head checks to ensure that all subjects missed are appropriately entered on the form.
- (iv) The Student then visits responsible faculty in each class they would miss, to fill in work missed and recommendations for making up work done in the period of their absence.
- (v) Sign-out forms must be returned to the Student Life Department, at least, 48 hours prior to the date of the ExOpp, to ensure processing.

NB: Students need to be proactive about making up for any missed work, and teachers must ensure that they follow through with the student to make sure outstanding work is covered.

2.0 University/College Related Trips

- (i) Students who are invited to visit universities for the express purpose of interviewing for admission or participating in a scholarship event may be granted permission to attend. Students should follow the normal sign out procedures, but, in addition, must have the support of their faculty advisor and university guidance counselor.
- (ii) Students wishing to visit universities or colleges should use long weekends and holiday periods to make their visits. It is unlikely that a student would be granted leave to visit a college or university during exam time or if on probation.

3.0 Personal/Family-Related Events

The Academy's leave policies are generally geared towards ensuring that students suffer minimum disruption from external events unrelated to the curriculum or the wider academy program.

Students (and families) need to appreciate that, over and above the formal classroom engagement, a significant component of leadership development programming happen within the day-to-day student-life activity scope, represented by sports programs, clubs and societies engagements, varied student-led activities, house events and competitions, organized off-campus trips and general student-life programmes that occur round the clock. The educational process is, therefore, not limited to formal classroom activity alone. It is also important to note the difficulty in replicating these experiences once missed.

Frequent departures from campus for personal or family-related reasons, not only deprive students of crucial class time, but also place significant pressure on them when they return as they must catch up with all the academic work they have missed. Learning and community-building opportunities are also missed each time a student leaves campus during the academic year.

It is in this context that the academy largely discourages such requests.

We will, however, be willing to make considerations, should there be a compelling enough reason.

3.1 Guidelines for Endorsing Personal/Family-Related Exit Requests

- (i) Leave requests are likely to be considered only for very close family occasions e.g. a parent's bereavement anniversary, a first family wedding, an important family ceremonial observation, the transition of a member of the nuclear family etc.
- (ii) Proactivity around informing on the planned event: the earlier information comes through to the Academy (see sec 3.2(i)), the better it is to enable adequate planning for coverage for time off campus.
- (iii) Detailed description of activity/event for which permission is being sought:
Sketchy emails that simply request for the release of a student will likely not receive a positive response. It is important to provide both a clear description of the event and motivation for the student's participation.
- (iv) Prior history of personal/family leaves: in the course of the year, a student may not take leave of school for personal/family events more than twice, except under extraordinary circumstances such as the death of an immediate family member.

3.2 Sign-Out Procedure for Family-related Exits

This procedure applies to departures during the school term. For early departure at the end of the term, please see page 12

- (i) Parent/guardian must email their request to the Deputy Principal, at least three weeks prior to the event schedule.
- (ii) The request is reviewed by the Deputy Principal's office.
- (iii) Parents can expect a response within 72 hours after receipt of request.

IV. DISCIPLINE

Rules, Rewards and Sanctions at *ALA*

BEHAVIORAL EXPECTATIONS

General behavior

At ALA, we hold ourselves and our peers to the highest standards of conduct. Our students and alumni are expected to act in a manner consistent with the mission and values of the Academy, and should always remember that they are representatives of and ambassadors for the institution.

Respect for others and the community

Absolute respect for the rights and viewpoints of others is expected at all times from all members of the ALA community. Rudeness, offensive language, profanity, and malicious behavior violate the fundamental spirit of the Academy and will not be tolerated. Dishonesty, lying, verbal or physical abuse, bullying, hazing (potentially abusive or dangerous sports or club initiation practices), intimidation, harassment and acts that endanger the safety of others are considered serious breaches of conduct and will be referred to the Dean as grounds for disciplinary action up to and including expulsion. For extremely serious offences that breach the law of the land, students may be referred to legal authorities and may face the possibility of legal prosecution.

Students are expected to respect the property of their classmates as well as homeowners and business owners in the community. Theft and vandalism of any form will be referred to the Dean for disciplinary action. This includes but is not limited to: unauthorized “borrowing” of another’s belongings; writing and carving on desks or other school property; and unauthorized removal of books from the library, athletic equipment from its storage location, or any other school property from campus.

Any student or community member who observes or is the object of inappropriate behavior should report the incident to the Assistant Dean for Pastoral Care or another trusted adult, who will handle it accordingly. If, for any reason, a person is uncomfortable going to the Dean’s Office, he or she may also go to his/her advisor, who will treat and handle the matter in confidence.

