



## **RULES AND REGULATIONS GOVERNING STUDENTS CONDUCT AND DISCIPLINE**

### **1. INTRODUCTION**

The school Academic committee shall have the right to interpret and the authority to apply these rules and regulations governing the conduct and discipline of the students. All disciplinary cases shall be handled by the Dean of student's office before being handed over to the School Disciplinary Committee. The School Management Committee also has the right to make rules and regulations, and to amend the existing rules and regulations, governing the conduct and discipline of all students in EASA. Any changes made by the Academic Committee regarding these rules and regulations shall be subject to the confirmation of the EASA School Management Committee.

### **2. DEFINITION OF STUDENT.**

For the purpose of these rules and regulations, a student shall be any person who has registered and is currently undertaking a course of study, whether full-time or part-time at EASA. He/ she shall remain a student of EASA until he/she has been fully cleared by the school.

### **3. APPLICATION AND SCOPE OF THE RULES AND REGULATIONS**

These rules and regulations shall be binding to all registered students of EASA from the time they register as students until such time that they discontinue, or are discounted

from their studies and are deregistered, or until they shall have graduated after completion of their studies. Registered students are expected to abide by the rules and regulations at all times when in academic sessions as well as during out of school official functions.

#### **4. ENFORCEMENT OF THE RULES AND REGULATIONS**

Heads of Training and the Dean of Students shall have the duty and responsibility of ensuring that rules and regulations are followed and enforced at their respective levels. Major disciplinary decisions shall be made by the School Disciplinary Committee (SDC).

Students who fail to adhere to these rules and regulations will be issued with a warning letter or will be suspended or expelled depending on the gravity of the case. If the behavior of the student does not improve after the warning and suspension, he/she may be expelled.

#### **5. STUDENT ACTIVITIES AND THE STUDENT ASSOCIATION**

There shall be a representative student's association, known as the EASA Students Association (EASASA). The purpose of EASA Students Association shall be to promote the academic, cultural, religious, social and sporting welfare of the Students of EASA. The association shall consist of student's representatives elected at open and free elections according to guidelines established by the Dean of Students.

The activities of the student association will be supervised by the Dean of Students with whom the members of these association will meet periodically.

In order to ensure that students are adequately represented at all levels, in addition to the students who form part of the EASASA, there shall be one student representative for each class who shall regularly meet with their head of department or where appropriate, with the Dean of Students in order to discuss their concerns and suggestions.

## **6. GENERAL CONDUCT**

Notwithstanding any action taken on account of the violation by civil authorities or agencies charged with the enforcement of criminal laws, the dean of students may initiate disciplinary proceedings under EASA disciplinary procedures against a student who:

1. Engages in conduct that may violate any provision of state laws, whether or not the violation occurs on school property or in connection with any school-oriented activity.
2. Possesses, uses, or displays firearms, ammunition, explosives, or other weapons on property owned or controlled by the school, without written permission from the state
3. Behaves in a manner that threatens or endangers the health or safety of any student or employee of the school, or of visitors to the school.
4. Violates the school's prohibition of sex discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including domestic violence and dating violence) and stalking.
5. Damages, defaces, destroys, tampers with, or takes without authorization property of the school, property belonging to any student or employee of the school, or property of a visitor at the school.
6. Engages in unauthorized use or possession of alcoholic beverages in the school classrooms, laboratories, auditorium, library building, administrative block, sports facility, hostel, or any other school area or engages in the improper use, possession, or consumption of alcoholic beverages, including but not limited to underage possession of alcohol, underage consumption of alcohol, providing alcohol to a minor, public intoxication, minor driving under the influence of alcohol, driving while intoxicated.

