

ASSIN STATE COLLEGE, ASSIN BEREKU
CODE OF DISCIPLINE FOR STUDENTS

INTRRODUCTION

To ensure achievement of higher academic laurels to reflect in the mission and vision of Assin State College, DISCIPLINE is considered as paramount. It is therefore in the light of this, that school has come out with this code to guide management, staff, prefectural body, students and other stakeholders of the school to ensure total and holistic discipline in the school.

PURPOSE OF THE CODE

*The code is not to put fear in students and also intimidate them but to guide on the disciplinary measures that may deter students from committing offences and compel them to exercise self control and self discipline in their day to day activities.

*It is also serve as a guide to management staff, prefectural body and other stakeholders of the school in applying limits of sanction in addition to the human approach they are expected to adopt in all matters relating to discipline in the school

*Again, the code is to establish a congenial, conducive and tranquil environment devoid of fear, intimidation, bullying and harsh atmosphere that directly or indirectly impede student's progress in achieving their goals in life.

DISCIPLINARY AUTHORITIES

The following constitute Disciplinary Authorities for the enforcement of the Code of Discipline

a.

- i. Board of Governors
- ii. Headmaster
- iii. The disciplinary Committee
- iv. Members of Staff

b. All offences shall be dealt with instantly by the appropriate Disciplinary Authorities in accordance with the Code.

c. All major offences shall be instantly reported to the Senior Housemaster/Senior Housemistress who shall discuss the issue with the Assistant Headmaster/mistress (Domestic) and refer the case to the Disciplinary Committee

d. All major offences shall be dealt with by the Disciplinary Committee

RECOMMENDED CORRECTIVE MEASURES FOR THE VARIOUS OFFENCES

***RE-OPENING**

- 1. Failure to report on the day of reopening without any written permission shall attract MANUEL WORK supervised by Housemaster or Form masters. The punishment shall be graduated according to the number of days the student spends at home after reopening
- 2. A student who fails to report ten days after reopening shall report with his or her parents/guardian.

***ACADEMIC ACTIVITIES**

OFFENCE	ACTION/SANCTION
1. Failure to attend classes for no justification	1st offence: Warning(by Disciplinary Committee Chairman) 2nd offence: Manual work and counseling 3rd offence: Shall bring Parent to sign a bond of good behavior
2. Failure to write class exercise, assignment etc	1st offence: Manual work/written exercise and counseling

for no reason	2nd offence: five days internal suspension 3rd offence: external suspension
3. Failure to write End of Term/Semester examination for no reason	1st offence: Two weeks internal suspension and counseling 2nd offence: external suspension
4. Cheating in internal examination	1st offence: cancellation of paper(s) and one week internal suspension 2nd offence: external suspension
5. Lateness to School/Classes/School gathering	1st offence: any appropriate punishment 2nd offence: manual work
6. Loitering about on school campus during classes/prep hours	1st offence: internal suspension 2nd offence: external suspension
7. Disturbing during classes/prep hour in the absence of a teacher	1st offence: Manual work Consistent behavior: External suspension

8. ABSENCE

*Students who absent themselves from classes, night studies(preps), roll calls, Divine services(church service), morning assembly, dining hall, entertainment, club and society meetings and other school activities shall face internal suspension prescribed by appropriate disciplinary body

*The appropriate Disciplinary Body shall determine the next line of action(s) for consistency of such behaviours.

GENERAL RULES

OFFENCE	ACTION/SANCTION
1. Drunkenness/smoking/possession of alcoholic beverages/illegal drugs	1st offence: Suspension 2nd offence: Indefinite suspension
2. Incitement to riot/rioting	*Suspension for those pressured in rioting *Indefinite Suspension for ring leaders *Parents shall be made to pay any cost of damage
3. Sexual Misconduct i. Rape ii. Lesbianism/sodomy/sexual intercourse iii. Kissing/fondling of sensitive sexual parts	*Indefinite suspension *Indefinite suspension *Two weeks internal suspension and counseling