REWARDS AND SANCTIONS POLICY

Overview of Rewards and Sanctions Policy

As future leaders of the African continent, ALA students are encouraged to take responsibility for the consequences of their behaviors. Given ALA’s founding belief in the search for the underlying causes of problems, students should recognize that all actions have consequences for themselves and the community. As a community, we believe that internal self-motivation is the most powerful force in determining an individual’s behavior. Our Rewards and Sanctions policy is designed to support and guide students as they move towards this goal.

The Rewards policy aims to value the contributions of all students and support them as members of the ALA community. It reinforces and celebrates the ALA values. Rewards may be formal or informal, and may take a diverse range of forms. They may be identified and awarded by the school authorities, by teachers, or by other students. One popular award on campus, for example, is the Unsung Hero of the Month, selected by community nomination.

ALA students are expected to demonstrate leadership and embody the school’s values at all times. We strive to guide and mentor students toward this positive behavior, and in so doing will sometimes require taking sanctions to address behavior that is not aligned with ALA’s values. ALA adopts a considered and staggered approach to disciplining students to ensure equity and effectiveness; the system seeks to be fair, transparent and consistent at all times. Sanctions are related to the offense, with a clear link to corrective behavior (i.e. classroom offense carries an

academic consequence, social offence a social punishment). As a Leadership Academy, we also believe in giving students the opportunity to show improved behavior, and to encourage proper behavior from their peers, in order for sanctions to be adjusted.

Goals of the Rewards and Sanctions policy

- Reward students for effort, achievement, taking risks, meeting challenges and living ALA values and create a culture of improvement.
- Create a community in which students feel valued and supported.
- Allow students to reflect on, evaluate and take responsibility for the results of their actions, identifying how their behavior impacted others.
- Give immediate, meaningful and tangible feedback and monitor student progress.
- Achieve and uphold excellent standards of conduct and behavior.
- Ensure the safety and security of all members of the ALA community.

Rewards

The rewards system encompasses a number of formal and informal rewards for students.

- Informal praise within everyday conversations.
- Formal acknowledgement of student's achievement within class, hall, or house situations.
- A wide range of celebratory Awards.
- Values celebration of students who live ALA values.
- Extended Privileges for students who demonstrate responsibility.

Sanctions

All infractions are individual in nature. Incidents of violations of the behavioral expectations or inappropriate behavior section fall into three levels of severity:

Category 1: Infractions that can be handled immediately by a teacher or faculty on duty. Includes, but not limited to: classroom offenses, such as tardiness or absence; improper uniform attire; minor dormitory offenses such as tardiness to prep or leaving litter in the common area; tardiness to school gatherings and functions.

Category 2: Infractions that should be brought to the Dean's Office and Honour Council.

Includes, but not limited to: offenses without standard consequences, such as breaking off-campus rules; inappropriate behavior; ICT violations; abuse of campus property.

Category 3: Infractions that will be evaluated by the Disciplinary Council.

Includes, but not limited to, the below offenses. Category 3 offences are grounds for major disciplinary action, including expulsion.

- Academic dishonesty (including plagiarism, cheating, etc)
- Possession, use, purchase or attempt to purchase illegal or dangerous drugs
- Possession, use, purchase or attempt to purchase any firearm, knife or weapon
- Use of physical violence with intent to harm another person
- Theft or vandalism of another person's property
- Sexual or other harassment, if established to be at fault
- Sexual relations of any kind
- Repeated Category 1 or Category 2 violations

Depending on the severity of the infraction, the following may be deemed suitable disciplinary measures for Categories 1-3 and will escalate if offenses are repeated:

- Community service hours

- Loss of privileges (e.g., campus leave privileges)
- Suspended participation in athletics or extracurricular activities
- Tasks or chores in addition to the campus clean-up chores
- Detention and Saturday evening prep
- Suspension from school, during which students must complete all assignments/exams
- Resignation from student leadership or extracurricular positions
- De-activating a student's email account or internet privileges
- Being placed on a formal Warning or Probation
- Suspension or Expulsion from the Academy

While providing the above as guidelines for categorizing and dealing with infractions, disciplinary sanctions will be arrived at with consideration to each individual case.

In a situation where a student is suspended from the school, he will be required to leave the campus immediately. Where this is not possible because of transportation logistics, the student will be asked to move into an alternative accommodation on campus; this includes but is not limited to the Dean's house.

HONOUR COUNCIL

African Leadership Academy seeks to promote a culture of peer accountability, where fellow students hold each other accountable to the demands and expectations of the academy's values and regulations. Culture of accountability as a pillar within curriculum. The Honour Council was established in 2011 for this purpose.

Mandate of the Honour Council

The Honour Council is charged with handling repeated Category 1 infractions and first-offense Category 2 infractions. This includes but is not limited to:

- Multiple unexcused absences
- Multiple unexcused tardies
- Off campus infractions
- ICT violations
- Misuse or damage to property

Outcomes

The Honour Council is meant as a stage of intervention where the opportunity is provided for appropriate reflection and correction to behavioural trends that fall out of alignment with academy expectations. It is a time to examine the intent of the student's actions, the understanding of any implications, and the ways forward to prevent the continued behaviour. The Honour Council will not only be engaged in discussion with the student but will also recommend consequences for the infractions and future action that will hopefully help to avoid a repeated or an escalated form of the behaviour.

