

# SOS-HERMANN GMEINER INTERNATIONAL COLLEGE



## STUDENT HANDBOOK

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## 1.0 INTRODUCTION

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SOS-Hermann Gmeiner International College was founded in September 1990 by SOS-Kinderdorf International, the worldwide charitable organization dedicated to providing a family life and education for vulnerable children in SOS Villages. SOS stands for "Societas Socialis", which means Social Society /Association. SOS-KDI has, since its inception in Austria after the Second World War, expanded into over 130 countries and territories worldwide, providing homes to over 76,000 children in over 500 SOS Villages.

The College is therefore first and foremost an SOS educational facility and was established to provide pre-university education for SOS children from SOS Children's Villages all over Africa along with their Ghanaian peer group. Although its syllabuses are international, its focus is on Africa, with students<sup>1</sup> living and studying together.

This handbook is designed to give students as much information as possible and to assist them to benefit from all the services, facilities, programmes etc. available to them in the school. Its aim is to provide students with a brief synopsis of the rules & regulations, services and programmes that are offered at SOS-HGIC. It is hoped that this handbook will serve as a reference for every aspect of student life so they will know where to go and whom to speak to for any service or support. We would like all our students to take full advantage of all the school has to offer in order for them to have a successful and rewarding educational experience.

This handbook cannot and does not cover every aspect of school life, but should help guide and inform new and old students alike. Any crucial omissions or errors noted by students should be brought to the attention of the Student Representative Council (SRC) for inclusion or correction in subsequent editions.

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<sup>1</sup> Students come from Ghana, Nigeria, Sierra Leone, The Gambia, Burundi, Liberia, Kenya, Malawi, Mozambique, Tanzania, Lesotho, Namibia, Uganda, Cameroun, Congo, Swaziland, South Africa, Ethiopia, Somalia, Zambia, Zimbabwe and other countries outside Africa.

## **2.0 MISSION STATEMENT, PHILOSOPHY AND OBJECTIVES**

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The Mission of SOS Hermann Gmeiner International College is to provide a school of academic excellence for students from SOS Children’s Villages from all over Africa, together with students from the host country, Ghana, in a spirit of Pan-Africanism and an awareness of the social needs of society.

The school’s philosophy embraces internationalism in its widest sense, a commitment to uplift Africa and active service to the community. Its educational mission is holistic in nature, aiming to develop all students into confident adults capable of facing the challenges of a fast-changing world, by inculcating in them critical and analytical abilities which will equip them to become compassionate thinkers who are aware of their common humanity, with a belief and pride in themselves as Africans. The College’s ultimate mission is to graduate life-long learners who are fully prepared for the best universities worldwide and who are also committed to putting their knowledge, skills and resources into developing their continent, Africa.

### 3.0 SCHOOL CREST AND MOTTO

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The school crest depicts the SOS logo, a map of Africa, a stack of books, an open door and the school motto.



The girl and the boy in the SOS logo symbolize the brothers and sisters, a family-like relationship, one of the supporting pillars of SOS and the plant in the middle represents children growing up in their healthy environment and signifies hope for the future. The horizontal line is the supporting element which gives foothold and represents stability whilst the surrounding frame is a symbol for protection, the “house” for the girl and boy.

The open door represents the opportunities that the school provides. The map of Africa and the stack of books embody the school motto: “Knowledge in the service of Africa”.

The motto sums up the vision of the founders, inspires the school spirit or ethos and also challenges all members of the school community to aim to achieve the school’s objectives.



## 4.0 THE SOS PRAYER

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May we ever be mindful

Of all who belong to our community

United in Spirit we pray to you

Good father in heaven:

Shelter us in your hand

And show us always the right path.

You have brought us together;

Grant that we may henceforth

Ever serve you with a single heart.

Grant that in our community

Peace and Unity may ever reign.

Protect the Children's Village from all evil,

From sin and distress.

Forsake not our relatives

And reward all those who help us.

