

# BOSOMTWE GIRLS' STEM HIGH SCHOOL GHANA EDUCATION SERVICE

## SCHOOL RULES AND REGULATIONS

### CODE OF DISCIPLINE FOR SENIOR HIGH SCHOOLS/TECHNICAL INSTITUTIONS

S/N	OFFENCE	PUNISHMENT
1.	Cheating in Internal Examination	First Offence – Cancellation of paper and suspension Second Offence – Dismissal
2	Drunkenness	First Offence – Suspension Second Offence – Dismissal
3	Incitement to Riot/Rioting	Suspension (for those pressurized in rioting) Dismissal (for ring – leaders) <b><i>Parents should be made to pay for cost of Damages</i></b>
4	Sexual misconduct	Withdrawal (Dismissal for cases of Rape)
5.	Anonymous letters giving false Information	First Offence – Warning Second Offence – Suspension Third Offence – Dismissal
6.	Deliberate distortion of facts/character Assassination	First Offence – Suspension Second Offence – Dismissal
7.	Flouting the authority of the Head and other Members of Staff	First Offence – Manual Work Second Offence – Suspension Third Offence – Dismissal
8.	Assault on Members of Staff and their Dependents	Dismissal
9.	Assault on group of Students	First Offence – Suspension Second Offence – Withdrawal from Boarding House/School
10.	Wee possession, smoking and drug abuse	First Offence – Suspension Second Offence – Dismissal <b><i>Recommendation for psychiatric Treatment, If Necessary</i></b>
11	Pregnancy	call parents for bilateral conversation on student's security and protection.
12	Termination of Pregnancy /Abortion	Dismissal
13	Breaking of bounds/Truancy, including Refusal to attend classes or official Functions without permission	First Offence –Manual work with counselling Second Offence – Suspension Third Offence – Withdrawal
14	Travelling outside school/Town without permission	First Offence – Suspension Second Offence – Withdrawal (from Boarding House/School)

15	Leaving school under false pretences	First Offence – Manual Work Second Offence – Suspension Third Offence – Withdrawal (from Boarding House/School)
16	Fighting	First Offence – Warning Second Offence – Suspension Third Offence – Withdrawal
17	Petty theft/Pilfering	First Offence – Warning Second Offence- Withdrawal (from Boarding House/School) ( <i>With restitution in all Cases</i> )
18	Stealing	First Offence – Suspension Second Offence – Withdrawal
19.	Failure to write examination without justifiable cause	First Offence – Warning (And in addition be made to write the Examination) Second Offence - Withdrawal
20	Flouting the authority of the School/Prefects or Seniors	First Offence – Warning Second Offence – Manual work Third Offence – Withdrawal
21	Improper dressing/putting on unprescribed attire to all social gatherings	First Offence – Confiscation of attire/dress Second Offence – Manual work
22.	Bullying	First Offence – Manual work Second Offence – Suspension after the Culprit has settled any hospital fees Incurred by his/her victim
23.	Refusal to attend gatherings	Manual Work/Suspension/Withdrawal
24.	Behaving in a manner likely to bring the name of the school into disrepute	Suspension for two weeks
s25.	Failure to attend Morning and Evening Studies	First Offence - Manual work Second Offence – Withdrawal from Boarding House
26.	Making unnecessary noise to disturb the peace of the school and others.	First Offence – Manual work Second Offence – Withdrawal from Boarding House
27.	Occult Practices (Occultism)	Withdrawal
28.	Lesbianism	Withdrawal
29.	Lateness to school/classes/other gathering	First Offence – Warning Second Offence – Manual work Third Offence – Suspension
30	Washing during classes and unauthorized days	First Offence - Manual work Second Offence – Withdrawal from Boarding House
32	No student shall go beyond the school boundaries without permission. The school's main gate shall be the only access route for entrance and exit for all students. Examples are the following: 1. The staff common room	Frist offence – one-week manual work with counselling 2 <sup>nd</sup> . Offence – two weeks internal suspension

	<ol style="list-style-type: none"> <li>2. Dormitories during classes and prep time as well as school functions</li> <li>3. All staff bungalows</li> <li>4. Sick Bay</li> <li>5. School market during contact hours</li> <li>6. Standing with male staff at enclosed /empty room alone.</li> </ol>	
33	<p>Student shall report on the very day of reopening without fail, latest by 5.00pm.</p> <p>There shall be a roll call by the house mistress with assistance of student prefects.</p>	<p>Students who report late to school</p> <p>1<sup>st</sup> offence – three-day manual work</p> <p>2<sup>nd</sup>. Two – weeks internal suspension</p> <p>3<sup>rd</sup> offence – one-month internal suspension</p> <p>At the end of the semester, all students shall leave the campus unless provision is made for their stay by the authorities. Prefects shall see to it that their dormitories are in neat condition before leaving the school.</p>
34	<p>Students' hair should be kept uniformly down below the horizontal level of a 'writing' pen</p>	<p>Students who refuse to do so would be shaved by the authorities.</p> <p>2<sup>nd</sup>. Offence – three - day manual work.</p>

### **REPORTING TO SCHOOL ON RE-OPENING DAY**

Students must report to school on the day of re-opening. Failure to do so without tangible reasons or excuse of medical report shall be considered a serious offence and offenders shall be severely punished.

### **CLASSROOM**

1. Food should never be eaten in the classroom
2. Classrooms should be kept neat at all times.
3. Silence must be observed during class time.
4. Absolute silence must be observed during study period
5. Study Supervisors must not allow students to walk about or leave classrooms.

### **STUDY**

- 1) Silence should be observed in the houses at the following times:
  - a. From lights out until after mass (worship in the morning)
  - b. During siesta
- 2) Food should never be eaten in the dormitories.
- 3) Cooking of food is strictly forbidden in the school.
- 4) No candles or matches are allowed in the dormitories.
- 5) No visitor is allowed in the dormitories.
- 6) Dormitories should be kept neat at all times.
- 7) Suitcases, boxes, trunks and bags should be kept in trunk rooms only.
- 8) Buckets should not be kept in the dormitories.

### **THE DINING HALL**

1. Students must always use cutlery and table napkins.
2. No student may walk about during meal time or enter the kitchen or store-room.
3. If a student needs something at table, she must raise her hand for the table head to take action.
4. Food should not be taken out of the dining hall.

### **THE LIBRARY**

1. Silence must be observed at all times in the library.
2. No book may be taken out without signing the card.

### **HAIR STYLE/NAILS**

1. Hair should be low and simply cut.
2. Addition of any chemical to the hair is strictly forbidden.
3. Trim nails and file.

### **SPORTS AND GAMES**

Sports and games are compulsory for all students.

### **VISITORS**

1. Students may see their parents and other visitors ONLY on 1<sup>ST</sup> Sundays of the month between 10.00 am and 4.00 pm.
2. Visitors are not allowed in the dormitories and in the classrooms.

### **ELECTRICAL/ELECTRONIC GADGETS**

1. No student may bring any gadget to school except pressing iron and battery/solar lamp without radio.
2. Any gadget found on a student will be confiscated and the student punished.
3. Cellular phones and phone chips are strictly forbidden in the school.

### **TELEPHONE**

Students are not allowed the free use of the telephone. All houses have two phones each. Should it become necessary to make a telephone call, permission must be sought from the Assistant Headmistress Domestic/ Senior House mistress / House mistress.

## **EXAMINATION**

All Examinations conducted by the school are compulsory. Examination malpractices are serious offences punishable by dismissal/withdrawal. Writing of NOV/DEC Examination in school by students is prohibited.