



Oshwal Academy Nairobi

Dear Parents,

We thank you for your continued support as we work to make the educational experience of our students an enriching and fulfilling one.

Oshwal Academy Nairobi firmly believes in the uniqueness of each and every child under our care and is keen on imparting a value based educational experience to our students. The policy information and procedures captured in this handbook are for your information and are intended to cement our collaboration in the teaching- learning experience.

We trust that you will find this information fruitful.

Regards,

Chinmoy Banerjee
Principal,
Oshwal Academy Nairobi



Oshwal Academy Nairobi

Vision Statement

To be an International School of repute capable of making positive difference in the lives of its students, parents, staff and society at large.

Mission Statement

Oshwal Academy Nairobi recognizes that every child is unique and has the potential to succeed in life.

It shall strive to instill in students the spirit of compassion, teamwork, leadership and ethical behaviour in a holistic, stimulating, challenging and safe environment.

Core Values

Trust

Honour

Integrity

Courtesy

Tolerance

Compassion

Humility



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Guidelines / Information for Parents

A positive and constructive working relationship between the School and a student's parents (or guardian) is essential to the fulfillment of the school's mission. We wish to ensure that you, as parent (or guardian) of an OAN student, understand that the enrolment agreement is for the entire school year, and that you agree that the School may require the withdrawal or dismissal of any student if, in its sole discretion, the School concludes that such student's attitude, influence, or behaviour does not serve the best interests of the School.

We wish to ensure that you know and understand:

1. That your child will automatically progress to the next higher class, even if the higher class is in a sister campus. This means that you understand that a student from pre-prep will proceed to the Primary campus (Year1) after graduating from the pre-prep campus. Similarly, a student from the Primary campus will automatically proceed to the Junior High Campus (Year7).
 2. That, if you are desirous of withdrawing your child or do not want your child to proceed to the next higher class in a sister campus, a notice of one term should be served in writing to the school. Otherwise, a term's fees must be paid in lieu of notice.
 3. That you may withdraw your child from OAN after the completion of the IGCSEs. In this case, no notice is required from you.
 4. That the School may terminate enrolment, or decline to re-enroll a student, if the School, in its sole discretion, concludes that the actions or inactions of a parent (or guardian) make a positive and constructive working relationship impossible, or interferes with the School's accomplishment of its mission.
 5. That no portion of any tuition or fees for a student for the entire school year, either paid or outstanding, shall be either refunded or cancelled upon early withdrawal or dismissal of a student.
 6. That OAN reserves the right to clear its archives after a 5-year storage period.
 7. That 24 hours written notice must be given to the Principal/Head of School if a parent wishes to see his or her child's file.
 8. That parent is financially responsible for any lost or damaged material belonging to the OAN AG, which has been provided to them or their children.
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INFORMATION ON ADMISSION TO OSHWAL ACADEMY NAIROBI

1.1 Admission to Oshwal Academy Nairobi is open to students of all nationalities who demonstrate the ability and potential to access and benefit from the challenging international curriculum and programs offered by the school.

1.2. Admission is dependent on:

1.2.1. Meeting all admissions procedures and eligibility criteria

1.2.2. Meeting all financial obligations.

1.2.3. Availability of places in appropriate classes.

1.2.4. Meeting the entry criteria through the entrance exams.

1.3. Students from our feeder campuses will get preference over other candidates during the admission process. For Senior High the feeder campus is Junior High. For Junior High the feeder campus is Primary. For Primary, the feeder campus is the Pre-primary campus.

1.4. The school may find it necessary to place a student at an academic level, which may vary from that for which they had applied. Based on the results of the entrance examinations (1.3), the parent will be consulted and will be required to give in writing his/her consent to the placement of a child at a different level than applied for.

2.0 ELIGIBILITY REQUIREMENTS

2.1 In order to be eligible for admissions in Year 1 to 10, a student:

- Must have previous schooling record.
 - Must meet the entry level criteria.
 - Must possess a school leaving certificate from the previous school.
 - Must provide Oshwal Academy Nairobi a referral letter from the previous school.
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- Must meet the age criteria.

