

ST. JOHN TECHNICAL INSTITUTE

GHANA TVET SERVICE

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Date:

ADMISSION ACCEPTANCE TO ST. JOHN TECHNICAL INSTITUTE, NANDOM

I

Parent/Guardian of

Upon receiving and reading the terms and conditions in your admission offer to my Child/Ward,
I do accept the terms and conditions herein contained.

I hereby grant permission for my Child/Ward to participate in all school activities, including:

- Sports and cultural activities, field trips and neighborhood walks outside the school premises. (Under the supervision of a staff member including trips with an authorized vehicle)
- Reporting to school on the re-opening day and be ready to face any disciplinary action should he/she be late without prior permission from the Principal.
- Facing disciplinary actions if he/she is found with any forbidden item(s) that are not permitted in the school. See disciplinary code attached.
- Should pay three times the cost of any school property that is lost or damaged by him/her.
- Participate fully in all school's gatherings including religious activities without reservation.

I accept all these and the details in the disciplinary code as attached to support the holistic training of my Child/ Ward for the family and society.

Signature in my own hand:

Signature of Parent /Guardian:.....

At (place):..... Date:

Witness by (name):.....

Signature of Witness:.....

SCHOOL RULES AND REGULATIONS FOR ALL CATHOLIC SENIOR HIGH, SEMINARY, TECHNICAL AND VOCATIONAL SCHOOLS IN GHANA

Preamble

In pursuit of uniformity, unity of purpose, the promotion of high moral standards, discipline, and academic excellence, the Association of Catholic Heads of Higher Institutions (ACHHI) in Ghana has developed this unified set of school rules and regulations. These rules are built upon the Ghana Education Service (GES)-approved guidelines for Senior High Schools and are aligned with the fundamental freedoms and rights enshrined in the Constitution of the Republic of Ghana.

It is the firm belief of ACHHI that students should be granted a substantial degree of internal freedom, insofar as it is consistent with good behavior, personal responsibility, and respect for authority. The purpose of these regulations is to create an environment where students can grow morally, spiritually, and intellectually within a disciplined and supportive Catholic educational framework.

These Rules and Regulations apply uniformly to all Catholic Senior High Schools in Ghana, whether they are: Minor Seminaries boys' schools, girls' schools, mixed schools, day schools, boarding schools, vocational or technical institutions.

ACHHI is committed to ensuring that these standards uphold the Catholic identity of our institutions while nurturing students into disciplined, responsible, and academically competent citizens.

1. GENERAL ASSEMBLY FOR SCHOOLS

a. OPENING AND CLOSING ASSEMBLY

All students are to report on the day of re-opening latest by 5.00pm and not leave until after the formal closing assembly. Any student who fails to report to the school by 5.00pm on the re-opening day shall be made to bring his parent(s) / guardian on a given date to meet the school's Disciplinary Committee. Students are to be present for the Opening and Closing Assemblies. Students who fail to attend gatherings without reasonable permission shall suffer an appropriate punishment.

SANCTION

Offenders will be put on manual work including, scrubbing, digging, washing of pantry bowls or corrective writing assignment or signing of bond

b. MORNING ASSEMBLY AND/OR WORSHIP

All students must attend the Morning Assembly. This is an occasion for general prayers and information dissemination. Students who absent themselves or come late to Morning Assembly shall be punished. The Worship is a school programme and **MUST** be participated by all.

SANCTION

Offenders will be engaged in manual work, not limited to, scrubbing, digging and washing of pantry bowls or corrective writing.

2. CLASSES

Students are to attend classes always and punctually. No student should be found in the dormitories or loitering around the compound during class hours. Dormitories should be locked and the keys submitted to the Housemaster / Housemistress.

SANCTIONS

1st and 2nd offences: Offenders will do, manual work including, scrubbing, washing of pantry bowls or corrective writing assignment depending on the gravity of the offence.

3rd offence: Two weeks internal suspension with hard labour; demotion in position or Deboardinisation.

3. EVENING PREP

Evening studies are compulsory for all student boarders. All students are to be seated in their respective classrooms for Preps. Dormitories should be locked and keys submitted to the housemaster. There shall be occasional roll calls during the period of Prep by the supervisor. Evening studies are strictly for private studies. Consultations/discussions, loitering or walking about on the verandas would not be tolerated. There should be absolute silence throughout this period. There will be night prayers right after Prep. It is compulsory for all students. All students shall retire to bed at 10:00 pm.

