



OSHWAL ACADEMY NAIROBI

STUDENTS' CODE OF CONDUCT

All students are required to follow the core principles outlined in this guide.

The intention of a Code of Conduct is to establish expectations and to provide guidance regarding behaviour in the OAN school community. OAN students are expected to act and behave in a manner that is suitable to an international school environment and in accordance with certain basic principles of conduct and community rights.

The main aim is to provide a safe environment that is conducive to learning, and to allow students the best benefits from their education at OAN. In instances where a student's behaviour is inappropriate or a significant lack of responsibility is demonstrated, it is vital that guidance is provided so that **expectations, boundaries, and consequences** are enforced.

Students of OAN and their parents/guardians agree to abide by the following rules:

1. Students are expected to show respectful and considerate behaviour to staff, fellow students, and parents.
2. The school promotes academic honesty, and students **must** respect and acknowledge all sources used, as well as refrain from dishonesty in **all** tests, exams, and assignments.
3. Students are expected to **exercise courtesy**, to **refrain from using inappropriate language** and to **demonstrate good manners** at school, whenever in the school uniform, and when representing the school.
4. Students are expected to **attend and arrive punctually** for Homeroom and all following lessons and activities throughout the school day.
5. Students must use the appropriate sign-in and sign-out procedures should there be a need to leave the campus during the day; the school **must** be informed **through email**, prior to the student leaving.
6. Eating and drinking (other than water) is **not** permitted during class time. However, students are encouraged to drink sufficient water during the day and water may be consumed during class time providing it is held in a secure container.
7. In order to better maintain facilities, OAN campuses are **gum-free**.
8. Electronic devices e.g. mobile phones, laptops, and smartwatches are **prohibited** in the Academy. In the event mobile phones are brought to school **with the consent of the school administration**, they are to be turned off and handed in to the receptionist or the Deputy Head of school.
9. Students **must** comply with the OAN Computer Network Student User Policy in order to benefit from the technology resources at OAN.

10. **Accidental** damage to property **must** be reported to a staff member (Home Room Tutor, Year Proctor, or Head of Year) as soon as possible.
11. In order to prevent accidents, students are **prohibited** from running in the corridors or downstairs and are encouraged to stay away from any railings.
12. Students **must** stay away from staff members' or parents' vehicles in the parking lot, and when waiting to be picked up, they **must** wait at the assembly area.
13. Any medications needed during the school day are to be given to the school nurse.
14. Inappropriate behaviour or dress that is considered by members of staff to be a distraction to learning, a possible safety issue, or against the best interests of the school will be considered an infringement of the school rules and will be dealt with accordingly.
15. Any form of theft, vandalism, or inappropriate use of school facilities is **not acceptable**.
16. The possession, use, or distribution of tobacco, alcohol, illegal substances, intoxicants, or potentially dangerous materials or implements, or the abetting thereof, is **not permitted** on campus or at school-related activities.
17. Oshwal Academy Nairobi is managed by a Jain community. Any student seeking admission into the school **must** always stick to vegetarian food **on campus** or **during school trips and functions in or outside the school**. This is in line with the principles of Jainism.
18. Specific school rules notwithstanding, all students are expected to adhere to and respect Kenyan law at all times. The school will **not** condone or tolerate behaviour, either **during** or **outside** school hours, which is detrimental to the school community, or which jeopardizes the reputation of OAN.
19. In cases where a breach of these rules occurs, the action taken will depend on the severity of the incident. Possible actions for minor violations include:
 - a. The teacher/staff member will speak to the student in an attempt to resolve the situation. The homeroom teacher will be informed and involved if necessary.
 - b. If the offence is such that a detention is incurred and/or results in the loss of privileges, the teacher will inform the Head of Year (HOY) and Year Proctor **prior** to contacting the parent by telephone or email.
 - c. If necessary, a conference to include the Head of School and appropriate support staff members (HOY, Proctor, Pastoral Coordinator) will be arranged to discuss the situation and its solution.
 - d. Further action will be taken by the Head Proctor/Pastoral Coordinator and/or Head of School if there is an **accumulation of unresolved issues**.
20. The following are considered **very serious violations** of the school's rules and values. The Head of School will immediately be notified, and the parents contacted, should any of these violations occur. These actions will result in consequences up to and including 'in school' or 'out of school' suspension, disciplinary probation, or dismissal from OAN. In particularly serious circumstances, the

school reserves the right to omit any of the above steps, giving the Head of School the discretion to determine that immediate dismissal is necessary.