7. Engages in the use, possession, or sale of an illegal drug or narcotic, or possession of drug paraphernalia.
8. Engages in speech, including but not limited to verbal, electronic, or written communication, that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action.
9. Dumps, throws, places, or causes to be placed any material, object, trash, person, animal, waste, or debris in the water of any fountain or other artificial body of water including swimming pool located on the school compound; or damages, defaces, or removes any portion of any fountain, monument, building, statue, structure, facility, tree, shrub, or memorial located on the school compound
10. Engages in harassment which is defined as conduct that is sufficiently severe, pervasive, or persistent to create an objectively hostile environment that interferes with or diminishes the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the school.
11. Engages in unauthorized use of property, including keys, equipment, resources, supplies, buildings, or facilities owned or controlled by the school or the school System, including unauthorized entry into property, buildings, or facilities owned or controlled by the school or the school system.
12. Engages in an inappropriate or disproportionate use of an information technology resource owned or controlled by the school or the school system or uses an information technology resource for an illegal, threatening, or intentionally destructive purpose. Prohibited conduct includes, but is not limited to, circumventing system or network security, committing copyright infringement, transmitting unsolicited e- mail, sharing a school-issued password, falsifying an e-mail header, and using resources for personal financial gain or profit.

13. Engages in stalking which is defined as repeated conduct directed specifically at another person that reasonably causes that person, or a member of that person's family or household, to fear for his or her safety or that person's property; such conduct may include but is not limited to repeated, close physical or visual contact, watching, following, and making direct or implied threats by phone calls, e-mail messages, letters, or messages.

14. Providing False and Misleading Information:

- (a) Engages in the falsification of academic records, including but not limited to altering or assisting in the alteration of any official record of the school or the school system and submitting false information or omitting requested information that is required for or related to any academic record of the school or school system. Academic records include, but are not limited to, applications for admission, the awarding of certificates and diploma, registration materials, grade change forms, and reporting forms used by the Office of the Registrar Academics. A former student who engages in such conduct is subject to a bar against readmission, revocation of a certificate and diploma, and withdrawal of the same.
- (b) Furnishes false information to or withholds material information from any school official acting in the course of his or her duties; or,
- (c) Alters or assists in the alteration of any official non-academic record or document of any school office or of the school system.

15. Engages in surveillance or recording of any type without the subject's knowledge or consent in areas where there is a reasonable expectation of privacy and/or the broadcasting or distribution of such material.

## 16. Disruptive Conduct

- (a) otherwise engages in the following acts of inappropriate conduct that have the potential to interfere or disrupt the student learning or teaching function of the school: pranks, repeated contact of a harassing nature through a personal or electronic medium, and berating or otherwise abusive behavior; or,
- (b) attempts to commit any violation of school rules or regulations, or to assist another person or persons in committing any violation of school rules or regulations; or,
- (c) behaves in a manner that impedes, interferes with, or disrupts any school teaching, research, administrative, disciplinary, public service, learning, or other authorized activity.

## 17. Failure to Comply:

- (a) Refuses to identify himself or herself to an institutional representative in response to a request when on any institutional property. A person identifies himself or herself by giving his or her name and complete address, substantiated by a national identity card, valid driving license, or other official documentation.
- (b) Engages in action that interferes with or obstructs the student disciplinary process. This includes, but is not limited to, failing to appear for a meeting when summoned by letter or e-mail to do so, failing to appear at or testify at a hearing, attempting to intimidate, harass, or unduly influence a potential witness or complainant, and failing to comply with disciplinary sanctions; or,
- (c) Engages in any prohibited conduct while suspended for disciplinary reasons.

18. Retaliates in any way against an individual who has brought a complaint under this chapter or participated in an investigation of such complaint.

19. Engages in actual or threatened violent conduct against a person.
20. Violates any provision of the School's Rules and Regulations or specific instructions issued by an administrative official acting in the course of his or her authorized duties.
21. Dresses inappropriately in contravention of the school's rules and regulations. Students dressed in an inappropriate manner will not be allowed to enter the school. You must maintain an atmosphere conducive to study and work. The dress code reinforces that atmosphere with policies promoting a general appearance, in personal grooming and attire, of decency, simplicity, appropriateness and modesty. Students are given the liberty to dress according to their preferences so long as they adhere to the conventions of good grooming. Clothes worn in school should be practical and comfortable with a bias for slightly loose fit.

#### **Females:**

- Skirts, blouses and top gears must cover the waist areas at all times.
- Fitting should be loose, not body hugging.
- Fabric of clothing must cover the knees and should not be sheer or flimsy.
- Design of clothing should not include foul language and/ or graphics.
- Students may wear footwear of choice except bedroom/bathroom slippers tire open shoes or plastic open sandals.
- Tracksuits are not allowed in class except for sporting activities.