Just as you, Good Saviour,

Love and forgive each one of us, so may we love and pardon each other

All thanks to you, our Lord and God.

## 5.0 INTERNATIONALISM

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The school's commitment to internationalism should be manifest in all aspects of school life. In particular, students should be made aware that pan-African issues are part of that agenda and that "internationalism" is not synonymous with "western values and culture". Internationalism in HGIC embraces attitudes, activities and relationships which demonstrate tolerance, an acceptance of and respect for other cultures, an awareness of the needs of others, an interest and involvement in the major issues facing the world, a commitment to the preservation of our environment and planet, an active promotion of worldwide peace and harmony and, an open-minded and fair approach, among many others.

In pursuance of these objectives, a committee of three teachers and four IB1 students, selected to represent the different nationalities in the school will, at the start of each year, monitor and evaluate the school's performance in these areas:

- a. Reinforcement of an international/pan-African ethos in the school's philosophy and practices
- b. The formulation of values that are acceptable to all, drawing on the cultural values of Africa as well as those of the wider world community
- c. The integration of different cultures in the school through intercultural activities and a fostering of international awareness
- d. Respect for each other through an awareness of individual needs and views and the cultivation of liberal and humane attitudes
- e. Enrichment of curriculum content and teaching with examples from different countries and cultures
- f. Awareness of and focus on African issues and the upliftment of Africa
- g. Celebration of other cultures
- h. Cultural sensitivity in all our processes including student selection, rules and regulations, interactions with each other
- i. Service to the community.

## **6.0 POLICY STATEMENT ON RELIGION**

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The SOS organization operates worldwide in over 130 countries that have different cultures and religions and it therefore respects and acknowledges the validity of all faiths.

SOS and its institutions are non-denominational, meaning no particular religion or faith is endorsed but all religions are equally embraced and respected. Its Villages worldwide practise the faith of the individual mother in each house and SOS-HGIC accepts each student's faith as a personal and private commitment for which the parents are responsible.

The SOS prayer, in all the different languages, is the common thread that binds all SOS worldwide and the whole school says it at each Friday Morning Assembly and before all important occasions. The school has designated Tema Joint Church as a church with the broadest community of orthodox Christian faiths (Anglican, Methodist, Presbyterian, but Catholics and all other Christians are also welcome) and the school arranges transportation there every Sunday for students wishing to attend church. Our Moslem students can also attend the Mosque and the Eastern Orthodox students occasionally attend their Orthodox temple. Because of time and sheer logistics, it is obviously not possible to bus students to other venues.

The school does not permit proselytising or any overt or concealed attempts to convert, recruit, or evangelise within the school or hostels by any student, staff or outsider. Each member is free to practise his/her own faith as long as it does not disturb, inconvenience or traumatise others and no sects or religious groupings may operate within the school. The school believes that respect for other religions can only be achieved by knowledge of other faiths, not by ignorance, and will do its best to expose students to the history and tenets of the major religions of the world, and to the ideals of tolerance and understanding, but it will make no attempt to change the fundamental beliefs. Parents are responsible for their children's spiritual development, at least until they reach adulthood.

Lastly, the school discourages any expression of extreme religious fanaticism, believing that adolescents are vulnerable and could be in danger of serious disturbance if their equilibrium is distorted by such excesses.

## 7.0 SOME NAMES YOU SHOULD KNOW

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<b>NAME</b>	<b>POSITION</b>
Mr. I .T. Ofei	Principal
Mr. Nii Amaa Akita	Vice Principal
Mr. Paul E. Ahiable	Director of Boarding
Mrs. Helena Melomey	Senior House Tutor
Mr. Julian H. Kitching	Director of Studies
Mrs. Christabel Ofori-Nkrumah	CAS Co-ordinator
Mrs. Winifred Budu	Matron (Acting)
Ms. Eunice Bittor	Personal Assistant to the Principal
Ms. Korkor Matey	Receptionist