- a. Leaving the campus without permission.
- b. Rough/bullying behaviour (physical, verbal, psychological)
- c. Academic dishonesty.
- d. Language of an abusive, racist, sexist, or blasphemous nature.
- e. The use of technology to post information on a public website that is intended to denigrate or humiliate another person or OAN.
- f. The possession of potentially dangerous implements or materials.
- g. Theft, intentional damage to, or disregard for, school property or the belongings of others.
- h. The use, possession, or distribution of tobacco/alcohol/other illicit substances, on school premises or at school-related activities.
- i. The illegal use, possession, or distribution of drugs on school premises or at school-related activities, **regardless** of whether that constitutes a criminal offence under Kenyan law.
- j. Actions or behaviour, either **during** or **outside** school hours, which constitute a criminal offence under Kenyan law.

Please note that suspended students are responsible for completing all school assignments.

CONSEQUENCES OF MISCONDUCT:

1. A student caught flouting school rules will be warned **once** verbally. The verbal warning will be recorded and signed. For the **second** such misconduct that the student commits, the parent will be sent a **written notification** that a disciplinary process is being initiated.
2. When there is minor misconduct, the list of approved sanctions will be as follows:
 - a. One-to-one admonishment in private.
 - b. Removal from the group (in class)
 - c. Withdrawal from a particular lesson or peer group.
 - d. Withdrawal of access to the school IT system (if the student misuses it by, for example, accessing an inappropriate website)
 - e. Withholding participation in a school trip or sports event that is not an essential part of the curriculum (extra-curricular activities)
 - f. Withdrawal of break or lunchtime privileges (student will remain in the library or with his/her year proctor during this time), or withdrawal of P.E. privileges.
 - g. Carrying out a useful task in the school e.g. watering the plants, cleaning a designated area of the school.
 - h. A variety of forms of detention.

3. Parents may be called for a formal hearing before the School Disciplinary Committee (SDC). The outcome of the formal hearing will be **final** and **binding to the parent**. The SDC will consist of the Head, Deputy Head, Pastoral Coordinator, Vice-Chair of the SDC (Head Proctor), the HOY, Year Proctor, and the HRT.
4. The following are approved sanctions for **gross misconduct**:
 - a. Written warning letter.
 - b. Fixed period exclusion (suspension)
 - c. Expulsion
5. If a student has already been issued a warning letter for gross misconduct and is charged with another gross misconduct in the **same calendar year**, he/she will immediately be suspended for a **minimum of two days**.
6. **Two suspensions in two successive calendar years** will result in the student's immediate **expulsion**.
7. The following are examples of minor misconduct (*for the first offence ONLY*):
 - a. Improper uniform
 - b. Improper jewellery
 - c. Make-up e.g. lipstick, mascara, eye shadow etc.
 - d. Improper grooming (*see grooming rules on page 6*)
 - e. Chewing gum
 - f. Noise making
 - g. Making noise while moving along the corridors
 - h. Misbehaving/causing disruptions during class/PE/at the swimming pool.
 - i. Lateness (arriving in school past 7:50am)
 - j. Absenteeism from school events
 - k. Absenteeism from school
 - l. Failure to complete homework assignments
 - m. Etc. (any other behaviour deemed as misconduct by the school administration).

Minor misconduct will call for a verbal warning first, a written warning the second time, and a formal conference the third time.

