



Code of Conduct

Contents

Introduction.....	3
Norms and values	3
Rights and responsibilities	3
Basic Expectations.....	4
Student Uniform and Grooming Policy	4
Attendance/Engagement	5
Punctuality.....	5
Positive relationships.....	6
Academy Rules	6
Unacceptable behaviour and consequences.....	6
Managing a High Level Incident	8
Appeals	9
Out of Bounds Areas.....	9
Visiting the Wellness Centre	9
Academic Integrity Policy	9
The student's roles and responsibilities	10
Procedures for late submission of work/or assessments.....	10
Digital Devices.....	11
Library	13
Checking out resources:.....	13
Resource Loan Guidelines.....	13
General Guidelines.....	14

Introduction

The Code of Conduct is the framework or guiding principles which define the way we interact with each other in the Aga Khan Academy community. It is informed by our norms and values as a school which describe how we expect to be treated in the community including what are our rights and responsibilities.

Norms and values

Each community has norms, values, rights, and responsibilities that it asks its community members to fulfil and uphold. At The Aga Khan Academy, our norms, values, rights, and responsibilities are premised on the vision of His Highness, The Aga Khan, and the philosophy of the International Baccalaureate (IB).

At The Aga Khan Academy, we believe that:

- Leaders are not created by accident – a positive, rigorous environment with high expectations helps to mold and shape young people.
- Everyone is responsible for their own behaviour.
- It is the responsibility of the school, in partnership with the home, to teach, model and reinforce appropriate behaviour.
- All behaviours have consequences.

At the Aga Khan Academy, we strive to:

- Create a caring and safe environment for everyone in the school.
- Instill in students those morals and values that promote human dignity.
- Teach young people to make wise choices to become healthy, contributing citizens.
- Foster the growth of responsibility and respect for all people and property.

Rights and responsibilities

At the Aga Khan Academy, we are of the belief that we will be treated:

1. With respect.
2. With equity.
3. With honesty and integrity.
4. Positively.
5. Fairly.
6. With care and dignity.
7. With the right to live our beliefs and the obligation to support the rights of others in theirs.

At the Aga Khan Academy, we agree that the following rights and responsibilities apply:

Rights

That every person has the right to learn.

That every teacher has the right to teach.

That students and teachers have the right to be safe.

That we have the right to be heard and included.

Responsibilities

That we all will use the norms as the foundation of our work together.

That we will come to classes prepared for the learning programme.

That we will attend on time.

That we will show due care for our school and its environment.

That we will value and share our successes.

Basic Expectations

Student Uniform and Grooming Policy

The Aga Khan Academy uniform is a symbol of our School. It reflects each student's right to equality and fairness within our community. It also instills a sense of identity with the school and a commitment to learning.

Students are expected to wear school uniforms when attending classes or any formal school activity.

Students should have 4 complete sets of both school and PE uniforms. At least one PE shirt should be of your House colour, while the remainder should be grey.

General

- All school skirts, trousers, shirts and PE uniform as mentioned in this policy must be purchased from the authorized school uniform supplier.
- Shirt/Blouse – MYP students wear the white school shirt/blouse, and DP students wear the grey pinstripes school shirt/blouse. **All buttons** except the top one must be buttoned. The design of the shirt/blouse does not allow tucking into the trouser or skirt.
- School uniforms should fit correctly. Trousers should be ankle length, and skirts should be knee length.
- Black leather (real or synthetic) shoes (low heel) with white/black/grey socks must be worn during school.
- A school jumper may be worn over the school shirt/blouse in cold or rainy weather. If you do not have a school jumper, you may wear a **plain** black or grey cardigan/jumper (No decorations or writing).

Physical Education (PE) Uniform

- PE clothes: Black school shorts with a strip of the house colour, a grey school T-shirt and running shoes must be worn during physical education classes and any after school sports activity.
- Students must bring their PE clothes and change for PE class.
- A cap may be worn during outside activities.
- Students are encouraged to carry and use sunscreen and insect repellent.

All school skirts, trousers shirts and PE uniform as mentioned in this policy must be purchased from a school uniform supplier.