2.2. The age requirements for admission (as on the 1st September of the year of admission) into Oshwal Academy Nairobi are as follows. The table below is a guideline and the Head of a campus, in consultation with Principal can use his/her discretion to place a child at a level different from the one shown in the table below.

	Grade	Age
	Year 1	5.5 - 6.5
	Year 2	6.5 - 7.5
Primary	Year 3	7.5 - 8.5
	Year 4	8.5 - 9.5
	Year 5	9.5 - 10.5
	Year 6	10.5 - 11.5
	Year 7	11.5 - 12.5
	Year 8	12.5 - 13.5
Junior High	Year 9	13.5 - 14.5
	Year 10	14.5 - 15.5
	Year 11	15.5 - 16.5
High School	Year 12	16.5 - 17.5
	Year 13	17.5 - 18.5

2.3. Admission in Year 12 and Year 13 for all applicants will be dependent on the following criteria.

2.3.1. Admission in Year 12: The applicant must have at least five (5) credits in the IGCSE examination (or equivalent 'O' Level qualification) of which 2 should be in English and Mathematics. The remaining credits should be in the subjects that he/she wants to pursue at 'A' Level (or in related subjects).

2.4. Term 2 Intake (January Intake) at Oshwal Academy Nairobi – Senior High.



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2.4.1. Students who have sat for KCSE in November will be provisionally admitted in January on the strength of their Mock results as stipulated by the admission policy and good conduct.

2.4.2. Candidates from other East African countries who have sat for examinations under their National Curriculum before January will be provisionally admitted in January on the strength of their Mock results (if their results of National Exams are yet to be released) and good conduct.

2.4.3. However, the parent / guardian of such an applicant must sign an undertaking regarding the late admission.

2.5 No admission is usually granted in years 11 it being an examination class. However, the Head in conjunction with the Principal will use discretion in admitting students in examination classes in exceptional circumstances.

2.6 Admission in year 13 is subject to exceptional performance at the AS Level, meeting the age criteria, good conduct and the vacancies available.

3.0 ADMISSION PERIOD

3.1. A parent may apply for admission any time during the year.

3.2. Admissions are closed during the 3rd term.

3.3. The period of the Admission tests in 3.3 will determine the period of admissions.

3.4. Admission test (for admissions in the following term) are conducted only during the following times (for admission in years 1 to 5, 7 to 10).

- End of first and third term
- Mid terms of first and second term.

4.0. APPLICATION PROCESS:

4.1 A prospective parent can collect an application form from the Secretary (admissions), by paying Kshs.2,000/= (non-refundable), if there is vacancy in a particular year group. This rate is subject to revision from time to time. The admissions secretary will mandatorily note down all contact details of parents



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collecting admission forms. For admissions in Senior High, the provisional admission fees is Kshs10,000/= (non-refundable) as on date, to be adjusted upon confirmation of admission.

- 4.2. The parent may also choose to fill in a wait-list form if there is no vacancy in the year group in which the parent seeks admission for his/her child.
- 4.3. If parents are required to serve a notice to the current school of their child (regarding the withdrawal of the child), such a notice must be provisional.
- 4.4. The parents must pay the required fees within **3 days** of receipt of the admission offer.
- 4.5. All fees, except the caution deposit, paid at the time of admission is non-refundable and non-transferable.

5.0. BEHAVIOURAL AND ACADEMIC ISSUES

- 5.1 If previous reports or the Confidential Student Questionnaire/Student Referral form (CSQ) indicate behavioral and/or academic issues, the previous school will be contacted in order to seek clarification and further information. A probationary period may be offered before a student can be formally admitted to OAN.

6.0. SIBLINGS POLICY

- 6.1. In keeping with the School's family ethos, in cases of candidates with relatively similar academic merit and interview performance, priority will, where possible, be given to sibling of current pupils.

