



KAGUMO TEACHERS' TRAINING COLLEGE

**DISCIPLINE POLICY,
PROCEDURES AND STANDARDS MANUAL**

2026



KAGUMO TEACHERS' TRAINING COLLEGE

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ISO 9001:2015 CERTIFIED

A BRIEF BACKGROUND OF THE COLLEGE

Kagumo TTC - which started as a primary school- has a long history as an institution of learning; a history that stretches back to the early years of the 20th century. The land parcels on which the College stands were acquired for institutional purposes through the intervention and mediation of the African council in 1928. However, the actual construction of the first buildings – offices for the principal – began in 1930.

The institution incorporated a primary teachers' training College in 1944 with a humble enrolment of eight (8) students and a small staff of six (6). Later, it expanded to cater for an increased demand for teachers in the country. This significant expansion was strengthened further when Kagumo became an academic complex through the introduction of a secondary school wing in 1949.

In 1982, the College underwent another significant upgrading. It started offering the Diploma in Teacher Education (DTE) curriculum whose graduates were posted to secondary schools. In this upgrading, the College was responding to the demands of the social and economic dynamics of the time. The first batch of 283 DTE trainees graduated in 1984.

The College grew successfully through the 1980s. However, due to further challenges, adjustment to the curriculum was inevitable. The year 1990 saw the phasing out of some subjects in humanities; precisely, Kiswahili, C.R.E., History and Geography. Among other reasons, this consideration was aimed at increasing the capacity of the College to train teachers in the highly needed science-based subjects. Consequently, Physics, Chemistry, Biology and Mathematics were introduced into the diploma curriculum. The aforesaid transformation was taking place while then first lot of the newly introduced 8-4-4 system of education was approaching its secondary level maturity stage with the first lot of the 8-4-4 system trainees being admitted for the DTE course in 1993.

Another concomitant consideration was the upward revision of the course duration from two (2) to three (3) years. Similarly, the duration of the teaching practice was increased to two terms taken during the final year of study. In 2022, in alignment to the Governments new education system, the first cohort of 314 students to train under the Competency-Based Curriculum was admitted.

OUR VISION, MISSION AND CORE VALUES



Our Vision

A Transformative, Self-directing and
Competent Teacher



Our Mission

To provide inclusive and market-driven
teacher education and training



Core Values

We commit to championing the following core values as the guiding principles in our undertakings:

God's guidance	We depend on God and recognize God as the ultimate owner of all talents, resources, and opportunities that we use on a daily basis
Integrity	We are honest, impartial and trustworthy at all times as we relate with our colleagues, customers and all stakeholders. We deliver our services in a manner which is fair and free of discrimination or preferential treatment
Professionalism	We value our work, and act in a reliable manner that depicts our expertise and competences. We deliver as a team and take great pride in our accomplishments
Innovation & Creativity	We promote accessibility and affordability, seek new and more effective approaches to education, while exercising creativity as we chart inventive paths into the future
Team Work	We foster teamwork by creating a culture that values collaboration and seeks out different perspectives. We value the significant contributions that come from a wide range of viewpoints, experiences, and knowledge.

DOCUMENT CONTROL

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POLICY APPROVAL

The AI policy has been approved and issued under the signature of:

Mrs. Irene Mwangi
CHIEF PRINCIPAL

Signed

This Date 17/7/2026

Mr. Joanally Ndegwa Kiririu
CHAIRPERSON, BOARD OF MANAGEMENT

Signed

This date 7/7/2026

ABBREVIATIONS & ACRONYMS

Acronym	Meaning
BoM	Board of Management
CEB	County Education Board
ICT	Information and Communication Technology
TSC	Teachers Service Commission
APA	American Psychological Association
DPA	Data Protection Act
TTC	Teachers' Training College
CoG	Code of Governance
CAP	Chapter (of the Laws of Kenya)

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A. INTRODUCTION

The Discipline Policy of Kagumo Teachers' Training College is established to provide a clear, fair, and structured framework for guiding student conduct and managing disciplinary matters within the institution. The policy seeks to promote a safe, respectful, and academically conducive environment by outlining expected standards of behaviour, procedures for handling misconduct, and mechanisms for ensuring accountability while upholding students' rights.

The purpose of this policy is to:

- Promote responsible behaviour and self-discipline among students
- Provide clear guidelines on acceptable and unacceptable conduct
- Ensure consistency, fairness, and transparency in handling disciplinary cases
- Safeguard the rights and dignity of all students during disciplinary processes
- Support the holistic development of students through both corrective and restorative approaches to discipline

This policy is developed in alignment with the following legal and governance frameworks:

- The **Basic Education Act (2013)**, which provides the overarching legal foundation for the management of educational institutions in Kenya
- The **Basic Education Regulations (2015)**, which outline procedures and standards for student discipline, governance, and administration
- The **Mwongozo Code of Governance for State Corporations**, which emphasizes accountability, transparency, fairness, and stakeholder participation in institutional management
- Laws of Kenya
- TSC Code

In addition, the policy is guided by the principles of natural justice, including the right to a fair hearing, the right to be heard, and the requirement that disciplinary actions be proportionate and evidence-based.

