

ADAKLU SENIOR HIGH SCHOOL, ADAKLU WAYA
2023/24 SCHOOL ADMISSIONS
PROCEDURE

*Affix
Passport sized
photograph*

NAME OF STUDENT:

S/N	ITEM	OFFICER IN CHARGE	ROOM NO	SIGNATURE	DATE
1.	Issuance of Admission Brochure	School Accountant	Account Office		
2.	Enrolment / Issuance of Admission Procedure	Assistant Headmaster (Adm)	Asst Adm Office		
3.	Admission letter and documents	Headmaster	Asst Adm Office		
4.	Allocation of House and Exeat Card	Senior House Parents	Long Hall		
5	Submission of Tools (Hoe, Cutlass and others)	Senior House Parents/Store	Long Hall/Store		
6	Issuance of admission letter	Headmaster	Asst Adm Office		
7	Submission of completed documents	Assistant Headmaster (Adm)	Asst Adm Office		
8	Checking of kit and admission to House	House Parent	Houses		
9	Class Allocation	Assistant Headmaster (Aca)	Classrooms		

DOCUMENTS TO SUBMIT WHEN REPORTING

1. FULLY COMPLETED CSSPS PLACEMENT FORMS
2. 2023 BECE RESULTS SLIP
3. FOUR (4) PASSPORT SIZED PHOTOGRAPHS TAKEN IN SCHOOL CHECK
4. FULLY COMPLETED STUDENT'S PERSONAL RECORD FORM
5. FULLY COMPLETED ACCEPTANCE AND UNDERTAKING FORMS
6. ACTIVE NHIS CARD
7. ANY OTHER RELEVANT DOCUMENT OF IMPORTANCE Eg. Birth Cert. (Optional)

SETH K. AMEWOR

HEADMASTER

ADMISSION LETTER

As a result of the recent Computerized School Selection and Placement System (CSSPS) for placement of candidates into Senior High Schools, your ward
..... has been offered a place in this school to study..... as a Day/Boarding Student.

If you accept the offer of admission, your child/ward should complete and submit the Acceptance Form and Student Personal Record Form attached.

You are **required** to submit the following:

1. **Four (4)** Passport Sized Pictures taken in your **Blue Check Uniform (Big Pattern)**
2. B. E. C. E Results Slip
3. Placement and Enrolment Form
4. Birth Certificate
5. Medical Report (If any)

You are expected to resume school on **4TH DECEMBER, 2023**

Accept our congratulations!

Please find attached:

- **Student Personal Record Form**
- **Acceptance Form**
- **Bond Form**
- **School Rules and Regulations**

**ADAKLU SENIOR HIGH SCHOOL -ADAKLU WAYA
NOTICE OF ACCEPTANCE OF ADMISSION /OATH**

*Affix
Passport
sized
photograph*

I

.....
have accepted the place offered me at Adaklu Senior High School as a Boarding /Day
Student and promise to abide by all the School **RULES AND REGULATIONS** governing the
conduct of life and property on this premises.

Signed:.....
Student

Date:.....

I also accept the decision of the School's Board of Governors and the Headmaster as final in
ACADEMIC AND DISCIPLINARY MATTERS in the school.

My ward, on resumption of each semester, will report on schedule unless otherwise permitted by the
Headmaster of the school.

SIGNED:..... Dated:..... Contact:

(Parent/Guardian)

**DECLARATION TO BE SIGNED BY ALL WHO ACCEPT ADMISSION INTO
ADAKLU SENIOR HIGH SCHOOL BOARDING HOUSE**

1. I accept the offer of a boarding place in Adaklu Senior High School.
2. I accept that the boarding house is not a public accommodation into which I could bring anyone, whether a relative or non-relative, during the day or night. That is, I understand that Boarding House is strictly out of bounds to all visitors.
3. I shall participate fully in all lawful activities of the house and obey the rules and regulations that may be laid down to regulate life in the boarding house.
4. I am fully aware that being in the boarding house is a privilege, not a right and this privilege will be withdrawn if I abuse it.
5. I clearly understand that as a boarder, my community is strictly the school community and I must therefore keep myself within the school premises and should the need arise for me to go outside the precincts of the school, I must be covered by a genuine permission.

Signed:..... Name:..... Date:

Student

Sign. Of Witness:..... Name:..... Date:

Parent/Guardian

ADAKLU SENIOR HIGH SCHOOL, ADAKLU WAYA
STUDENT PERSONAL RECORD FORM

*Affix
Passport
sized
photograph*

NAME OF STUDENT (FULL)

..... Sex: **Male/Female**
.....
..... (SURNAME FIRST) (OTHER NAMES)

PROGRAMME: HOUSE:

Residential Status: **Boarding/Day**

DATE OF BIRTH: PLACE OF BIRTH.....

HOMETOWN:

NATIONALITY RELIGIOUS DENOMINATION:

LAST SCHOOL ATTENDED/ADDRESS:.....

..... YEAR COMPLETED.....