7.0. OFFER OF ADMISSION

- 7.1. Upon meeting the admission criteria successfully, an applicant will receive a letter of offer granting admission to the Academy. However, such an offer will remain valid only for three (3) days from the date of issue and all fees, as stated in the letter of offer, must be paid within three (3) working days.

The letter of offer will automatically be redundant within three (3) working days from the date of issuance of the letter.-



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8.0. APPEALS PROCESS

8.1. Parents wishing to appeal a decision should write to the Head teacher and copy to the School Committee, stating their reasons for the appeal. The school will respond to this within two weeks of receipt.



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Policy for the Prevention of Bullying and Associated Misdemeanors

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

1. **First time offender – One week suspension and warning letter.**
2. **Second time offender**
3. **Expulsion.**

The following will constitute bullying:

- **Any verbal threat.**
- **Teasing students by calling names or otherwise.**
- **Any form of physical assault or constant physical nagging.**
- **Destroying or damaging possessions belonging to fellow students.**
- **Extortion (demanding money, property etc).**
- **Racial or sexual harassment.**
- **Grouping students to exclude a fellow student.**

For minor associated misdemeanors any one or more of the following community service/s will be issued as corrective measure/s. The same will be carried out on Saturdays from 8.30 am to 12.30 pm. No drills will be given as punishment.

- **Cleaning the Canteen area at 1.30 pm.**
 - **Watering the plants in school.**
 - **Dusting the classrooms.**
 - **Cleaning the desks to remove graffiti.**
 - **Cleaning the school buses.**
 - **Helping in the library.**
 - **Food distribution on selected days at designated places.**
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Attendance Policy

Regular attendance and punctuality are crucial to a student's success in high school; they are the most important factors in student achievement. Missing class can not only cause a student to fall behind, but may also affect his/her grades or keep him/her in the same class at the end of the academic year.

PHILOSOPHY

Students and their parents have the responsibility for maintaining prompt and regular attendance as prescribed in agreement in the admission form that the parents fill in while seeking admission for the children.

PROCEDURE

Students are expected to attend all classes on time. It is the student's responsibility to document each absence by submitting a written note (signed by parent/guardian) to the Class Teacher or by having the legal guardian call the School Phone within two days of the absence. Accurate information is a critical part of this process.

Documentation must include: 1) Student name; 2) Exact date and periods absent; 3) Reason for absence; 4) Parent/guardian signature.

We strongly encourage the parent/guardian to contact the Deputy Head to schedule a conference with the Class Teacher to develop strategies to eliminate student absences.

ABSENCE

The following are valid excuses for absences and tardies: 1) Illness, health condition, family emergency or religious purposes; 2) Parent approved activities; 3) Absence resulting from disciplinary actions or short-term suspension, 4) Extended illness or health condition.

School related activities which require a student to miss class time will not be counted as part of the absence total for the term. The student shall be permitted to make up missed assignments under reasonable conditions and timelines set forth by the teacher in the course expectations. A student's grade may be affected because of the student's inability to make up the specific activities conducted during a class period.



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TARDIES

Tardies beyond 10 minutes are considered unexcused absences.

1.0 LATE ARRIVALS/EARLY DISMISSALS

Students who choose early dismissal (through a letter duly signed by the legal guardian) are to remain in the library during those class periods. The School does not encourage late arrivals.

2.0 CONSEQUENCES OF ABSENCE

1ST ABSENCE: AUTOMATED TEXT MESSAGE

When a student is marked absent from any class an automated text message will be sent to the legal guardian's mobile phone.

2ND ABSENCE: AUTOMATED TEXT MESSAGE

3RD ABSENCE: PARENT/GUARDIAN LETTER

Following the third absence in any class a letter will be sent to the parent/guardian.

4TH ABSENCE: LETTER AND PERSONAL CONTACT

At the 4th absence in any class a second letter will be sent to the parent/guardian. We strongly recommend you call the office to schedule a conference with the Deputy/Head to develop strategies to prevent such absences.

