

ACCRA ACADEMY

CODE OF CONDUCT FOR STUDENTS IN THE PRE-TERTIARY LEVELS OF EDUCATION IN THE GHANA EDUCATION SERVICE

1.0 PREAMBLE

- 1.1 The mission of Ghana Education Service (GES) is to ensure that all Ghanaian children of school-going age are provided with inclusive and equitable quality formal education and training through effective management of resources to make education delivery relevant to the manpower needs of the nation.
- 1.2 To achieve this mission, the Service is required amongst other things to ensure discipline in all schools to create an enabling environment that facilitates effective teaching and learning. The GES believes that discipline directly affects academic achievements and fosters good citizenship.
- 1.3 Consequent upon its mission, the Ghana Education Service Council has approved this Code to serve as a guide and reference material so as to promote and maintain discipline at the Pre-Tertiary level of education; at the same time strictly conforming to the general rules and directives contained herein.
- 1.4 The rules and regulations in the Code should not be regarded merely as a catalogue of offences, penalties and as constituting restraint on students' freedoms. They are rather meant to ensure that the conditions for effective teaching and learning are created and maintained in the country's pre-tertiary educational institutions. It is also intended to inspire confidence among students and other stakeholders in the delivery of education and the assurance that the Pupils and Students of the school system are being trained as responsible community members.

2.0 RULES OF CONDUCT FOR STUDENTS

2.1 Conduct

Conduct in this context (Code) is behaviour, attitude(s) and character that ought to be exhibited for example by a student within and outside the school compound. The standards of conduct generally required of any student of the Ghana Education Service would be leadership, selflessness, honesty, respect for each other, respect for authority and general obedience to the school rules and regulations in this code.

2.3 Misconduct

- a. Any act or omission without reasonable excuse by a student or pupil that amounts to a demonstration of a behaviour, attitude or character that generally offends the provisions of the code or any unreasonable conduct that is otherwise likely to bring the school into disrepute shall constitute a misconduct.
- b. The setting forth of particular types of misconduct is not exhaustive. Any act of misconduct or non-observance of any of the rules and regulations in this code shall lead to disciplinary action.
- c. Any act of misconduct by a student not expressly mentioned in this Code or in any other regulation shall be dealt with by the Disciplinary Authority of the school as if it is part of the Code.
- d. It is important to state that these rules should however not be interpreted or applied to prevent any student from freely expressing his/her views and that the conduct among students should not be affected in any way by acts done in good faith.

2.4 General Behaviour:

Students shall:

- i. Demonstrate courtesy and respect towards everyone. They must respect elders of the society as Ghanaian custom demands
- ii. Internalise and exhibit gentleness, good manners and observe standard values of life.
- iii. Respect the rights of other individuals
- iv. Must be law abiding
- v. Perform all their responsibilities in the school including cleanliness of body and surroundings and shall maintain diligence at all times
- vi. Maintain, protect and safeguard all school property at all times

2.5 Flouting Lawful Authority

Flouting lawful authority and directives of the Head, Staff and Prefects shall constitute a misconduct

2.6 Absence from school

- a. Reporting late to school on reopening or from approved breaks without reasonable excuse is a misconduct.
- b. Truancy is a misconduct.
- c. Failure to be present at any academic activity without reasonable cause is a misconduct
- d. Any excuse to be absent from school must be communicated formally by the parent/guardian to the school

2.7 Attendance at all school assemblies

Attendance at all school gatherings shall be compulsory for all students and good conduct shall be observed at such gatherings

2.8 Class Attendance

- a. Students shall not absent themselves from classes without permission.
- b. Boarders shall attend evening/night preps
- c. Any student absenting him/herself from school for a full semester/term without any reasonable excuse is deemed a misconduct
- d. Any truant behaviour of a student shall constitute a misconduct

2.9 Loitering

No student shall be found loitering at odd times and at odd places

No student shall use the name of any teacher/housemaster as an excuse to loiter at odd times and places when lessons are on going

2.10 Academic Work

Students shall participate in all academic activities and do all class exercises/assignments/homework without fail

2.11 Examinations and Examination Malpractices

- a All examinations conducted by the school are compulsory for all students
- b Failure to write examinations without good reasons constitutes a very serious offence.
- c Student(s) who persistently refuse to write examinations shall constitute a gross misconduct.
- d Examination malpractices are serious offences
- e Any student who absents him/herself for a full semester without prior notification to the school authority is deemed to have misconducted him/herself
- f Any student who is registered for external examinations by the school but fails to attend classes for a cumulative twenty school days without reasonable commits an offence

2.12 Breaking of Bounds

- a All students are required to keep within bounds at all times
- b Students shall not leave the school compound without proper permission
- c Staff residence shall be out of bounds to all students
- d The school kitchen and Staff Common Room are out of bounds to students except for those students who have official responsibilities to discharge in such places
- e A serious offence to scale the walls of the school to town.