BECE INDEX NO: AGGREGATE SCORE..... RAW SCORE

Do you have any of the following health conditions? [] Asthma [] Rheumatism [] Sickle Cell []
Others {Specify}

..... (ATTACH MEDICAL REPORT)

NAME OF FATHER:..... HOME TOWN.....

NATIONALITY OCCUPATION.....

FATHER'S ADDRESS:

TEL. NO:..... E-MAIL:.....

NAME OF MOTHER:..... HOME TOWN.....

NATIONALITY:

OCCUPATION.....

MOTHER'S ADDRESS.....

TEL. NO:..... E-MAIL:.....

NAME OF GUARDIAN (IF DIFFERENT FROM ABOVE)

.....

TEL. NO:..... E-MAIL:.....

OCCUPATION:.....

ADDRESS OF GUARDIAN:.....

RELATIONSHIP OF GUARDIAN TO STUDENT:.....

ANY SPECIAL INFORMATION ABOUT YOUR WARD?

.....
.....

.....
FULL NAME OF PARENT/GUARDIAN

.....
SIGNATURE/MARK OF /PARENT/GUARDIAN

<u>FOR OFFICIAL USE ONLY</u>	
DATE OF ARRIVAL:	SERIAL NUMBER: GES/VR/ADSHS/ADM/2024/.....
PROGRAMME	HOUSESTATUS

ADAKLU SENIOR HIGH SCHOOL – ADAKLU WAYA
ACADEMIC PERFORMANCE AGREEMENT BETWEEN THE SCHOOL
AND ALL STUDENTS ADMITTED

Adaklu Senior High School emphasizes serious academic work and maintains a high tone of Discipline. As a new member (student) of our school community you will be expected to **STUDY HARD** and **COMPORT** yourself well in the school in order to fit adequately into our system and uphold the school’s **CORE VALUES: DISCIPLINE, DILIGENCE and DEVOTION.**

All students are expected to work and maintain very high academic standard during the course of study in Adaklu Senior High School in order to excel in both semester examinations and WASSCE. As a student, your performance in Class Exercises and Terminal Examinations must not fall below the grading point of CREDIT. It is therefore expected that all students must pass with credit in **FOUR CORE** subjects and **FOUR ELECTIVE** subjects in order to qualify for the next class. The Core Subjects include: **MATHEMATICS, ENGLISH LANGUAGE, INTEGRATED SCIENCE and SOCIAL STUDIES**

Class Attendance is one of our integral parts of maintaining high academic standard in the school. It is therefore compulsory for all students to be regular and punctual to class. Students who fail to make the required class attendance of 80% in each semester without any tangible reasons shall be repeated or withdrawn from the school.

Any first year student (SHS 1) whose performance falls below the average grade of credit at the end of the 2nd semester shall be repeated or withdrawn from the School.

Any second year student (SHS2) whose performance falls below average grade of credit at the end of the 4th semester shall **NOT** be registered for **WASSCE**, hence repeat the previous class.

It is therefore incumbent upon all students admitted into Adaklu Senior High School to work assiduously to achieve the high academic standard set for the school and also instill academic excellence in students.

This academic performance agreement between Adaklu Senior High School and I, the undersigned student has been carefully read and understood and I pledge to adhere to all portions of this agreement without complain.

.....
SIGNATURE OF STUDENT

Date:.....

Parent/Guardian Consent

I, a parent/guardian of

..... pledge to support and provide the necessary resources to my ward to achieve the aspirations of the school as well as my ward.

Signature of Parent/Guardian

This agreement is dated:day of.....

SIGNED
HEADMASTER
ADAKLU SENIOR HIGH SCHOOL

ADAKLU SENIOR HIGH SCHOOL - ADAKLU WAYA

DECLARATION BY PARENT/GUARDIAN

I have read the **code of discipline** (rules and regulations) for students of Adaklu Senior High School and discussed it with my ward. We understand, accept and will abide by it. I further promise to insist and see to it that my ward observes them particularly as regards his/her absolute obedience to the Headmaster and his staff in their maintenance of strict disciplinary control in the various aspect of the management of the school.

Parent/Guardian' Name:

Student's Name:.....

.....
Signature and Date

.....
Signature and Date

Witness to Mark (if illiterate)

.....

Address of Witness:

.....

UNDERTAKING BY STUDENT AND PARENT/GUARDIAN

I,.....
(FULL NAME OF STUDENT)

Understand that if I commit any serious breach of discipline or take part in any demonstration, strike or riot, I automatically render myself liable to immediate suspension or expulsion from the school.

I agree to accept full responsibility for any damage done to school property through such acts.

Further, I should be held responsible for going against any of the school rules and regulations as outlined in the **code of discipline**.

.....
SIGNATURE OF STUDENT

.....
SIGNATURE OF PARENT/GUARDIAN

WITNESSES

1. FOR STUDENT and PARENT/GUARDIAN

2. BY HOUSE PARENT FOR SCHOOL

.....
Signature

.....
Signature

Date:.....

