

OSHWAL ACADEMY NAIROBI

Consequences of Misdemeanor

1. A student caught flouting school rules will be warned once verbally. 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 in private.
 - 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. The Committee will constitute of the Head, D Head, Hd Proctor, One teacher and a member of the operations committee will constitute the formal panel of the school
4. The following are approved sanctions for gross misconduct:
 - a. Fixed period exclusion (suspension).
 - b. Expulsion.
5. If a student has already been suspended once for gross misconduct and is charged with another gross misconduct during his/her stay in school, his/her name will be removed from the school rolls. Two suspensions during his/her stay in the Academy will also call for removal of the student from the school rolls. A formal hearing will be conducted if a student has been suspended twice in the course of his/her stay at the Academy.
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.

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- 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.

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.
 - b. Vandalism.
 - c. Use of foul language.
 - d. Disrespecting a member of the staff.
 - e. ANY MISDEMEANOR IN (6) COMMITTED THE THIRD TIME IN THE SAME CALENDAR YEAR.
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.