Since September 2012, The Honour Council has been comprised solely of students. This body consults regularly with the Director of Student Life and Assistant Dean for Pastoral Care to enable it carry out its responsibility for both holding their fellow students accountable to expectations across life on campus and addressing infractions and discipline cases.

DISCIPLINARY COUNCIL

The Disciplinary Council handles all Category 3 offenses, and repeated Category 2 offenses. The Disciplinary Council is a body comprising faculty and students representing a range of school backgrounds and viewpoints, selected to make fair and objective decisions. **Students are allowed**

to bring a Student Advocate and/or their Advisor or a Faculty member of their choice to present their case and history to the Disciplinary Council, after which point the Council will make recommendations for appropriate sanctions to the Dean for a final decision.

Process of enacting Sanctions for Categories of Offense

For Category 1 offenses, the faculty member will issue the sanction and may report to the Assistant Dean for Pastoral Care, as they deem appropriate. For Category 2 offenses, the Director of Student Life and Co-Presidents of the Honour Council will arrive at an appropriate sanction, will receive approval from the Assistant Dean, and will report back to the student. For Category 3 offenses, the Disciplinary Council will convene a meeting to discuss the case and will communicate a recommendation to the Dean, who will then enact the final sanction. For instances where there are exams in progress or if there are aspects to the case that are confidential and therefore, not appropriate for sharing with students, no Student Advocate will be permitted.

Reporting Sanctions to Universities

African Leadership Academy is designed to be an institution of model leaders who embrace integrity and excellence in all they do. If a student is fit to remain in the ALA community, we believe they are fit for a university environment. Therefore, it is our policy not to report discipline cases to universities, except in extenuating circumstances as agreed upon by the Disciplinary Council, College Counselors and Dean.

ACADEMIC INTEGRITY OF STUDENTS

The Academy holds all members of its community to a very high standard of moral conduct that is reflected in our six core values. We believe that academic integrity is quite straightforward. Students are expected to use their values as a guide when conducting academic research, study, and assessment. If it feels wrong, it probably is wrong. If you are not sure, ask someone whose judgment you trust.

The Academy believes that students uphold their academic integrity by consistently honoring the following:

- **Academic honesty:** Be true to yourself and be true to your word. Your name on your work affirms your honor in having completed it fairly and without unauthorized assistance or advantage. Never misrepresent yourself and never deceive or mislead others when you know the truth to be otherwise.
- **Respect for others' viewpoints:** The Academy is a forum for the exchange of ideas. The Academy recognizes, respects and celebrates the diversity of opinions that is born out of differences in culture, religion, gender, race, ethnic origin, and political viewpoints. You should always respect and defend another's right to voice his or her opinion, regardless of how strongly you may disagree. Be an active and open listener, allowing others to speak freely and uninterrupted. Seek to understand their perspective and point of view, and ask questions to understand the basis for that point of view. You should also always consider how your opinions will affect others.
- **Right and responsibility to dissent:** The Academy expects and relies on students to be critical and independent thinkers. There are times for silence, but students are asked to speak their mind, thoughtfully and courteously, when they disagree or feel something is wrong. This applies as much in an academic setting (e.g., an intellectual classroom debate) as it does in social or other settings (e.g., responding to peer pressure).
- **Academic excellence:** Students at ALA have been selected because they strive for excellence in all that they do: they have accomplished great things and they come to ALA to accomplish much more. The Academy's culture is one that celebrates hard work and success. Students are expected to push themselves and their peers to excel, and to take pride in the personal and academic accomplishments that result.

Academic dishonesty

Academic dishonesty can take on many forms. All forms of academic dishonesty are equally reprehensible at the Academy, and offending students will be disciplined by a school committee charged with upholding academic integrity. The following are considered forms of academic dishonesty:

- **Cheating:** knowingly or intentionally using unauthorized materials, information or study aids on an exam, test, quiz, paper or other work.
 - *Examples:* Copying from another student during an exam or test; having another person write an essay or piece of work for you (either partially or completely); obtaining information about an exam, test or quiz the teacher did not intend for students to know prior to testing.
- **Plagiarism:** deliberately or knowingly representing another's work as one's own original thought or work by either directly copying someone else's written or spoken words without providing due credit or by deliberately rewording or rearranging someone else's sentence, paragraph, piece of writing or plot as one's own. This applies to content found on the internet.
 - *Rule of thumb:* If using 4 or more consecutive words in a row that are written or spoken by another person, indicate as a quotation and provide a citation in MLA format.
- **Fabrication:** deliberate and unauthorized invention or falsification of information or citations as part of one's work.
 - *Examples:* Citing a quotation that was never written or ever took place; listing a book in sources cited that does not exist; making up a story as part of a journalistic or non-fiction piece of work; making up results from a survey or experiment.
- **Academic sabotage:** taking any action with the intent of negatively affecting the work of another student.
 - *Examples:* hoarding or damaging communal materials (e.g., hiding library books to prevent others from accessing them); altering or damaging the product of others' work; turning in work posing as another student.
- **Facilitating academic dishonesty:** any student assisting another student or group of students in any of the above behaviors will also be considered party to the offense and subject to the same consequences.
 - *Examples:* providing another student with your old tests or exams they will take in the future; allowing another student to copy your work without giving credit.

