

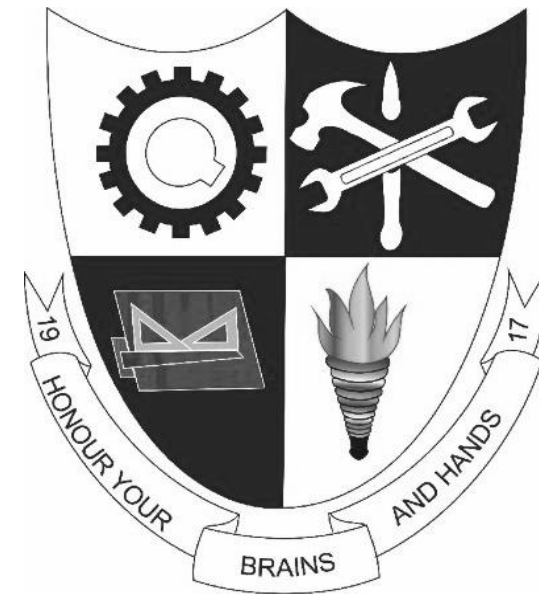
## CONCLUSION

Notwithstanding the above guidelines, a breach of common sense is a breach of the law. The code of conduct is subject to review with time.

## SCHOOL'S ANTHEM

1. The Great Asuansi Technical  
We honour our Brains and Hands  
Chorus:  
*Forward Asu-Tech  
There is VICTORY for us  
Forward Asu-Tech  
We shall reign for evermore*
2. The Great Asuansi Technical  
Pioneers of manpower Training  
Chorus
3. The Great Asuansi Technical  
We always bear the palm  
Chorus

# ASUANSI TECHNICAL INSTITUTE



## CODE OF CONDUCT FOR STUDENTS

## INTRODUCTION

Taking cognizance of the role discipline plays in the education of a student ensuring decency and the correct etiquette and harmony in our institutions, the following rules and regulations are to be strictly adhered to by the school community.

It must be noted that this code of conduct is a combination of Ghana Education Service (GES) unified code of discipline for all second cycle institutions plus ASUTECH'S own-taking into consideration our position, communication accessibility and other peculiar circumstances.

Classification of offences and their recommended sanctions are as follows:

	OFFENCE		SANCTIONS
1.	Cheating in internal examination	1 <sup>st</sup> Offence	Cancellation of paper and one (1) week internal suspension with labour. Referral for counselling Signing of bond witnessed by parents.
		2 <sup>nd</sup> Offence	Dismissal/withdrawal from school.
2.	Drunkenness/ Drinking alcohol	1 <sup>st</sup> Offence	Internal suspension for 1 (one) week with labour. Referral for counseling. Signing of bond witnessed by parents.
		2 <sup>nd</sup> Offence	Dismissal/withdrawal from school
3.	Incitement to riot and/or rioting	1 <sup>st</sup> Offence	Restitution of all damaged property (parents be made to pay for damages). External suspension for those pressurized to riot/into rioting. Dismissal for ring leaders.
4.	Sexual misconduct/ Homosexuality/ Lesbianism	1 <sup>st</sup> Offence	Summary dismissal. Referral to police for rape/rape related offences.

48	Noise making and roaming after light out (10:00p.m.)	1 <sup>st</sup> Offence	Warning and one day internal work.
		2 <sup>nd</sup> Offence	One week internal suspension with labour. Referral for counseling. Signing of bond witnessed by parents.
		3 <sup>rd</sup> Offence	Withdrawal from boarding house.
49	Loitering about or sleeping in obscure places such as dormitories, canteen etc. during class hours and official school gathering	1 <sup>st</sup> Offence	Internal work for one day.
		2 <sup>nd</sup> Offence	Warning in writing. Internal suspension for one week. Referral for counseling. Signing of bond witnessed by parents.
		3 <sup>rd</sup> Offence	Withdrawal from school.
50	Punishment by proxy i.e. where a punished offender invites or coerces another person to do his/her punishment	1 <sup>st</sup> Offence	Internal suspension for one week with labour for all involved.
		2 <sup>nd</sup> Offence	Two (2) weeks suspension. Signing of bond witnessed by parents.
51	Swimming/ bathing in River Kakum		Summary dismissal.
52	Harbouring of visitors overnight without official permission		Withdrawal from the boarding house.