Grooming and other expectations

- Headscarves are permitted if worn for religious or cultural reasons. They must be plain black, grey, and white with no decoration.
- Hair must be kept clean and well groomed.
- Only naturally occurring colors may be used to dye hair (brown, black, blonde, or auburn).
- Braiding of hair is permitted, as long as it is kept clean and well groomed.
- Beards and facial hair must be clean and well groomed.
- Nails are to be kept well-groomed, practical, and clean.
- Natural tone make-up and neutral colored nail polish should be minimal and not draw attention.
- Jewelry should be kept to a minimum and be safe to wear for PE and other sporting and practical activities. (e.g., no dangling earrings, loose bracelets, or chains).

Non-uniform related dress code

During non-uniform days and other activities on the evenings and weekends, students are expected to dress respectfully and appropriately for the occasion. Students dressed inappropriately during such occasions will either be sent home or asked to wear a kikoi/kanga.

Attendance/Engagement

At the core of our programme is to build meaningful relationships and a sense of community and belonging. All programmed activities and events are purposefully designed to help achieve this end. Missing activities or events without authorization runs counter to the central values of the school.

The Aga Khan Academy publishes a detailed calendar at the beginning of each academic year. We expect that if a student is healthy, they should be in school. It is understandable that illness, special family events and other occasions might lead to absence from school. However, a student is expected to have at least **90%** attendance in each semester. Since a student's academic record plays a significant role in determining whether a student progresses to the next year level, absences that exceed the acceptable number of 18 school days in an academic year risk a student repeating a year or dismissal from the school.

If a student is to be absent from school, it is the responsibility of the parent/guardian/residential parent to contact the school the morning of the absence. This can be done by submitting an excusal note on ManageBac or sending an email to the student's mentor and Head of Year. This will ensure that all stakeholders know the whereabouts of the student.

The exam timeline is included in the calendar. Students will not be allowed to sit exams outside the timetabled exam period. Please note that students **MUST** attend school up to, and including, the last day of term/half term.

Punctuality

Lateness disrupts the flow of the day and interferes with learning. The school day begins at 7:40 am. Students should be in the homeroom at this time for morning registration. Students are expected to be on time for mentor time, lessons, and all scheduled activities such as enrichment, independent and supervised study, and service learning among others. For students arriving late, mentors and teachers need to establish the reason for the lateness and follow up. For being late in the morning, follow up could include an e-mail to parents about day students or residential parents. For lateness in lessons, the follow up could be a note from the teacher of the previous lesson, or nurse, or adult from the campus. If there is no valid reason for the lateness, then the teacher records a behaviour note. For persistent

lateness, the Heads of Year need to be kept informed (by being copied on emails) and should track this information.

Positive relationships

At the Academy, the relationships between all members of the community are vital. All must behave with integrity, trust, love, and respect for one another. The Academy believes in building healthy, responsible, respectful, and meaningful positive relationships amongst all members of the school community. Students are asked to exercise thoughtful and appropriate discretion in all their relationships. Any relationship that isolates other members of or is insensitive to the community's pluralistic values is highly discouraged.

As a student, you will be exposed towards developing relationships at various levels, for instance, with other students, teachers, mentors, and parents. A positive relationship with your teachers and mentors will act as support for your academic career.

Relationship building with other students may lead to working effectively on group tasks during academic hours, as well as sharing social interests during your leisure time. Having friends in school is vital for healthy development. Research has found that friendships help students develop emotionally and morally. In interacting with friends, students learn many social skills, such as how to communicate, cooperate, and solve problems.

Academy Rules

As a member of the Academy community, students are expected to adhere to certain norms and expectations. No document can capture all the possible rules about what appropriate and inappropriate behaviour is. This section is intended to act as a guide but is not a complete list of what actions are inappropriate. As an individual living in this community with a sense of moral reason, you know what actions are acceptable and unacceptable.

This is a community of ethical leaders. Developing skills of ethical leadership will take time, but you are here because we know that you have it in you. A part of ethical leadership is being able to admit your own mistakes honestly and truthfully, without attempting to lie or twist your way out of situations. It is about helping those around you to also live up to the expectations of the community.

We believe that making mistakes is part of the development process. Therefore, we want to support students when they make an error so that they can reflect on their actions and strategize ways to address problems to minimize mistakes in the future. Consequently, our policies are accompanied by actions that serve to assist positive development where students have not been able to comply with Academy rules.