Preventing academic dishonesty

ALA students have been selected in part because of their demonstrated character and integrity. They are expected to act as role models and actively promote an environment of academic integrity and ethical conduct. The Academy thus relies on students to act in the following ways:

- Do not put yourself in situations where it is easy or tempting to cheat or act dishonestly.
- If struggling with an assignment, seek help early and often. Academic support resources are available on campus to help students with questions and issues.
- Document sources and cite exhaustively. When in doubt, always err on the side of citing sources. Provide credit where credit is due and strengthen your own work by demonstrating that you have properly researched, understood and mastered the subject. The thoughtful organization, analysis and structuring of others' thoughts and works, accompanied by proper documentation, is evidence of a student's analytical capabilities and mastery of the subject at hand.
- If students observe potentially dishonest behavior, it is their responsibility as citizens of the academic community to privately report it to a faculty member who will handle the matter discreetly and accordingly. If speaking to the teacher directly is uncomfortable, students may also go to their advisor, who will treat and resolve the matter privately and confidentially.

- In questionable situations, always bear in mind the consequences of cheating and plagiarism (see “Academic disciplinary measures and policies” section).

ATTENDANCE POLICY

Tardiness and absences

- Attendance is taken at the beginning of each class. Absences and tardiness will be reported and tracked. Anticipated absences or tardiness (for attending a conference, important family event, school-sponsored sporting event, etc.) may be excused by the Dean or Deputy, if permission from a parent/guardian or coach/teacher is received 48 hours in advance and shared with teachers whose classes will be missed. If a student is sick, he/she must see the nurse to be excused from class or other obligations.
- Unexcused absences or tardies are unacceptable and do not reflect the values that we hold for members of the community. Unexcused tardies or absences from any part of mandatory Academy activities will result in a student serving sanctions according to the rules outlined below:
 - **1 absence** – the student will receive an email notification from the Faculty Assistant indicating that his or her absence has been noted and that any further absence from Academy activities may result in detention.
 - **2 absences** – the student will be on detention on the Friday or Saturday evening immediately following the second absence. The student will receive an email from the Faculty Assistant, copying their advisor, with a detention schedule and the name of the Administrator who will supervise their detention.
 - **3 absences** – the student earns detention for two consecutive Saturday evenings following 3 absences. The student will receive an email from the Faculty Assistant, copying their advisor, with a detention schedule and the name of the Administrator who will supervise their detention. The Assistant Dean and Head of Pastoral Care will also be notified of an emerging pattern of absenteeism.
 - **4 absences** – The Assistant Dean and Head of Pastoral Care will communicate with the parent/guardian about the student’s behavior and implications on student’s enrolment at ALA. All student off-campus privileges are suspended for one month (including, but not limited to mall trips, sporting activities, etc.)
 - **5 absences** – Student is suspended from all External Opportunities and appears before the Disciplinary Committee

Please note that a student’s attendance record will also be considered when determining which students will attend an external opportunity.

Students must attend all Advisory Lunches and Hall Meetings while they are at ALA.

Making up work

Students are responsible for notifying their teachers and coaches in advance of an anticipated absence or tardiness in order to be excused. Students will make arrangements with each teacher individually to make up work and quizzes or tests that are missed. Students are expected to turn in homework on time and to make up quizzes/tests as advised by the faculty member. If sick, it is the responsibility of the student to follow up with the teacher to find out what work was missed and make arrangements to make this up. Extensions on papers may be granted with the teacher’s discretion, usually no longer than 1 week.

Emergencies

The above policies regarding attendance may not apply in the case of an unforeseen medical, family or other emergency. These exceptional situations will be referred to and handled by the Dean.

GENERAL CAMPUS RULES

Designated areas on campus

Students are expected to adhere to curfew hours and designated areas at all times. After sunset all students must be in the Quad area or in one of the adjoining buildings. These are the Admin Block, the front classroom block including the Library (not the back of the factory), the Auditorium, the Residence and the Dining Hall.