This Discipline Policy applies to all students of Kagumo Teachers' Training College, whether on campus or participating in college-related activities outside the institution. All students are expected to adhere to the provisions of this policy at all times.

B. GUIDING PRINCIPLES

This Discipline Policy shall be implemented and interpreted in accordance with the following guiding principles, which are intended to ensure that all disciplinary processes at Kagumo Teachers' Training College are fair, just, transparent, and consistent with established legal and governance standards. These principles shall apply to all disciplinary actions, decisions, and procedures undertaken within the institution.

B.1 Fairness and Natural Justice

All disciplinary proceedings shall be conducted in strict adherence to the principles of natural justice. This requires that:

- No student shall be subjected to disciplinary action without strict adherence to due process
- Decisions shall be made objectively, impartially, without bias, prejudice, or undue influence
- Any officer involved in handling a disciplinary matter shall act objectively and shall not participate in cases where there exists a conflict of interest

The College shall ensure that all disciplinary mechanisms are administered in a manner that is procedurally fair, transparent, and consistent across similar cases.

B.2 Right to be Heard

Every student accused of misconduct shall have the unequivocal right to be heard before any disciplinary decision is made. In particular:

- The student shall be informed, in clear and precise terms, of the allegations against them
- The student shall be given adequate time (at least 14 days) and opportunity to prepare a response
- The parents/guardians shall be notified promptly and allowed to attend the hearing
- The student shall be allowed to present their case, call witnesses where applicable, and respond to any evidence presented against them
- No adverse decision shall be taken without affording the student a fair hearing

This principle shall apply to all levels of disciplinary action, including minor, moderate, and serious offences.

B.3 Non-Discrimination and Equality

All students shall be treated equally before the disciplinary system, without discrimination of any kind as guaranteed under Article 27 of the Constitution of Kenya, 2010. The Disciplinary processes shall not be influenced by:

- Gender, age, ethnicity, religion, socio-economic background
- Academic standing or personal relationships

- Any other irrelevant or extraneous considerations provided under the relevant law

The College shall uphold the dignity and rights of all students and shall ensure that disciplinary measures are applied uniformly and fairly.

B.4 Proportionality of Sanctions

All disciplinary measures shall be proportionate to the nature, gravity, and circumstances of the offence committed. In determining appropriate sanctions, the College shall take into account:

- The seriousness of the offence
- Whether the offence is a first or repeated occurrence (lack of prior disciplinary record)
- The intent and circumstances surrounding the misconduct
- The impact of the offence on other students, staff, or the institution

Mitigating factors such as:

- Genuine remorse, apology, or admission of guilt
- Cooperation of the student with investigation of the offence

Excessive, arbitrary, or punitive sanctions that are not commensurate with the offence shall be strictly prohibited.

B.5 Restorative Discipline Approach

In addition to corrective measures, the College shall adopt a restorative approach to discipline, aimed at promoting behavioural change, accountability, and personal growth. This approach shall include, where appropriate:

- Counselling and psychosocial support (with informed consent from student)
- Mentorship and guidance programmes
- Mediation and reconciliation processes
- Community service or other constructive corrective measures

The objective of restorative discipline shall be to address the root causes of misconduct, repair harm to the affected parties, reintegrate the student into the College community as a responsible member, and promote sustained behavioral change through continued follow-up support

All restorative processes shall be conducted confidentially to protect students' dignity and encourage genuine participation

B.6 Protection of Student Rights and Safeguarding

All disciplinary processes shall be conducted with due regard to the rights, welfare, and safeguarding of students. The College shall ensure that:

- Students are treated with dignity and respect throughout disciplinary proceedings
- Confidentiality of the proceedings is maintained to the extent necessary and students'

privacy rights are protected, including protection of their personal information

- Confidentiality shall not apply where disclosure is required by law (e.g., sexual abuse, other serious violence)
- Disciplinary actions do not expose students to harm, stigma, harassment or undue hardship

This section shall serve as the foundation upon which all disciplinary rules, procedures, and decisions within the College are based, and any interpretation of this policy shall be guided by these principles.

C. CLASSIFICATION OF OFFENCES

For the purposes of ensuring consistency, fairness, and proportionality in disciplinary action, all student misconduct at Kagumo Teachers' Training College shall be classified into three distinct categories, namely: Minor Offences, Moderate Offences, and Serious Offences. This classification shall guide the determination of appropriate disciplinary procedures and sanctions.

The categorisation of offences shall take into account the nature, severity, frequency, and impact of the misconduct on the College community.

C.1 Minor Offences

Minor offences shall refer to acts of indiscipline that are of a less serious nature, typically involving breaches of routine rules and regulations that do not pose significant harm to individuals or the institution. Such offences are generally correctable through guidance, warnings, or minor disciplinary measures.

Examples of minor offences shall include, but not be limited to:

- Late coming to classes, official functions, or scheduled College activities
- Making disruptive noise or causing minor disruptions during lectures or within the College premises
- Failure to adhere to prescribed dress code standards
- Littering or minor acts of environmental negligence
- Failure to comply with routine administrative instructions

Minor offences shall ordinarily attract corrective measures aimed at guiding behaviour, including verbal warnings, written warnings, or other non-punitive interventions.