Date:.....

RELATIONSHIP TO STUDENT:Mobile No.....

AIM: To produce diligent boys and girls with excellent character to attain high academic standard with everyone doing the best both at work and play in and out of the school

VISION: A knowledge hub for holistic education

MISSION: To create a conducive environment for learning and skills acquisition

MOTTO: Ad Astra Per Aspera (The Stars Through Bolts and Bars)

CORE VALUES

Discipline -*Do the Right @ the Right Time and Place*

-*Order and controlled behaviours*

Diligence - *Dignity in Hardwork – Mental, Moral and Moto*

-*Careful and thorough in Action*

Devotion -*Love, Dedication & Loyalty*

SLOGAN: **XORVIWO! (THE EAGLETS!)**

➤ **The Stars, Our Focus**

➤ **We shall surely make it!**

SCHOOL ANTHEM

Long live ADASEC

Long live our Alma mater

With God's help, we shall make it to the top

We shall make it to the top

From the summit of the great Adaklu mountain,

We shall soar like the eagle to the top,

Through bolts and bars

Great ADASEC, we hail you

Great ADASEC, we are proud of you

With God's help we shall make it to the top,

We shall make it to the top

LOCATION: The School is located at Adaklu Waya along the Waya – Abuadi high way

CONTACTS:

Address: P.O. Box 311, Ho.

Telephone: **0242504171**.

Website: <https://adaklushs.com>

Email: adaklusec@gmail.com

HISTORY OF THE INSTITUTION

Adaklu Senior High School was established as a private Community Senior High School with forty-five (45) students on October 22, 1984 at Adaklu Waya in the Volta Region, under the Headship of Mr Justus Kofi Bofo Adzotor, a retired Educationist. The establishment of the School was the initiative of the Chiefs and people of the Adaklu Traditional Area led by Togbe Gbogbi Atsa IV, the Paramount Chief.

The School is located at the west end of Waya covering a land area of seventy-eight (78) acres, commanding a beautiful scenery, stretching west-wards to the lofty Adaklu Mountain, which can be seen from a distance. The school was originally housed temporarily in the E.P. Middle School classroom block before being extended.

In line with the aim and ambition of the school, a crest bearing the motto of the school was designed by then the HEADMASTER with the help of Mr. Stephen Senu Akorli, a leading member of the 1st School Board of Governors, in the second term of the first academic year (1984/85). It was approved and adopted by the school Board.

The motto of the school is the Latin maxim AD ASTRA PER ASPERA meaning THE STARS THROUGH BOLTS AND BARS (literately through rough things). The School Crest is composed of the *lofty Adaklu Mountain, its beautiful landscape, and an eagle soaring from its summit high into the skies*. All the students and staff are saying is “the SKY is the limit” to express their vision.

SCHOOL HEALTH

The school is affiliated to the Adaklu Waya Clinic for the provision of both primary and emergency health care services to students, staff and their dependants. The facility accepts NHIS cards and is located directly opposite the school gate.

ROLL OF HEADMASTERS

The Headship of Adaklu Senior High School was bestowed on the following personalities.

1	J.K. Adzotor	1984-1990
2	Rev. Joyce Kordade	1991-1995
3	N.K. Kunu	1995-2000
4	C.D. Ahiabor	2000-2008
5	E.L.K. Damalie	2008-2010
6	S.K. Taylor	April 2011- November, 2011
7	C.K. Adzimah	2012-2015
8.	Peace A. Donkor	2015-2017
8.	Alex Anku-Toh	2018-2019
9.	Batholomew C. Hosu	2019-2022
10.	Seth Korku Amewor	2022- DATE

ACADEMIC PROGRAMMES

Adaklu Senior High School in exception of Technical, offers all the programmes of the 1987 New Education Reforms. Currently the school runs the semester systems of education introduced in second cycle institutions under the Free Senior High School programme as a single track school. The programmes are:

1. Agricultural science

- 1.General Agriculture
- 2.Chemistry
- 3.Elective Mathematics/Physics
Mathematics
4. Animal Husbandry
Technology (ICT)

2. Business

1. Financial Accounting
2. Business Management
3. Principles of Cost Accounting/ Elective
4. Economics/Information Communication

3.General Arts

Option 1

1. Literature in English
2. French/Music

Option 2

1. Geography
2. Government

- | | |
|--|--|
| 3. Government | 3. Elective Mathematics/History |
| 4. Ewe/History/Christian Religious Studies (CRS)
Technology (ICT) | 4. Economics/Information Communication |