iv. Writing of love letters/messages/report of love proposals etc v. Found in a compromising situation with the opposite sex	*Manual work and counseling 1st offence: manual work 2nd offence: Withdrawal from the boarding house in the case of a boarder and suspension for day students
4. Anonymous Letters/ giving of false information	1st offence: warning/any appropriate punishment and rendering of apology
5. Deliberate Distortion of facts/ character Assassination	1st offence: suspension 2nd offence: indefinite suspension
6. Flouting the authority of the Head and members of staff	1st offence: Manual work 2nd offence: Suspension 3rd offence: Indefinite suspension
7. Assault on member of staff and their dependants	Suspension measured according to the degree of the assault
8. Assault on a student or group of students/bullying/belting/canning	1st offence: suspension 2nd offence: withdrawal from boarding house and suspension
9. Termination of pregnancy/abortion	Indefinite Suspension
10. Leaving the school without permission(during the DAY/NIGHT or OVERNIGHT)	*During the DAY –Manual Work and counseling *During the NIGHT –Two Weeks Suspension *OVERNIGHT –Two weeks Suspension and Deboardinisation
11. Fighting	1st offence: Internal or External suspension for not less than two weeks. 2nd offence: Indefinite suspension
12. Stealing	1st offence: Internal suspension and replacement 2nd offence: Replacement, Suspension and Deboardinisation
13. Flouting the Authority of a School Prefect or Senior	*Manual work and written apology to be read at school assembly
14. Refusal to undergo prescribed	1st offence: suspension

punishment(by staff/prefects)	2nd offence: Indefinite suspension/withdrawal from boarding house
15. Wearing/use of unauthorized clothes	1st offence: seizure of that clothe 2nd offence: seizure and manual work 3^d offence: external suspension/deboardinisation
16. Deliberate destruction of school property	1st offence: to pay 3 times the amount/replacement 2nd offence: replacement and suspension
17. Actions bringing the name of the school into Disrepute	1st offence: warning/manual work 2nd offence: suspension 3^d offence: indefinite suspension
18. * Late return from mid-term without written permission *Late return to school weeks after mid-term	*Internal suspension with graduated manual according to the number of days absent *Withdrawal from boarding house
19. Gambling	1st offence: internal suspension with manual work 2nd offence: (habitual Gambling): 2weeks Suspension/deboardinisation/indefinite suspension
20. Possession of cell Phone(s) or Electrical appliances eg. Cookers, heaters etc.	1st offence: Consifcation of the appliance and internal suspension 2nd offence: Indefinite suspension
21. Receiving visitors at the wrong time	1st offence: manual work 2nd offence: withdrawal from boarding house/Indefinite suspension
22. Unprescribed haircut	1st offence: Depunking, to cut hair and manual work 2nd offence: Depunking and 2 weeks suspension
23. Writing and drawing on walls	1st offence: painting the defaced wall 2nd offence: painting the defaced wall and indefinite suspension
24. Cooking in the dormitory	1st offence: confiscation of cooking items 2nd offence: confiscation of cooking items and 2 weeks suspension and deboardinise
25. Non-performance of school/house duties	*Internal suspension and written warning

26. Sending food out of the Dining hall	*Scrubbing the dining hall and manual work for one week
27. Failure to use cup, plate and cutlery in the dining hall	1st offence: scrubbing the dining hall and performing a manual work for one week 2nd offence: suspension
28. Eating in the dining bowl/Taking the dining bowl out of the dining hall	1st offence: scrubbing the dining hall and washing the dining bowls for 2 weeks 2nd offence: Indefinite suspension
29. Keeping a stranger in the boarding house	1st offence: two weeks suspension and deboardinisation 2nd offence: indefinite suspension
30. Receiving a Day student in the boarding house	1st offence: Manual work 2nd offence: deboardinisation and two weeks suspension * The DAY student shall go on two weeks internal suspension
31. Defecation in the classroom, bathhouse, dormitory, dining hall or any other place apart from the place of convenience	1st offence: Cleaning that place with the right disinfectant for two weeks 2nd offence: two weeks suspension after cleaning/disinfecting the place (In the case of a boarder, shall report with parent/guardian to sign a bond of good behavior)
32. Indecent Exposure	1st offence: one week internal suspension 2nd offence: Indefinite suspension
33. Improper dressing eg. Shirt not tacked in, not wearing a belt etc	1st offence: Manual work 2nd offence: 2 weeks suspension
34. Alteration of school uniform	* Manual work and replace the uniform within one week
35. Extortion	*Return of money or item extorted and two weeks suspension
36. Dangerous use of weapons eg. knife	*2 weeks suspension
37. Possession of firearms	*Indefinite suspension
38. Practicing occultism/possession of occultic materials	*Indefinite suspension
39. Bleaching of body, hair	*2weeks suspension
40. Wolf whistling and hooting to the embarrassment of visitors	*2weeks suspension
41. Unlawful entry into any restricted area in the school	1st offence: one week internal suspension 2nd offence: Indefinite suspension