#### **Males**

- Shirts must be tucked in at all times
- Fabrics should not be sheer or flimsy
- Design must not include foul language and/or graphics
- Fitting should be loose and not body hugging
- Students may wear footwear of choice except bedroom/ bathroom slippers like open shoes plastic open sandals.

- Track suits are not allowed in class except for sporting activities.

The students and their guests who violate the dress code will be prohibited by the gate security on duty from entering the school. Lecturers will also automatically disallow such students inside the classrooms should they find their way there. Consistent violation will be subject to disciplinary action.

## **7. ACADEMIC OFFENCES**

The integrity of school's academic life and of the Certificates and Diplomas awarded by the School is paramount. The School is dependent upon the honesty and soundness of the instructor/student learning relationship as well as that of the evaluation process. Conduct by any member of the school community that adversely affects the relationship or this process is therefore, considered a serious offence. Every student shall abide by the specific regulations, which govern the programme of study she / he is enrolled. This shall also include abiding by examination rules and regulations

- a. "Academic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two classes or courses without the prior permission of the instructor), or the attempt to commit such an act.
- b. "Cheating" includes, but is not limited to,
  1. copying from another student's test, paper, project, or other assignment;
  2. failing to comply with instructions given by the person administering a test, project, or other assignment, or given in conjunction with the completion of course requirements;
  3. using or possessing materials that are not authorized by the person giving the test, project, or other assignment, including but not limited to class notes, calculators, electronic devices, and specifically designed



- “mwakenyas”; the presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test;
4. providing assistance to or receiving assistance from another student or individual, without authority, in conjunction with a test, project, or other assignment;
  5. discussing or providing information about the contents of a test with another student who will take the test;
  6. capturing or divulging the contents of a test or other assignment when the instructor has not given permission for students to keep or distribute such information;
  7. substituting for another person or permitting another person to substitute for oneself to take a class, a test, or any class-related assignment;
  8. using, buying, stealing, transporting, soliciting, or coercing another person to obtain answers to or information about an administered test, project, or other assignment;
  9. falsifying research data, laboratory reports, other academic work offered for grades, or work done in conjunction with the completion of course requirements;
  10. taking, keeping, misplacing, or damaging the property of the school, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; or altering a test paper, project, or other assignment to gain an academic advantage.
- c. “Plagiarism” includes, but is not limited to, the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for grade or in conjunction with a program course requirements.
  - d. “Collusion” includes, but is not limited to, unauthorized collaboration with another person in preparing academic assignments offered for grade, and collaboration

with another person to commit a violation of any section of the rules on academic dishonesty.

- e. "Misrepresenting facts for academic advantage" to the school or an agent of the school or the school system includes, but is not limited to, providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual; and providing false or misleading information in an effort to injure another student academically or financially.

All other Rules and Regulations governing student conduct in examination as specified in the Examination policy of the school shall apply.

## **8. ATTENDANCE AND PUNCTUALITY.**

- a. Students who wish to absent themselves from class must get permission from the Head of Training in cases of urgency. Such permission may be obtained from the subject lecturer concerned, who will in turn inform the Head of training. A student who is absent from class for more than 20% of class hours without a valid reason will be deemed not to have met the requirements for that subject and be excluded from the final exams in that subject.
- b. A student found attending a course for which he/she is not enrolled will be discounted from any other course for which he/she is enrolled and will not be allowed to enroll for any further courses in the school.
- c. Punctuality is needed for the smooth running of the school, therefore students are expected to be present and seated in the classrooms before a lecture begins. If a student arrives 15 minutes late for a lecture the lecturer will have the discretion to decide whether to allow him/her into the classroom. Students who persistently

arrive late for their lecture will be issued with a warning letter by the Head of Training.

