



**Aggrey Memorial Senior High School - Cape
Coast
Rules and Regulation – 2013/2014 Academic
Year**

The Aggrey Memorial SHS 15 Commandments

	Offence: Thou Shall NOT.....	Action: PUNISHMENT!!!!
1.	Cheat or Fail to write any examination (Internal or External)	Cancellation of paper and suspension or dismissal for Cheating and Warning or Suspension for failing to write any examination
2.	Incite to Riot or Lead a Riot or Riot	Ring leaders to be dismissed, Suspension of participating students. Parents would be made to pay for cost of damages if any.
3.	Possess Wee, Smoke Wee or abuse any drug	Dismissal
4.	Deliberately distort facts or assassinate any ones character	Suspension or Dismissal
5.	Be found Drunk, Drinking or have Drank any alcoholic beverage	Suspension or Dismissal
6.	Assault any member of staff, their dependants or any other student	Suspension or withdrawal, Dismissal dependant
7.	Fight with or Bully any other person	Warning, Manual work, suspension or withdrawal
8.	Terminate or Abort a pregnancy	Dismissal
9.	Consent to any Sexual act or Rape any student	Withdrawal or Dismissal for rape.
10.	Break bounds or become a truant to official functions	Manual work with counseling
11.	Leave the school under false pretences	Suspension or withdrawal from Boarding house
12.	Steal	Withdrawal from Boarding, Suspension or Dismissal with restitution.
13.	Flout the any Authority of school	Manual work, Withdrawal, Suspension or Dismissal
14.	Possess mobile phone(s)	Confiscation of phone to be donated to Charity
15.	Dress Improperly or Offensively	Warning, manual work or withdrawal

Note:

Notwithstanding the above guidelines, each case would be considered on its own merit.

DETAILS:

The school is a Christian institution and as such all students of the school are trained to be more dependent and responsible citizens. The school's rules and regulations have this aim in view and are intended to encourage students to cultivate good habits and a sense of communal responsibility.

Any student who violates the Rules of the school will be severely dealt with by the school authorities as prescribed by the punishments regime.

1. SCHOOL FUNCTIONS

Students should note that all school functions are compulsory and obligatory for all students. E.g. Morning Assembly, Sunday church service, Entertainment, General clean-up exercise, Closing Assemblies etc. All important announcements are made during these meeting times with impromptu roll calls conducted and Students who absent themselves or come late will be punished accordingly.

2. CLASSES

- a) Students are to attend classes punctually and regularly, no student should be found in the Dormitories/hostels or found loitering around the school during classes hours;
- b) Students are to remain silent when a master is not in class;
- c) Illegal organization of extra classes or private classes, which are not authorized by the school authorities, is prohibited. Violation of these regulations attracts the suspension of the master and the students involve.
- d) Students are not allowed to carry mobile phones, "Walkman's" and disc-man' into a class or on the school compound during classes hours. If seen, item shall be seized and given back to the student or donated to a charity home at the end of the academic year.
- e) Any student who will be more than thirty minutes late after a master has entered the class will not be allowed to enter the class room.

3. DRESSING

- a) Student must always wear the prescribed uniform to class. No Multi-coloured attire is permitted on campus.
- b) Students should always tuck in their shirts.
- c) Sleeves less tops are not allowed.
- d) Every student is to dress decently and properly. Improper dressing is strictly not allowed.
- e) Dresses and attires exposing parts of the body which are supposed to be covered are strictly not allowed.
- f) Bathroom sandals or slippers as well as noise making shoes are not allowed except in the dormitories/hostel.
- g) Caps, hats, scarves and dark glasses are not allowed in the school.
- h) Wearing of rings, chains, necklace, and bracelets by students is not permitted in the school.
- i) Students are not allowed to wear beards or grow sideburns nor have any funny haircuts.

Punishment for any of these infractions includes confiscation of dresses or attire, footwear and articles and either given back at the end of the year or donated to a charity home.

4. APPEARANCE

GIRLS

- a) The prescribed school uniform must be worn on all occasions.
- b) Should wear small ear-rings with mild colours; there shall be no daggling or board ear rings.