C.2 Moderate Offences

Moderate offences shall refer to acts of indiscipline that are more serious in nature, either due to their frequency, intent, or impact, and which may disrupt the orderly functioning of the College or undermine authority and discipline.

Examples of moderate offences shall include, but not be limited to:

- Repeated commission of minor offences despite prior warnings or corrective measures

- Failure to attend to mandatory College activities e.g. classes, practicum without valid justification
- Acts of disrespect, insubordination, or use of inappropriate language towards members of staff or fellow students
- Unauthorized absence from the College premises
- Minor damage to college property

Moderate offences shall attract more structured disciplinary action, which may include formal warnings, probation, withdrawal of privileges, or other appropriate sanctions as determined by the Disciplinary Committee.

Supplemental protections regarding Moderate Offences

- Probation shall include clear conditions, specified duration, and scheduled review date

C.3 Serious Offences

Serious offences shall refer to acts of misconduct that pose a significant threat to the safety, integrity, reputation, or orderly functioning of the College, or that constitute a violation of national laws and educational regulations. Such offences shall warrant formal disciplinary proceedings with full fair hearing protections and may result in severe sanctions, including suspension or expulsion subject to completion of due process.

Examples of serious offences shall include, but not be limited to:

- Chronic absenteeism from classes and Practicum (excluding legitimate medical or family reasons)
- Examination malpractice, including cheating, collusion, impersonation, or possession of unauthorized materials during examinations
- Possession, use, or distribution of illegal drugs, alcohol abuse within the College premises, or reporting to college under the influence of substances
- Physical violence, assault, fighting, sexual offences or threats to the safety of others
- Theft, fraud, or unauthorized possession of property belonging to the College, staff, or other students
- Cyberbullying, online harassment, or misuse of digital platforms to harm others or the institution
- Destruction or vandalism of college property
- Participation in or incitement of mass indiscipline, including strikes or riots
- Dismissal from a practicum school

Serious offences shall be handled through formal disciplinary procedures, including hearings, and may involve suspension, expulsion, or referral to external authorities where applicable.

Supplemental protections regarding serious offences

- Expulsion shall only occur after a formal disciplinary hearing is completed and a written decision given.
- Sexual offences shall be reported to the appropriate authorities as required under Sexual Offences Act, CAP.63
- Drug/alcohol offences may involve referral to external authorities where required under national law
- No corporal punishment, physical punishment, or mental harassment shall be administered to address serious offences

C.4 Residual Clause

Where an act of misconduct is not expressly provided for under the above categories, the Disciplinary Committee shall have the authority to classify the offence based on its nature, gravity, and impact, and to determine the appropriate course of action in accordance with this policy.

C.5 Consistency in Application

In applying this classification, the College shall ensure that:

- Similar offences are treated consistently
- Any deviation from standard classification is justified and documented
- The principles outlined in Section B (Guiding Principles) are strictly observed

D. DISCIPLINARY PROCEDURES

This section establishes the formal procedures to be followed in handling all disciplinary matters at Kagumo Teachers' Training College. The procedures are designed to ensure due process, procedural fairness, accountability, and consistency in the administration of discipline, in line with the guiding principles set out in this policy.

No disciplinary actions shall be taken against any student in accordance with the procedures outlined herein. Any action taken outside these procedures shall be procedurally invalid and subject to appeal.

D.1 Reporting of an Offence

Any member of the College community, including staff or students, may report an alleged act of misconduct. All reports shall:

- Be made promptly upon discovering the alleged offence, preferably within 7 days (except where exceptional circumstances justify later reporting)

- Be submitted in written form (physical or electronic) to the Deputy Principal's office or any other designated authority (except emergency verbal reports followed by written confirmation within 24 hours)
- Provide sufficient detail regarding the nature, time, and circumstances of the alleged misconduct including supporting evidence where available

Anonymous reports may be considered at the discretion of the College, provided there is sufficient supporting evidence to warrant further action and/or there is no reasonable alternative means to identify the reporting party

D.2 Recording in the Discipline Register

Upon receipt of a report, the matter shall be formally recorded in the College Discipline Register within three (3) days. The register shall serve as an official record of all disciplinary cases and shall include:

- A unique case reference number
- The name and registration number of the student(s) involved
- The nature and classification of the alleged offence
- The date of reporting
- The reporting party (where applicable)
- Brief summary of alleged misconduct

All entries shall be maintained securely and confidentially, with access limited to authorized personnel only in compliance with privacy and data processing laws.

D.3 Preliminary Investigation

A preliminary investigation shall be conducted to establish whether there is a case to answer. This process shall:

- Be undertaken by the Deputy principal in charge of discipline or an authorized officer
- Involve collection of relevant information, statements, and evidence
- Be completed within a period of 7 to 10 days from receipt of report, extendable only for exceptional circumstances with written justification

Where no sufficient evidence is found, the matter shall be dismissed and recorded accordingly. Where there is sufficient basis that case is established, the matter shall proceed to formal disciplinary action.

D.4 Notification to the Student

Where a case is established, the student concerned shall be formally notified in writing at least 7 days before the hearing date (extendable to 10 days for complex cases). The notification shall:

- Clearly state the allegations and the specific offence(s)
- Indicate the classification of the offence

- Provide details of the date, time, and venue of the disciplinary hearing
- Inform the student of their rights, including the right to be heard, to present evidence or representation by a legal practitioner, union representative, or trusted adult of their choice.