SANCTIONS

Lateness to preps, disturbance and loitering during preps shall attract sanction such as:

- i. 1st offence: Picking, weeding or scrubbing to be given by the Prep Prefect or the Supervisor, except for tangible reasons like sickness (subject to approval from authorities).
- ii. 2nd and 3rd offences: Students who fail to attend evening prep will undergo one-week internal suspension and sign a bond to be of good behaviour.
- iii. Punishment for studying after the stipulated prep time without permission will be a one-day internal suspension.

4. DRESS CODE AND HAIRSTYLE

Students are to put up with the required school wear for classes, house work, Church, manual work and games as well as maintain a decent haircut (no braids, beards and long hairs except on medical grounds) as prescribed by medical personnel.

SANCTIONS

- I. 1st and 2nd offences: Confiscation of the particular attire or footwear.
- II. Internal suspension: weeding, scrubbing or picking.
- III. 3rd offence: One week internal suspension: weeding, scrubbing or picking from one to two days.
- IV. Students with **Inappropriate HAIRCUT** shall be made to re-shape it in accordance with school rule on haircut.

5. BULLYING

Bullying of any kind is prohibited. Physical molestation of juniors and other students constitutes an offence. The punishment meted out shall depend on the gravity of the case after proper investigation.

SANCTIONS

- i. 1st Offence: One week internal suspension, counselling, bonding and manual work.
- ii. 2nd Offence: Two weeks internal suspension with counseling and signing of a bond.
- iii. 3rd Offence: Any student who beats up another student or encourages such beating shall be liable to expulsion.
- iv. **NB:** Prefects who molest juniors will be removed from office.

6. EXTORTION

- a) Seizure of other student's property e.g. money, provisions, kit, and stationery also constitutes an offence.
- b) Blackmail/Bribery

SANCTION

- i. The culprit shall refund money or return items and be given one-week internal suspension with counseling and signing of bond.
- ii. The culprit shall be removed from office if the culprit is a student leader.
- iii. Signing of bond
- iv. Deboardinisation.

7. FIGHTING

Fighting anywhere in the school is an offence that shall attract severe punishment. A student who instigates others to fight shall also suffer same punishment.

SANCTIONS

- i. 1st Offence: One week internal suspension with hard labour and signing of bond.
- ii. 2nd Offence: Two weeks internal suspension with hard labour and signing of bond.
- iii. 3rd offence: Withdrawal / Deboardinisation / three weeks external suspension.

8. INSUBORDINATION

a. A student who refuses to obey lawful instruction from a student or staff, uses abusive words, insults, shouts at, or fights a Prefect or student or a staff in the discharge of their duties shall undergo a two-day internal suspension with manual work.

b. If an act of insubordination is committed by a group (e.g. a class) the entire group shall suffer a punishment of two days of work after classes.

9. **REFUSAL TO DO MANUAL WORK**

Manual work is an integral part of formation and it is compulsory for all students (SHS 1-3) throughout the academic year, except students who are physically challenged or medically not fit

SANCTIONS

i. Offenders will undergo a punishment of internal suspension for two days. Persistent refusal to do manual work will result in signing a bond and an expulsion from the boarding house will follow if it persists.

10. **SPORTS AND GAMES**

These are compulsory for every student unless a student is physically not fit in which case the student should obtain permission from the Sports Master.

11. **STEALING**

Any student who engages in the act of stealing anywhere in the school or outside the school commits a serious offence. It is also an offence for a student to remove a school property to any location outside the school without authorization.

SANCTION

i. Suspension (2 weeks externally or internally depending on the gravity of the case) including counselling and restitution.

12. **SMOKING, USE OF HARD DRUGS, DRINKING OF ALCOHOL AND GAMBLING.**

Any student who smokes, takes hard drugs, drinks/smell of alcohol or gambles in the Boarding House or classroom or any part of the school compound or its immediate environs commits a very serious offence.

SANCTION

- i. Two weeks internal suspension followed by counseling.
- ii. If the situation persists, signing of a bond and withdrawal will follow.
- iii. Demotion in position.

13. **SEXUAL OFFENCE**

Sexual misconduct of any form: touching a person's breast, grabbing or rubbing a person's buttocks, sitting or forcing a person to sit on one's laps, kissing, groping a person, touching a person's genitals, having sexual intercourse, homosexuality, amorous relationship, sexual assault, rape or any act of sexual misconduct in any part of the school premises as well as abortion constitutes a very serious offence. If the offence happens outside the school and is reported to the Head with evidence, sanctions must be applied.

SANCTION

- i. 1st offense: indefinite suspension of student

14. EXAMINATIONS

All students must take part in all examinations conducted by the school.