4. Home Economics

Option 1

1. Management-in-living
2. Food and Nutrition
3. French/Economic
4. Biology/French

Option 2

1. Management-in-living
2. Clothing and Textiles
3. Textiles
4. General Knowledge in Art

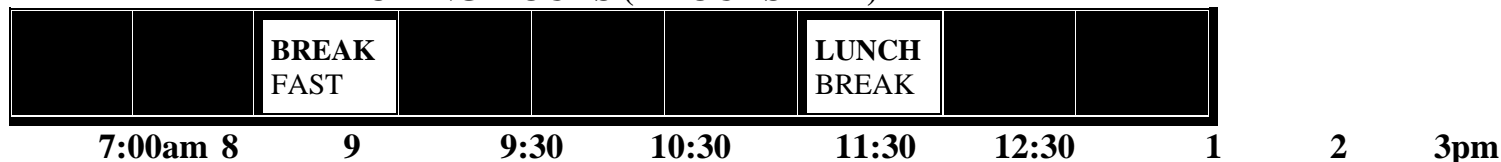
5. General Science

1. Physics
2. Chemistry
3. Biology/Geography/ICT
4. Elective Mathematics

6. Visual Arts

1. General Knowledge in Art
2. Textiles
3. Graphic Design
4. Ceramics

TEACHING HOURS (7 HOURS DAY)



TEACHING STAFF ESTABLISHMENT

The numerical strength of the teaching staff currently stands at eighty-four led by the Headmaster and two Assistants

HEADS OF DEPARTMENT

- | | | |
|----------------------------------|---|--------------------------------|
| 1. Science/ Agriculture | - | Mr. Geraldo De-Lima William |
| 2. General Arts (Social Science) | - | Mr. Dorvlo Richard |
| 3. Business | - | Mr. Samuel Dzila |
| 4. Visual Arts | - | Mr. Atutonu Benedict Toupan |
| 5. Mathematics | - | Mr. Dodoh Prosper Brill |
| 6. Languages | - | Mr. Arriers Sedzro Oscar Kwame |
| 7. Physical Education (P.E.) | - | Mr. Akortia Johnson |
| 8. Home Economics | - | Miss Angela Dzadey |

HOUSE STAFF

- | | |
|-----------------------------|---|
| Senior Housemaster | - Innocent Ephson Setordzi (0243850679) |
| Senior Housemistress | - Clara Lola Abra Katapu (0543459250) |

House Master/Mistresses

House	Housemaster/Mistress	Contact
ADZOTOR	Boys C.D.K. Agbeka	0246653481
	Girls Adzoe Emefa	0209092595
XLAVIA	Boys Gbadegbe Cephas	0542696883
	Girls Bichuba Biyinyadam	0544152746
GBOGBI	Boys Akpor Godwin	0249149260
	Girls Christine Amenuku	0541379399
GBEKOR	Boys Eric Dovi	0244928488
	Girls Bernice Hamenoo	0243828519

SCHOOL ROUTINE

Weekly Schedule of Activities

1. **Rising:** Sunday-Saturday 5:00am

2. **Morning Duties & Dressing Up**

(a) Sunday - Friday 5:00 am - 6:30 am

(b) Saturday 5:00 am -7:00 am

3. **Meal Times**

Breakfast

Lunch

Supper

Sunday-Friday 9:00 am - 9:30am

12:30 pm-1:00pm

5:00pm-6:00pm

Saturday 9:30a.m.-10a.m.

1:00p.m. -1:30p.m.

5:30p.m.- 6:00p.m.

4. **Classes/Preps**

Morning Session

Evening Session (PREPS)

(a) Monday-Friday 7:00am-3:00pm

6:30pm-9:00pm

(b) Saturday **(Entertainment 2:00pm - 5:00pm)** 7:00pm-9:00pm

4. **Other School Functions/Gatherings**

(a) Sunday: **School Worship Service** 6:30am-8:30am

(b) Monday & Friday: **Students' Devotion** 6:30am-7:00am

(c) Wednesday: **Morning Assembly** 6:30a.m.- 8:00a.m.

5. **Visiting Hours:** 1st and Last Saturday and Sunday of the Month. **12:00Noon - 400pm**

NB: No Entertainment on first and last Saturday of the month

SCHOOL RULES AND REGULATION

I. OBJECTIVE

In order to fulfil the aim for the establishment of the School, each student is challenged to

- avoid anything likely to adversely affect their training and character.
- uphold the good name of the school both within and outside its bounds. It shall be a serious breach of the school code to misbehave or do anything which is likely to bring the school into disrepute.

NB: Any Breach of Common Sense (Sound Practical Judgment) and Good Manners is a Breach of School Rule

II. ADMISSION AND RESIDENCE

Student girls must arrive in their check uniforms and the boys in prescribed check shirts and khaki trousers. All should be in their prescribed foot wears. All students must possess I.D. cards when travelling. Those who do not arrive on the day of reopening will do manual work for the number of days spent at home. Parents whose wards cannot come to school on the day of reopening should inform the school authorities earlier.

III. SCHOOL GATHERINGS

These include Morning Assembly, School Worship, General Assembly (special occasions), etc. Attendance at these gatherings is compulsory for every student. Failure to attend any school gathering or assembly shall merit: **1st Offence:** Warning. **2nd Offence:** Internal suspension for one day. **3rd Offence:** Two weeks external suspension plus a bond. Any unseemly noise at such functions shall attract some punishment.