(Note: All the above absences are unexcused absences)



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Complaints Procedure

1. COMPLAINTS PROCEDURE

This procedure is available for all parents and prospective parents of the School.

1.1 Initial approaches: If a parent has a grievance or complaint about the school's treatment of their child in the first instance they should:

- 1.1.1. Approach their child's teacher informally to discuss their concerns.
- 1.1.2. Should the response prove unsatisfactory after a period of five working days from the initial approach, the Deputy Head of the Campus may be approached. In the absence of the Deputy Head, the parents may approach the Head directly.
- 1.1.3. Should the Head of the campus fail to address the complaint within a working week, he/she must communicate to the parent in writing how the complaint was approached, addressed and why it cannot be resolved. The Head must also communicate to the parent if the complaint is addressed and resolved successfully.

1.2. Written complaints:

Should the informal approaches to the Deputy Head and the Head prove unsatisfactory, any parent may put in writing a complaint. The school undertakes to respond to this complaint within the next two weeks of term time.

In the first instance a written complaint should be addressed to the Principal.

In the second instance, a written complaint can be addressed to the Chairperson of the Campus Managing Committee.



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1.3. Formal panel:

If this written complaint procedure does not satisfactorily end the matter, parents may ask for a 3-person Panel to hear the complaint. None of these people will have been directly involved in previous consideration of the complaint.

- 1.3.1. This panel will be convened within two term weeks of this request.
- 1.3.2. The panel will include one person who is independent of the management and running of the school.
- 1.3.3. Parents may attend and be accompanied at the panel hearing.
- 1.3.4. The panel will make findings and recommendations.
- 1.3.5. The panel provides for written record to be kept of all complaints and how they are resolved.
- 1.3.6. The panel provides that all individual complaints are to be kept confidential.

The panel will make known the findings (in writing) to the School Management Committee (and will copy the same to the Chairperson, Education Hub), the Principal, the Head of the concerned campus, the Complainant and others about whom the complaint has been made. Similarly any recommendations will also be given in writing to the Directors and all involved parties.

Written records will be kept of when the complaint was resolved, whether at a preliminary stage, whether the complaint was submitted in writing and whether the complaint proceeded to a panel hearing.



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Consequences of Misdemeanor

(To be read in conjunction with the students' code of conduct)

1. A student caught flouting school rules will be warned orally once. The verbal warning will be recorded and signed. For the second such misdemeanor that the student commits, the parent will be sent a WRITTEN NOTIFICATION that a disciplinary process is being initiated.
 2. When there are minor misdemeanors, the list of approved sanctions will be as follows:
 - a. one-to-one admonishment
 - 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 pupil 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
 - f. withdrawal of break or lunchtime privileges
 - g. carrying out a useful task in the school
 - h. a variety of forms of detention (age dependent)
 3. Parents may be called for a formal hearing before a committee constituted to hear discipline issues. The outcome of the formal hearing will be final and binding on the parent.
 4. The following are approved sanctions for gross misconduct:
 - a. Fixed period exclusion (suspension)
 - b. Expulsion
 5. Two suspensions in two successive calendar years will call for an expulsion. A formal hearing will be conducted if a student has been suspended twice in two successive calendar years.
 6. The following are examples of minor misdemeanors (FOR THE FIRST OFFENCE ONLY):
 - a. Improper Uniform.
 - b. Improper Jewelry.
 - c. Make up
 - d. Improper grooming.
 - e. Chewing gum.
 - f. Noise making
 - g. Making Noise while moving along the corridors.
 - h. Misbehaving during class/PE/at the swimming pool.
 - i. Lateness
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MINOR MISDEMEMANORS WILL CALL FOR A VERBAL WARNING FIRST, A WRITTEN WARNING THE SECOND TIME AND A FORMAL CONFERENCE THE THIRD TIME.