8. The following constitute **gross misconduct**, calling for fixed period exclusions (suspensions):
 - a. Possession of pornographic material (**2 days**)
 - b. Possession of any electronic device (mobile phone, Bluetooth speakers, headphones, laptops) **without express permission from the administration. Any devices found will be confiscated for a period of 7 days, and the student will receive a mandatory 1-day suspension.**

- c. Vandalism (**2 days**)
 - d. Use of foul language (**2 days**)
 - e. Disrespecting a member of staff (**up to 5 days**)
 - f. *Any misconduct in (7) committed a third time in the same calendar year.*
9. The school follows a **zero-tolerance** policy towards:
- a. Bullying
 - b. Substance use/abuse – possession/use of alcohol, vapes, etc.
 - c. Disrespect of the school’s goodwill in public places/trips/excursions (through misbehaving/wearing the uniform in a disrespectful manner/use of substances prohibited by the school or banned by law/disrespecting the students’ code of conduct).

Gross misconduct will call for a formal hearing, the outcome of which may result in expulsion of the student.

SCHOOL POLICY FOR THE PREVENTION OF BULLYING AND ASSOCIATED MISCONDUCT:

With the view of curbing **any forms** of bullying – whether verbal, physical, psychological, or racial, the School Management Committee has approved the following modes of punishment:

1. First time offender – **2-5 days’ suspension**
2. Second time offender – **Expulsion**

The following will constitute bullying:

- Any verbal threat
- Teasing students by calling names or otherwise, body-shaming
- Any form of physical assault or constant physical nagging
- Destroying or damaging possessions of fellow students
- Extortion (demanding money, property, etc.)
- Racial or sexual harassment (any comments or behaviour of an inappropriate or suggestive nature).
- Grouping students to exclude a fellow student.

For minor associated misconduct any **one or more** of the following community services will be issued as corrective measures. The same will be carried out on Weekdays from 3:45PM to 5:00PM, or on Saturdays from 9:00AM to 12:30PM.

- Cleaning the canteen area.
- Watering the plants in school
- Dusting the classrooms

- Cleaning the desks to remove graffiti.
- Cleaning the school buses
- Helping in the library/bookstore

GROOMING RULES

1. Proper School Uniform:

Students **must** be in their **full school uniform** every day of the week, except on days where they have their weekly P.E. lessons; students who have morning training but do not have a P.E. lesson that day are required to change into their proper school uniform before morning registration. Failure to do so will result in the student being sent home.

The full school uniform consists of: grey trousers, white button-down shirt, grey-and-white striped tie (except for class monitors and prefects), grey socks, grey fleece/navy blue blazer, and black leather shoes.

Students **must** wear their correct house colours during P.E. lessons and sporting events.

Shoes must be clean, polished, and well-maintained.

Students' fingernails must be kept short and clean.

If your child has sustained an injury or has a medical issue that prevents him/her from wearing the proper shoes, this information **must** be communicated to the school prior to the child coming to school.

2. Grooming:

Hair: Kindly note that the school does not allow girls to have their hair open; girls' hair must be tied back with a **black** hair band, with no hair around the face or forehead. Braids must be black in colour and tied back from the face with a black hair band. Kindly ensure that any braids or hairstyle are **long enough to be tied back** and **do not** fall around the face. Braid length must be **no longer than** mid-back length.

Boys are required to have their hair in a short, neat cut; there should be no hair around the face or forehead, and hair in the front must be no longer than **two inches** long. Unless for religious reasons, boys are expected to be clean-shaven and neat at all times. Hair must be well-combed at all times.

Trouser/Shorts length: P.E. shorts must be no shorter than **4-finger-widths (2 inches)** above the knee and must be loose enough to allow one to comfortably fit their fingers between the shorts and one's leg.

Trousers must also be loose enough to allow for freedom of movement.

Jewellery: Girls are permitted to wear **one pair** of small, unobtrusive earrings (studs), and are not permitted to have their nails painted.

Note: the school administration will not tolerate any student getting a fresh piercing during the school term – students will have to adhere to school grooming rules at all times.

Students are **not** permitted to wear any form of jewellery such as rings, bracelets, or necklaces, **unless** for religious reasons. Any student found with these items will have them immediately confiscated until the end of the school term.

Repeated infractions will result in Saturday detentions.

3. General behaviour:

Chewing Gum: students are **not** permitted to have or chew gum (or other sweets/candies) while in school – any chewing gum found will be immediately confiscated, and any student found chewing gum in school will receive a Saturday detention.