Non-smoking campus and open flame rule

ALA is a strictly non-smoking campus, and smoking of any kind on campus is a Category III offense. Furthermore, open flames of any kind – including those from candles – are prohibited in all school buildings except with advance planning AND the strict supervision of qualified ALA personnel. Fire poses a safety risk, and violation of the open flame rule can lead to immediate expulsion from the Academy.

Dress Code

Students are expected to be neatly, appropriately and fully attired at all times. Students must be in uniform A during class hours Monday through Friday. Students may wear uniform B for SEP time (Wednesdays for 2nd years) or BUILD Lab (Thursdays for 1st years).

ALA's school colors are **black, gold, and maroon**.

Uniform A consists of:

Boys:

- Maroon (school issued) shirt.
- Black ankle length trousers. (no Jeans permitted)
- Black or grey over the ankle socks.
- Black closed toed, lace up or slip on school shoes or leather sandals.

Girls:

- Maroon tunic with black sash.
- Black skirt must not be shorter than 10 centimetres above the knee. (non-Academy issued skirts permitted if have no marking, insignia or slits that expose more than 10 centimetres of leg.)
- Black ankle length pants. (Jeans and leggings are not permitted)
- Black or grey stockings or socks.
- Black school shoes or flats/pumps court shoes or leather sandals without decorations and insignia or logos, no heels.

Uniform B consists of:

- ALA branded shirt or plain t-shirt or top without insignia, logo or marking.
- ALA tracksuit.
- Training shoes or sandals. No flip-flops.

For Saturday classes, students may wear appropriate non-uniform attire. Those who are not properly dressed, in the opinion of the faculty or administration, will be asked to change attire immediately. Students are asked to keep in mind the following general pieces of advice when dressing for school each morning:

- Clothing should be neat and tidy and not torn; undergarments should not show.
- Excessively revealing clothing is prohibited. Clothing that is offensive to another member of the community is prohibited.

- Footwear is required at all times in classroom buildings.
- Hats, visors and baseball caps must be taken off in assemblies, speeches, and classes.
- Messages, slogans and images on clothing must be appropriate.
- Tattoos, body art, and unusual piercings are discouraged and should be covered or removed at all times on the ALA campus or when representing ALA at an external function. Students are encouraged to always remember that your appearance is part of your personal brand, and our community brand as African Leadership Academy.
- If a student wishes to make their own uniform, it must be a strict replication of the current Academy uniform and will be subject to approval by the Academy.

During winter, students may wear scarves, hats, jerseys, and gloves in the school colors. Winter accessories that are not in the school colors are not allowed.

Student Relationships and Sexual Intimacy Rule

ALA provides a meeting place for young people with extremely diverse backgrounds and it is our expectation that our students will develop deep and long-lasting friendships with one another. We encourage you to learn as much as you can about each other, and we hope many of you will remain close for the rest of your lives.

As leaders, we expect you to display behavior that is above reproach and recognizes respect for your peers and the rest of the community. We therefore expect an appropriate degree of discretion in interpersonal relationships. The strong bonds developed by students should be expressed in a way that is reasonable, healthy and open and one that does not disrespect anyone's cultural background. Hence, ALA employs a conservative approach to contact and intimacy between students and displaying affection to create a comfortable environment for the range of cultures represented. Displaying affection through friendly hugging and other acceptable forms of greeting (handshakes, etc.) is allowed.

However, displays of intimacy including, but not limited to, kissing, close, lingering body contact, sexual activity and sexual intercourse are prohibited. Students are expected to maintain these standards both on campus as well as off campus, where they are ambassadors for the school. Students found engaging in sexual intimacy will face disciplinary action. Sexual intimacy is a Category 3 offense and grounds for expulsion.

Students of the opposite sex should not be alone in a classroom without notifying faculty on duty. If studying in a room, the door must be left open. The door can be closed, but not locked, if the study group has 3 or more people.

Sexual and other harassment

All members of the ALA community have a basic right not to be harassed. Harassment is defined by inappropriate and unwelcome behavior, whether intentionally or unintentionally, that creates a hostile, intimidating, insecure or otherwise uncomfortable environment in which another person feels held back from being able to act or speak as they otherwise would. Harassment of any kind – whether verbal, psychological, physical or sexual – for any reason will not be tolerated. It is a grave offense and grounds for disciplinary action.

Harassment can take on many forms and can involve any number of people, even if of the same gender. Harassing behavior includes: uncomfortable written or verbal comments or jokes, unwanted physical contact (e.g., hugging, patting, pinching or brushing against another's body), obscene gestures, unwelcome calls, e-mails, or voicemails, persistent requests for a date, offensive electronic or paper postings, and pressure for sexual favors or activity.

Any student or community member who feels he or she is witness to or the object of any form of harassment, by students, faculty or staff, should immediately speak to a trusted member of the community, or the Dean, who will treat and resolve the matter privately and confidentially.