## 8.0 SUPPORT SERVICES

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<b>SERVICE</b>	<b>RESPONSIBILITY</b>
Hostel Supplies	House Tutors
Emotional Counsellor	Dr. Oluwafunke Baffour-Awuah
Guidance Counsellor	Ms. Emefa Ntem
Text books/Stationery	Subject Teachers/Librarian/ Stores
Maintenance	House Tutors/ Domestic Bursar
School Administration	Ms. Elizabeth Akrofi
SOS basic supplies/pocket money	House Tutors
Student Issues	SRC/Prefects/House Tutors
Health	House Tutor/ Designated Tutor in charge of health

## **9.0 COLLEGE STRUCTURE**

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- a. Senior Management Team (SMT): Principal, Vice Principal, Director of Studies, Director of Boarding, Senior House Tutor, Language Skills Coordinator
- b. Heads of Department (HODs): English, Mathematics, Science, Humanities, Information Technology, Library, Guidance Counselling and Modern Languages.
- c. House Tutors and Subject teachers
- d. Prefects and Monitors
- e. Students Representative Council (SRC) Executives

## **10.0 ORIENTATION PROGRAMME**

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The Orientation Programme takes place during the first two weeks of the academic year for IG1 students and the first week for IB1 students.

The aim of the orientation programme is to enhance students' adaptation to college and hostel life. It is also a time where students will learn about the various programmes and activities which are on offer.

The orientation programme covers the following areas:

### **10.1 Academic**

Students are helped to make their subject choices. The various departments organise workshops to explain their subjects and state the career opportunities associated with different subject combinations.

### **10.2 Emotional Counsellor**

The Emotional Counsellor explains how she can assist students with their various academic, emotional and social concerns and what services are offered in and outside the school.

### **10.3 Guidance Counsellor**

The Guidance Counsellor explains the resources available in the library for career and tertiary education and the support offered to students in this area.

### **10.4 Hostel Life**

Students are given a full orientation programme into hostel life, which covers the house tutorial system, the daily routine, student health and general welfare, rules and regulations, clubs and extracurricular activities. Our aim is to help students adapt as quickly as possible to boarding life and to make their stay here an enjoyable educational experience.

### **10.5 Sports and Recreation**

The Sports department organizes comprehensive sports and recreational package which includes soccer, basketball, volleyball, tennis, table tennis, swimming, hockey, chess, gymnastics, track and field as well as badminton to enable students make full use of the facilities available.

## 10.6 The CAS Programme

CAS, an acronym for Creativity, Action and Service, is an integral part of the IB Diploma course and seeks to foster a spirit of volunteerism. Students organize and take part in various community projects. Since we believe that the fundamental aims of CAS are part of the school's philosophy, all students take part in CAS.

The table below gives an overview of the two-week orientation programme for IG1 students.