The student shall be given adequate notice and reasonable time to prepare a response. The aforementioned notice shall be delivered by hand delivery with signature, or electronically through email or the students verified means of communication with proof of receipt.

D.5 Disciplinary Hearing

All serious and moderate disciplinary cases shall be determined through a formal hearing conducted by the Disciplinary Committee.

The Disciplinary Committee shall consist of nine (9) members. No member shall have any conflict of interest in the matter.

During the hearing:

- The student shall be given an opportunity to present their defense
- The student may call witnesses or present evidence in support of their case
- The student shall have access to all evidence relied upon by the College
- The student may be represented by a legal practitioner, union representative, or trusted adult of their choice
- The Committee may question the student and review all available evidence
- The hearing shall be recorded (written notes or audio) to ensure accurate record for appeal purposes
- The hearing shall be conducted confidentially to protect student dignity
- Proceedings shall be conducted in an orderly, impartial, and respectful manner

No student shall be condemned unheard. Failure by the student to appear without reasonable cause may result in the matter being determined in their absence, provided that:

- due notice was given
- the student was informed of their right to request postponement for reasonable cause
- a record of the hearing is maintained

D.6 Decision and Sanction

Upon conclusion of the hearing, the Disciplinary Committee shall deliberate and make a determination based on the evidence presented.

The decision shall:

- Clearly state whether the student is found responsible (on a threshold beyond reasonable doubt) or not responsible
- Specify the disciplinary sanction, if any, in accordance with the classification of the offence
- Include written reasons explaining:
 - How evidence was evaluated
 - Why the student was found responsible or not responsible
 - Rationale for the specific sanction chosen
 - How proportionality and mitigating/aggravating factors were considered

In determining the appropriate sanction, the Committee shall consider:

- The nature and seriousness of the offence
- Any previous disciplinary record
- Mitigating or aggravating factors
- The principles of proportionality and fairness

D.7 Communication and Documentation of Outcome

The outcome of the disciplinary process shall be formally communicated to the student in writing within **7 days** after the conclusion of the hearing. The communication shall include:

- The decision of the Committee
- The reasons for the decision including:
 - How evidence was evaluated
 - Why the student was found responsible or not responsible
 - Rationale for sanction chosen (if applicable)
- The sanction imposed (if applicable) including:
 - Specific nature of sanction
 - Duration (if temporary)
 - Implementation timeline
- Information on the right to appeal including:
 - The procedure for doing so
 - Appeal deadline (14 days from receipt of decision)

- Specified Appellate authority (e.g., College Board/Principal)
- Appeal requirements and format
- Whether sanction is suspended during appeal

All proceedings, evidence, and decisions shall be fully documented and securely filed as part of the official disciplinary record. Which records shall be maintained securely and confidentially in compliance with Data Protection Act, 2019.

D.8 Compliance with Due Process

At all stages of the disciplinary process, the College shall ensure that:

- Procedures are followed consistently and without undue delay
- Students' rights are upheld in accordance with Section B of this policy
- Proper records are maintained for accountability and review

Any disciplinary action taken in violation of these procedures may be subject to review or nullification by the [appellate authority/Court], and the student shall have the right to seek redress for the procedural violations.

E. SUSPENSION AND EXPULSION PROCEDURES

This section sets out the conditions, procedures, and safeguards governing the use of suspension and expulsion as disciplinary measures at Kagumo Teachers' Training College. These measures shall be applied judiciously, proportionately, and strictly in accordance with due process and the principles of natural justice.

Suspension and expulsion shall only be imposed in cases involving serious offences or where it is necessary to protect the safety, integrity, and orderly functioning of the College. They shall be the last resort measures after considering all less punitive alternatives.

E.1 Purpose of Suspension

Suspension shall serve as a temporary administrative and disciplinary measure intended to:

- Allow for proper investigation of serious allegations
- Prevent interference with evidence or witnesses
- Safeguard the College community
- Provide an opportunity for reflection and corrective intervention

Suspension shall not be used as a punitive measure in isolation without due process.

E.2 Circumstances Under Which Suspension May Apply

A student may be suspended where:

- The alleged offence falls within the category of **serious offences** as defined in this policy

- The student's continued presence in the College poses a risk to safety, order, or property
- There is a likelihood of interference with investigations or witnesses
- The nature of the misconduct warrants temporary removal pending disciplinary proceedings

E.3 Types of Suspension

Suspension may take the following forms:

(a) Interim Suspension (Administrative Suspension)

- Imposed pending investigation or hearing
- May be effected immediately where circumstances so require
- Must be followed by formal disciplinary proceedings within a reasonable timeframe (not exceeding **14 days**)
- The student may request review of interim suspension after **7 days** if hearing has not been convened

(b) Disciplinary Suspension

- Imposed after a formal hearing and determination of responsibility
- Forms part of the sanction for misconduct
- The student shall have the right to appeal suspension decision within **7 days** to the [appellate authority]