Illegal items and behavior

No student, irrespective of age, may use, possess, sell, purchase or attempt to purchase any illegal or dangerous drugs, tobacco, weapons or alcohol. For the purposes of administering ALA rules, being in the presence of alcohol, tobacco, weapon, or drug use will be treated as the equivalent of using alcohol, tobacco, weapons, or drugs. Students who have knowledge of such use are also expected to act upon that knowledge in the spirit of peer accountability. Possession of pornographic material or sex toys on campus is also prohibited. Gambling and exchanges of currency are strictly prohibited. Students may not sell any item to another student without applying for a license to sell (i.e. for the Tuck Shop or for a baked goods fundraiser on behalf of a club) through the Student-Run Business programme at the Center for Entrepreneurial Leadership.

TECHNOLOGY POLICY

Cell phone and electronic devices policy

Students are permitted to have cell phones and electronic devices, including headphones, at school. But these must be turned off or on silent when outside of the residence. If a phone rings outside of the residence, especially in class or assembly, it will be confiscated for a period of time, usually multiple weeks, at the discretion of the faculty in charge. In case of emergency, parents and guardians can reach students during class times by calling the school switchboard. Cellphones and electronic devices are not allowed to be used in class under any circumstances unless clear permission has been granted.

Responsible computing and internet usage

Academy students will have access to computing resources, network services and online informational portals. While these resources provide amazing opportunities for our students, they also place a great deal of responsibility on all users. Students must understand that use of the school's computing resources and network services is a privilege and not a right. As with all other behaviors, usage of computers, internet and related technologies must reflect honesty, integrity and compliance with the ALA values, conventional social norms and legal requirements.

All the information stored on the network is school property and not personal property. As such, the Academy has the right to access the files, contents, internet activity and downloaded programme on any computer. Students should therefore not use computers or school bandwidth for any activity they would not otherwise feel comfortable sharing with the school or their own parents or guardians. Users are responsible for adhering to the following guidelines for responsible computing. Visiting inappropriate websites, such as pornographic sites, or violating the above policies are grounds for serious disciplinary sanctions.

Responsible computer use

- Be considerate of other users when using communal resources (e.g., printer or scanner).
- Select account passwords that are easy for you to remember but difficult for others to guess. Do not share your passwords with others.
- Games are only permitted if purchased legally and used on only one laptop (unless in possession of a multi-user license) and only in categories of sports, strategy and racing games. Other game categories may be proposed to an IT team in conjunction with the Deputy Principal to evaluate for appropriateness.

- Students may only access the internet through the ALA Students network portal. Student use of the staff or guest network portal is prohibited and will result in ICT sanctions including, but not limited to, reduced connectivity and internet speed.

Respect for privacy

- Re-posting, forwarding or copying personal communications written by another person is permitted only with that person's consent.
- You do not have permission to access the contents of another person's account by virtue of them leaving it unlocked.

Download policy

- To protect the ALA network and those who use it, you are not allowed to download, install or copy any files, programs, music or materials without the permission of IT Faculty.
 - Please note the Academy's interest is not to be overly restrictive but rather to protect school computers from damaging viruses that could spread quickly across the school network.
 - The Academy feels that the programme and file types listed on the Acceptable Downloads list are more than sufficient for students' day-to-day needs. If you feel there should be an addition to the Acceptable Downloads list, you are welcome to submit suggestions to the IT Faculty.
- You will be held fully responsible for any consequences (including legal prosecution in a court of law) if you participate in illegal activity on the internet, including accessing or downloading illegal files, games, music or programme (such as pirated material or inappropriate adult content).

Ethical and responsible internet use

- Always use the African Leadership Academy name ethically, responsibly and with good judgment.
- Exercise caution and good sense if using the internet for a monetary transaction or activity; you may not use the internet network for gambling or any other commercially illegal activity.
- Viewing, storing, printing or downloading files, images, messages or other content that is illegal, obscene, offensive or potentially degrading is strictly prohibited and will be punished accordingly.
- Unauthorized entry or hacking into computer systems or files is strictly prohibited and will result in immediate expulsion.
- Select passwords for online accounts that are easy for you to remember but difficult for others to guess and do not share your passwords with others.
- Certain websites, such as Facebook and YouTube will be blocked during study and class time to give students the proper focus.

Student Leadership in ICT

ALA encourages student leadership within the ICT Programme. Students interested in joining the ICT team should contact the ICT Manager.

V. RESIDENTIAL LIFE

Making a home at ALA

RESIDENCE MISSION

ALA believes in creating a family-like, safe environment for our students in our Residence. There are eight halls in the Residence staffed by a team of faculty. There are four boys' halls and four girls' halls. The residential faculty, together with student leadership in the halls, follow a monthly curriculum aimed at building strong and supportive communities within the halls that develop the leadership and personal skills needed to live together with such great diversity.