SANCTION

- i. Failure to write 1-7 subjects without tangible reason attracts 1-7 days internal suspension in hard labour plus rewriting with cost borne by parents.
- ii. Failure to take entire examination except with tangible reasons attracts a punishment of (i) internal suspension with hard labour plus counseling and signing of bond. (ii) Rewriting the papers with cost borne by parents.
- iii. Students who continue to dodge examinations shall be asked to repeat.
- iv. Cheating during examination shall merit a severe punishment. The culprit will be made to re-write the paper at a given time.

15. DAMAGE TO SCHOOL PROPERTY

Willful damage to school property e.g. furniture, books, louvre blades, electrical fitting and scribbling on walls by individual student or a group of students are serious offences.

SANCTIONS

- i. The culprit(s) shall pay two times the cost of the item.

16. ASSAULT

Any act of assault on members of staff or their dependents constitutes a grave offence.

SANCTION

- i. Three weeks internal suspension and signing of bond of good behaviour.
- ii. Bear the hospital and/or police station cost.

17. POSSESSION OR USE OF UNAPPROVED ELECTRICAL AND ELECTRONIC APPLIANCES

Any student possessing or using an unapproved electrical/electronic device commits a serious offence.

SANCTION

Students possessing or using gadgets not prescribed shall be sanctioned as follows:

- (i) One week internal suspension
- (ii) If the act persists the said student will be withdrawn from the boarding house and the appliance confiscated and destroyed. (2nd and 3rd offences)

18. CLUBS AND SOCIETIES

Clubs, societies and associations are encouraged for the purpose of religious, moral, cultural and academic development of students. However, a student should not devote too

much time to club activities to the detriment of his or her studies. Each Club/Society/Association shall have a patron who shall be a member of staff.

At the beginning of every academic year, every Club/Society/Association shall register with the Assistant Headmaster (Domestic) and shall start functioning only after such registration. Club meetings are not to be held when official school activities are on-going.

Permission for activities, other than normal meetings, must be sought from Assistant Headmaster (Domestic). Such permission must be endorsed by the patron and submitted to the Assistant Headmaster (Domestic) through the Senior Housemaster at least one week before the date of the function. Students may join a **maximum of three (3)** associations/societies on campus to promote commitment and prevent academic distraction.

19. **OCULTISM**

No student should invoke curses/engage in any form of occultism practice in and/or around the school.

SANCTIONS

- i. 1st Offense for invoking curses: 1-week internal suspension and counselling
- ii. 1st offense for occultism: Two weeks internal suspension with counseling.
- iii. Three (3) weeks external suspension with counseling / Deboardinisation.
- iv. Withdrawal or Dismissal.

20. **IMPERSONATION**

Any student caught impersonating any other student or person commits a serious offence.

SANCTIONS

- i. 1st offense: One week internal suspension with manual work and Counselling.
- ii. 2nd offense: Two weeks external suspension, mandatory counselling and signing of a bond if the behaviour continues.
- iii. 3rd offense: Three (3) external suspension and signing of bond.

21. **MEETINGS**

All students are to be present during class meetings. Class meetings are held on the last Friday of every week at the last hour for classes. SRC meetings, House meetings, form meetings as well as club meetings are integral part of our training. Hence, each student must not be left out when the meeting is scheduled. Manual work will be given to culprits to be accompanied with Counselling.

22. **PLACES THAT ARE OUT OF BOUNDS TO STUDENTS**

Without an express permission, staff bungalows are out of bounds to all students. Girls are out of bounds to boys' dormitory and vice versa.

SANCTIONS:

- (i) 1st offense: One week internal suspension.
- (ii) 2nd offense: Two weeks internal suspension with hard labour.
- (iii) Three (3) weeks internal suspension with hard labour and signing of bond.
- (iv) Counselling – applicable to all.

BOARDING HOUSE

23. EXEATS

- i. There shall be three exeats in a semester for every student.
- ii. Exeats must be signed by housemasters or mistresses and endorsed by the Senior Housemaster or Mistress.
- iii. Students travelling outside town not exceeding three days, must obtain exeat duly approved by the Senior Housemaster /mistress.
- iv. Any Student reporting back to school from Exeat are to reach the school before 5.00pm.
- iv. Any student who goes out of the school without an authorized exeat has broken bounds.

SANCTIONS

- i. Two weeks internal suspension by the school.
- ii. Manual work for three days to one week depending on the number of days over stayed.
- iii. Two weeks internal suspension with hard labour.
- iv. Two weeks internal suspension with hard labour.
- v. One-week internal suspension and subsequently deboardinised if the act persists.
- vi. Counselling – applicable to all.