IV. SERIOUS OFFENCE AND SANCTIONS

1. Smoking

It is a serious offence, punishable by suspension. Students are not allowed to possess or smoke cigarettes, Indian hemp or use any other dangerous drugs. **1st Offence:** 2 weeks Internal Suspension with bond and Counselling. **Second Offence:** Indefinite suspension.

2. Drinking

Students are not allowed to possess or drink alcoholic beverages. **1st Offence:** 2 weeks internal suspension in hard labour with bond and Counselling, **2nd Offence:** Dismissal/Indefinite suspension.

3. Stealing

Attempting to steal or stealing is punishable by **1st Offence:** 2 weeks internal suspension in hard labour with **Restitution**, bond and counselling. **2nd Offence:** Indefinite suspension with **Restitution**.

4. Petty Theft

1st Offence: 2 days Manual work. **2nd Offence:** 1-week internal suspension with bond. **3rd Offence:** Indefinite suspension with restitution and counselling in each instance.

5. Sexual Misconduct

- | | | |
|--------------------|---|---|
| a. Gayism | - | Indefinite Suspension/withdrawal |
| b. Rape | - | Indefinite Suspension/Dismissal |
| c. Canal Knowledge | - | Indefinite Suspension |
| d. Fondle/kissing | - | 2 weeks internal suspension with bond of good behaviour |

6. Incitement to Riot/Rioting

Suspension with bond for those pressurized into rioting. Dismissal for ringleaders. Parents will be made to pay for cost of damages.

7. Flouting the Authority of the Headmaster and other Staff Members

First Offence: Suspension with bond. **Second Offence:** Dismissal/Indefinite suspension.

8. Deliberate Distortion of Facts/Character Assassination

First Offence: Suspension with bond. **Second Offence:** Dismissal/Indefinite Suspension.

9. Assault on Members of Staff and their Dependents

- a. **Physical Assault** - Indefinite Suspension and payment of medical/treatment bills
- b. **Verbal Assault** - Indefinite Suspension
- c. **Non-Verbal Assault**-2 weeks internal suspension with counselling and bond, **2nd**–Indefinite suspension
- d. **Threats** -2 weeks internal suspension with bond, **2nd** – Indefinite suspension

10. Assault on a Student or a Group of Students

First Offence: One week internal suspension with bond. **Second Offence:** Withdrawal from boarding house or school with refund of hospital expenses in both cases.

11. Bullying/Fighting/Quarrelling

Bullying, fighting and other forms of violence are not allowed. **First Offence:** Internal suspension with a bond of good behaviour. **Second Offence:** Indefinite suspension. Payment of cost of damage to school property at any instance

12. Attempting/Termination of Pregnancy

1st Offence: 2 weeks external suspension with counselling and bond, **2nd Offence:** Indefinite suspension. If the culprit is a male, he suffers the same punishment together with all accomplices.

13. Attempting to Commit Suicide

- Invite Parents
- Mandatory Counselling

14. Truancy/Refusal to attend Classes/Prep and Disturbance in Class/Prep

Class and prep attendance with maintenance of silence and order is compulsory for all students.

Absence from classes/prep without permission would not be accepted.

Students needed out of class by anybody shall leave class only when a request from the Senior House parents or school management in the case of a visitor or a staff in the case of staff members to the teacher in charge at the time is granted. If five minutes into each teaching period, a teacher does not turn up, the class prefect shall find his/her whereabouts from the HOD or the Assistant Head (Academic). All students must report to and leave on schedule only in prescribed attire and not be found loitering about.

1st Offence: At most 2 weeks manual work and counselling. **2nd Offence:** At most 1-week internal suspension with counselling, bond and invitation of parents. **3rd Offence:** indefinite suspension

15. Cheating in Internal Examination

First offence: Cancellation of paper with bond. **Second Offence:** Indefinite Suspension.

16. Failure to Write Examination Without Justifiable Cause

First Offence: Suspension with writing papers with associated cost. **Second Offence:** Withdrawal.

17. Flouting the Authority of School Prefects/Seniors

First Offence: Manual work. **Second Offence:** Suspension with bond. **Third Offence:** Indefinite suspension/withdrawal from Boarding House/School.

18. Possessing/Attempt to Use/Using Dangerous Weapons/Ammunition

1st Offence: Indefinite Suspension. **2nd Offence:** Withdrawal

19. Explosives

On no occasion should students bring explosives or any form of ammunition to the school. It is essential to note that this is already a criminal offence punishable by the laws of the land. Any student found with these things will be dismissed.