40	Late return from holidays/exeats		Internal work graduated according to the number of days spent outside school.
41	Any act aimed at embarrassing staff and visitors		Five (5) days internal work. Referral for counseling.
42	Willful destruction/damage of school property	1 <sup>st</sup> Offence	Internal suspension for one week. Restitution. Referral for counseling. Signing of bond witnessed by parents.
		2 <sup>nd</sup> Offence	Restitution. Withdrawal from the school.
43	Persistent absence from classes		Withdrawal from school.
44	Failure to use set of cutlery in the dining hall		Scrubbing of the dining hall or washing of dining bowls for 2 (two) weeks.
45	Sending food out of dining hall		Scrubbing of the dining hall/washing of dining bowls for 2 (two) weeks.
46	Looting of food in the dining hall	1 <sup>st</sup> Offence	One week internal suspension with labour. Payment for looted food. Referral for counseling. Signing of bond witnessed by parent.
		2 <sup>nd</sup> Offence	Payment for looted food. Withdrawal from school.
47	Writing/Drawing on walls	1 <sup>st</sup> Offence	Surcharge for painting of wall. Warning in writing. Referral for counseling. Signing of bond witnessed by parent.

5.	Anonymous letter writing	1 <sup>st</sup> Offence	Warning.
		2 <sup>nd</sup> Offence	External suspension for 4 (four) weeks.
		3 <sup>rd</sup> Offence	Dismissal.
6.	Deliberate distortion of facts/character assassination	1 <sup>st</sup> Offence	1 (one) week internal suspension with work. Warning in writing.
		2 <sup>nd</sup> Offence	Dismissal.
7.	Flouting the authority of members of staff	1 <sup>st</sup> Offence	Two (2) weeks external suspension. Referral for counseling. Signs bond witnessed by parents.
		2 <sup>nd</sup> Offence	Dismissal.
8.	Assault on members of staff and their dependents	1 <sup>st</sup> Offence	Dismissal.
9.	Assault on fellow students	1 <sup>st</sup> Offence	Two weeks external suspension. Warning in writing. Signs bond witnessed by parents.
		2 <sup>nd</sup> Offence	Withdrawal from boarding house/dismissal from the school.
10.	Possession and/or use of marijuana and/or other drugs	1 <sup>st</sup> Offence	Suspension Referral for counseling Signs bond witnessed by parents
		2 <sup>nd</sup> Offence	Dismissal. (Recommendation for Psychiatric Treatment if necessary).
11.	Pregnancy		Withdrawal and transfer.
12.	Termination of pregnancy/ Abortion		Dismissal.
13.	Flouting the Authority of the Principal	1 <sup>st</sup> Offence	Summary dismissal.
14.	Flouting the authority of school Prefects	1 <sup>st</sup> Offence	Warning.
		2 <sup>nd</sup> Offence	Warning in writing. Internal work. Signs bond witnessed by parents
		3 <sup>rd</sup> Offence	Withdrawal from the school.

15.	Breaking Bounds/truancy failing to attend classes and official functions	1 <sup>st</sup> Offence	Internal work. Referral for Counseling.
		2 <sup>nd</sup> Offence	Two weeks suspension. Signing of bond witnessed by parents.
		3 <sup>rd</sup> Offence	Withdrawal from the school.
16.	Travelling outside school without permission/leaving school under false pretenses	1 <sup>st</sup> Offence	Two (2) weeks suspension. Referral for counseling. Signing of bond witnessed by parents.
		2 <sup>nd</sup> Offence	Withdrawal from the boarding house/school.
17.	Fighting	1 <sup>st</sup> Offence	Manual work Referral for counseling
		2 <sup>nd</sup> Offence	Two (2) weeks suspension Signing of bond witnessed by parents
		3 <sup>rd</sup> Offence	Withdrawal from school
18.	Petty theft	1 <sup>st</sup> Offence	Warning in writing Restitution
		2 <sup>nd</sup> Offence	One week internal suspension with labour. Restitution in all cases. Referral for counseling. Signing of bond witnessed by parents.
		3 <sup>rd</sup> Offence	Restitution and withdrawal from the school.
19.	Stealing	1 <sup>st</sup> Offence	Two (2) weeks suspension. Restitution. Referral for counseling. Signing of bond witnessed by parents.
		2 <sup>nd</sup> Offence	Restitution. Dismissal.