7. The following are major misdemeanors calling for fixed period exclusions:
 - a. Possession of pornographic material (5 days)
 - b. Vandalism.(2 weeks)
 - c. Use of foul language. (5 days)
 - d. Disrespecting a member of the staff.(3 weeks)
 - e. ANY MISDEMEANOR IN (8) COMMITTED THE THIRD TIME IN THE SAME CALENDAR YEAR.(5 days)

8. The school follows a zero Tolerance policy towards:
 - a. Bullying.
 - b. Substance abuse
 - c. Disrespect for the school's goodwill in public places/trips/excursions (through misbehaving/wearing the uniform in a disrespectful manner/use of substance prohibited by the school or banned by law/disrespecting the students' code of conduct)

The above will therefore constitute Gross Misconduct.

GROSS MISCONDUCTS WILL CALL FOR A FORMAL HEARING. THE OUTCOME OF THE FORMAL HEARING MAY RESULT IN THE EXPULSION OF THE STUDENT.



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Policy on Participation in National and International Games

1.0 Definition:

Any sporting activity or game will be classified as National if, and only if, the activity is being organized by the highest body in the Nation pertaining to the discipline. Similarly, a game or sporting activity will be classified as international only if

- a. The managing body (host) for the games in the country is the highest body pertaining to the game or discipline.
- b. The selection process has been transparent and the principle of equity has been observed.

2.0 Participation:

A student/team can claim to have participated in a National or an International event if, and only if,

- a. The school had received an invitation to participate in the game or activity.
- b. The school had enrolled a team/student for the game or the activity.

The school will not consider the participation of a student in a National or an International event if the student has registered for the event or game in his or her own personal capacity. Such participations will neither call for any award nor any other form of recognition.

3.0 Role of the Academy:

- a. To register teams/students.
- b. To train the students registered for National/International games/activities.
- c. If required, to arrange for coaches.
- d. To seek quotes and offer the best possible package to the students.
- b. To provide for the logistical support.
- c. To arrange for teachers to accompany the students.
- d. To ensure that the teachers' travel, boarding, lodging and incidental expenses are paid for.
- e. To arrange for the insurance of the children travelling. _____



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4.0 Role of the participating students:

- a. To attend all selection processes regularly and punctually.
 - b. To attend training programs as and when called for.
 - c. To indemnify the school against all eventualities.
 - d. To uphold the spirit of sportsmanship and fair play.
 - e. To pay for the travel boarding and lodging after the school negotiates the rates.
 - f. To protect the goodwill of the school at all cost.
 - b. To maintain discipline and follow the students' code of conduct as enshrined in the sports policy of the Academy.
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Students' Code of Conduct

Some areas of the code of conduct may be more relevant to our older students yet we require all our students to follow the core principles.

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 in order that students are able to best benefit from their education at OAN. In instances when a student's behaviour is inappropriate or a significant lack of responsibility is demonstrated, it is key that guidance is given so that expectations, boundaries and consequences are reinforced.

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

1. Students are expected to show respectful and considerate behaviour to staff, 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 school
4. Students are expected to attend and arrive punctually for Homeroom and all following lessons and activities during the school day;
5. Students must use the appropriate sign-in and sign-out procedures should there be a need to leave campus during the day;
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;