24. DINING SESSION

Students must be present for all meals. Students who come in late (ten minutes after the bell is rung) shall be punished or may not be allowed into the dining hall. No student is allowed to take food out of the dining hall, except with the permission of the Dining Hall Prefect or Master/Mistress on duty. Such permission will normally only be given for a sick student who should obtain a chit from the housemaster/mistress.

No student must leave the dining before the last grace is said.

Every student must endeavor to observe a high standard of etiquette and courtesy in the dining hall. Prayers before and after meals must be said reverently.

No individual student should complain to the cooks or the matrons directly. All complaints to the chief cook or matron must be handled by the Dining Hall Prefect(s) or the Master/Mistress or the Food Committee as the case may be.

SANCTIONS

- i. Manual work in the dining hall for two days for offenders.

25. COOKING BY STUDENTS

This is strictly prohibited in the Boarding House.

SANCTIONS

- i. 1st offense: Offenders will be given two weeks internal suspension and their utensils and appliances confiscated.
- ii. 2nd and 3rd offense: Removal from the boarding house and confiscation of utensils and appliances.

26. EATING IN DORMITORIES

Students are not allowed to eat in the dormitories.

SANCTION

- i. Confiscation of food and Manual work for one (1) day.

27. ENTERTAINMENT

Entertainment shall be compulsory for all students on days and times designated by the school. Students are to dress in the appropriate house or school attire as designated in the school rules and regulations.

SANCTIONS -

- i. Students who absent themselves shall undergo two days' internal suspension.
- ii. Students who dress inappropriately to Entertainment shall undergo one-day internal suspension with hard labour

28. SUNDAYS

Every student shall attend the official Church service (Holy Mass) of the school on time on every Sunday. Morning prep on Sundays after Mass or breakfast must be observed and *lectio brevis* with the Rector as the case may be.

SANCTIONS:

Lateness to preps, disturbance and loitering during preps attract a punishment (i.e.)

- i. Picking, weeding or scrubbing to be given by the Prep Prefect or the Supervisor, except for tangible reasons like sickness (with the authorities' consent).

29. BOARDING HOUSE INSPECTION

There shall be intensive boarding house cleaning and inspection at least once a month. Each boarding house inspection shall start at 10:00am on days to be determined by the Senior Housemaster. The report of the house inspection shall be compiled and cleanest house given award at the end of each academic year or at regular intervals determined by the school policy.

Students shall be well dressed in the prescribed attire and stand by their beds during the inspection. **A student who is not well dressed and found not beside his or her bed** will cause the house to lose marks.

30. **CLEAN UP EXERCISES IN THE BOARDING HOUSE**

There shall be regular house cleaning (e.g. scrubbing the bathrooms and toilets) on every Wednesday and Saturday. This shall be followed by the inspection by the Housemaster /mistress.

SANCTION

- i. Offenders shall be punished by the Housemaster / Housemistress.

31. **LIGHTS OUT**

Lights will be put off at 10:00 pm after a warning bell (siren) at 9:50pm. All students must retire to bed. Any students found outside the dormitory after 10:00 pm commits an offence.

SANCTIONS

- i. Offenders of this rule shall be punished by the Housemaster, and if necessary be expelled from the boarding house.

32. **CHANGE OF DORMITORIES/HOUSE**

Under no circumstance shall any student change from one dormitory/house to another without proper authorization from the Housemaster/Senior Housemaster.

SANCTIONS

- i. Two days Manual work
- ii. One week internal suspension
- iii. Two weeks internal suspension and signing of bond

34. **VISITS**

Visitors are allowed only on the days assigned as visiting days **between 12pm and 5:00pm.** Visitors coming in at any other period shall see the Senior Housemaster/mistress before access can be given to see the ward.

Visitors shall carry along Parent's ID cards or any form of identification when visiting their wards. Visitors are not permitted to enter the dormitories.

SANCTIONS

- i. 1st offence: Manual work for one day.
- ii. 2nd offence: One week internal suspension.
- iii. 3rd offence: Three (3) weeks internal suspension and signing of bond.

37. **BONDING**

In addition to the prescribed punishment, students will be made to sign a bond to be of good behaviour to be witnessed by his/her parent/guardian. Any Prefect who signs a bond in any related offence shall be demoted. No student shall sign a bond twice during his stay in the school.

38. **Scaling school fence:** Pay for damage (e.g. paint/cement) including suspension and manual Work.

Conclusion

This code of conduct for Catholic second cycle institutions is subject to review at ACHHI annual conferences.