



FUTURE LEADERS ACADEMY (FLA)

Student Behaviour & Parent Code of Conduct Agreement

Our Vision

At Future Leaders Academy, students are encouraged to discover their potential and set high expectations for themselves. We empower learners to become critical thinkers who inquire, investigate, question, and communicate confidently.

Our students grow to be compassionate, respectful, principled, reflective, and responsible individuals who understand the importance of balance — intellectually, physically, spiritually, and emotionally.

They are global citizens on a lifelong journey of growth.
They are the Future Leaders.

Our Mission

To form knowledgeable future leaders who are open-minded, reflective, caring, principled, inquirers, thinkers, communicators, and risk-takers with balanced intellectual, physical, spiritual, and emotional lives.

1. Purpose of This Agreement

This unified agreement outlines:

- Student behaviour expectations
- Safety and intervention procedures
- Parent/Guardian conduct guidelines
- Partnership responsibilities

Its purpose is to ensure a safe, respectful, inclusive, and nurturing learning environment for all members of the FLA community. Compliance with this agreement forms part of the terms and conditions of student enrolment.

2. Core Values at FLA

Our school culture is built upon:

- Respect for self, others, and property
- Safety in words, actions, and decisions
- Responsibility and accountability
- Integrity and honesty
- Compassion and empathy
- Peaceful conflict resolution

These values guide both students and adults within our community.

3. Student Behaviour Expectations

A. In the Classroom

Students are expected to:

- Follow instructions respectfully
- Use kind and appropriate language
- Care for school property
- Remain seated or move with permission
- Do their best in all learning tasks

B. In the Playground & Common Areas

- Play safely without pushing, hitting, or excluding others
- Share and take turns
- Walk calmly in corridors
- Keep hands to themselves
- Report conflicts to an adult rather than retaliating

4. Inclusion & SEN Behaviour Support

FLA welcomes diverse learners, including students with Special Education Needs (SEN).

We support students through:

- Visual schedules and structured tools
- Calm-down spaces and sensory breaks
- Individual Behaviour Support Plans
- Emotional coaching and co-regulation
- Collaboration with therapists and families

Inclusion is rooted in dignity and understanding.

However: **Inclusion does not excuse harmful behaviour.**

All students must follow safety expectations.

5. Zero-Tolerance for Violence

FLA maintains a strict zero-tolerance policy for:

- Hitting, kicking, biting, or physical harm
- Threats or intimidation
- Destruction of property
- Intentional aggression
- Behaviour that endangers others

We support children deeply — but we protect children fiercely.

Safety is non-negotiable.

6. Behaviour Intervention Procedures

When behaviour becomes unsafe or significantly disruptive, the following graduated steps may be taken:

Step 1 – Verbal Redirection

Calm reminder and correction.



Step 2 – Reflection / Time Away

Supervised space to regulate emotions.

Step 3 – Parent Communication

Behaviour note and discussion if patterns emerge.

Step 4 – Individual Behaviour Support Plan

Collaborative plan involving parents and support staff.

Step 5 – Case Review / Safety Meeting

If behaviour persists or threatens safety, the school may review placement and next steps.

In serious or repeated cases, suspension, expulsion, or alternative placement may be considered.

7. Parent & Guardian Code of Conduct

FLA recognizes that educating a child is a partnership. Parents and guardians are expected to model the same values we teach our students.

A. Partnership & Communication

Parents/Guardians agree to:

- Work collaboratively with teachers and leadership
- Communicate respectfully at all times
- Attend requested meetings
- Support behaviour strategies at home
- Use proper school channels to address concerns

B. Safety & Responsibility

Parents/Guardians understand that:

- FLA maintains a zero-tolerance policy toward violence.
- Inclusion does not excuse harmful or unsafe behaviour.
- The safety and well-being of all children is a shared responsibility between the school and families.
- School rules are to be reinforced at home to ensure consistency and positive student conduct.



Parents are responsible for ensuring that their child(ren) are picked up on time at dismissal. Students who are not picked up within 15 minutes of dismissal will be recorded as a late pick-up, and a late fee will be invoiced accordingly.