Unacceptable behaviour and consequences

The following list highlights values and rules at the Academy that if violated will be considered a high-level incident and have serious consequences including permanent exclusion.

- a) **Bullying/Fighting** – As a community, we hold pluralism as a core value. We expect that members of our community will treat each other with respect and resolve their differences through discussion and respectful disagreement. Bullying, therefore, has no place in our school. Any willful, conscious desire to hurt, threaten or frighten someone verbally or physically is considered as bullying and a student engaging in this behaviour will be asked to leave the academy.

- b) Cheating and Dishonesty – The ethics of honesty and integrity are at the core of The Aga Khan Academy’s beliefs. Therefore, any cheating or dishonesty, including plagiarism, deliberate lying, or deceitful behaviour will not be tolerated.
- c) Drugs and Alcohol - The misuse of legal and illegal substances such as but not limited to drugs, vape, cigarettes, miraa, and alcohol) contribute to an unhealthy lifestyle and have a negative effect on the physical and mental well-being of a young person. All these substances are prohibited from the school premises/events/excursions. Students found culpable will be subject to the consequences in the Academies Substance Misuse Policy resulting in the likelihood of permanent exclusion from the Academy.
- d) Endangering the Health or Safety of Oneself or Others – At the Academy, students strive to be caring and leaders. Endangering oneself and others runs counter to what we strive to achieve. Unacceptable behaviour includes tampering with fire safety equipment or alarms and using fire in any Academy building in an area not specifically designed for that purpose. Students may not use or keep weapons, dangerous combustibles or explosives and will be asked to leave the Campus immediately if they do.
- e) Public Misconduct or Breaking the Kenyan Law - Any behaviour or conduct that is unbecoming of an Aga Khan Academy student may tarnish the reputation of The Aga Khan Academy. Every student is an ambassador and representative of the Academy and is responsible for upholding the dignity and integrity of the institution.
- f) Sexual Intimacy - Displays of romantic intentions or sexual intimacy are not sensitive to the values of the community and thus not permitted. Students who engage in behavior that is overtly sexual and/or makes others uncomfortable (exemplified through and not limited to kissing, prolonged hugs, holding hands, romantic touches, sexual act) can find themselves facing disciplinary action and/or counselling.
- g) Trading – The buying and selling of any goods or services not authorized by The Academy is strictly prohibited. Selling or trading drugs or alcohol will result in immediate exclusion.
- h) Vandalism/Theft – We expect students to act as stewards of their environments. Thus, vandalism and theft is not acceptable. This includes unauthorized entry to parts of the campus, and misuse of the Academy facilities. Where any property has been broken, damaged or stolen and not returned, the school will seek restitution. The cost of repair or replacement is the responsibility of the student(s) involved.

Bullying

A safe and positive environment in school is necessary for students to learn and achieve high academic standards. Bullying has a negative effect on students, creates an atmosphere of fear and reduces students' abilities to learn.

There are 3 forms of bullying:

- I. Physical (includes hitting, kicking, punching, slapping, choking, poking, biting, scratching, spitting, destroying clothes and property, and taking belongings)

2. Verbal (includes taunting, teasing, name-calling, belittling, cruel criticism, personal defamation, racist slurs, not asking politely, making fun or mimicking, talking rudely, making demands rather than requests, sexually suggestive or abusive remarks and making threats)
3. Psychological/Relational (involves spreading rumors, ignoring, telling lies, intimidating, and excluding others)

Bullying, like other destructive or violent behaviours, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Bullying is not acceptable in our school and any bullying related behavior will not be tolerated. Please note that bullying is not restricted to person-to-person contact. Both verbal and psychological bullying can also take place using the Internet and mobile phone. Therefore, students will also be held accountable for cyber-bullying taking place on social network sites such as Facebook, or through various chatting software.

Drugs and/or Alcohol misuse

The Academy is a safe environment and the misuse of drugs (legal and illegal) and Alcohol is not tolerated. In cases where drug or alcohol use are suspected the member of staff should inform the Head of Student Support and Wellbeing immediately. The Head of Year will assist with the investigation and should ask the students involved to write a statement and write their own statement. It is sound practice to separate members of the group immediately so they cannot confer/collude and can also be questioned individually. Any student under the influence of drugs or alcohol must be escorted to the nurse immediately to allow the Health and Wellness Centre staff to monitor the student's physical condition.