2.13 Punctuality

Students must always be punctual to all school gathering and functions

2.14 Improper Dressing

- a Students must dress neatly, and wear prescribed attire and footwear always

- b. No alterations to school uniforms or dresses shall be allowed
- c.
 - i. Unprescribed attire found on a student is an offence
 - ii. Using of unprescribed attire by a student is an offence
- d. Students shall wear decent haircut as prescribed by the school authorities
- e. The wearing of beard, side burns and or moustache by male students shall not be allowed
- f. Students shall not wear chains, bangles, caps, braces nor dark glasses. Wearing of any other spectacles shall be with medical prescription.
- g. Bleaching of the skin by a student shall not be allowed

2.15 Unprescribed Items

Students are not allowed to bring the following items to school unless approved by the school authorities

- i. Electrical appliances e.g. Mobile phones, Personal Computers, Walkman, compact disc, and pen drives, I-pods etc
- ii. Candles and other combustible materials
- iii. Alcohol, cigarettes, Indian hemp (wee), and all other hard drugs

2.16 Wilful damage to School Property

- a. Students must develop pride for their school, and strive to keep school property in good condition to ensure long usage
- b. In particular, students must take good care of locks, furniture, plumbing items, books, louvre blades, glass panels, electrical fitting, etc

- c. Water and electricity must not be wasted
- d. Unauthorised use or movement of school property is not allowed
- e. Scribbling on walls are prohibited
- f. Any wilful damage to school property is a misconduct
- g. No illegal connection of electricity and water systems

2.17 Defacing School Property

Defacing school property shall constitute a misconduct

2.18 Sexual offences

- a. It shall be a misconduct for any student to engage in sexual relations.
- b. Interaction between boys and girls in obscure places at odd times constitute an offence
- c. No student shall directly or indirectly do anything that may constitute sexual harassment of another student/staff
- d. A student shall not condone sexual offences in the school
- e. A victim of ~~such~~ rape shall be counselled and relocated to another school if possible.
- f. Any student found guilty of rape constitute gross misconduct
- g. It shall be a misconduct for any student to be involved in sexual relations with any member of staff
- h. notwithstanding *h*, any such misconduct shall not be waived with the reason that the sexual misconduct took place outside the school compound or with an alleged parental/guardian consent
- i. Any act of another student which has the potential of creating sexual implications for another student shall constitute a misconduct. For the avoidance of doubt, any act which sexually violates the body of the other person or forcibly makes a sexual bodily contact shall constitute a misconduct
- k. Any student who keeps the opposite sex student from going home for any part of vacation or for any period that the student has sought to go home shall constitute a misconduct

- l. Any student who refuses to go home for any part of vacation or for any period that the student has sought to go home shall constitute a misconduct
- m. Any sexual conduct between students of the same sex shall constitute a misconduct

2.19 Physical and Psychological Violence

- a. A student shall not do anything to harm another student/staff physically or psychologically
- b. Fighting shall be regarded as an offence
- c. Assault on a fellow student or staff shall be an offence
- d. Jeering, whistling and disturbing during classes or official functions shall constitute an offence
- e. Taking a friends photograph with any gadget etc. Mobile phone is an offence
- f. Uploading a photograph or video of student(s) constitutes a misconduct. .

2.20 Causing harm

- a. Any act that intentionally or unlawfully causes harm to another person shall constitute a misconduct
- b. Any student who threatens any other person with the intent to put that person in fear or death shall constitute a misconduct
- c. Any act of any student which prevents another student/staff from access to healthcare when needed shall constitute a misconduct.

2.21 Religious Practice

- a. Any student who unduly influences another student for initiation or involvement into any occult practice shall commit a misconduct
- b. No student shall be involved in occultism while a student of any school

- c. No student shall compel any student into a religious practice or faith
- d. Any act that prevents or inhibits any other student from practising his /her religious beliefs shall constitute a misconduct

2.22 Incitement to Riot, Rioting and Demonstration

It shall be an offence for any student to be involved in incitement to riot, rioting and demonstration

2.23 Gambling

Gambling and all forms of games of chance are prohibited

2.24 Any student who displays nude pictures of either him or herself or any other student shall commit a misconduct.

2.25 Any student who without authority records any other person, either a video or audio and publishes it shall commit a misconduct.

2.26 Other Offences

The following acts also constitute punishable offences

- i. Improper behaviour outside school that has potential to tarnish the image of the school/GES
- ii. If a student runs to town or travels outside the school without permission
- iii. Anonymous letters with malicious intent/giving false information/impersonation/deliberate distortion of facts/character assassination/forgery of documents
- iv. Negligence of duty, including negligence by prefect's abuse of power
- v. Extortion
- vi. Seizure without lawful authority of any property of another student shall constitute a misconduct
- vii. Receiving visitors outside visiting hours/contravening general visiting regulations

- viii. Sending food to the classroom/dormitory or eating there
- ix. Practicing, inducing, compelling, and initiating any other student into occultism and other such activities
- x. Failure to perform house duties/failure to complete reasonable punishment
- xi. Bullying;
 - a. Any act of violence that brings harm to students.
 - b. Can be physical, verbal, psychological or emotional
 - c. May be perpetrated by peers or staff
 - d. Cyber bullying: intimidation via text messaging or on social media sites
- xii. Belonging to a gang for unapproved activities

xiii. OFFENSIVE WEAPONS

- Any student found in possession of any offensive weapon shall constitute a misconduct
- Any student who threatens any student or staff with any such weapon shall be guilty of a misconduct

3.0 SANCTIONS

- 3.1** Any breach or non-observance of any section of the Rules of Conduct shall constitute misconduct for which the offender shall be liable to a disciplinary action.
- 3.2** The essence of punishment in schools shall always be focused on helping the student to reform, learn and promote cohesion at the school level.
- 3.4** Detering sanctions shall be applied in appropriate cases depending on the circumstances of each specific case and such sanctions as applied shall be reasonable/consistent as much as .