- d. No food or drink should be taken into lecture rooms or classrooms, library or workshops.
- e. Students should avoid making noise outside the classrooms so as to not disturb those attending lectures.
- f. All mobile phones and beepers should be switched off on entering the classroom/library. No calls should be made or received in these places.
- g. Silence should be observed in the lecture rooms even in the lecturer's absence so that students who wish to study can do so.
- h. Students should only smoke in the smoking designated areas.
- i. All litter should be disposed in the bins provided.
- j. Students should not write on the desks and chairs or otherwise damage them
- k. The seating arrangement in lecturer rooms, should not be changed nor should any furniture or equivalent be moved from one room to another without the permission of the respective Head of Training.
- l. Students may have their lunch in the cafeteria area or on the lawns and not in classrooms, corridor, car park or any school administration areas.

To help maintain a business-like and serious study atmosphere male and female students are asked not to display familiarity by holding obscenely on to each other in any way, unless of course someone falls sick. Friendship is always shown best when it is respectful and restrained.

## **9. RULES FOR RESIDENTIAL STUDENTS**

The School has good full board accommodation facilities for students at affordable rates and students are encouraged to live in the hostels. However, rooms will be allocated on a first come first served basis upon payment.

All students who reside in the hostels must strictly adhere to the following Rules and Regulations:

- a. Allocation of rooms to resident students will be the prerogative of the hostel officer. Change of rooms once allocated will not be allowed without the written permission of the hostels officer.
- b. Removal of furniture or equipment from the students' rooms or any other premises within the hostels without permission is forbidden.
- c. Any loss, breakage or missing items should immediately be reported to the housekeepers or custodians of the hostel in which the loss/ breakage or missing items occur.
- d. Students shall be held responsible if proven to have caused the loss, breakage or disappearance of hostel facilities and/or items and shall be charged an equipment of the same including installation.
- e. No student will be allowed to remain in school as a resident during any part of the vacation without written permission from the hostel officer. Where such permission is granted the student is expected to pay for his/her room and board in advance.
- f. Absence from residence in the hostel must be communicated in writing by the student and accommodation fee already paid shall not be refunded for the absent days. Any student wishing to be away over-night must register his/her absence with the Housekeeper on duty before commencing the night-out. Absence from residence for a consecutive period of one week without prior notification to the appropriate authorities will mean forfeiture of the students place in the hostels
- g. Misuse or willful destruction of property in the hostel by a student or group of students will constitute a serious offence, and the student or group involved in such an act will be held wholly responsible for any damage caused.
- h. Use of video tapes, radios or any musical instrument(s) in the residence is permitted on condition that the sound does not cause any disturbance. Such equipment should not interfere or interrupt normal working conditions of the school or cause any damage or increase infrastructural costs to school.
- i. Drunkenness, unruly, rowdy or physical confrontational behaviour within the school shall be considered a serious offence

- j. Students found in possession of prohibited drugs and related substances will be suspended to show cause pending appearing before the Students Disciplinary Committee and maybe expelled and in addition face the law of the land.
- k. Students found in possession of prohibited drugs and related substances will be expelled and face the law of the land.
- l. Students will be responsible for the security of their property. The school will not be held responsible for the loss or damage to students' property while in the school premises.
- m. No strangers are allowed in the hostel. Students are warned that severe disciplinary action will be taken against any hosts to the un-authorized visitors entering the hostel. All visitors shall be received in the common room. However, all visitors are expected to comply with all the School Rules and Regulations.
- n. Sick students, with proof from a qualified medical practitioner, who has been advised by the doctor to take a rest during learning hours will do so in the sick bay or in their rooms.
- o. Any sickness during the night should be reported to the housekeeper on duty or School Nurse who will make the necessary arrangements to deal with the situation at hand.
- p. Students are advised against keeping large amounts of money in the hostel as the school authority will not engage in the investigation of stolen or lost money.
- q. Illegal trade is prohibited in the hostel. This includes; sale of cigarettes, sweets, loan sharking among other things.
- r. All students are NOT permitted to indulge in gambling, occult practices of any kind, witchcraft, possession of obscene or pornographic materials, violation of which will lead to major disciplinary action.

Any offence described in Kenya laws and Nairobi city by-laws occurs in the school context and is not specifically described by another articles in this code to be considered an offence under this code but only if it can reasonably be seen to adversely affect the functioning of the school and shall be punishable according to the Kenya Law of Nairobi City by-laws.

