

Student Disciplinary Policy

SUMMARY

This aims to ensure a fair and systematic approach to maintaining discipline and upholding the standards of conduct within the school community.

1. INTRODUCTION

At OMNES Education London School (OELS), we commit to fostering a respectful and safe learning environment. The Disciplinary Policy for Non-Academic Misconduct is designed to address behaviours that adversely affect the school community, ensuring that all incidents are managed fairly and resolutions contribute to the educational mission of OELS.

2. SCOPE

This policy applies to all students of OELS and covers various forms of non-academic misconduct, including but not limited to behavioural issues, violations of campus rules, and other conduct that does not meet the community's standards. Academic misconduct is addressed separately under the Academic Integrity Policy.

This policy should be read together with Student Behaviour Policy, Student Harassment and Bullying Policy and Academic Integrity Policy.

Types of Misconduct Covered by This Policy

This policy applies specifically to various forms of non-academic misconduct which detrimentally impact the community, environment, and standards of OELS. It is designed to address behaviours that do not involve academic dishonesty but nonetheless violate institutional policies or disrupt the educational process. Types of non-academic misconduct covered include:

Behavioural Misconduct: Actions that compromise the safety or well-being of any member of the school community, such as harassment, bullying, or physical aggression.

Violation of Campus Rules: Non-compliance with rules set forth for maintaining order and safety on campus, including but not limited to misuse of facilities, failure to adhere to dormitory regulations, or unauthorized access to school properties.

Disruptive Behaviour: Conduct that interferes with the operation of any school activity, event, or environment conducive to academic and co-curricular activities.

Damage to Property: Intentional or reckless damage or destruction of property belonging to the institution, its members, or visitors.

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Substance Abuse: Use, possession, or distribution of illegal drugs or alcohol on school property or during school-sponsored events, contrary to school policy and legal statutes.

Inappropriate Use of Technology: Misuse of school technology resources, including unauthorized access, breach of computer security systems, inappropriate internet usage, or misuse of social media platforms that violate privacy and personal rights.

This policy ensures that all forms of non-academic misconduct are addressed promptly and effectively, reinforcing OELS's commitment to a safe, respectful, and inclusive educational environment.

Disciplinary Procedure

Disciplinary Committee is tasked to receive and consider cases of serious breaches of non-academic conduct and to reach and impose an appropriate penalty in cases which are proven.

Disciplinary Committee Hearing

The purpose of the hearing is to receive all the relevant information regarding a situation which has been brought to the attention of the disciplinary committee by a student or a member of OELS.

Points involved in such hearings traditionally have been classified as:

1. Issues of fact (Did a certain incident occur? Was the student involved in the incident?)
2. Issues related to the nature or character of the incident (Was it an accidental, careless, or intentional action? Was it spontaneous or premeditated? Were there justifiable reasons or extenuating circumstances?)
3. Issues of degree or extent of the impact (Was it minor, moderate, or major?)
4. Issues of jurisdiction (Does the administration have jurisdiction over the incident and the persons involved?)

The purpose of the hearing is to allow the Committee to judge whether a violation of the student conduct regulations has occurred and to recommend the appropriate action to be taken. The hearing procedure is an effort by OELS to provide students with institutional due process and to provide an atmosphere in which students can both learn and practise rules and procedures of responsible social conduct. OELS further seeks to apply in actual practice those principles and rules of justice and civic responsibility incubated by its faculty in the academic process.

When a hearing is requested, the Quality Manager shall make arrangements for the hearing and notify the student at least 5 working days before the time, date, and place of the hearing. The hearing can take place on campus, online or in the home school. All supporting documents must also be shared with the student at least 5 working days before the hearing. Unless the student requests otherwise, the hearing will be closed except to the members of the Committee.

At the hearing, the student is entitled to present witnesses, to ask questions to witness who appear, and to examine all evidence presented to the Committee. Additionally, the student may be accompanied by a support person of their choice. This support person may be a fellow student, a faculty member or a family member. The role of the support person is to provide

moral and emotional support; however, they may not speak on behalf of the student unless explicitly requested to do so by the Committee.