The first goal of the Residence is focused on **Comfort** – welcoming and settling the returning and new class, and ensuring all students feel at home away from their homes and are able to rest and develop healthy routines to make them the most productive when they go to class.

The second goal is the focus of the second half of the first term and the whole of the second term. This is **Communication**. It is the aim of the Academy to build strong bonds between the students, through speaking and sharing together at every stage of their journey. The students learn to share difficulties and challenges, as well as successes and rewards so as to learn how to become more of themselves and learn about others. This is strengthened within the context of hall meetings, the 'my story' series, House activities and exercises and through competitions such as the Battle of the Axe and the Battle of the Mask.

The third goal is **Closure** and this is the focus of the third term. The students are guided to learn skills in ending relationships, activities, projects, habits and conversations in a healthy and productive manner.

RESIDENTIAL BEHAVIOR POLICY

Overview

The Academy aims to provide students with a comfortable, positive and enjoyable environment in which to learn and live. We hope students regard the campus as a home away from home during their time at ALA and treat the campus with the same respect they would treat their family's home and belongings.

Residential Faculty

There will be residential faculty members living in the dormitories with students. The role of residential faculty at ALA is to ensure the general wellbeing and safety of students by creating a meaningful and comfortable residential experience. Residential faculty are expected to be active in the lives of students in the dormitories and support RA's in leading hall meetings, planning hall social events, setting and monitoring hall regulations and behavioural expectations, and serving as the liaison between students and the operational team for any room or hall maintenance issues. Students should feel comfortable speaking to their residential faculty about concerns from academic to personal, and many will find that the proximity of their living situation will result in a close bond. Residential faculty members are a critical component of the community ALA builds around each student.

RESIDENTIAL PROCEDURES

Dorm Clean

All students follow a community-building monthly dorm cleaning exercise to develop good living skills. A monthly dorm clean is designed to teach students how to maintain hygiene and safety in their rooms and with their personal belongings and clothing. The students are also assigned to maintain their bathrooms, learning the important lessons of recycling, time management, organisation and the effect that one action can have on the rest of your community living with you.

Students must maintain a tidy and hygienic room and bathroom. Cupboards and shelves must be wiped down with a wet cloth, carpets vacuumed, biological waste removed, laundry washed and placed back in cupboards neatly and arranged, walls kept tidy and up to date and papers and learning notes kept current and tidy. Bathrooms must be neat, dry, aired and clean.

Dorm Security

Students are issued a room key. Students are expected to safeguard this and report if it goes missing immediately to the head of security. Students are also provided with a lockable wardrobe and should bring a padlock to lock away their valuables. .

Electronics and Appliances

Students may keep their own laptops, iPods, or other electronic devices in their rooms. However, kitchen appliances, such as refrigerators, hotplates, toasters, etc., are not allowed in the rooms. Such appliances are strictly prohibited: they constitute a safety risk because students' rooms and dormitory hall ways are not wired for high voltage appliances. Violating this will be regarded as a Category 3 offence. The only exception is an electric kettle: one per room is allowed. Students may not use electric blankets in their rooms. Heaters are provided for the winter months.

Dorm Visitation

Students are never allowed to visit the dormitories of the opposite gender. Doing so is **strictly prohibited** and grounds for disciplinary action. Students are expected and encouraged to socialize in common areas, such as the quad, dining hall, library and student lounges.

Prep

ALA believes in the system of deliberate practice. This, together with the recommended number of self-study hours offered by the CIE, forms the foundation of the Self Study Programme, commonly called Prep. Two hours, five to six times a week are dedicated to this programme to allow students to develop good study habits, give time for homework, provide time for reflection on the day's learning so as to reinforce or clarify the teachings. This programme is monitored by a team of dedicated faculty and is essential for students to focus and work on in order to handle the work load and succeed with the academic programme.

Supervised Study

The ALA method of self-study, learning and teaching is unique. Though it is similar to some programmes, it can be very foreign to the learning and studying styles of many students. In order to maximize effectiveness and time available, ALA offers a compulsory supervised study programme to all incoming students. Students will learn to develop the necessary skills to understand and effectively use the system in order to succeed academically at ALA. Supervised study is monitored by a team of dedicated faculty and once students demonstrate a level of maturity and understanding they are exited from the programme and permitted to study alone in their rooms or the library.

Check In

Students must check in *face to face* with a faculty member for Prep; students may not check in for their roommates or friends. Students will be checked into their halls by student residential assistants (RAs) Sunday through Friday at 10PM and Saturday at 10:30PM. This implies that all students must have been sighted by their RAs before the dot of the Check-in time. The perimeter alarm engages after check-in. Students should note that they are prohibited from opening any external doors (including the doors to the laundry room) between 10.30 PM and 5AM. Fire doors are to be used only in an emergency, and the use of fire doors at any other time is considered a Category III offense for endangering the safety and security of others.