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8. Electronic devices such as mobile phones, MP3 players, iPods and electronic games **are prohibited in the Academy but, when brought to the school with the consent of the school administration,** are to be turned off during the school day;
 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 should be reported to a staff member as soon as possible;
 11. In order to prevent accidents, skateboarding, rollerblading or other potentially dangerous activities are not permitted on school premises except when supervised in designated areas at designated times; Children are also required to stay away from the railings.
 12. For safety reasons, students must be accompanied by a member of staff before entering the gym hall, technology rooms and science laboratories;
 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 the Principal/Head of School 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 is not allowed on campus or at school- related activities;
 17. Oshwal Academy Nairobi is managed by a Jain community. Any student seeking admission into the school /or on the rolls of the Academy must stick to vegetarian food at all times in the 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;
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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;
20. The teacher/staff member will speak to the student to attempt to resolve the situation. The homeroom teacher will be informed and involved if necessary;
21. If the offence is such that a detention is incurred and/or results in a loss of privileges, the teacher will inform the Principal/Head of School prior to contacting the parents by letter or telephone;
22. If necessary, a conference to include the Principal/Head of School and appropriate support staff shall be arranged to discuss the situation and its solution;
23. Further action will be taken by the Principal/Head of School and/or Principal/Head of School if there is an accumulation of unresolved issues.
24. The following are considered very serious violations of the School's rules and values. The Principal/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 Principal/Head of School the discretion to determine that immediate dismissal is necessary;
25. Leaving the campus without permission;
26. Academic dishonesty;
27. Rough or bullying physical or verbal behavior;
28. Language of an abusive, racist, sexist or blasphemous nature;
29. The use of technology to post information on a public website that is intended to denigrate or humiliate another person or OAN;
30. The possession of potentially dangerous implements or materials;
31. Theft, intentional damage to, or disregard for, school property or the property of others;
32. The use, possession or distribution of tobacco and alcohol, on school premises or at school-related activities;



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33. 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;
 34. Actions or behaviour, either during or outside school hours, which constitute a criminal offence under Kenyan law;
 35. Please note that suspended students are responsible for completing all school assignments;
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Substance Abuse Prevention Policy

PART A

1.0 Preamble

Oshwal Academy Nairobi, acting upon the expectation of the Oshwal Community and of parents that the school provides the most conducive learning environment, recognizes that unless the school and its students are safe from the trafficking and/or consumption of psychoactive substances, optimum conditions for learning will not exist.

The trafficking and/or use of psychoactive substances is a criminal offence and Oshwal Academy Nairobi will not aid the concealment of any offence committed by students on the school rolls. Consequently, any student suspected or found to have committed an unlawful or criminal act is liable to be reported to the appropriate authorities. The consequences arising from such action will not be the responsibility of Oshwal Academy Nairobi.

2.0 Policy Application

All students of Oshwal Academy Nairobi.

This policy will also apply to students on the school rolls who go on trips/excursions/functions.

3.0 Policy

- It is the policy of **Oshwal Academy Nairobi** to promote and maintain a safe, healthy, and productive school environment free from the use of psychoactive substances, for the benefit of its students, the clientele, and the community at large.
- **Oshwal Academy Nairobi** considers the use of psychoactive substances to be a very serious issue and attaches great importance to its commitment to maintain a school environment free from such substances.

Therefore:

- o The distribution, dispensing, possession, use of or consumption by any student of **Oshwal Academy Nairobi** of psychoactive substances including alcohol, illicit drugs, narcotics or any similar intoxicant is strictly prohibited. Any student violating any part of this policy is subject to serious disciplinary action up to and including expulsion from school.
- o Any student who is found within any of the campuses of **Oshwal Academy Nairobi** and is reasonably suspected to have consumed a psychoactive substance shall be subjected, upon the approval of the campus head and after consultation with the student's parent/guardian, to such medical tests as are found necessary to ascertain the state of the student's physical and mental health with a view to ensuring that such student receives suitable treatment, counseling and advice. The medical tests shall be carried out at a reputable medical facility selected by **Oshwal Academy Nairobi**.



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Substance Abuse Prevention Policy

- The academy reserves the right to use sniffer dogs to conduct random checks of the campus premises and random searches of students and students' property brought onto the campus.
- In the interests of ensuring that all students attending its campuses are in good physical and mental health and are not exposed to psychoactive substances, **Oshwal Academy Nairobi** shall expel any student who is reasonably suspected to have consumed a psychoactive substance and:
 1. who personally objects to medical testing; AND/OR
 2. whose parents object to medical testing; AND/OR
 3. who declines to attend rehabilitation or counseling sessions or receive treatment as required by **Oshwal Academy Nairobi**; AND/OR
 4. whose medical tests confirm the use of psychoactive substances on instances of testing.
 5. As part of the maintenance of a drug-free school environment, **Oshwal Academy Nairobi** will promote regular substance abuse education programs for all students.