<b>PUNISHABLE OFFENCES AND PENALITES</b>		
<b>No.</b>	<b>Offences</b>	<b>penalty</b>
1.	<p><b><u>Disruption</u></b></p> <p>(a) No student shall, by action, threaten or otherwise knowingly obstruct school activities. School activities include but are not limited to, lecturers, research, meetings, interviews, public events, ceremonies etc.</p> <p>(b) Disruption which occurs during the teaching of a class or course or the conduct of research may be treated as an academic offence.</p>	Suspension for one month semester and/ or warning letter.
2.	<p><b><u>Unauthorized Entry and / or Presence</u></b></p> <p>(a) No student shall contrary to express instructions or intent to damage, destroy or steal property or without just cause knowingly enter or remain in any school building facility room or office.</p>	A warning letter and / or suspension for one semester.
3.	<p><b><u>Theft, Damage and Destruction of Property</u></b></p> <p>(a) No student shall knowingly take, destroy or damage school property, nor shall any student knowingly take, destroy or otherwise damage any</p>	A warning letter and suspension for one year and pay for / return damaged property.

	<p>property not his or her own on school property.</p> <p>(b) No student in any manner whatever shall knowingly deface the inside or outside of any building of the school nor receive any storage of similar property of the school</p>	
<p>4.</p>	<p><b><u>Physical Abuses, Harassment and Dangerous Activity.</u></b></p> <p>No student shall on property owned or occurred by the school or in a school context.</p> <p>(a) Assault another person, including sexual assault, threaten any other person with bodily harm or damage to such person's property or knowingly and without just cause, cause any other person to fear bodily harm or fear damage to his or her property.</p> <p>(b) Knowingly create a condition, which unnecessarily endangers or threatens the health, safety or wellbeing of other persons or threaten, damage or destruction of property.</p> <p>(c) Sexually harass another person of the school community.</p>	<p>Expulsion</p> <p>Suspension for one semester or expulsion depending on how serious the situation is.</p> <p>Suspension for one semester</p>

	<p>(d) Engage in racial or ethnic harassment of another member of the school community.</p> <p>(e) Distribute dispense, possess or use controlled substances such as drugs as drugs or alcohol on school or as part of any school activity.</p> <p>(f) Possess pornographic materials the found surfing immoral websites or any other kind of material that is offensive to the dignity of the members of the school.</p> <p>(g) Possess or use weapons that might threaten the life of another member of the school community.</p> <p>(h) Smoking should not be done at non-designated areas.</p>	<p>Suspension for one semester</p> <p>Suspension for one semester</p> <p>Suspension for one semester</p> <p>A warning letter and a suspension for one semester if behaviors continuous</p>
5.	<p><b><u>Possession of Stolen Property</u></b></p> <p>No student knowingly or unknowingly the property to have been stolen, shall possess school property or possess on school premises any property stolen from any other member of the school community.</p>	<p>Suspension for one academic year, return the stolen property/ or pay equivalent and a warning letter.</p>
6.	<p><b><u>Unauthorized or Fraudulent use of School Facilities.</u></b></p>	<p>Suspension for one semester.</p>



	<p><b>Equipment or Services.</b></p> <p>(a) No student shall knowingly use any school facility, equipment or service contrary to express instruction or without just cause.</p> <p>(b) No student shall knowingly defraud or abuse the trust of any school office, facility or service.</p> <p>(c) No student knowingly shall accuse another member of the school community with an office under this code or knowingly misrepresent materials facts for the purpose of damaging the reputation of the member of the community.</p>	<p>As above</p> <p>As above</p>
<p>7.</p>	<p><b><u>Misuse of School Supplies or Documents</u></b></p> <p>No student shall forge or, without authority, knowingly alter, use, receive or possess school supplies or documents. School supplies and documents include, but are not limited to, equipment, Keys, records, certificates, testimonials, stationery and files.</p>	<p>Suspension for one academic year.</p>
<p>8.</p>	<p><b><u>Information Offences</u></b></p>	<p>Suspension for one academic year.</p>

