1. Code of conduct
* **Pupils**

As regards the **school**; pupils will require to:

* comply with the College rules and instructions given by the teachers and Head of the College;
* behave responsibly, not endanger the safety and welfare of others and be accountable for their actions;
* respect and care for the property of the College and others;
* maintain sound relations with others at the College, be courteous and respect the dignity and self-worth of others;

As regards **teachers**; pupils will respect the right of teachers to teach, to co-ordinate learning activities and to facilitate the full school program. Pupils will show respect to teachers by:

* being punctual to class;
* following all teacher instructions;
* being attentive in class;
* applying themselves to the work set;
* not being disruptive in any way;
* not talking in class until invited to do so;
* doing tasks, as set by teachers, to the best of their abilities.

As regards **colleagues;** pupils will respect the rights of others to learn. This will be shown by:

* not distracting other pupils from their tasks;
* giving others opportunities to make contributions in class and in tasks;
* not interrupting others while they contribute;
* respecting others’ points of view;
* not ridiculing others.
* **Teachers**

Teachers have to ensure that their interaction with Students promoted the best interests, well-being, safety and success of each Student as far as they possibly can.

Therefore, it is mandatory for teachers to undertake:

* To be punctual, well prepared and professional in their approach to education.
* To manage learner performance effectively and motivate Students to achieve realistic and meaningful personal educational goals.
* To be sensitive to the needs of their Students and address learning difficulties in a positive manner.
* To strive, encourage, recognise and reward Students who strive to achieve.
* To create a classroom climate which is based on a learning partnership which makes education both relevant and stimulating.
* To set a positive example for their Students to follow.
* To administer discipline correctively and with dignity when necessary.

Physical and psychological harm inflicted on pupils/students in any form constitutes a gross violation of the child’s rights.

* Teachers shall not administer any act of corporal punishment, or any act that inflicts physical pain on the children or causes physical harm to their pupils/students such as pushing, pulling, hitting and/or flogging.
* No teacher shall subject his/her pupils/students to painful body posture such as frog jumping, standing in the sun, holding heavy loads on outstretched hands, etc.
* No teacher shall punish a child to do any work outside the classroom during contact hours.
* No teacher shall intentionally or unintentionally cause harm to any pupil/student.
* A teacher shall not threaten any pupil/student with harm with intent to put that person in fear of harm.
* No teacher shall assault any pupil/student.
* A teacher shall not subject a pupil/student to or encourage other pupils/students to subject a pupil/student to torture or other cruel, inhuman or degrading treatment or punishment including any cultural practice that dehumanizes or is injurious to the physical and mental well-being of the pupil/student.
* No act of a teacher shall have a negative psychological effect on a school child. Therefore, no teacher in the course of duty shall intimidate, insult, tease, harass, threaten, snub or discriminate against any child.
* Teachers shall not use the physical challenges of children to intimidate or ridicule them.
* Teachers shall not use any acts or means to pester or coerce children into activities of which they do not have a clear understanding.
* No teacher shall deliberately isolate or ignore any child.
* A teacher will intervene to stop a pupil/student from perpetrating psychological abuse upon another pupil/student.
* A teacher shall intervene to stop a fellow teacher from perpetrating psychological abuse upon another pupil/student.

Right to Social Activity

* No teacher shall detain a pupil/student after school as a form of punishment without supervision.
* No teacher shall deprive a pupil/student the right to participate in sports or other leisure activities as a form of punishment.

Non-Discrimination

* No teacher shall discriminate against a pupil/student on the grounds of sex, race, age, religion, disability, health status, custom, ethnic origin, background, socio-economic status or misunderstanding with a parent or guardian.

Use of Illegal Drugs at the Workplace

* No teacher shall use illegal drugs during work sessions or at the workplace.
* Any incapability of a teacher on duty brought about by the use of illegal drugs is serious misconduct.
* No teacher shall involve pupils/students directly or indirectly in using illegal drugs.

Drinking, Drunkenness and Smoking

* No teacher shall drink alcohol while on duty or be found drunk during school hours.
* Habitual drunkenness shall be considered as bringing the Ghana Education Service into disrepute.
* No teacher shall smoke in the classroom during school hours or in a place within the school premises.

No teacher shall involve pupils/students directly or indirectly in drinking any alcoholic beverage and/or in smoking any kind of cigarette.

* **Families**

Families will have to collaborate by;

* Being respectful of, and courteous towards, school staff, students, volunteers and other families at all times.
* Considering the perspective of teachers and school staff when making decisions that impact on the education and care of the children.
* Communicating with teachers and school staff in a timely and sensitive manner.
* Responding to concerns expressed by teachers and school staff in a timely and appropriate manner.
* Respecting the cultural context of each family, school staff and children.
* Collaborate with the work of the teachers and the school staff.

2. School Rules

The College Rules attempt to instil orderliness, safety awareness, self-discipline, honesty, commitment, respect, fair play and responsibility.

The following specific rules define the behavior expected of Students, but are not exhaustive. Students must be advised of these rules and are bound to comply with the Rules.

* **Maintenance of property and tidiness**

All Students are expected to look after College property and to respect the property of others. College desks should be kept tidy. Litter may not be dropped anywhere.

* **Absences**

No Student may be absent from College without the prior permission of the class teacher or Head.

Parents are requested to notify the College if the Student has an infectious illness; in these circumstances, s/he will only be allowed to return to College when s/he has been away for the full period recommended by a Medical Officer of Health.

* **Attendance**

Students must be present at all lessons and games sessions and may only absent themselves from a lesson, games session, or any other activity, with the express permission of the relevant teacher or member of staff.

All Students are to keep within the College boundaries during College hours.

* **Breakages and damages**

Any wilful damage to, or breakage of the College property, or the property of others at the College, is a serious offence. Any accidental breakage must be reported immediately to a member of staff.

* **Eating and breaks**

Eating and drinking may only take place during the designated break times, and outside the classrooms, unless supervised by a staff member.

* **Behaviour in the College grounds**

In summary, Students are expected to behave sensibly and courteously in and around the College grounds.

* **Bathrooms and hygiene**

Students are expected to use the bathrooms, including the toilets sensibly and to leave them in good order. Students are not to loiter or play in these areas.

* **Alcohol, drugs and smoking (Healthy area)**

Alcohol, drugs or smoking is totally forbidden on school property at any time.

* **Weapons, Fireworks and Explosives**

**Weapons, fireworks and explosives are not allowed on** schoolproperty at any time.

* **Harassment, Bullying, & Intimidation (Fighting)**

Unacceptable Conduct: Physical or sexual assault, violence, fighting, bullying, threats, harassment, and intimidation.

Discriminatory behaviours (e.g. inappropriate jokes, innuendoes, insults, exclusion, or put-downs) on the basis of the following (but not limited to): a person’s body, appearance, capacity, colour, disability, religion, attire, age, economic status, ethnicity or national origin, real and/or perceived sexual orientation, gender identify or gender expression, etc.