- c) Hair, it should be natural and reasonably and evenly low. Neither artificial treatment, nor hair slides should be worn.
- d) Girls are to put on decent long skirts with sleeves. Sleeves tops and T-shirts are not allowed during official functions.
- e) Girls are not allowed to wear make-up such as lipstick to class; they are not permitted to put any color on their faces.

BOYS

- a) Should not wear beards, whiskers, and moustache. Hair should be natural and evenly low, should have a hair-cuts normal in style.
- b) Boys should put on decent pairs of trousers and not jeans trousers.
- c) Boys are not allowed to wear earrings and girls are not permitted to wear very long earrings or more than one pair of earrings at a time.

5. STEALING AND EXTORTATION

- a) Any student, suspected or caught stealing should be handed over to the school authorities for the necessary action to be taken.
- b) Any student who picks up anything or takes anything belonging to others without their permission will be treated as a thief.
- c) Any missing and found items and articles should be sent to the Chaplain or the Counseling office to be given to their rightful owners when identified.
- d) Under no circumstances should any student keep anything that does not belong to him or her. Such cases will be treated as theft.

6. MOCKING, BACKBITING AND FIGHTING

- a) Fighting anywhere in the school is a serious offence subject to severe punishment.
- b) Any student who beats up a person or encourages such beating shall be liable to dismissal.
- c) Any student who instigates others to fight shall suffer the same punishment as those who were involved in the act.
- d) Any student who provokes others by insulting, teasing, mocking, scorning or backbiting shall be severely punished.
- e) All grievances should be directed to the office of the chaplain, headmaster or the Senior House Master.

7. INSUBORDINATION

- a) Any student who uses abusive words, insults, shouts, argues strongly, issues threats or fights a prefect in the discharge of his or her duties shall undergo two weeks of suspension.
- b) Any student who shows disrespect to any master, staff member or any person of authority in the school shall undergo a one month suspension.
- c) If an act of insubordination is committed by a group of students or a class, the entire group shall suffer punishment prescribed by the disciplinary committee.

8. SMOKING, DRINKING AND INDECENT BEHAVIOUR

- a) Any student who smokes anything or is found with any smoking material in the school or its immediate environment will be expelled from the school.
- b) Any student who drinks any alcoholic beverage in or around the school will be expelled from the school.
- c) Any student who engages in any form of gambling in or around the school will be expelled from the school.

- d) Any student who tries to entice or seduce or date other students or the opposite sex will be expelled from the school. Students are to do their best to stay away from any sort of sexual immorality or indecent behavior.

9. UNNECESSARY NOISE MAKING

Good academic work requires quiet surroundings for necessary concentration. During class hours and study periods the silent atmosphere necessary for serious academic work shall be maintained by all students. There should therefore be no disturbance or noise of any form during class periods.

10. CLASS ASSIGNMENT AND SCHOOL EXAMINATIONS

- a) All examinations organized and conducted by the school are compulsory for all students.
- b) All students should take part in all papers in any examination conducted by the school and meant for their class.
- c) Failure to take a subject in any examinations attracts punishment of one month suspension and failure to take an entire examination attracts outright dismissal.
- d) Students who continue to dodge examinations and class tests and do not submit class assignments shall be asked to withdraw from the school.

11. FEES

- a) All students must pay their fees promptly on or before re-opening of school.
- b) Fees once paid are not refundable under any circumstances. A term's notice should be given to the school administration before students are withdrawn from school. Failing this, a full term's fees will be paid in lieu of notice.

12. OTHERS

- a) Students are not permitted to chew gum, drink or eat anything in the classroom, library, science or computer laboratory.
- b) Students are advised not to stand or step on any table or chair in the school, unless it is absolutely necessary to do so.
- c) No student is allowed to move any school furniture from its original position without permission.
- d) Students are not permitted to write or print on walls or furniture of the school.
- e) Generally, the staff common room, offices, and their precincts shall be out of bounds to all students except when they are on official duties.
- f) The dining hall and snack square (MARKET) are out of bounds except during break periods.
- g) Eating before or after break periods is prohibited.
- h) Students must spend their free periods in any empty classroom or in the library.
- i) The computer Laboratory is strictly out of bounds except for classes.
- j) All students must report to school by 7:00 each day.

