

S/N	OFFENCE	SANCTIONS	RESPONSIBILITY
1.	Noise making a. During Assembly	Student will be separated from the assembly and made to stand on the stage until assembly is over.	Members of staff.
	b. During line formation	Student will be asked to leave the line to pick round the school until all line activities are discharged and the line disbanded. If consistent, book for manual labour on Friday during sports.	Members of staff.
	c. During class	First Time offender- student will be made to sweep a junior classroom after school. Note: if the offender is in Year 7, he/she will sweep the second arm. 2nd Time offender – same as above, report to guidance counsellor for counselling session. 3rd Time offender- Book for manual labour on Friday (during sports) and invite parents for conference.	Subject teachers.
2.	Lateness to Assembly	Book for punishment (Made to pack plates after lunch).	Teachers.
3.	Lateness to class	Book for punishment (Made to pack plates after lunch).	Subject Teacher.

4	Found in the vicinity of school with opposite sex in compromising circumstances or without justification.	1st time offender- -Two days manual labour -Report to guidance counselling unit. -Letter of undertaking pledging good conduct. 2nd time offender -Five days internal suspension with manual labour. -Invite parents for conference. 3rd time offender Expulsion.	Members of staff, guidance counsellor, principal, vice principal and disciplinary committee.
5.	Disrespect to members of staff	-Write a letter of apology to the staff and apologize to the whole school on the assembly. -Pack plates after lunch for 3 days. -Reoccurrence will attract suspension	Disciplinary committee.
6.	Any student or group of students found in a vacant class without permission.	Sweep classes as may be directed by the disciplinary committee.	Disciplinary committee.
7.	Engaging in “act of school mother / father”.	First time offender: Students will be warned and parents will be notified Second time offender: students will be placed on working suspension (sweep the classrooms for one week).	Disciplinary committee.
8.	Possession of contraband like obscene items, edibles, cell phone and any other electronic gadgets or devices in the school premises.	First time offender: Confiscate item till end of term after which it is handed over to guardian/parent. Second time offender: Destroy obscene items and edibles after sanction administration.	Disciplinary committee.
9.	Vandalization of school property	-Students will be put on two days manual labour -Students will be surcharge for the replacement of vandalized items.	Disciplinary committee.
10.	Chewing of gum while in uniform.	- student will be made to sweep a junior classroom after school. Note: if the offender is in Year 7, he/she will sweep the second arm.	Teachers
11.	Eating in the class room.	Students will be made to clean the windows during break and after school.	Teachers

12.	Untidy/ bushy hair / braids longer than shoulder length// tinted hair	First time offender: Warn the student Second time offender: Call the parents and send the student home immediately. <i>(Defaulter to be at the reception till parent comes.)</i> Third time offender: Girl to be banned from using attachment for the rest of the term. Boy to	Teachers
13.	Students without neck tie. Neck tie not properly knotted.	-Buy a new tie. -Knot tie on the spot. - Book for punishment if	Teachers
14.	Painted / long nails/ makeup	-Student will not be allowed into class till nails are cut and makeup removed. -Sweep class at the end of	Teachers
15.	Improper colour or type of shoe and trouser. (Approved shoe	Call parents and send home immediately. (Defaulter to be at the reception till parent	Teachers
16.	Use of un-acceptable languages such as obscene or vulgar language	First time offender: Pick waste around the school. Second time offender: A Day working suspension. Third time offender: Parents Conference/	Teachers
17.	Non acceptable ear rings and wristwatches. <i>(Acceptable ear rings: gold or silver studs. Acceptable wristwatches: Black or brown leather.)</i>	Confiscate item till end of term after which it is handed over to guardian/parent.	Teachers
18.	Mis-use of School desktops in terms of movies, music, games etc.	First time offender: Denial of usage for 1 week/ Do community services. Second time offender: Parents will be invited/ Suspension	Teachers/ Disciplinary committee
19.	Inflicting physical injury on another student.	Expulsion from the school.	Disciplinary committee

20.	Talking while eating in the dining hall	Student to pack plates.	Teacher in duty
21.	Absenteeism from co-curricular activities such as Alpha, Club, Mentorship, Sports etc without permission or cogent reason	Sweep class at the end of school	