20. BOUNDS

- a. Students are not allowed beyond the school compound without Exeats from House parents. Breaking of bounds during the day. **1st Offence:** 1-week manual work and counselling. **2nd Offence:** 2 weeks external suspension with bond and counselling. **3rd Offence:** indefinite suspension
- b. Breaking of bounds during the night is punishable by two weeks internal suspension in hard labour with a bond and counselling at **1st time** and indefinite suspension in the **2nd** instance.
- c. Students who go out of Waya town without permission, is considered as in section '2' above.
- d. Apart from the classrooms all other places such as dormitories, library, dining-hall, are out of bounds to students during preps except on permission.
- e. The classrooms, dining hall and the library are out of bounds to students during rest period.
- f. Staff bungalows are out of bounds to students. Students caught there without permission would be suspended for one week in hard labour and in the second instance two weeks external suspension with bond.
- g. Students may visit teachers' homes provided they are requested by the teachers concerned with the consent of the house parent.
- h. The Staff Common Room is out of bounds to students unless invited. Offenders would be suspended for one week in hard labour.

NB:

- i. A student on external/indefinite suspension is not allowed to be anywhere on campus (classroom, dormitory, staff residence etc).
- ii. Deboardinised students are not allowed on the compound on weekends/Holidays and from 5:00pm weekdays.

A Violation of the above will attract a more severe punishment.

21. EXEATS

- a. It is serious offence for students to leave the school compound without Exeats.
- b. In a semester, three (3) internal Exeats may be given to a student to go to town return within the day and two (2) externally to go out of Waya town or spend the night out of school compound.
- c. Leaving school under false pretence. **1st Offence:** internal suspension in hard labour with bond and counselling. **2nd Offence.** Indefinite suspension.
- d. Overstaying exeat amounts to breaking of bounds and shall be treated as such.
- e. Students taken ill should report to the House parent immediately and visit the Waya Health Centre. Then, be referred to Hospital if need be. Such students should obtain Exeat from the House parents and complete the necessary documents at the school main gate before going to the Hospital.

NB:

- All students must possess **Active National Health Insurance Cards**.
- No student shall stay in the classroom or dormitory because of ill-health without permission

22. VISITORS

- a. Students may receive visitors every **First and Last** Saturdays and Sundays of each month at 12:00 noon to 4:00 pm at authorized places outside the dormitory.
- b. Students may as courtesy demands, introduce their visiting Parents/Guardians to their Houseparents.
- c. No student should entertain any visitor during class hours.

- d. Entertaining visitors during the day and during the night is punishable by 3 days internal suspension and five (5) days with a bond of good behaviour, respectively.

23. UNAPPROVED PLACES (HOTELS, DRINKING SPOTS, GUEST HOUSES ETC)

Above places are out of bounds to all students. **1st Offence:** 3 Days manual work and 1-week external suspension, bond and counselling. **2nd Offence:** Indefinite suspension/withdrawal

24. SCHOOL EXCURSIONS

- a. Students who wish to go on an excursion should obtain permission from the Headmaster at least 14 days before the date of the excursion.
- b. Permission will not be granted to students to go on excursion unless it is certain that a number of teaching staff will accompany and take charge of them. Whenever there is more than one vehicle carrying students on an excursion, there should be at least one member of the teaching staff on each vehicle.
- c. Whenever a group of students going on an excursion consists of Boys and Girls, at least one lady member of the teaching staff should accompany the group. Arrangements for masters or mistresses to take charge of an excursion group should be made well.
- d. Students going on an excursion should make certain a favourable reply is received from their host, whenever that is necessary, before they proceed.
- e. Whenever a breakdown of vehicle on which students are being transported occurs and its repair is likely to continue into the night, all possible efforts should be made to arrange for an alternative means of transport to avoid students spending the night on the road.
- f. No student should swim when on an excursion or undertake any other activities that may lead to a fatal accident.

25. DORMITORIES/LIGHT OUT

- a. It is a serious offence for a student to be out of his or her dormitory after lights out. No student may leave the dormitories between lights out and rising time except for the purpose of going to the lavatory. This is punishable by doing severe groundwork for two weeks.
- b. No student should be in the dormitory during periods of worship, class hours, meals time, Prep or any other School function without permission from his/her Houseparent. **1st Offence:** 3 days suspension in hard labour. **2nd Offence:** 1 week suspension in hard labour with bond.
- c. House prefects should furnish Houseparent with lists of students in their houses who are participating in any school function that may exempt them from school and other functions.
- d. No food is to be eaten in the dormitories.
- e. Studying or engaging in any unauthorized activity in the dormitory or after lights out is a serious offence. Culprits would do severe groundwork.
- f. The use of candles, heaters, rice-cookers, kerosene lamps, stove and other appliances for cooking and/or studies after lights out is strictly forbidden. **1st Offence:** Confiscation of the item(s) and severe groundwork with bond. **2nd Offence:** Withdrawal from school/Boarding.

26. DINING HALL

- a. Attendance at school meals is compulsory for all students as required.
- b. Students who arrive late for meals should report to the officer on duty. Students who arrive without permission should have their meals but will be punished by the officer on duty.
- c. All students must remain in the Dining-Hall until the Final Grace.
- d. Students are not allowed to carry food out of the Dining Hall without permission. **1st Offence:** Manual work. **2nd Offence:** Suspension. **3rd Offence:** Withdrawal from Boarding House.
- e. All announcements at meals should be read by the Dining Overseer (D.O.) or Assistant D.O.
- f. The school kitchen is always out of bounds to all students except the D.O. or students who have special permissions. No student should enter or leave the Dining Hall through the kitchen.