34	Possession and/or use of unauthorized Electrical appliances, electronic devices, e.g. stoves, Mp3s, MP4s, CD/Radio Cassette Players, iPods, Cell Phones, musical digital box, Heaters, Cookers etc.	1 <sup>st</sup> Offence	Confiscation. Warning in writing. Internal work for one week.
		2 <sup>nd</sup> Offence	Confiscation. Two weeks suspension. Signing of bond witnessed by parents. Referral for counseling.
		3 <sup>rd</sup> Offence	Withdrawal from the school.
35	Receiving visitors at unapproved/unauthorized times/places	1 <sup>st</sup> Offence	Separation and three (3) days internal work.
		2 <sup>nd</sup> Offence	Warning in writing. Internal suspension for one week.
		3 <sup>rd</sup> Offence	Withdrawal from the boarding house.
36	Skin bleaching/chemical treatment of hair/painting of finger nails/wearing of make up		Two weeks suspension. Referral for counseling. Signing of bond witnessed by parents.
37	Perforation of Ear-Lobes, Nose, Tattoos, Shaving of Eye Brows etc,		Two weeks suspension. Referral for counseling. Correction of perforation by plastic surgery.
38	Association between males and females in obscure places		Four (4) weeks suspension of all. Referral for counseling. Signing of bond witnessed by parents.
39	Possession of lethal weapons e.g. pistols, guns etc.		Summary dismissal.

26	Gambling/ habitual gambling	1 <sup>st</sup> Offence	One (1) week internal suspension with labour. Referral for counseling. Signing of bond witnessed by parents.
		2 <sup>nd</sup> Offence	Withdrawal from school.
27	Leaving school without permission during the day	1 <sup>st</sup> Offence	Seven (7) days internal work. Warning in writing.
		2 <sup>nd</sup> Offence	Withdrawal from the boarding house.
28	Negligence of duty by Prefects	1 <sup>ST</sup> Offence	Warning. Referral for counseling.
		2 <sup>nd</sup> Offence	Removal from office.
29	Lateness to school gathering		Weeding/scrubbing.
30	Bullying/ Molestation	1 <sup>st</sup> Offence	One week internal suspension with labour. Referral for counseling. Signing of bond witnessed by parents.
		2 <sup>nd</sup> Offence	Withdrawal from the school.
31	Extortion	1 <sup>st</sup> Offence	Internal suspension for one week. Restitution. Referral for counselling. Signing of bond witnessed by parents.
		2 <sup>nd</sup> Offence	Restitution. Withdrawal from the school.
32	Driving of motor vehicle on campus		Dismissal.
33	Possession of contraceptives		Dismissal.

20.	Failure to write examination without justifiable cause	1 <sup>st</sup> Offence	Warning in writing. Referral for counseling. Writing of papers concerned.
		2 <sup>nd</sup> Offence	Withdrawal from school.
21.	Physical attack/assault on a prefect		Suspension or dismissal depending on the circumstance.
22.	Anti-social behaviour, disrespect and insolence to authority and similar offences such as insult, cat calls, hooting, use of indecent language/songs, dance etc.	1 <sup>st</sup> Offence	Signs bond witnessed by parents. Internal suspension for 1 (one) week.
		2 <sup>nd</sup> Offence	Withdrawal from the school.
23.	Indecent dressing e.g. provocative or shabby dressing – ‘Otto Pfister’, shirts not tucked in etc.	1 <sup>st</sup> Offence	Warning.
		2 <sup>nd</sup> Offence	One day manual work. Referral for counseling.
		3 <sup>rd</sup> Offence	Two (2) weeks suspension. Signing of bond witnessed by parents.
24.	Indecent hair cut		Two (2) weeks suspension to re-grow hair.
25.	Use/possession of unapproved/ unauthorized attire	1 <sup>st</sup> Offence	Confiscation with warning.
		2 <sup>nd</sup> Offence	Confiscation. Two (2) weeks suspension. Referral for counseling. Signs bond witnessed by parents.
		3 <sup>rd</sup> Offence	Withdrawal from boarding house/school.