In all cases involving student use of drugs or alcohol, the School Principal should be notified as soon as possible.

Sexual Behaviour Issues

The Academy recognizes that adolescents are developing and growing, and these natural changes will lead to students having various feelings towards each other, including feelings of intimacy. Young people learn about sex and relationships from a very young age. Some of the things they learn are incorrect, confusing, and frightening. In a world where sex is used to advertise goods and services and celebrities' lives become everyone's business, we should talk to and engage with young people to help them to make sense of it all. Our approach to, and the teaching of Sex and Relationships, provides students with appropriate information. This includes opportunities to develop the knowledge and skills required to enable them to make wise choices, being more discerning in their relationships and sexual behaviours, and to have fulfilling relationships.

The Academy does believe in building healthy, responsible, respectful, and meaningful positive relationships amongst all members of the school community. Students are asked to exercise thoughtful and appropriate discretion in all their relationships.

Managing a High-Level Incident

The incident should be immediately reported to the Head of Year, who will in turn inform the Vice - principal, Student Support and Wellbeing and the School Principal. A high-level incident may result in a hearing with the Disciplinary Committee. The Committee will consist of the School Principal, the Vice-Principal, Student Support and Wellbeing and respective mentor/Head of Year. The Committee will update the Head of Academy, if the following consequences are the appropriate action: probation,

suspension, or expulsion from the school. The School Principal reserves the right to act immediately in consultation with the Head of Academy, if it is felt a committee meeting is inappropriate.

Appeals

If a student feels that any actions taken in response to a student not following expectations and/or the rules, then he or she may appeal the decision to the School Principal who in turn may take it up with the Head of Academy.

Out of Bounds Areas

The following outlines areas, within the school, which students should **always not access**.

- The underground carpark
- The upstairs of the Commons
- Executive Boardroom and Private Dining Room unless invited.
- The basement of the Commons
- Behind the Tuck shop
- Behind the Junior School
- The prayer room (Except during designated prayer times)
- PDC and VCR (Except with teacher supervision)
- The upstairs corridor in administration block (Except when it is raining)
- All staff toilets
- Junior School

The academic buildings and sports facilities should not be accessed after 5pm, unless there is a scheduled and supervised activity.

Visiting the Wellness Centre

The physical wellbeing of students is crucial to their overall success in school. Nursing services are available in the event of student illness or injury. If a student needs to see the nurse, they must get a note from their subject teacher. Without this the nurse will not attend to the student. This ensures that teachers know the whereabouts of students during class times. Upon discharge from the nurse, a note will be given to the student that must be shown to the subject teacher.

Academic Integrity Policy

All AKA Mombasa stakeholders should encourage each other to act responsibly in an environment based on trust and mutual respect. An important aspect of being a responsible member of our community is to practice academic honesty. Students working to high standards of academic integrity will:

- Act with integrity in all their work – at school, at home and during examinations.
- Produce work that reflects their own academic efforts, respects intellectual property, and uses their own language and expression. It may include ideas and work of others if they are fully and appropriately acknowledged.

Academic dishonesty therefore involves any attempt to show possession of knowledge or skills that are not the student's own.

The student's roles and responsibilities

It is the student's responsibility to ensure that s/he always behaves in an academically honest manner. All students are required to:

- produce their own authentic work.
- acknowledge and reference the work of others, including words, ideas, and other work products.
- acknowledge and reference help given by others, including that gained from parents, friends, teachers, or tutors.
- acknowledge their own ideas included in other pieces of academic work.
- use APA as the chosen standard for referencing and ensure that consistency is maintained throughout referencing. As advised by teachers, certain subjects may use a different standard
- comply with assessment deadlines.
- seek help and guidance before problems arise and/or rules are infringed. In case of uncertainty in terms of referencing, the student will seek advice from the teacher before handing in the work.
- carefully note instructions given by the teacher of what is expected and required for a given task before undertaking it. In the event of lack of clarity, he/she will seek more information.
- comply with the school agreed practice on investigating malpractice.
- respond honestly to the teacher if questioned about the integrity of his or her work.
- be able to show that all work is their own from rough notes and drafts, especially in case academic dishonesty is suspected in external assessments.
- ensure that they understand the requirements of external assessment boards, the definitions of malpractice, and the related sanctions if they do not adhere to the required standards.
- sign an agreement with the school concerning academic integrity at the beginning of each academic year.