27. ATTIRE/DRESSING

- a. Students must be in the prescribed uniforms for classes, school gatherings and other functions in and out of the School including excursions. The use of un-prescribed attire attracts: **1st Offence:** Seizure and work for one day. **2nd Offence:** 1 week manual work with bond.
- b. Once a student is on the school compound, only prescribed school/ house uniforms will be allowed. This is applicable to Day students too.
- c. Students are to wear **ONLY** the School cardigan over their uniform when the need be. Any other thing worn over the uniform will be confiscated.

NB:

- Black shoes can only be used for outing, school worship and general assemblies.
- It is an offence for a student boy to be seen in “Oto Phi star” dressing and student girls in “low-waist” dressing. **First offence:** Warning. **Second Offence:** Seizure and manual work.

i. Classes and Assembly

Boys: A pair of Khaki shorts and Blue short sleeved shirts with Black Sandals is allowed.

Girls: Blue dress school uniform and black sandals are allowed. It should be noted that Slippers, native sandals and high-heeled shoes are not allowed.

ii. Preps

Prescribed check uniform and prescribed black sandal or easy wear/slip on

iii. Sunday School Worship

Boys: Prescribed Cloth with White Jumper and Native Sandals/Black Sandals or white long sleeve shirt on a pair of Khaki trousers and black shoe as arranged

Girls: Prescribed kaba and slit or Frock with Sleeve and a pair of flat black shoe as arranged.

iv. House Dress

Boys: A pair of Khaki Trousers and prescribed check uniform with black sandals/easy wears.

Girls: Prescribed check uniform and flat black sandals/slip on

v. Special Occasions

Boys: Prescribed cloth or any other prescribed uniforms as determined

Girls: Prescribed kaba and slit or any other prescribed uniforms as determined.

NB: Our Khaki is **K02** and that is what the students must possess.

28. SCHOOL CLUBS / SOCIETIES

- i. All clubs/societies in the school must apply to the Headmaster for official registration four weeks from the beginning of the first semester.
- ii. In order to qualify for registration, a school club/society must
 - a. Be sponsored by at least one teacher in the school.
 - b. Well-crafted constitution to guide their operations
 - c. Executives in place
- iii. Every society should:
 - (a) Have at least a president and a secretary.
 - (b) Keep minutes of its meetings.
 - (c) Notify the Assistant Headmaster and Senior House parents well in advance of proposed their proposed meeting schedules.

29. END OF SEMESTER

On the closing day, no house and for that matter no student shall leave the compound until the House parents are satisfied with the cleaning in and around the house and not until the permission for formal departure by the Senior House Father is given. It is important to note again that students must be formally discharged by the Senior House-father/mother, after the closing service and breakfast. Any student who leaves before the formal departure shall be given an appropriate punishment. All students must travel in their House dresses/School uniform/Outing Dresses.

30. Gambling

All forms of gambling are forbidden. **1st Offence:** 3 days internal suspension with a bond of good behaviour. **2nd Offence:** indefinite suspension.

31. Communication

Letters or any form of communication to any Government Department or outside body is a very serious offence. Any student or group of students who write anonymous letters will be suspended for first offence and withdrawal for second offence. Any publication which a student may want to make must be written and channelled through the Headmaster for approval before it is sent to the press.

32. Complaints: Communication Channel

If any student has any complaint or grievance he or she should first see the House-Prefect who will take the matter to the House parent if he/she (the House Prefect) is unable to effect a settlement. From the House parent, the matter is referred to the Senior House father/House mother if it is beyond the settlement of the former.

33. School Property

- a. Students who carelessly damage school property shall on **1st Offence:** Pay three times the cost at current rate of the damaged or lost article. **2nd Offence:** Suspended with bond and pay three times the cost at current rate.
- b. Students, who wilfully damage school property shall be suspended externally, bonded and pay triple cost at current rate at **1st instance and indefinite suspension with payment for damages** on repeat.

34. Writing on School Property (e.g. walls, furniture, doors, etc.)

1st Offence: Paying for repainting or re-spraying and sign a bond of good behaviour. **2nd Offence:** Paying three times the cost at current rate and indefinite suspension.

35. Hawking

Hawking is prohibited on and around school compound

- a. Students must not patronise activities of such hawkers at any time.
- b. Students shall buy from only vendors at the school canteen at the approved time only.
- c. No student is to patronise canteen activity during class/prep hours or school gathering/function. All vendors will be expected to sell only at the places specified for them on registration with the canteen committee for proper briefing.
- d. The canteen committee shall from time to time inspect the condition of food sold by vendors
- e. No selling and buying is allowed among students. **First Offence:** Seizure and manual work with bond. **Second Offence:** Indefinite suspension.

