



# Unafaa's Educational Code of Conduct and Contract

## **RULES AND REGULATIONS FOR TRAINEES**

*The following rules and regulations have been drawn to enable the smooth achievement of Unafaa's Education Program's Core Objective. Against this backdrop, therefore, all the trainees who have signed up for the program must adhere to the rules and regulations. Hence, it is herein submitted, with the profound approval of the board, that the Unafaa International Educational Program will enforce the following rules and regulations fairly and consistently:*

**\*UEP means Unafaa educational program**

### **RULE NO 1: UEP/23: STEALING**

Stealing is a major indiscipline (*lack of discipline*) case; any trainee who commits the above offense is not trusted to remain in the program and, therefore, will be suspended immediately and awaiting disciplinary action from Unafaa International.

### **RULE NO. 2: UEP/23: PLAYING TRUANCY**

We understand that absences will occur. When they do, the trainee must communicate with Unafaa's Project Manager about why they will not attend their daily courses. Excessive absences (determined by Unafaa International) will result in the trainee having to pay for their own transportation, a daily meal, and their exam fees. Absenteeism or skipping lessons/class is severe negligence in academics and will be punishable by immediate suspension and may lead to a recommendation by Unafaa International for disqualification. Our trainees are expected to have perfect attendance while enrolled in our educational programs.

### **RULE NO.3: UEP/2323: BULLYING OF OTHER LEARNERS**

Any learner found defying this rule risks disciplinary action from Unafaa International, which includes suggestions for disqualification.

### **RULE NO.4: UEP/23: CHEATING OF ANY KIND**

Integrity is an important aspect. Learners are required to observe utmost sincerity and honesty. If one is found to have given, false information will mean an immediate suspension from the program. Any trainee who attempts to/or cheat will be suspended. Failure to abide will result in disciplinary action.

### **RULE NO.5: UEP/23: DRUG TRAFFICKING/SUBSTANCE ABUSE**

The program is drug/alcohol-free; possession, trafficking, or use of drugs and other complex substances is strictly prohibited. Unafaa categorizes drug trafficking/substance abuse as a significant offense. Any learner(s) found to be defying this will be immediately suspended and recommended to Unafaa International.



#### **RULE NO.6: UEP/23: VANDALISM, DESTRUCTION, AND LOSS OF INSTITUTION OR UNAFAA PROPERTY**

Any learner who intentionally vandalizes/destroys or loses any Institute property will be required to replace or repair it at their own cost. This will result in immediate suspension from the institution. Extreme cases of destruction will force Unafaa International to take disciplinary action that could result in immediate dismissal from any of our educational programs.

#### **RULE NO.7: UEP/23: PHYSICAL FIGHTS/ASSAULT**

Involving oneself in this act constitutes gross misconduct that will lead to immediate suspension from the institution pending the decision of Unafaa International, which could ultimately result in an immediate dismissal from any of our educational programs.

#### **RULE NO.8: UEP/23: DEFIANCE OF LAWFUL INSTRUCTIONS**

Defiance with the lawful instructions given by the prefects/ captains or teachers amounts to a significant indiscipline case as outlined in the BASIC EDUCATION REGULATIONS, 2015(LEGISLATIVE SUPPLEMENTARY NO. 21); contravention of this rule requires immediate suspension and disciplinary action by the Board of Management.

#### **RULE NO.9: UEP/23: ABUSING TEACHERS OR OTHER PERSONS IN AUTHORITY**

The Academy aims at nurturing young Kenyans of good moral standing and stresses the importance of respect for teachers and other persons in authority within and outside the institution. Also, The Ministry of Education, through the BASIC EDUCATION REGULATIONS, 2015(LEGISLATIVE SUPPLEMENTARY NO. 21), classifies abusing teachers/other persons in authority as a significant offense. Learner(s) who intentionally or unintentionally utter abusive words to people in charge shall be suspended from school pending Unafaa International and face the school/BOM disciplinary committee.

#### **RULE NO. 10: CONTACTING and COMMUNICATION**

The Trainee and donor cannot have direct communication with one another. The trainee and donor will not share personal contact information or communicate through any means, including social media, email, or other communication apps. The Trainee can only contact someone else in the United States for assistance while enrolled in one of our programs. Communication will be shared through our Project Manager via email. Failure to meet these requirements will result in disciplinary action from Unafaa International and could result in immediate dismissal from our programs.

#### **RULE NO. 11: ACADEMIC EXCELLENCE**

The trainee has agreed to maintain the highest marks throughout their educational program. When appropriate grades (marks) still need to be met, the trainee must meet with their instructor or find a tutor until grades (marks) have met our standard. Our trainees have agreed to maintain a 'C' average or higher for their entire educational program. The trainee who holds an 'A' average will have their exam fees covered by Unafaa International for their academic excellence. Trainees who maintain low marks will have to pay their exam fees.



**RULE NO. 12: UEP/23: SCHOOL ROUTINE**

All learners must adhere to the Academy’s daily routine to enhance activity harmony. The prevailing school timetables and the daily school routine charter will dictate this.

**RULE NO. 13: INCENTIVE**

If the trainee meets all of their policies above and beyond, Unafaa International will continue to pay for their transportation, daily meals, and exam fees.

***NOTE:*** *The above rules and regulations may be revised occasionally with the approval of the Board of Management. All TRAINEEs are to adhere to the above rules/regulations, failure to which a punishment proportional to the magnitude of the offense committed will be meted on the said learner(s):*

PARENT’S AND TRAINEE’S COMMITMENT: I \_\_\_\_\_

Adm. No \_\_\_\_\_ Class \_\_\_\_\_ commit to abide by all the school rules and regulations and any punishment that is prescribed on defiant.

**TRAINEE’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Parent’s/Guardian’s Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ ID. No. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Project Manager Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trainee has been:  Approved  Declined  Wait list  Intern

Trainee placed in  Program One (Traditional)  Program Two (Comboni Polytechnic)

Name of Course: \_\_\_\_\_ Trainee Identification #: \_\_\_\_\_

Unafaa Board Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