The Aga Khan Academies acknowledge that, at times, students may feel pressured and may not adhere to the best time-management practices. Regardless, all students are expected to take responsibility for their own actions and be aware that in cases of academic dishonesty their intentions are irrelevant. Students are responsible for following best practices and should ask for help if they are unsure at any time.

Procedures for late submission of work/or assessments

It is the responsibility of the student to ensure that all work is completed and submitted on time. In case of any delay, it is the responsibility of the student to notify the teacher of the same with a parent's confirmation. Timely submission of work ensures fairness to all students when assessing their learning. Students submit work and/or assessments on ManageBac by 9pm on the deadline date.

Procedure after the deadline

This applies to late submission of major works or assessments (formative, summative, internal assessments, Personal Project, Extended Essay, TOK, CAS, Service as Action, written assignments), or repeat cases of late submission by an individual student. The following is the procedure:

1. Late submission within 12 hours, a behaviour note is recorded in ManageBac which automatically notifies the mentor.
2. Late submission beyond 12 hours, a behaviour note is recorded in ManageBac, and parents notified as it is being posted. Mentor to follow up.
3. Non-submission after 24 hours and the above measure has been taken, the Head of Year to follow up and:
 - In cases where the teacher has a draft of the assessed piece or a copy of work-in-progress, this can be considered as the final draft.
 - In other cases, the student will be withdrawn from class to complete the task

Digital Devices

The Academy recognizes that digital devices assist in the teaching and learning process and therefore the need for students to have them. However, these devices can sometimes be disruptive to the teaching and learning environment and hinder the positive development of relationships among students. This calls for responsible use of the devices. The following are the general principles for the use of digital devices.

- Students will use digital devices responsibly for learning while in school. Teachers or mentors or facilitators of activities will provide guidance on how digital devices will be used during lessons or activities.
- To avoid damage, loss and theft of digital devices, students are expected to take care of them by handling them responsibly and storing them securely. The Academy will not be held responsible for any damage or loss of the devices.

More specifically, the following are policy guidelines for use of digital devices that are currently being brought to school.

1. Laptop – this is the primary device that students use for learning in school and all students are expected to have one. It is used for academic/learning purposes only and any other use is considered a violation of this policy, and this will be noted on ManageBac, and parents/residential parents notified.
2. Mobile phone – It is advisable not to bring it to school, however if a student chooses to bring it, the policy of “I SEE IT, I HEAR IT, I TAKE IT” will apply during all classes and school related activities including when in the Commons, Library, and other venues where school related activities take place. Therefore, the mobile phone should not be seen or heard unless the teacher has allowed it for learning purposes.

Students found in violation of this will have their phone confiscated, behaviour note written on ManageBac and phone deposited with PA to the Principal who will hand it back to the student at the end of the school day. For a second infraction, parents/guardians or residential parents of the student will be notified and requested to pick up the device at the end of the school. Any further violation will lead to not being allowed to bring the phone to school.

3. Digital/wireless/bluetooth Earphones/Headphones – They should **not** be brought to school. Students found in violation of this will have the earphones/headphones confiscated, behaviour note written on ManageBac and they are deposited with PA to the Principal. Parents/guardians or residential parents of the student will be notified and requested to pick them at the end of the school day and commit to ensure that they are not brought to school again.
Only wired earphones/headphones are allowed as guided by teachers for doing tasks in class or during assessments that mandate their use. This is in line with the IB assessment requirements.
4. Digital watch- It is advisable not to bring it to school, however if a student chooses to bring it, the policy is that any misuse of it will lead to it being confiscated, behaviour note written on ManageBac and the watch being deposited with PA to the Principal who will hand it back to the student at the end of the school day. Any further violation will lead to not being allowed to bring the watch to school.

