



ACCRA GIRLS' SENIOR HIGH SCHOOL

RULES AND REGULATION

OFFENDERS WHO BREAK THESE RULES WILL BE PUNISHED TO DO MANUAL WORK FOR A DAY

1. **SILENCE**

Silence must be kept:

- a) at all times in the School Library
- b) during rest hour
- c) between lights out and rising bell
- d) at assembly
- e) when the bell goes for prayers in the dining hall
- f) during class hours
- g) in the administration block
- h) in the classrooms

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2. **CLASSES AND PREP**

- a) No student is allowed to eat or wash her hands into the bin in the classroom. Any student who commits this offence shall scrub and clean the classroom for a week.
- b) Students are not allowed to stand on the verandahs of the classrooms while classes are in progress. Any student found guilty of this offence shall be liable to a day internal suspension (i.e. student will be suspended from classes and be made to work for some hours.)
- c) Classes are compulsory for all students.
- d) All homework must be done and presented as specified by the teacher.
- e) All students are expected to attend morning assembly and all other official functions.
- f) Day students should be in school by 6.40 a.m. The school gate will be locked at that time.
- g) No student is allowed to stay in her dormitory while classes are in progress (i.e. between 7.00 a.m.–4.30 p.m. or during prep time.)
- h. Prep is compulsory. All dormitories are to be locked during this time. A class that has no light should go to either the Assembly or Dining Hall for prep. **ANY STUDENTS FOUND GUILTY OF THESE OFFENCES SHALL BE LIABLE TO INTERNAL SUSPENSION (I.E. STUDENTS WILL BE SUSPENDED FROM CLASSES AND BE MADE TO WORK FOR A NUMBER OF DAYS)**

3. DRESSING

- a) All students are expected to appear in school uniform from 7.00 a.m. to 4.00 p.m. on week days (i.e. Monday to Friday).
- b) All boarders are expected to appear in school uniform whenever they go out of school. Any boarder seen out of school campus in mufti shall be expelled from the boarding house.
- c) Uniforms that are not sewn with the approved specification and style will be confiscated. Students are expected to be properly dressed at all times. School uniforms are to be worn with the appropriate belt and black school sandals.
- d) Only small ear-rings are to be worn. All large and dangling ear-rings will be confiscated.

4. PUNCTUALITY

- a) Students are expected to be punctual at all school functions. Students who are late for classes may be refused entry into the classroom by the teacher and will be punished afterwards.
- b) Students are expected to be seated and remain quiet when the bell goes for classes to begin. The absence of a teacher must be reported to the Assistant (Academic), 5 minutes after "change of lesson". **STUDENTS WHO REPORT TO THE SCHOOL LATE WILL BE PUNISHED TO DO MANUAL WORK FOR A DAY.**

5. CLEANLINESS

- a) Students are expected to keep the compound and classrooms clean. Any one seen dropping a piece of paper or any litter shall be required to pick pieces of paper etc. for 3 days while school is in session.
- b) Students are expected to do their house work at the specified time. They should wait until their work is inspected before they leave the house in the morning.
- c) The compound is to be divided among the houses for cleaning. Classrooms are to be cleaned by the occupants. **STUDENTS FOUND IN A DIRTY CLASSROOM WILL BE PUNISHED TO DO GROUNDS WORK.**

6. MEDIUM OF INSTRUCTION/COMMUNICATION

English Language shall be the only medium of communication in the school. The penalty for speaking vernacular is "Detention" i.e. Work will be set in any of the subjects for the said student to do in the classroom on Friday in the afternoon. Supervision will be done by teachers. A student who fails to turn up for "Detention" will be suspended internally for two weeks.

7. **COSMETICS AND ACCESSORIES**

- a) Make-ups and accessories such as armlets, necklaces, dangling ear-rings, eye shadow etc. are forbidden. No student should paint her lips or nails. Any student seen wearing any of these shall be asked to hand those items in and will also be suspended for one week.

8. **FIGHTING AND QUARRELING**

- a) Fighting is prohibited in the school. The penalty for this is:

First Offence	-	Manual work
Second Offence	-	Suspension
Third Offence	-	Withdrawal

- b) Students found quarreling would do ground work or scrubbing.