Quiet Time

Students are asked to be respectful and sensitive of others sharing their living environment. Students must keep voices low after 11 PM in the dormitories so as not to disturb others who may be sleeping or studying. Movement between halls is strictly prohibited after 10.30 PM. Movement between rooms is discouraged. This is disturbing for students who wish to sleep or study at night, all movements create noise. Students should be proactive with any needs they have before Check In time. Students should settle down to preparing for sleep or study. Faculty members on duty may perform random room checks or “spot checks” to verify students are present in their rooms. Breaching the Quiet Time rule will be viewed as a Category 2 offence for which a student will have to go before the Honour Council.

Cleaning Staff

Students are responsible for cleaning their own rooms, including making their beds, vacuuming and general cleaning of spaces and cupboards. Students should keep the community bathrooms clean at all times. ALA hires a private company to maintain the hygiene and cleanliness of the Residence and the campus. This company will organise the laundering of bed linen and towels; they will do a deep clean of the bathrooms **at times** and wash the floors and walls of the hallways. It is not their job to tidy or pick up after students. The cleaning manager focuses on, amongst her other duties, reporting and also educating any student who displays a lack of self-leadership in maintaining a clean and hygienic room.

DINING HALL

At ALA we believe a healthy body enables a healthy mind. We take pride in offering students a balanced diet of three main meals and three intermediate snacks. Our selections have been proportionally designed and selected by a nutritionist to meet the heavy demands of the daily activities. This includes a careful balance of food groups and variety of tastes. We provide the following types of meals to cater for our diverse community: Halal Friendly meal, vegetarian option, vegan option, and all special dietary needs (e.g. food intolerance or allergy). A special weekly meal from a different African country is shared by the entire community. Special meals are organized to celebrate various occasions, including religious and cultural holidays and festivals. Students should eat all meals in the dining hall and refrain from removing cutlery and crockery. Taking dishes out of the dining hall will be considered a Category 2 Offence for which students will go before the Honour Council. Students must provide their own for use in the dorms and halls.

STUDENT LEADERSHIP IN THE RESIDENCE

Much of what students learn about themselves is learned through structured and unstructured interactions with their amazing peers from around the world. The ALA curriculum heavily utilizes team-based projects and peer learning and coaching to facilitate this process of learning from each other. There are multiple opportunities for students to take leadership roles in the residential curriculum and life on campus. These leaders are invaluable to the Student Life department and help to facilitate cooperation and comfort throughout the community.

Residential Assistants: Rising Second Year students can apply to serve as Residential Assistants (RAs) in the dormitories. After completing a training programme in residential leadership and coaching/counseling, these selected leaders help the incoming first years with Orientation and support them during their transition to ALA life. These RAs serve as a link between the hall residents, residential faculty, and the Pastoral Care Department. They are also responsible for the

accountability of other student leaders on the hall and guaranteeing that expectations are met. Duties include helping with prep and evening check-in, facilitating hall meetings, planning activities for the hall, helping with records and maintenance needs, etc. The RAs are vital in providing a comfortable, safe, and enjoyable environment for students on campus. Assistant RAs can also be elected for each hall in the beginning of the school year to work with the RA and share the above responsibilities.

Peer Counselors: Rising Second Year students can apply to serve as Peer Counselors (PCs). After completing a programme in coaching/counseling, they will serve as student advisors for incoming First Year students and be available for emotional and mental support. Each incoming student will be paired with a PC on their hall who will act as a big brother or sister and assist in their transition to and continued success at ALA. PCs also assist in the monitoring and implementation of the supervised study programme for First Year students. The PCs work closely with the Student Life and Wellness departments conducting health workshops within the dorms and outside- in efforts to promote the well-being of their peers.

Hall Officers: There are many roles that are shared among other members of the hall, which will be assigned at the beginning of each school year. Some of these may be held for a full term, full year, or may rotate more often. These roles include Entertainment Rep, Facilities Manager, Health and Hygiene Monitor, and Hall Meeting Coordinator. All of these positions, among others, allow students to take ownership of the residence, and it is the combined efforts of all student leaders in each hall that lead to a positive, healthy environment for the community at large.

RESIDENCE FACILITIES

Laundry

While the residential cleaning staff will launder students' linens and sheets, students will be responsible for cleaning and laundering their own clothing. Washing and drying machines are available in the dormitories for student use. The drying machines require two R2 coins (payable by students). Drying lines are available behind the Residence. Irons are provided on each hall. Students are also required to buy their own washing detergent, which is available from the campus store.

Campus Store

A campus store is open in the residence to supply quality products to students at affordable prices. It is a student-managed business and focuses on student needed products in particular.

Common Areas

The residence is furnished with several common areas for students to socialize and relax in. There is a television room which is also used as a game room. The television may not be watched during academic class time. All common areas are to be respected and maintained by the student body or they will be closed and the privileges removed.