	<p>No student shall defame any member of the school or society. Such offence may be in the following formats:</p> <ul style="list-style-type: none"> <li>a) Statement in publication or printed format such as books, newspaper, website, magazines(libel)</li> <li>b) Statement uttered verbally(slander)</li> </ul>	
<p>9.</p>	<p><b><u>Demonstration</u></b></p> <p>No student shall demonstrate in school property or while doing a school activity, individually or with a group and in connection with a demonstration, including a rally:</p> <ul style="list-style-type: none"> <li>a) Knowingly use words which threaten violence or bodily harm to any group or individual in a situation where there is a clear and imminent danger of such violence or bodily harm and whether or not the group or individuals thus threatened knows of such threatening words: or</li> <li>b) Knowingly use words in situation of clear and imminent danger, which incite others</li> </ul>	<p>Suspension for one academic year or expulsion depending on the degree of danger involved.</p>

	to behavior, which violates any rules and regulations of the school.	
10.	<p><u>Class attendance and punctuality</u></p> <p>It shall be an offence for a student:</p> <p>a) To be absent from class without prior permission from the Head of Training or his/ her representatives.</p> <p>b) To attend a course for which he/she has not enrolled and / or paid requisite fee, unless the Department has issued express permission to the student to do so.</p> <p>c) When absent from class to arrange for another student to sign the attendance register on his/her behalf.</p> <p>d) To report for classes/ lectures late without adequate verifiable reasons.</p>	<p>Warning letter</p> <p>Warning letter and pay a line of kshs7,000/= if student's want to continue then pay full fees of the course.</p> <p>Suspension for one academic year.</p> <p>A Warning letter.</p>

**Discipline procedure:**

1. The School Disciplinary Committee shall have power to administer necessary disciplinary action on a student found guilty of an offence. Any action taken shall be in line with the disciplinary policy and procedures.

2. In case of grave breach of discipline, the matter shall be referred to the School Management Committee chaired by the Director.