RECOMMENDED PUNISHMENT FOR OFFENCES INCLUDES:

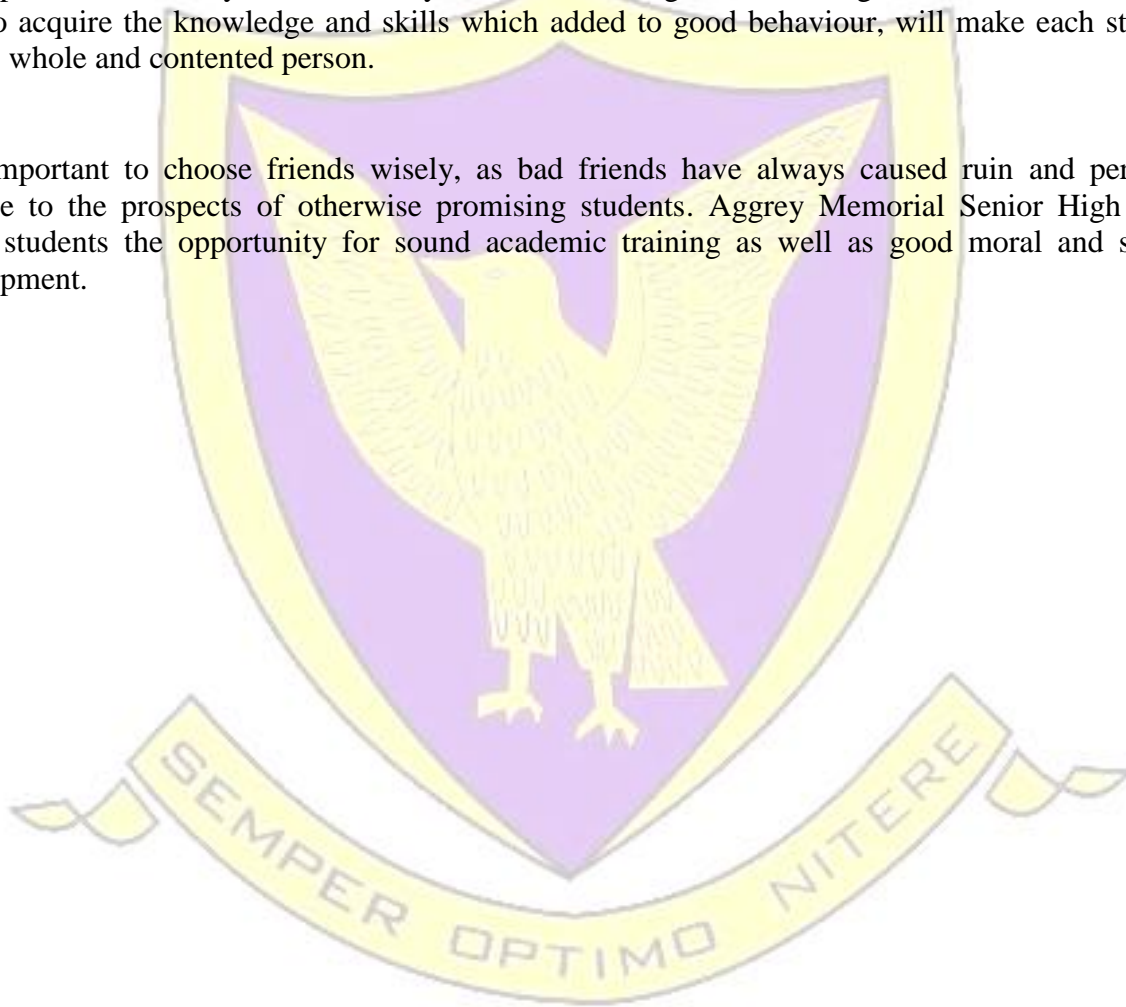
FIRST OFFENCE –	WARNING;
SECOND OFFENCE -	DISMISAL, HARD LABOUR, SUSPENSION FROM THE SCHOOL, SUSPENSION FROM THE DORMITORY

NOTE:

Notwithstanding the above guidelines, each case will ALWAYS be considered on its own merits by the school Authorities.