36. External Examinations

No student may enter for any examinations without the permission of the Headmaster.

37. Use of Motor Cycle/Vehicles

No students is allowed to ride a motorcycle or drive a vehicle on the school premises unless he is licensed to do so and also authorized by the Headmaster.

38. School Functions

Attendance at classes and all other school functions is compulsory for all students. **1st Offence:** 3 days internal suspension. **2nd Offence:** two weeks internal suspension with bond.

39. School Furniture

It is a serious offence to move furniture from its assigned place without authority and/or not return it.

40. **Parties**

On no occasion should a student organize a private party in the school. If a recognized group however, decides to hold a party or any kind of get-together, such a group should apply to the Headmaster through their Patrons.

41. **Neatness**

- a. All boys must be clean-shaven and wear a decent haircut.
- b. All girls must wear a decent hair cut
- c. Apart from projects time, all students must be neatly dressed outside the dormitories.

42. **Clearance**

All students must comply with the normal clearance procedure before leaving the school finally. This applies to all cases of transfers, withdrawals, dismissals and completion of course. In addition to the above, all students must go to the house parents and sign off on the day of departure. Any student who misplaces his/her clearance form will be supplied at a cost.

43. **Telecommunication/Electrical Installations**

Any student caught tempering with any school electrical/telecommunication installations will be suspended indefinitely

44. **Electrical Gadgets**

No student should use or possess any electrical gadget, radio, mp3 players, Laptops, Headsets, Rice cookers in the school. The offence is punishable by one week internal suspension and seizure of the gadgets.

45. **Use of Cell Phones**

No student should possess/use cell phones in the school. It is punishable by seizure of the phone and its accessories. Any student who refuses to submit his/her cell phone or struggles with any staff/authorized prefects in the process of seizing his/her cell phone would be suspended indefinitely.

46. **Harbouring of Unauthorized Visitors**

No student is permitted to accommodate unauthorized visitor in the dormitories or on the school compound. Any student caught will be suspended for two (2) weeks and also sign a bond of good behaviour.

47. **Forging of Signatures/Documents**

On no occasion should a student forge anybody's signature. **1st Offence:** 2 weeks internal suspension in hard labour, counselling and a bond. **2nd Offence:** Indefinite suspension.

48. **Impersonation**

On no occasion should a student pretend to be another person or give an unofficial name and or give any wrong information about himself or herself. **First Offence:** Two weeks internal suspension with hard labour and a bond. **Second Offence:** Indefinite suspension.

49. **Scaling/Jumping of School Fence Wall**

First Offence: 2 weeks internal suspension with a bond. **Second Offence:** Indefinite suspension

50. **General Cleanliness**

- a. It shall be the duty of all students to keep the school environment tidy and healthy at all times.
- b. No one shall pass by litter without picking and dropping it into dustbin or refuse dump only
- c. In this vein, environmental cleanliness shall be competitive among the houses everywhere on compound, classroom, dormitory etc. it is obligatory for all to get on board. Any student found

wanting especially dropping litter inappropriately shall be made to **pick litter on compound for three days.**

d. Every class shall be responsible for the cleanliness in the classroom and its immediate surroundings.

Any class found wanting shall be sanctioned

e. All dormitories must be kept clean and all beds laid with the prescribed bed sheets at times. Any student who constantly refuses to get involved shall be engaged to do **manual work and or withdrawn from the boarding house if applicable.**

51. Roll Call

It is obligatory for all categories of students to attend all normal and emergency roll call in the School. Defaulters shall suffer the penalty under **breaking of bounds and disregarding dormitory rules.**

52. Prohibited Items

The following items are prohibited and shall be confiscated and where the need be offenders shall do manual work or be suspended

- a.** Mobile phone
- b.** Dangling earrings
- c.** Jewellery (items hanging on the neck, arm/wrist bands, rings etc)
- d.** Make up items (lipstick, nail polish, lip gloss, chemicals/pomade that affect skin colour) etc.

X. COUNSELLING SERVICES

a. Students are encouraged to patronise the counselling unit for help in time of difficulty as early as possible. Any student who does not follow the laid down channels of communication and goes to report any issue to others outside shall face severe sanctions.

b. Students whose parents come to school to make complaints that the school authorities are not aware of, may be withdrawn.

c. Parents are advised to deposit some money with house parents for wellbeing of their wards (i.e ill-health and other emergencies **NB:**

i. In most cases offenders would have to sign a bond to be of good behaviour in addition to prescribed punishment.

i. Under normal circumstances suspension should not exceed two weeks.

ii. Notwithstanding the above rules each case should be considered on its own merit.



**BLUE CHECK (BIG PATTERN)
WITH KHAKI SHORTS**

AHENEMA



BLACK SANDALS



BLACK SHOE



BLACK BELT



HOE

CUTLASS



FLYING TIE – LIGHT BLUE



BLACK SANDALS