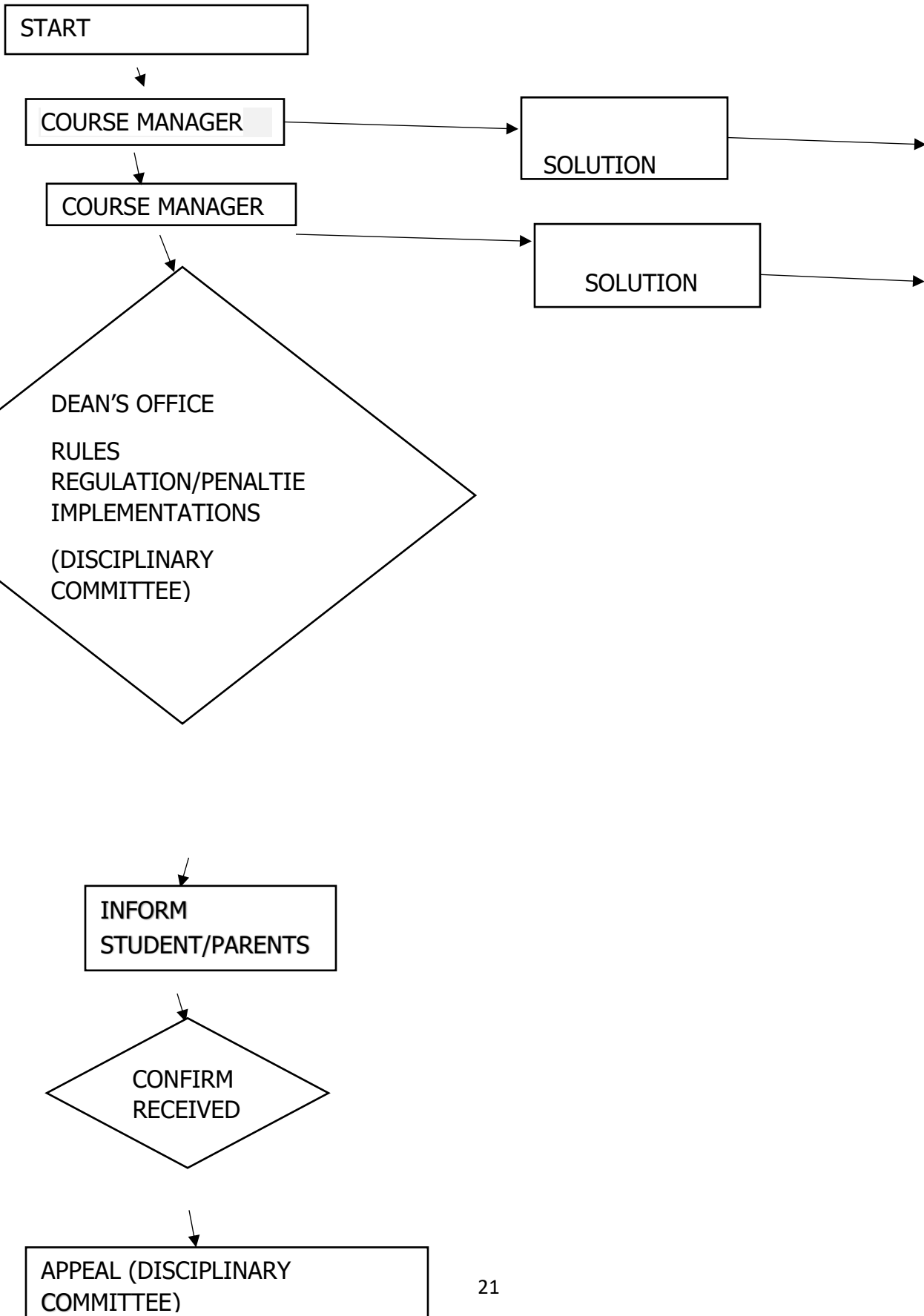
### **School Disciplinary Procedures**

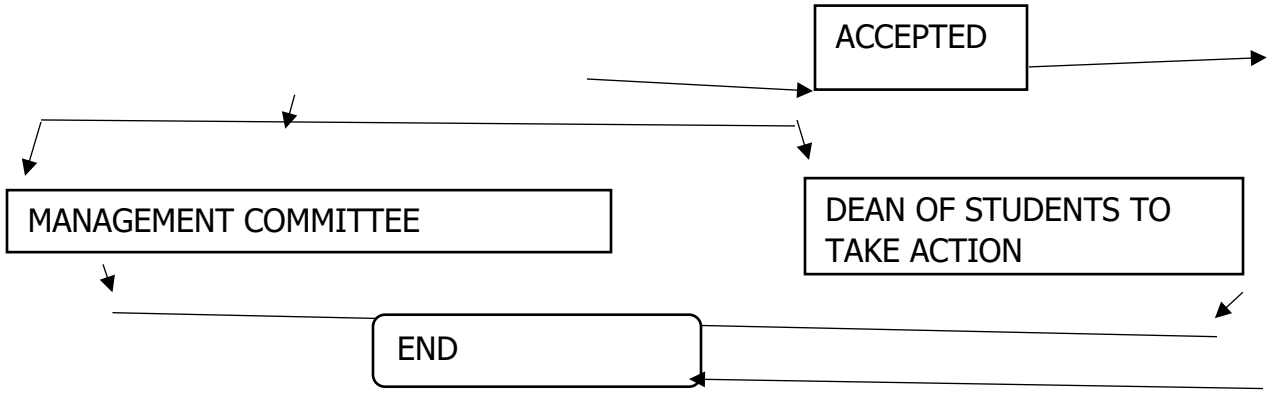
All students are expected to be guided by the school's policies which foster corporate family values with their students and staff in order to:

- a) Contribute towards the promotion of a bright and cheerful corporate-family atmosphere in the school.
- b) Promote a conducive and pleasant environment for quality teaching and learning for all students and staff within the school.
- c) Maintain good relationship and mutual understanding among fellow students and among students and staff within the school.

The student disciplinary procedure is aimed at providing a fair hearing to any student in the event of such a student being aggrieved, as is bound to happen in a family with such diverse membership as the East African School of Aviation.

# GRIEVANCE PROCEDURES





**DECLARATION**

I ..... Confirm that I have received, read and understood, and promise to abide by the EASA Rules and Regulations Governing the Conduct of EASA Students.

Name: .....

Sign: .....

Date: .....

Course being undertaken: ..... Admission Number

.....

Witnessed by: .....

Sign: .....

Date: .....