9. **STEALING AND PETTY THEFT**

- | | | | |
|-----------------|----------------|---|---|
| a) Petty theft: | First Offence | - | Ground work and scrubbing punishment |
| | Second Offence | - | Dismissal (with restitution in all cases) |
| b) Stealing: | First Offence | - | Suspension |
| | Second Offence | - | Dismissal (with restitution in all cases) |

10. **EXAMINATION**

- a) All examinations are compulsory. Girls who fall ill during examination(s) must produce medical certificates. The punishment for failure to write examination without justifiable cause is:

First Offence	-	Warning (and in addition, be made to write the examination papers).
Second Offence	-	Withdrawal

- b) Students who are caught cheating during internal examinations would have their papers cancelled for the first offence. Any subsequent offence will attract outright dismissal.

11. **ATTITUDE TOWARDS STAFF, SCHOOL AUTHORITY AND SCHOOL PREFECTS**

- a) Rudeness on the part of a student towards a teacher shall be punishable by not less than two weeks suspension or dismissal depending on the gravity of the offence.
- b) Students found to be flouting the authority of the Headmistress and other members of staff will face the following punishments:
- | | | |
|----------------|---|-------------|
| First Offence | - | Manual Work |
| Second Offence | - | Suspension |
| Third Offence | - | Dismissal |
- c) For flouting the authority of school prefects:
- | | | |
|----------------|---|-------------|
| First Offence | - | Scrubbing |
| Second Offence | - | Manual Work |
| Third Offence | - | Withdrawal |

12. **ASSAULT**

- a) Assault on members of staff or their dependents is punishable by Dismissal.
- b) Assault on groups of students:
 - First Offence - Suspension
 - Second Offence - Withdrawal from boarding house or the school or internal suspension

13. **DINING**

- a) Eating or cooking in the dormitory is prohibited!
- b) Students are not allowed to carry their food out of the dining hall. Any student who violates these rules shall be expelled from the boarding house with immediate effect.
- c) All students (Boarders) should be present in the dining hall at all meals. Any student who violates this shall be suspended internally for one week.

14. **EXEATS**

- a) No student is allowed to leave the school premises without permission.
- b) As a rule, students are not allowed to leave the school premises except on Mid-term. Special permission may however be obtained from the Headmistress when necessary.
- c) Students who break bounds or play truancy including refusal to attend classes or official functions will face the following punishments:
 - First Offence - Manual work with counseling
 - Second Offence - Suspension
 - Third Offence - Withdrawal
- d) Traveling outside school to town without permission.
 - First Offence - Suspension
 - Second Offence - Withdrawal from boarding house
- e) Leaving school under false pretense
 - First Offence - Warning
 - Second Offence - Withdrawal (from boarding house)

15. **DRINKING AND SMOKING**

Alcoholic drinks, cigarettes and narcotic drugs or substances are **NOT** ALLOWED IN THE SCHOOL

a) Drunkenness

- First Offence - Suspension
- Second Offence - Dismissal

Smoking and drug abuse:

- First Offence - Suspension
- Second Offence - Dismissal

(Recommendation for psychiatric treatment will be considered as and when necessary)

16. SEXUAL MISCONDUCT

The penalty for sexual misconduct is withdrawal.

Lesbianism - Expulsion from the boarding house.

17. INCITEMENT TO RIOT AND RIOTING

Suspension (for those pressurized into rioting).

Dismissal (for ring leaders). Parents would be made to pay for cost of damages.

18. ANONYMOUS LETTERS GIVING FALSE INFORMATION

First Offence - Warning

Second Offence - Suspension

Third Offence - Dismissal

19. DELIBERATE DISTORTION OF FACTS/CHARACTER ASSASSINATION

First Offence - Suspension

Second Offence - Dismissal

20. PREGNANCY

Withdrawal (and Transfer)

21. TERMINATION OF PREGNANCY

Dismissal

22. ELECTRICAL APPLIANCE OR MOBILE PHONES

a) Transistors, Record Players, Stoves and other electrical appliances (except iron) will be confiscated.

b) **MOBILE PHONES:** Students are **not allowed** to bring **MOBILE PHONES** to school. Any defaulter will have the mobile phone confiscated and student expelled from the boarding house. If the student is a day student she will be severely punished.

23. ENTRANCE VIEW OF ADMINISTRATION BLOCK

a) Students are not allowed to sit in front of the administration block. Any defaulter shall be liable to internal suspension.