Finally, every student is requested in their best interest to always consider seriously the main aims of coming to the school, namely to cultivate good manners and good behaviour, to work for the development of a healthy mind and body, to learn to distinguish between good and evil and work very hard to acquire the knowledge and skills which added to good behaviour, will make each student a happy, whole and contented person.

It is important to choose friends wisely, as bad friends have always caused ruin and permanent damage to the prospects of otherwise promising students. Aggrey Memorial Senior High School offers students the opportunity for sound academic training as well as good moral and spiritual development.



RULES FOR BOARDERS

1. CLASSES

- a) Students in the boarding house are to attend classes punctually and regularly. No student should be found in the Dormitories during classes' hours.
- b) Dormitory should be locked by 6:30am and the keys submitted by the house prefects to the housemaster/housemistress (caretakers). Under no circumstance should the doors be opened before 2.45pm.
- c) Any sick student should not sleep in the dormitory, but should report to the Sick Bay for first aid and permission to stay out of class. If any student fails to do so, and is found in the dormitory during class hours he/she would be severely punished.

2. MORNING DEVOTION AND SUNDAY CHURCH SERVICE

- a) The school organizes morning devotion from 7:00am to 7:30am every morning and on Sundays church service is held from 7:00pm to 9:00pm. These are compulsory for all students in the boarding house and optional to the day students.
- b) Students must appear in the prescribed attire for church service and carry their school hymn books and Bibles.
- c) Students should attend these religious gatherings regularly and punctually unless with the explicit permission of the Head Master or his appointed stead to be absent from such gatherings.

3. EVENING PREP

- a) Evening studies are compulsory for all students in the boarding house. Day students can join with the permission of the Head Master.
- b) Lights and ceiling fans should be put off and the dormitories locked by 6:55pm and keys submitted to the housemistress or housemaster. All students, in their prescribed uniforms, are to be seated by 7:00pm in their classrooms. There shall be intermittent roll calls during the period of prep by the Headmaster or Headmistress or the Master on Duty.
- c) Students should remain seated in their classrooms throughout the period. Evening studies are strictly private. Consultations and discussions, loitering or walking about would not be tolerated.

4. USE OF ELECTRICAL APPLIANCES

Electrical appliances are not to be used in the boarding house. Such appliances when used shall be confiscated and donated to charity at the end of the year.

5. MOBILE PHONES

Mobile phones are strictly prohibited in the boarding house.

6. VISITS

- a) Visitors are allowed on Saturdays between 12pm and 5pm.
- b) Every parent/guardian or visitor should see the housemaster/housemistress before talking to the student he/she is visiting.
- c) Visitors coming in at any other period should see the housemaster/mistress for permission to see the student in question.
- d) Visitors and day students are not to be entertained in the boarding house. No visitor shall be allowed to sleep or bath in the boarding house. Any student who disobeys this rule shall be severely dealt with.

7. ABSENCE FROM SCHOOL: EXEATS/PERMISSION

- a) No student should leave the school without an EXEAT. Any student who wishes to go outside the school premises should take an EXEAT before doing so. Students who break bounds shall be severely – punished.
- b) Any student who is absent from school without permission, must, on reporting back to school must submit a medical report (if due to sickness) or a letter from parent / Guardian indicating causes of his/her absence from school.
- c) Any student found in town during the day or night without an EXEAT could be expelled from the school.

8. TIDINESS / CLEANINESS

- a) All students in the boarding house are encouraged to keep their beds neat and dress them every morning before leaving for their respective classrooms.
- b) All students in the hostel should help to keep the bathhouses and washrooms clean.
- c) All students who visit the “gents” or “ladies” should make sure to deposit the waste paper into the waste bin and not on the floor.
- d) No one is to squat or stand on the toilet seat. It is meant for sitting on.

9. CLEANING OF HOUSES

- a) There shall be intensive house cleaning every Friday afternoon (i.e. scrubbing of the bathrooms, toilets and removing cobwebs). This shall be followed by an inspection by the house master each Saturday Morning.
- b) Inspections are compulsory and all students are to attend with no exception.

10. DINING HALL

- a) Students must be present for all meals on time. No student is allowed to take food to the dormitory.
- b) Every student must observe a high standard of etiquette and courtesy in the dining hall.