PART B

4.0 Procedure for the implementation of the policy:

1. All students who are at any time reasonably suspected of psychoactive substance use will be tested under the Substance Abuse Prevention policy.
2. The school reserves the right to test any student.
3. Parents/Guardians may request to have their child tested at a reputable medical facility acceptable to the school, subject to the results being sent directly to the school.
4. The school officials shall treat all information received from medical tests carried out on any student with strict confidence.
5. The test screen will determine the presence of any psychoactive substances including alcohol, cocaine, marijuana, tobacco, miraa or any other substance
6. Recognized by NACADA as hazardous.
7. The school shall ensure that a parent or guardian of a child whom the school intends to subject to medical tests is duly notified before the tests are conducted and the parent/guardian shall be accorded an opportunity to be present during the testing.
8. Students will be summoned to the office of the campus head and notified of the intended testing on the day the testing is to be conducted.
9. Test results obtained by the school administration will be communicated to the student's parents/guardians.
10. An individual testing positive may choose to have a test redone and provide the results within 72 hours. Such re-tests will require a witness from the school at all stages.
11. Any student found to be deliberately tampering with results or falsifying records will be expelled. Students will also be expelled if parents have falsified records.
12. Students who have been subjected to testing shall continue to attend normal classes until the results are received.



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PART C

STUDENT VOLUNTARILY SEEKING HELP FOR ALCOHOL OR OTHER DRUG-RELATED PROBLEMS

1. Students are encouraged to seek help for problems with or related to psychoactive substances.
2. The school counselor may be approached by the students seeking voluntary assistance, either for themselves or for their friends. Any communication between a student and student counselor shall be treated with strict confidence provided that:
 - a. the student's health is not in imminent danger;
 - b. the information does not indicate that the health or safety of another individual is threatened and does not reveal any criminal activity.
3. The student's age, quantity/frequency of psychoactive substance use, and the length of time a student continues to use such substances will be given consideration in deciding whether to initiate a referral to a community/government/private agency.
4. The student counselor will continue to work with a student seeking help voluntarily for an extended period of time. However, when no progress is apparent, alternative action will be taken by the school as deemed suitable.

PART D

RE-ADMISSION OF STUDENTS WHO HAVE BEEN DISMISSED FROM SCHOOL

- o The school is aware of its responsibility to the community and will readmit students if:-
 - a. The parents have admitted the student in a rehab center and the center recommends the re-admission of the student. OR
 - b. The student has been rehabilitated.

AND

- c. The student and the parents sign an undertaking that the school's substance abuse prevention policy will be respected.
- o Such re-admission will be subject to extensive consultations between the Principal, the Senior Management team of the respective campus and the Board of governors. In cases of application for readmission, the school's decision will be final. Such re-admissions will be conditional and will be subject to periodic review

Each student shall be treated in accordance with the particular circumstances of his/her case and the cooperation of each student and his/her parents/guardians is vital in determining the best course of action to ensure the physical and mental health of the student. Oshwal Academy Nairobi is committed to ensuring that its students receive an education that will ensure a drug-free future for them as adults.

I have read, understood and will ensure that my child/ward abides by the policy.

Name of student: Year:

Name of parent: Father/Mother/Guardian (Tick applicable)

Signature:



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Parents are required to sign every page of this policy. They are also encouraged to keep a copy with themselves

1 Oshwal Academy Nairobi makes contractual commitments to faculty, staff and facilities long before the start of a new school year. This annual obligation must be met even if a child withdraws from a class. Therefore, when a student (either new or returning) enrolls by submitting the application form (either through hard copy or digitally); he/she does so for the entire school year.

1.1 Withdrawal does not release a student from the contractual agreement established in the application form. The full tuition amount is due if the notice for withdrawal is not received a term in advance.