24. VISITORS AND VISITING HOURS

a) All students are to be seated in the classroom for private work during visiting hours. They are to be supervised by seniors. A student is only called outside if and when she has a visitor.

b) Visitors are to be seen in the assembly hall and its surroundings.

c) A visitor who wishes to look round should seek permission from the Senior Housemistress or the Assistant Headmistress.

d) Visitors are **NOT** allowed during the week while lessons are in progress.

- e) Students are required to see their visitors off immediately after visiting hours. (2.00 p.m. – 5.00 p.m.). No visitor would be entertained after 5.00 p.m. Visiting will be on the 1st and 3rd Saturdays of every month. Any student who violates these rules shall be punished.

25. LIGHTS OUT

- a) Any student found loitering, standing on the verandah or NOT in her bed after lights out shall be severely punished.

26. HOSPITAL ATTENDANCE

Students who report sick will go to the **37 Military Hospital/Mamobi General Hospital**. Any student who goes home or to town without permission after attending hospital, shall be suspended. Hospital days are Mondays, Wednesday and Fridays and during emergencies.

27. RESPECT FOR DIVERSITY OF CULTURES AND FAITH

Students are advised not to engage in activities that infringe on the freedom of others, especially religious beliefs, language etc. Students in the boarding house who violate this rule will be expelled from the Boarding House. Day students will go on internal suspension for two (2) weeks.

28. VISITS TO STAFF BUNGALOWS

- a) Staff Bungalows are **Out of Bounds** to students. The Kitchen, the Administration Block and the Boys' Quarters' of staff are completely out of bounds. Students who break this rule would do grounds work for one week.

29. BEGINNING OF TERM

All students are to report at the school before 5.00 p.m. on the day of re-opening in their school uniform. Students who are unable to do so must inform the Headmistress in advance.

30. END OF TERM

Students may only leave the school premises after early morning inspection. Exeats will be issued by the Housemistresses. Students should leave the school neatly dressed in their school uniforms. Students should not plait their hair before leaving the compound and should not apply any chemical to their hair. Students who violate the rule would be suspended for two weeks.

31. POCKET MONEY

All Pocket monies must be given to the Housemistress for safe-keeping. The school will not be responsible for lost monies that were not kept with housemistresses. No student should make an improper use of the Holy Bible or invoke any curses in an attempt to discover someone responsible for a theft case.

32. NOTICE

Students and parents are advised to read and acquaint themselves with the rules and regulations, as ignorance would be ne accepted as excuse.

NB: *All parents are expected to co-operate with us. Thank you.*



ACCRA GIRLS' SENIOR HIGH SCHOOL
PROSPECTUS

LIST OF ITEMS

To be brought to the school

2 Night Gowns and House Coat

1 Trunk or Suitcase

1 Pullover (Grey)

6 Handkerchiefs,

1 pair small ear-rings,

2 Rain Coats

2 pair small ear-rings

2 Plates,

1 Drinking Cup

2 Blankets

1 New Pillow (Covered With Mackintosh)

1 Student Mattress (Covered with Mackintosh)

3 White Bed Sheets

3 Pillow Cases

1 Mosquito Net (white)

1 Pairs Black Sandals (low-heeled)

1 Pair white Canvas

1 Pair Native Sandals

1 Bathroom Slippers

2 Pairs of Black Slippers

1 Needlework box (a pair of scissors, a thimble, tape pins, needles, thread)

TOILET SET

Sponge, Powder, Soap, Mirror, Comb, Brush, Blade, Set of Towels, Tooth Brush, Tooth Paste, Sanitary pad, Toilet Rolls, Old Newspapers.

SPEECH DAY

Kente Cloth for slit and white cotton blouse.

(Attached please find the style for the Kaba)

1 Pair of Native sandals

LAUNDRY

Plastic bucket, Soap, Pegs, Electric Iron.

Note that candles are strictly forbidden on the compound. Students found with these are liable to suspension.

WARNING

Students who leave the school premises without permission are liable to suspension, dismissal or withdrawal from the boarding house depending on the seriousness of the offence

PLAITING OF HAIR

Plaiting of hair is not allowed in the school.

NB: Please note that any item not listed above when brought to school will be seized.