42. Failure to obey light out/siesta	1st offence: one week internal suspension 2nd offence: 2 weeks suspension
43. Hiding in the dormitory during classes	1st offence: one week internal suspension 2nd offence: 2 weeks suspension and withdrawal from boarding house
44. Failure to attend school gathering	1st offence: manual work 2nd offence: 2 weeks suspension and withdrawal from boarding house
45. Littering the school compound, classroom, dormitory, dining hall	1st offence: manual work(cleaning the school compound for one week) 2nd offence: 2 weeks suspension
46. Leave the school under false pretence	1st offence: two weeks internal suspension 2nd offence: Indefinite suspension
47. Inviting an outsider to school programme without Administrative approval	1st offence: stopping that group from performing any activity in the school for one academic year and prescribed punishment 2nd offence: Indefinite suspension
48. Meeting of any form without approval from appropriate authorities	* Dissolution of that group and punishment for the leaders of that group.
49. Prescription of drugs in any form by a student to another student	* Prescribed punishment depending on the gravity of the situation
50. A boarder dressed in unprescribed attire after signing an exeact to go out	1st offence: two weeks internal suspension 2nd offence: Indefinite suspension
51. A boarder found in the residence of a staff member without exeact	1st offence: one week internal suspension 2nd offence: Two weeks suspension
52. Casting spells, threat(physical and Spiritual) on a student/students	1st offence: Reversal of the curses and two weeks suspension 2nd offence: Indefinite suspension

OTHER DISCIPLINARY RECCOMENDATION

1. On re-opening days as specified by school Authorities, all boarders shall report to their respective Housemasters/Housemistress latest by 5:00pm and shall sign in the arrival book the time they report. Day students shall as well report on the exact day as specified by the school Authorities
2. If under any circumstances a student (boarder or day) cannot report on the specified date, a written explanation shall have to be sent to the Headmaster/Headmistress on the date he/she is expected to report. The Headmaster/Headmistress shall in turn relay such information to the respective

- Housemaster/Housemistress. In the case of the day students, the information shall go to the form master/mistress through the Assistant Headmaster/mistress(Academic) to the Headmaster/mistress
3. On the closing day, all student shall leave the school compound latest by 5:00pm
 4. There should be an institution of active Disciplinary committee
 5. All disciplinary issues shall be referred to the Disciplinary committee for action.
 6. There shall be an appointment of a permanent chairman of the Disciplinary Committee
 7. Form masters should mark and close class register and submit the names of absentees at the end of every week.
 8. The dress code of the school for various activities must be strictly observed.
 9. The prescribed hair cut of the school is down cut and ALL students must adhere to it
 10. Any student who signs a bond of good behavior is not eligible for any position in the school
 11. Any prefect who is punish to go on suspension shall be removed from office
 12. Non-performing prefects shall be removed from office upon establishment of facts by the Disciplinary Committee.
 13. The food committee shall see to it that food vendors comply with the rules and regulation of the school.
 14. Members of staff shall not invite any boarder into his/her residence without exeact
 15. School Authorities shall provide enough bin containers at vantage points to ensure good sanitation in the school and this should be the collective responsibilities of all staff to supervise
 16. There shall be constant education and conscientisation of students about code to ensure awareness
 17. All day students shall NOT leave the school premises until school closes
 18. All members of staff shall be on board to ensure a collective responsibility in implementing the school rules and regulation.