For safety reasons, children must not remain on campus unsupervised. Parents who are unable to collect their child on time must make appropriate arrangements to ensure their child is under proper adult supervision and not roaming the school premises unattended.

C. Respect for Staff & School Community

Parents, guardians, drivers, and visitors must:

- Treat staff, students, and families with dignity and respect
 - Avoid disruptive or aggressive behaviour
 - Refrain from offensive language, threats, or intimidation
 - Avoid physical or verbal aggression toward any member of the school community
 - Respect confidentiality
 - Not discuss or confront other students or parents regarding conflicts
 - Follow visitor protocols and obtain permission before entering school areas
 - Wait in designated pickup areas and follow staff instructions
 - Refrain from smoking or using illegal substances on campus
 - Not take photographs of students without authorization
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D. Social Media & Digital Conduct

FLA does not tolerate:

- Defamatory or derogatory comments about staff, students, or families
- Public complaints on social media instead of using school channels
- Sharing confidential information
- Cyberbullying or online harassment

Concerns must be raised through appropriate internal procedures.

The school reserves the right to take appropriate action, including reporting to authorities or terminating enrolment, where necessary.

8. Escalation & Communication Channels

Parents are encouraged to:

1. First contact the Homeroom Teacher
2. Escalate to the appropriate Vice Principal if needed
3. Contact the Academic Principal or Directors for further review

(Departmental contact details are provided in Appendix 1.)

9. School Authority

FLA reserves the right to:

- Restrict access to school grounds
- Ban individuals from campus
- Refer matters to appropriate authorities
- Terminate student enrolment in cases of serious or repeated violations

All decisions will be made in the best interest of student safety and school welfare.

10. Declaration of Agreement

I/We acknowledge that we have read and understood the FLA Behaviour & Parent Code of Conduct Policy and agree to comply with its expectations throughout our child's enrolment at Future Leaders Academy.

Parent/Guardian Name: _____

Signature: _____

Child's Name: _____

Date: _____

Appendix 1- Departmental Contacts

For student attendance communications and general questions/concerns/feedback, contact:

Jonas Kanabinda, Staff Admin Assistant

Email: kanabindajonas@gmail.com, WhatsApp/Local Tel: +243991580784

FLA's Academic Department

For all Preschool academic/Extra-Curricular activities or Technical questions/concerns/feedback, contact:

Deodate Kidikala, Preschool & Activities Vice Principal, and IT Manager

Email: deodatesell@gmail.com, WhatsApp Tel: +243823700780

For all Grades 1-5 academic questions/concerns/feedback contact:

Jerry Sul Mwamb, Vice Principal of PYP Grades 1-5

Email: jerrysulmwamb@gmail.com, WhatsApp Tel: + 243824994994

For all SEN/Grades 6-9 academic questions/concerns/feedback contact:

Nadine Kalembe, Vice Principal of SEN & MYP Grades 6-9

Email: nadmalekera@gmail.com, WhatsApp Tel: + 243974846743

To escalate the above, contact:

Khurshid Munshi, Principal & Director

Email: mrsmunshi@yahoo.ca, WhatsApp Tel: +243810047880, Local Tel +23059112366

FLA's Finance Department

For all finance questions/concerns/feedback, contact:

Reddy Tshibemba, Accountant

Email: rtshibemba@gmail.com, WhatsApp Tel: +243823293717

Antoinette Liteye, HR & Finance assistant

WhatsApp Tel: +243821616094

To escalate finance concerns, contact:

Carine Ndaya Banza, Finance & HR Director

Email: ndayabanza@gmail.com, WhatsApp/Local Tel: +243990064550

FLA's Logistics Department

For all lunch, snacks, uniforms and supplies questions/concerns/feedback, contact:

Isha Tshibangui, Office Assistant

Email: tshibanguisha@gmail.com, Office Tel: +243842000046

To escalate logistics concerns, contact:

Patricia Nzushi Sona, Logistics Director

Email: uhindusona@gmail.com, WhatsApp/Local Tel: +243841350074