E.4 Maximum Duration of Suspension

- Interim suspension shall not exceed **14 days**, unless extended with justification and approval by the appropriate authority
- Disciplinary suspension shall not exceed **one academic year**, unless otherwise approved by the Board of Management (BoM)
- Any extension beyond these limits must be:
 - Justified in writing
 - Approved by the BoM or its authorized committee
 - Reviewed for proportionality and necessity
- Upon completion of disciplinary suspension, the student shall be reinstated automatically subject to:
 - Payment of applicable readmission fees
 - Meeting any conditions imposed as part of suspension
 - Written confirmation from College Principal

E.5 Requirement for Formal Hearing

No student shall be subjected to disciplinary suspension or expulsion without:

- Being formally notified of the allegations (in writing, at least **7** days before hearing)
- Being accorded a fair hearing in accordance with Section D of this policy

Where interim suspension is imposed prior to a hearing:

- The student shall be informed in writing of the reasons for the suspension
- A formal hearing shall be convened within a reasonable period (not exceeding **14** days)
- The student shall have the right to challenge the continuation of interim suspension

E.6 Parent/Guardian Involvement

In cases involving serious offences, the College shall ensure appropriate involvement of the student's parent(s) or guardian(s), particularly where:

- The offence may result in suspension or expulsion
- The nature of misconduct requires parental support for corrective intervention
- Parents/guardians shall be notified within **24** hours of serious offence report or imposition of interim suspension, in written form (hand delivery, email, WhatsApp, or posted to registered address).

Such involvement may include:

- Formal notification of the disciplinary case
- Invitation to attend disciplinary hearings where appropriate
- Communication of outcomes and conditions attached to disciplinary measures
- Right to provide input on student's circumstances and mitigating factors
- Receipt of copy of written decision

E.7 Conditions During Suspension

A student on suspension shall:

- Remain away from the College premises unless expressly permitted
- Not participate in academic or co-curricular activities during the suspension period
- Comply with any conditions stipulated by the College, including reporting requirements or counselling sessions
- Maintain communication with College regarding status and progress
- Notify the College of any change in contact details

Failure to comply with suspension conditions may result in further disciplinary action.

E.8 Expulsion

Expulsion shall be the most severe disciplinary measure and shall only be imposed in cases involving grave misconduct or repeated serious offences where continued association with the College is deemed untenable.

Expulsion shall:

- Only be imposed after a formal disciplinary hearing
- Be based on clear and sufficient evidence
- Be proportionate to the gravity of the offence (serious offences under this policy).
- Be imposed where all lesser sanctions have been considered and deemed inadequate
- Be imposed where the student's continued presence would fundamentally undermine College and its other members' integrity
- Not be automatic and each case must be individually assessed based on proportionality and best interest considerations.

E.9 Board of Management (BoM) Involvement

The Board of Management shall have oversight over all cases involving extended suspension and expulsion.

Specifically:

- All suspensions exceeding one academic year shall require BoM approval
- All cases of expulsion must be reviewed and approved by the BoM before implementation
- The BoM may affirm, vary, or overturn recommendations made by the Disciplinary Committee
- Any recommendation for permanent expulsion shall be forwarded to the County Education Board (CEB) in accordance with the Basic Education Act, 2013.

E.10 Communication of Decisions

All decisions relating to suspension or expulsion shall be communicated in writing within 7 days after decision is made to:

- The student concerned
- The parent(s) or guardian(s), where applicable

The communication shall include:

- The reasons for the decision
- The duration and conditions of the sanction
- The right to appeal and the applicable procedure

E.11 Right to Appeal

Any student subjected to suspension or expulsion shall have the right to appeal in accordance

with the procedures set out in this policy.

E.12 Compliance with Legal and Policy Framework

All suspension and expulsion procedures shall be conducted in full compliance with:

- Applicable education laws and regulations
- The principles of fairness, proportionality, and due process
- The safeguarding obligations of the College

Any action taken in contravention of these provisions may be subject to review or reversal.

F. APPEALS PROCESS

This section establishes a structured and transparent mechanism through which students may seek review of disciplinary decisions. The Appeals Process is grounded in the principles of natural justice and is intended to safeguard against error, arbitrariness, or unfairness in the administration of discipline.

Every student shall have the right to appeal against any disciplinary decision made under this policy, in accordance with the procedures set out herein.

F.1 Right to Appeal

Any student who is aggrieved by a disciplinary decision, including the imposition of sanctions such as suspension or expulsion, shall have the right to lodge an appeal.

An appeal may be made on one or more of the following grounds:

- Procedural irregularity or failure to follow due process
- Insufficiency or misinterpretation of evidence
- Excessiveness or disproportionality of the sanction imposed
- Emergence of new and material evidence that was not available at the time of the original hearing

F.2 Appeal to the Internal Appeals Committee

The first level of appeal shall be to the College Internal Appeals Committee.

Procedure:

- The appeal shall be submitted in writing within **fourteen (14) days** from the date of communication of the disciplinary decision
- The appeal shall clearly state the grounds upon which it is made and may include supporting evidence
- The Appeals Committee shall hear the appeal within 21 days of submission
- Determination shall be made within 7 days after hearing

Composition and Role:

- The Internal Appeals Committee shall be constituted in a manner that ensures impartiality and independence from the original disciplinary panel
- No member who participated in the initial decision shall sit on the Appeals Committee
- The Committee shall consist of 9 members.