ACCRA GIRLS' SENIOR HIGH SCHOOL

OFFENCES AND SANCTIONS

NO.	OFFENCE	SANCTION
1	Disturbance during Prep/classes/Dining Hall	Manual work – uprooting of weeds along the street.
2	Lateness to school function	Manual work for a day.
3	Eating in the Classroom and washing of hands into bin.	Scrub the classroom and sweep for a week.
4	Absent from school functions – Classes, Prep, Dining Hall, Morning Assembly, Sunday Service etc.	1 st offence- Ground's Work. internal suspension 2 nd offence external suspension/ Deboardinisation
5	Unprescribed attire, footwear and earrings. Boarders seen outside in mufti. Boarders seen outside the campus without exeat.	Confiscation. Expelled from Boarding House. Expelled from Boarding House.
6	Not wearing the Friday wear	Cleaning of cobwebs in a Classroom.
7 (a)	Taking food out of the Dining Hall	Scrubbing and desilting gutter.
(b)	Eating with hands	Scrubbing veranda.
8	Fighting	1 st Offence - Manual Work 2 nd Offence - Suspension 3 rd Offence - Withdrawal from boarding house
9	Possession of Phone/ Electrical Appliance	Boarders - Confiscating of phone and withdrawal from Boarding House Day Students – Confiscating item & Internal suspension for two Weeks
10	Cosmetics & Accessories	Two Weeks Internal Suspension & Confiscation.
11	Failure to do House/Compound Work. If persist	Grounds Work. Withdrawal from the Boarding House
12 (a)	Stealing	1 st Offence - Internal Suspension 2 nd Office - Indefinite Suspension
12 (b)	Petty Theft	1 st Offence - Internal Suspension 2 nd Offence - Withdrawal from the boarding House
13 (a)	Failure to write Examination without justifiable cause	1 st Offence - Warning and must write exam Before promotion. 2 nd Offence - External Suspension
13 (b)	Cheating in Internal Examination	1 st Offence - Internal Suspension 2 nd Offence - External Suspension
14	Disrespect to Authority	1 st Offence -1 Week Suspension - Internal 2 nd Offence - Debordinization 3 rd Offence - Dismissal
15	Disrespect to School Prefects	1 st Offence - Scrubbing 2 nd Offence - Manual Work 3 rd Offence - Indefinite Suspension

16	Scaling of School Wall/ Breaking of bounds	Offence: - Culprit will be handed over to the police - Withdrawal from the Boarding House
17	Failure to report to school on re-opening day	1 st Offence - Be made to work for the number of days absent - May be made to sign a bond in addition to the Punishment 3 rd Offence- May lose boarding status
18.	Smoking and Drug Abuse	1 st Offence - External Suspension 2 nd Offence - Indefinite Suspension
19.	Sexual Misconduct Lesbianism	1 st Offence - One Week Internal suspension 2 nd Withdrawal from the Boarding house 3 rd Offence - Indefinite Suspension/ Dismissal
20.	Incitement to Riot and Rioting	Report to police Face disciplinary committee Ring Leaders - Indefinite Suspension & parents made to pay cost of damages Those pressurized into rioting – Two weeks external suspension
21.	Anonymous letters Giving False information	1 st Offence - Warning 2 nd Offence - One Week Internal Suspension One Week External Suspension 3 rd Offence - Indefinite Suspension
22.	Termination of Pregnancy	Indefinite Suspension
23.	Assault/Bullying (Physical & Psychological violence) a) On members of staff or their dependents b) On groups of students	1 st Offence - One Week Internal Suspension 2 nd Offence - Withdrawal from the boarding house Persistence – Indefinite Suspension
24.	A student selling to the fellow student	Withdrawal from the Boarding House
25.	• Possession of pornographic material • Circulation of pornographic material • Possession of sex	Withdrawal from the Boarding House
26.	Religious Practice/ Occultism	1. Two weeks internal 2. Two weeks external 3. Deboardinisation / Dismissal
27.	Damaging/defacing school property	Payment of the twice the cost of item destroyed

- Any student who appears before the Disciplinary Committee will be made to sign a bond of good behaviour.
- Any prefect who appears before the Disciplinary Committee will lose her position.
- Any student who breaks the school rules and regulation must go through counselling.

NOTE

It is important that each student read over the rules and regulation in the School's brochure as often as possible.

NAME OF STUDENT:

SIGNATURE OF STUDENT:

NAME OF PARENT:.....

SIGNATURE OF PARENT:

DATE.....