

## THE SCHOOL CODE OF CONDUCT

All students should remember and observe the following points concerning conduct during the school day:

### Uniform and Appearance

It is Student's responsibility to know the uniform guidelines and dress appropriately. Students must be smartly dressed at all times.

#### For Girls: -

- a) All girls are expected to wear the School Uniform Branded ash gray shirt ("option long sleeves or short sleeves) and dark blue long Skirt with Hijab and Uniform Ash Gray Abaya
- b) Wear black leather shoes with dark blue or black pair of socks (No dolly shoes allowed in school)
- c) Jewelry strictly not allowed in school (earrings / rings / nose studs / neckless / tongue studs etc.). A watch is allowed in School.
- d) No facial piercings or visible body tattoos are allowed
- e) No make-ups

#### For boys: -

- a) All boys must wear their branded polo dark blue T-Shirt and pair of ash grey Trousers from Monday to Thursday and wear the Branded Kanzu (kamis) every Friday with leather strap open shoes.
- b) Wear black leather shoes with dark blue or black pair of socks.
- c) For all students, hairstyles should be of natural colour, smart, tidy, be neatly-shaven (for boys) and should be kept clean.
- d) No facial piercings or visible body tattoos are allowed

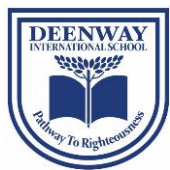
n/b: Both Girls and Boys have the option of wearing the games kit on **Monday only** for Games and School Activities)

### School attendance / Promptness and Punctuality

All students must report to / attend school during all the school days without fail. All students are guided by the school timetable and **must report to school on or before 7.00 am in the morning to settle down before lessons begin at 7.15 am. (school timetable to be issued as standard guide)**

It is your responsibility of every individual to know where you are meant to be throughout the day and must arrive in good time, properly equipped to commence each lesson. Unless otherwise instructed by your teacher, be waiting quietly in your classroom by the time the bell rings.

### Absences – Day Students



# DEENWAY

## INTERNATIONAL SCHOOL

Links-Road Mombasa –Kenya

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For any reason you are absent from school, please ensure that **the school office receives a call on the first day / morning of your absence**. You are also required to bring a letter of explanation from your parent or guardian to give to your form tutor /class teacher on the first day of your return.

### Leaving School during the Day

To be absent from school for any part of a day you must bring a letter from your parent or guardian to show to your form tutor /class teacher and to any teacher whose lessons you will miss.

This should be done, if possible, on the preceding day. You must be signed out by the Principal or Assistant Principals in the **‘permission to leave book’** that is kept at the office, and you will be given a gate pass slip. In the absence of the Principal, a senior member of staff can sign you out.

### Security Issues

- a) The prime responsibility for your valuables lies with you (the student). Keep valuables such as money with you at all times. Do not leave valuables in your school bag. The school cannot be held responsible for any losses.
- b) Must surrender any medication to the school secretary every day in the morning (on arrival to school) for safe keeping and instructions on the usage (dosage)

### Food matters

- a) Addictive drinks and food from outside are not allowed in school. Food and drink should not be consumed in classrooms.
- b) Chewing gum strictly forbidden

### Litter and Graffiti

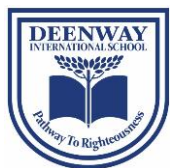
- a) **Deenway International School** promotes eco-friendly ethical environment, so please do your part to keep it clean. Any student involved in inappropriate acts of graffiti will be punished. Place all litter in the bins provided.

### Mobile Phones

- b) Strictly **“Not allowed”** in School

### Acts of Vandalism

- c) The school values every persons’ rights, however the cardinal rule is “self-respect, respect for others and their properties”.
- d) Any acts of vandalism of school properties or property of student(s) or teacher(s) (intentionally breaking furniture or school electronics or games equipment’s will be liable for punishment plus charge fees to repair or acquire a replacement.



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Visitors

- a) You are not allowed to communicate with anyone who is not a DIS Staff or student without prior permission from a member of the senior staff.

Smoking, Drinking and Drugs

- a) Substance use and misuse is Strictly Forbidden. All students' including their personal bags are inspected every morning as they arrive to school.
- b) We have a **"Substance Use and Misuse policy"** which all must read and sign. Its attached to the admission policy. The School may **conduct a spot check or test** as part of our Quality Assurance and Quality Control (QA / QC Mechanism)
- c) Any student caught in possession of any drugs or Vapes /Shisha Vapes will be removed from school with immediate effect.
- d) In general, please remember to respect all members of the Deenway International School community and their property at all times.
- e) Any form of bullying behavior will be dealt with harshly. Appropriate language and behavior is required from everyone. Be polite and sensible; always consider the needs of other and ensure that your individual contribution as a member of our community sets an example for other students to follow.

Physical or verbal attack or abuse

- a) All students are strictly advised to seek proper channels to air their concerns/ complains in case they are aggrieved by any party: -
- By fellow student
  - By Staff member
- b) Any student who promotes or is involved in any aggressive behavior (either physical or verbal) will be punished including / risks being expelled from school depending of the degree of the case.

STUDENT

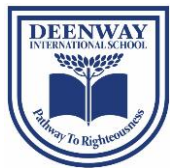
PARENT

11. To the student

Parent's signature

I agree, if admitted, to adhere to the rules of Deenway International School

I fully support these rules for my child at Deenway International School.



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Signed: \_\_\_\_\_

Signed: \_\_\_\_\_