Determination:

The Committee shall:

- Review the record of the original proceedings
- Consider the grounds of appeal and any additional evidence
- Make a determination to:
 - Uphold the original decision
 - Set aside the decision
 - Vary or substitute the sanction imposed

The outcome shall be communicated to the student in writing, with reasons provided within 7 days of determination.

F.3 Effect of Appeal on Sanctions

- The lodging of an appeal shall not automatically suspend the implementation of a disciplinary sanction, unless otherwise determined by the College or directed by the appellate body
- However, the Appeals Committee or BoM may, upon application, grant a stay of execution of the sanction pending determination of the appeal, where justified

F.4 Record Keeping and Transparency

All appeals and their outcomes shall be:

- Properly documented and recorded
- Maintained as part of the official disciplinary records of the College
- Retained for the period legally provided under the law

The College shall ensure transparency and accountability in the handling of all appeals, while maintaining appropriate confidentiality.

F.5 Compliance with Principles of Natural Justice

All appeal proceedings shall be conducted in accordance with:

- The right to a fair hearing
- The right to be heard
- The requirement for impartial decision-making

- The principle of proportionality

No student shall be disadvantaged for exercising their right of appeal.

F.6 Further Appeal

If aggrieved by Internal Appeals Committee decision, the student may seek:

- Review by College Board of Management (In the next BoM meeting)

G. MASS INDISCIPLINE & CRISIS MANAGEMENT

This section sets out the disciplinary and governance approach for handling incidents of mass indiscipline within the College. It emphasizes accountability, order restoration, and institutional protection while ensuring fairness and compliance with established education regulations.

G.1 Definition of Mass Indiscipline and Crisis Situations

Mass indiscipline refers to any collective student behaviour that disrupts institutional order, undermines authority, or interferes with the normal functioning of the College. This includes, but is not limited to:

- Student strikes or coordinated boycotts
- Riots or violent demonstrations
- Collective refusal to attend academic or scheduled College activities
- Destruction of property or acts of vandalism carried out in groups
- Occupation or takeover of college facilities without authorization

Such situations are treated as serious disciplinary breaches due to their potential to affect safety, learning continuity, and institutional stability.

G.2 Disciplinary Handling Approach

The College shall treat mass indiscipline as a serious collective disciplinary matter requiring firm, fair, and structured institutional response.

In managing such cases, the College shall:

- Uphold institutional authority while ensuring fairness and due consideration of circumstances surrounding the incident
- Recognize that mass indiscipline may involve both collective and individual responsibility
- Ensure that disciplinary action is guided by established rules, proportionality, and accountability
- Distinguish between instigators, active participants, and vulnerable or coerced students where applicable
- Apply corrective, restorative, and punitive measures in a balanced manner consistent with college regulations and national education policy

- No student shall be disciplined for mass indiscipline without individual assessment demonstrating their specific participation or instigation
- Collective punishment of all students (including uninvolved) is prohibited
- Each student facing disciplinary action shall be accorded individual fair hearing

The overriding objective shall be to restore order, reinforce discipline, and prevent recurrence while maintaining the integrity of the learning environment.

G.3 Communication and Governance Alignment

All communication relating to mass indiscipline shall be managed in a controlled and official manner to ensure accuracy, consistency, and institutional credibility.

The College shall:

- Ensure that all official communication reflects the authority of the College administration
- Prevent the spread of misinformation or unauthorized narratives during disciplinary crises
- Maintain clear communication channels with students and staff to reinforce discipline and order
- Ensure that communication supports reconciliation, restoration of normalcy, and reinforcement of institutional values
- Once order is restored, students shall be reinstated subject to completion of individual disciplinary proceedings (if applicable), agreement to abide by regulations, and written confirmation from College Principal

External communication shall remain consistent with institutional governance structures and shall not undermine ongoing disciplinary processes.

G.4 Role of the Board of Management and External Authorities

The Board of Management shall provide overall governance oversight in cases of mass indiscipline, ensuring that institutional responses remain aligned with national education laws, the BoM Manual, and Mwongozo principles.

In serious cases, the Board shall:

- Be informed of the nature and scale of the disciplinary breach
- Provide policy direction where necessary
- Review outcomes of disciplinary action to ensure fairness, accountability, and institutional learning

Where required under national law or where safety and security are significantly compromised, the College may involve relevant state authorities in support of restoring order and protecting institutional assets. Such involvement shall be guided by lawful and proportionate considerations.

All mass indiscipline incidents shall be documented including:

- Nature and scale of incident
- Students involved (with individual participation evidence)
- Disciplinary actions taken
- Board oversight participation
- Outcomes and lessons learned

H. ICT AND DIGITAL CONDUCT

This section establishes the College's disciplinary framework for the use of information and communication technology (ICT) and digital platforms. It is intended to promote responsible digital behaviour, protect institutional data, safeguard users from harm, and uphold academic integrity in all online engagements.

H.1 Cyberbullying and Online Misconduct

Cyberbullying refers to the use of digital platforms, devices, or communication tools to harass, intimidate, embarrass, threaten, or harm another person.