Digital Citizenship Expectations		
	Protect	Respect
Personal Responsibility	<u>Protect yourself by:</u> *I will ensure that the information, images and materials I post on-line will not put me at risk *I will not publish my personal details, contact details or a schedule of my activities. *I will report any attacks of inappropriate behaviour directed at me and I will seek help from appropriate people (e.g. parents, teachers, Ms Minal) *I will protect passwords, accounts, and resources	<u>Respect yourself by:</u> *I will show respect for myself through my actions. *I will select online names that are appropriate. *I will consider the information and images that I post on-line. *I will consider what personal information about my life, experiences, or relationships I will post. *I will not be obscene
Social Responsibility	<u>Protect others:</u> *I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate. *I will moderate unacceptable materials and conversations that are inappropriate or unacceptable.	<u>Respect others:</u> *I will show respect to others *I will not use electronic mediums to bully, harass or stalk other people. *I will show respect for other people in my choice of websites. *I will not visit sites that are degrading, pornographic, racist or inappropriate. *I will not abuse my rights of access and will not enter other people's private spaces/documents/files.

Material Responsibility	<u>Protect Property:</u> *I will be responsible for the care of my devices. *I will make sure my device is compatible to run MYP e-assessments or other important programmes *I will report vandalism and damage. I will act with integrity. *I will purchase my music and media or use open source alternatives rather than pirating software.	<u>Respect property:</u> *I will request permission before using others devices *I will suitably cite any and all website, books and media
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Library

The library is the heart of academic and cultural life within a school. It is a community space, which is expected to be used in a positive and constructive manner.

Library Opening Hours – Monday to Friday 7.30 am – 5.00 pm
 During public holidays the library remains closed.

Study: The library is open to all students during break time, lunchtime and after school. Students are expected to work quietly to encourage a studious atmosphere:

Orientation: At the beginning of a new academic year a library orientation session will be held for all new students where students will be introduced to library procedures, including the usage of the catalog and introduction to the classification system. The librarians will individually assist any student who joins the school later in the year, and students who need further guidance.

Checking out resources:

- Borrowing is restricted to students and staff of the Academy. Student ID Cards will be required during checkout.
- Library members are responsible for loss or damage of library materials in their possession. They will be required to pay for any loss or damage at a cost to be determined.
- Most resources may be borrowed from the library, but reference materials may only be taken out of the library with the authority of the relevant librarian.
- Library materials are not to be taken out of the library unless they are properly issued.
- Loaned items may not be transferred from one borrower to another but must be returned to the library for re-issuing. Users must not borrow library materials on behalf of their colleagues.
- Marking, defacing or mutilation of any library material/equipment is prohibited.

Resource Loan Guidelines

DP students can borrow a maximum of 5 books for a duration of 3 weeks. 2 Fiction and 3 Non-Fiction Non-book materials (periodicals, newspapers, journals, and audio-visual) may be borrowed for a period of one week, overnight, or for a weekend.

MYP Students can borrow a maximum of 3 books for a duration of 2 weeks- 1 Fiction and 2 Non-Fiction

Library users are encouraged to return borrowed items as soon as they have finished using them. This will allow other users to access these materials sooner. A student can request for an extension of 1 week loan period, this will be done before the expiry of the due date.

For resources that are high on demand, students will be requested/ prompted to return the items before the expiry of the due date.

A fine of Ksh. 10/- per day is charged for every piece of overdue material.

General Guidelines

- To create a studious atmosphere where library users can concentrate on tasks, silence is expected in the library.
- Eating, drinking, chewing gum, running, shouting, sleeping, littering, and causing any form of disturbance is prohibited in the library.
- All people leaving the library must show all their items to the security staff when exiting.
- Bags should be put checked in with security guard to keep them in the Cloakroom/Space
- Listening to music or watching videos/movies is not allowed unless it is for educational purposes. In this case the librarians shall be informed beforehand. The students will be required to use earphones.
- Only DPI and DP2 students are allowed to use the upper library.
- The elevator is designated for the movement of books and other heavy material, and for those community members and visitors who are unable to use the stairs. Thus, students should use the elevator only when physically unable to use the stairs, the Librarian or the Security Personnel should be informed before using the elevator.

Chess Board Facility: The students are allowed to play chess during breaks and after lessons.

Reprographic Services: The library offers a one stop shop where students can print, photocopy, or scan their work. For printing services, the students are required to carry their flash disks.

Students will be allocated a printing code and will be required to load it with money from the Bursar's office.