1.2 This is not intended to cause hardship for any family but is a necessary provision to insure the financial solvency of the academy. Current students whose family plans are uncertain (such as a pending job transfer out of Nairobi) should take this policy into consideration prior to their applications for the School Leaving Certificate.

1.3 Written notification of intent to withdraw should be given to the school head within the stipulated time limits as stated below in the policy document.

2 Notice of withdrawal:

2.1 The notice of withdrawal must be served in writing stating reasons.

2.2 The notice should be addressed to the Head of the school.

2.3 The notice should be served not later than two weeks into a term for a student leaving school at the end of that term (Please see 3.4. for clarification).

3 Notice period- Clarification:

3.1. The requirement of the notice period has been justified in section 1.

3.2. The notice period is a term.

3.3. A notice, for a school leaving certificate required at the end of a term must be served at the end of the preceding term. For example, if the school Leaving Certificate is required at the end of Term 1, the notice should be served to the school at the end of term 3 of the previous academic year.



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3.4. The minimum notice period must be not less than 11 weeks. This means, that the notice must be served 11 weeks prior to the date of issue of the School Leaving Certificate.

4 Reservation of place:

4.1. Even after the school has issued the leaving certificate, the parent can ask the school to reserve the child's place. This request may be made if the parent can provide evidence that the student will be returning back to the school in a short time.

4.2. Such reservations can only be made if the parent pays for the term fees in advance.

4.3. Such reservations cannot be made for more than 2 terms.

4.4. The admission policy will be applicable for students returning to the school after two terms of the issue of the School Leaving Certificate.

5 Caution Deposit:

The caution deposit can only be refunded if the student has cleared with the school. The deposit has to be forfeited if the student has not returned the school property or has not made good any damage done to the school and its property. Parents of prospective returning students may request the school to withhold the caution deposit.

NOTE: A student has successfully cleared with the school if

1. Appropriate notice has been served for the SLC; and
2. All school property has been returned; and
3. The student has made good all damages done to the school and its property (if applicable).

OR

1. The student has appeared for the IGCSE and is not proceeding to Senior High (or has appeared for the GCEs); and
2. The student has returned all school property; and
3. The student has made good all damages done to the school and its property (if applicable).

6 Readmission:

Readmission will solely be dependent on the Admission policy.



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7. Fees in lieu of notice:

If the notice for the school leaving certificate is not served adequately in advance as stipulated in Sections 2 and 3, a term's fees in lieu of notice will be due to the school.

8. Notice fees – Clarification:

- 8.1. Notice fees will be a term's fees payable to the school when the notice for the school leaving certificate is not served well in time (as stipulated in Sections 2 and 3).
- 8.2. If the concerned student decides to continue with the schooling, instead of collecting the SLC, the notice fees will be treated as the school fees for the following term.
- 8.3. Under any circumstances, the student will owe the school a term's fees if the notice for withdrawal is not served 11 weeks prior to the date of leaving.
- 8.4. A student serving a notice to the school well in time (as in sections 2 and 3) will be issued the School Leaving Certificate only at the end of the notice period.
- 8.5. If, after serving a notice well in time, a student wishes to leave the school before the mandatory notice period is over, the student will owe the school a terms' fees as notice fees.

9. Issuance of the SLC:

- 9.1. A student cannot attend classes after the date of issuance of the School Leaving Certificate.
- 9.2. A School Leaving Certificate, once issued, cannot be cancelled.
- 9.3. For unforeseen reasons, if a student has to continue with schooling at OAN even after the issuance of the School Leaving Certificate, the student will need to pay the admission fees as decided from time to time.

10. Provisional Notice:

- 10.1. A notice served well in time may be considered to be a provisional notice if the parent expresses that in the application.
 - 10.2. The provisional notice will be deemed final notice if the same is not withdrawn
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before 11 weeks from the date of application (by the parent) for the SLC.

11. Involuntary withdrawal:

The school reserves the right to advise parents to withdraw their children / wards if the students fail to meet the school's expectations (either academic or behavioural).