The College considers cyberbullying a serious disciplinary offence whether it occurs within or outside college premises when it affects members of the College community.

Prohibited conduct includes:

- Sending or sharing threatening, abusive, or humiliating messages
- Spreading false information or rumours about students or staff
- Sharing private or sensitive information without consent
- Creating or participating in online groups intended to target, ridicule, or isolate others

The College shall treat cyberbullying as a serious breach of student conduct, subject to disciplinary action in line with its regulations.

H.2 Misuse of ICT Devices and Systems

ICT devices and systems provided by or accessed through the College shall be used solely for lawful, educational, and approved purposes.

Misuse includes:

- Unauthorized access to systems, accounts, or restricted data
- Installing, distributing, or using harmful software or applications
- Using devices to disrupt learning activities or institutional operations
- Recording, sharing, or publishing College-related content without authorization
- Using ICT resources for non-academic or prohibited activities during learning time including but not limited to gaming, streaming entertainment, social media browsing unrelated to coursework or downloading unauthorized content

Students shall not photograph, record, or video record others without their consent, except where:

- Under official College activities with general notification
- Required for academic purposes with permission

Sharing photos/videos without consent constitutes privacy violation.

Any misuse of ICT infrastructure shall be treated as a disciplinary matter, with sanctions proportionate to the severity of the breach.

H.3 Data Protection and Digital Privacy

The College is committed to protecting the privacy and integrity of personal and institutional data in compliance with the Data Protection Act, 2019.

Students and staff are required to:

- Respect the confidentiality of personal data belonging to others
- Avoid unauthorized collection, storage, or sharing of sensitive information
- Protect login credentials and not share access accounts with others
- Use digital platforms in a manner consistent with data protection principles

Unauthorized access, disclosure, or manipulation of data shall constitute a serious disciplinary offence and may also attract legal consequences where applicable.

H.4 Academic Dishonesty in Digital Learning

The College upholds strict standards of academic integrity in all forms of learning, including digital and online environments.

Academic dishonesty includes:

- Plagiarism in assignments submitted electronically
- Copying or sharing answers during assessments (physical or online) or tests
- Using unauthorized materials, devices, or software during examinations
- Impersonation or Contracting or outsourcing academic work to third parties
- Manipulating digital records or submissions to misrepresent academic performance
- A student who deliberately exposes his work for the convenience of another to copy is guilty of the same offence.
- **Collusion:** Exchanging assessment answer scripts with another candidate and aiding another candidate to get undue advantage.

Any form of digital academic dishonesty undermines fairness and institutional credibility and shall attract disciplinary action in accordance with College rules.

H.5 General Digital Conduct Expectations

All students are expected to:

- Use ICT resources responsibly and ethically
- Uphold respect, dignity, and professionalism in all online interactions
- Refrain from engaging in activities that damage the reputation of the College
- Comply with all institutional ICT guidelines and national cyber laws

Failure to adhere to this policy shall result in disciplinary action consistent with the severity of the violation.

I. EXAMINATION DISCIPLINE

This section establishes the College's policy on examination conduct and integrity, aligned with national examination regulations and the principles of fairness, accountability, and academic honesty. The College recognizes examinations as a formal assessment process governed by strict regulatory frameworks and therefore treats all examination-related misconduct as a serious disciplinary matter.

I.1 Alignment with National Examination Regulations

All internal and external examinations shall be conducted in strict compliance with applicable national examination regulations and guidelines issued by relevant examination bodies and education authorities.

The College shall ensure that:

- Examination procedures uphold integrity, fairness, and standardization
- Students are informed of examination rules and expected conduct in advance
- Any disciplinary action relating to national examinations aligns with prescribed national frameworks
- Institutional rules do not override or contradict national examination policies

I.2 Prohibition of Withdrawal from National Examinations as Punishment

The College shall not withdraw, suspend, or deny any student the opportunity to sit for national examinations as a form of disciplinary punishment.

Where a student is subject to disciplinary proceedings, such proceedings shall not interfere with the student's statutory right to sit for national examinations, except where such restriction is expressly provided for under national law or examination regulations.

This provision is intended to protect learners' academic rights and ensure that disciplinary processes do not undermine educational progression or certification.

I.3 Examination Malpractice and Disciplinary Penalties

Assessment malpractice is a serious offence and shall attract strict disciplinary measures in accordance with college rules and national examination guidelines.

Malpractice includes:

- Copying or attempting to copy another candidate's answers or solutions during

assessments

- Use of unauthorized materials or electronic devices during assessment
- Collusion with other candidates or external persons
- Impersonation or substitution of candidates
- Alteration or falsification of assessment scripts or results
- Any form of cheating or breach of assessment integrity
- A student who deliberately exposes his work for the convenience of another to copy is

guilty of the same offence.

- **Collusion:** Exchanging assessment answer scripts with another candidate and aiding another candidate to get undue advantage.

Disciplinary consequences may include:

- Cancellation of assessment results for the affected paper or subject
- Disqualification from sitting for subsequent College assessments
- Suspension or other institutional disciplinary measures
- Reporting to relevant assessment authorities where required

All penalties shall be applied consistently, fairly, and in accordance with due process and national guidelines.