The appropriate hearing procedure is for the Chairperson to present a narration of the facts in the situation and specify any action they have recommended. The student then specifies the precise point at issue (the issue of fact, character, extent, or jurisdiction which occasions this hearing).

Members of the Disciplinary Committee may ask questions to clarify issues at whatever point they feel necessary. All members may ask questions after the initial presentations are made.

After all relevant matters have been placed before the Committee, the student will be asked to leave, and the committee shall render a decision. In the decision, the committee may:

- affirm the misconduct and decide on a sanction
- decide that the lack of evidence of misconduct incurs no sanction.
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The following administrative sanctions, listed alphabetically, may be applied to hold students accountable for their behaviour, to protect the safety of the campus community, or to repair harm to the community. Any number of the sanctions listed below may be applied simultaneously in any case.

a. Community service

Community service is carrying actions that are beneficial for the OELS community such as helping reorganising rooms or contributing to the organisation of campus life such as helping with hanging posters.

b. Disciplinary Warning

A disciplinary warning is an official written notice expressing disapproval of conduct and a statement that the conduct violates one or more of the campus policies or regulations. The warning will be part of the student's file for an indefinite time, including in his/her home school.

c. Reflective essay

A reflective essay is an essay of a specific number of words helping the student to review and reconsider his action. The link (<https://libguides.cam.ac.uk/reflectivepracticetoolkit/models>) gives guidelines. The student may be required to attend a session with the Psychological Coach and Counsellor of OELS to help them in their reflective process.

d. Suspension from OELS

Suspension is separation and removal from OELS for a fixed period. The length of the period is decided by the Disciplinary Committee and can run from half a day to one month.

e. Deferred suspension from OELS

Deferred suspension from OELS is a period of review during which the student must demonstrate willingness and ability to comply with campus policies,

regulations, and all other stipulated requirements. If, during the period of the deferred suspension, the student is again found responsible for violating any campus policy, the student will be immediately suspended from OELS.

f. Permanent expulsion from OELS

Expulsion is permanent separation and removal from OELS. Expulsion requires a student to be withdrawn from all classes, banned from all OELS facilities, and prohibited from participating in campus activities. In this case, the student is not awarded the ECTS corresponding to his/her programme.

g. Cancellation of registration in a specific programme or activity.

If the breach concerns the attitude or the behaviour of a student toward a specific module, a lecturer or an activity, the sanction can be for the student to be withdrawn from the module or the activity. In this case, the student is not awarded the corresponding ECTS.

h. Notice of Reprimand

A notice of reprimand is a written notification that a student's conduct was inappropriate for a member of the OELS community. Continued violations of the campus regulation will result in more serious sanctions.

i. Restitution

The School may require restitution for damage, destruction, or theft of campus or other property. These charges may not be more than the damage or loss incurred and may be imposed together with other sanctions listed here.

The Secretary of the Committee will notify the student of the hearing outcome by email (with delivery receipt) within 5 working days of the hearing.

The letter will include information on their right to appeal under the OELS Appeals and Complaints Procedure; if no appeal is submitted within 5 working days, the decision becomes final and the proposed action is implemented.

As other members of the OELS community may be involved, the Chair of the Committee will consult with committee members to determine who else should be informed of the decision and the appropriate timing of such communication.

Continuous Review

This policy aligns with the best practices suggested by the Office for the Independent Adjudicator, ensuring fairness and transparency in all disciplinary proceedings.

This policy is subject to ongoing review to align with evolving educational standards and legal requirements, ensuring that it remains effective and fair. The Disciplinary Committee may recommend changes based on feedback and emerging needs.

This revised policy ensures that the process is comprehensive and adheres to sector-wide standards while focusing solely on non-academic issues, reflecting the school's commitment to fairness and educational integrity.