J. RESTORATIVE DISCIPLINE MEASURES

The College adopts restorative discipline as a complementary approach to traditional disciplinary systems. This approach aims to correct behaviour, rebuild relationships, and support student development rather than relying solely on punitive measures.

J.1 Counselling and Psychosocial Support

The College shall provide counselling services through its Wellness Centre to support students exhibiting behavioural challenges.

Counselling shall focus on:

- Behavioural correction and emotional support
- Addressing underlying personal, social, or academic challenges
- Reintegration of students into the academic and social environment
- Promoting responsible decision-making and self-discipline

Counselling is both a corrective and rehabilitative intervention within the disciplinary framework.

Counselling records shall be maintained confidentially in compliance with Data Protection Act, 2019 and shall only be accessible only to authorized Wellness Centre staff.

J.2 Mentorship Programmes

The College shall implement structured mentorship programmes involving academic staff and designated mentors.

Mentorship shall aim to:

- Guide students on academic discipline and personal development
- Provide positive role models for behaviour and responsibility
- Support students at risk of repeated misconduct
- Strengthen student engagement and institutional belonging

Mentorship shall be used as a preventive and corrective discipline strategy.

J.3 Behavioural Contracts

In appropriate cases, the College may enter into formal behavioural agreements with students as part of disciplinary resolution.

Behavioural contracts shall:

- Clearly outline expected standards of conduct
- Specify agreed corrective actions and timelines
- Define consequences of non-compliance
- Provide option for contract modification if circumstances change
- Be signed by the student, guardian (where applicable), and College authority

These contracts are intended to promote accountability and structured behavioural improvement.

J.4 Restorative Action

Restorative actions shall be proportionate to the nature of the offence and shall not compromise student safety or dignity.

K. APPROVAL AND IMPLEMENTATION OF POLICY

This section outlines the governance requirements for the approval, commencement, and implementation of the Students' Discipline Policy to ensure legitimacy, accountability, and effective enforcement.

K.1 Policy Approval and Legal Validity

This Policy shall only become valid, enforceable, and operational upon formal approval by the Board of Management (BoM).

Upon approval:

- The Policy shall supersede any previous or conflicting student disciplinary guidelines

issued by the College

- All provisions shall be binding on students, staff, and relevant stakeholders
- No disciplinary action shall be based on this Policy prior to BoM approval
- Any amendments or revisions shall similarly require BoM approval before becoming effective

Disciplinary cases pending at time of Policy approval shall:

- Be completed under existing procedures IF student has already been heard
- Be transferred to new procedures IF student has NOT yet been heard

This ensures that all disciplinary governance within the College is anchored on proper authority and adherence to institutional governance structures.

K.2 Implementation Framework

Upon approval by the Board of Management, the implementation of this Policy shall be coordinated by the College Administration under the following key offices:

- **The principal**
Shall provide overall leadership, ensure compliance with BoM directives, and oversee the enforcement of the Policy across the institution.
- **Deputy Principal (Discipline)**
Shall hold primary operational responsibility for student discipline matters, including oversight of disciplinary enforcement, coordination of disciplinary processes, supervision of the discipline committee, and ensuring consistent application of sanctions in line with college regulations.
- **Academic Registrar**
Shall be actively involved in all disciplinary matters where they intersect with academic affairs, including examination integrity, academic standing, progression, suspension implications, and certification-related decisions. The academic registrar shall ensure that disciplinary outcomes are properly integrated into academic records and institutional academic decision-making processes.
- **Dean of Students**
Shall serve as the custodian of all student disciplinary records and documentation. The dean shall maintain comprehensive records of all disciplinary cases, hearings, outcomes, and supporting materials. In addition, the dean shall coordinate student welfare interventions and support rehabilitation processes arising from disciplinary actions.
- **Discipline Committee**
Shall conduct disciplinary hearings, evaluate evidence, determine findings of misconduct, and recommend appropriate sanctions in accordance with due process, College rules, and national education regulations.

K.3 Administrative Responsibility and Accountability

The implementing officers shall ensure that:

- The Policy is effectively communicated to all students and staff
- Disciplinary processes are applied consistently, fairly, and transparently
- Proper records of disciplinary cases are maintained
- Regular reports on discipline trends are submitted to college leadership and the BoM
- The Policy is reviewed after every three years or periodically in line with emerging governance and regulatory requirements

The Policy review shall be conducted by the:

- Discipline Committee (recommendations)
- Academic Board (academic implications)
- Board of Management (final approval)

The Review shall consider:

- Implementation effectiveness
- Regulatory changes
- Student/staff feedback
- Disciplinary trends and outcomes

All staff involved in discipline shall receive training on Policy provisions:

- Training conducted within 3 months of Policy approval
- Annual refresher training on Policy updates

K.4 Policy Communication

Following approval, the College shall ensure that the Policy is formally disseminated to all stakeholders, including students and staff, to guarantee awareness, understanding, and compliance.

The College shall ensure the Policy is readily available in the college handbook, posted on College website, provided to students upon admission and is available in College notice rooms

The College shall conduct:

- Policy orientation for all new students during induction
- Annual discipline awareness sessions for all students
- Policy summary distributed to all students

This ensures full compliance with Articles 47(1) and 50(2)(a) requirements for informed administrative action and fair hearing.

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