DAY	ACTIVITY
<b>FIRST WEEK</b>	
<b>DAY ONE</b>	<ul style="list-style-type: none"> <li>▪ Welcome Talk from Principal &amp; Vice Principals</li> <li>▪ Orientation Overview</li> <li>▪ College Tour</li> <li>▪ ICT Induction</li> </ul>
<b>DAY TWO</b>	<ul style="list-style-type: none"> <li>▪ The HGIC Experience; Your Expectations</li> <li>▪ Workshop on Adapting to Change</li> <li>▪ Welcome to School Community Life</li> <li>▪ Time with Emotional Counsellor</li> <li>▪ Team Sports</li> </ul>
<b>DAY THREE</b>	<ul style="list-style-type: none"> <li>▪ Library Talk</li> <li>▪ Reading Expectations</li> <li>▪ Distribution of Reading List</li> <li>▪ Literary Encounter</li> <li>▪ How to write a book Review</li> <li>▪ Briefing on Stone Lodge Trip</li> <li>▪ Map Reading Exercise with Military Service</li> </ul>
<b>DAY FOUR</b>	<ul style="list-style-type: none"> <li>▪ Introduction to Thinking Skills</li> <li>▪ Team Sports</li> </ul> <p>Workshops on:</p> <ul style="list-style-type: none"> <li>▪ Using technology</li> <li>▪ Time Management</li> <li>▪ Research Skills</li> <li>▪ Oral Presentation Skills</li> </ul>
<b>DAY FIVE</b>	<ul style="list-style-type: none"> <li>▪ Briefing on Health and Safety</li> <li>▪ Fire Drill</li> <li>▪ Trip to Stone lodge</li> <li>▪ Treasure Hunt at Military Camp</li> <li>▪ Evening Jam at Stone Lodge</li> </ul>
<b>SECOND WEEK</b>	
<b>DAY ONE</b>	<ul style="list-style-type: none"> <li>▪ Pathway to University</li> <li>▪ Introduction to CAS</li> <li>▪ Choosing your CAS groups</li> <li>▪ Your Clubs and Interests</li> <li>▪ Subject Overview</li> <li>▪ Confirmation of Subject Choices</li> </ul>
<b>DAY TWO</b>	<ul style="list-style-type: none"> <li>▪ English Workshop – all day</li> </ul>
<b>DAY THREE</b>	<ul style="list-style-type: none"> <li>▪ Maths Workshop – all day</li> </ul>
<b>DAY FOUR</b>	<ul style="list-style-type: none"> <li>▪ Science Workshop – all day</li> </ul>
<b>DAY FIVE</b>	<ul style="list-style-type: none"> <li>▪ Personal and Social Education Programme (PSE) session with Form Tutors</li> <li>▪ Celebrating Diversity</li> <li>▪ Personal Reading Time</li> <li>▪ Complete Writing Tasks</li> <li>▪ Reflection and Evaluation session with Form Tutors</li> <li>▪ Academic Routine</li> <li>▪ Recreation Activities / Clubs</li> </ul>

## **11.0 SCHOOL RULES AND REGULATIONS**

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### **11.1 General Comments**

This is a guide to life and living in the SOS-HGIC community. The following rules and regulations represent the minimum standards required for the orderly running of a boarding school but they are by no means comprehensive, for the College believes that there are standards of behaviour which can be taken for granted without the need to state the obvious. We, of course, expect our students to observe those standards of politeness, decorum, courtesy, punctuality and consideration for others which are the norm for civilized people everywhere and we are confident that they will not abuse our trust. What should be remembered, above all, is that the School community is an international one with diverse customs, religions, habits, beliefs etc. mingling to achieve an identifiable unity of common purpose, and the watch-words of this community are: tolerance, respect and understanding for each other so there should be no discrimination of any kind.

### **11.2 Beginning of Semester**

- a. Students are expected to pay their school fees for the semester in full before they come into residence. Admission slips are issued by the Accounts Office as proof of payment and Parents must ensure that fees are paid a week before school starts.
- b. Students must arrive at the hostels in school uniform or school polo shirts, with dark coloured jeans and sandals or full shoes only... and should report between 10.00am and 5:30pm on the specified day, usually the Saturday before classes begin.
- c. Students must report to their House Tutors immediately on arrival and must be signed in by their parents.
- d. Students are expected to unpack, clean their rooms, and be ready for room inspection on the day they report.
- e. A Kit-check will be conducted by the House Tutor by the end of the first week of school.

### **11.3 Time Schedule**

#### **11.3.1 Weekdays**

- a. The rising bell sounds at 5:30 am and students should be up to shower, make their beds



and tidy their rooms. Students must be ready for daily inspection by the House Tutor at 6:10 am

- b. There will be flexible breakfast times on Fridays from 6:15 am - 6:45 am. Students should be in the Dining Hall latest by 6:30 am as serving stops then.
- c. Breakfast ends at 7:00 am and students must set off to school immediately.
- d. All students must be at College by 7:25 am each day, except for Fridays when they are expected to do so by 7:10 am. Students who have their first lessons must be in their classrooms by 7:25 am. No student should be absent without specific permission from the Senior House Tutor, the Vice Principals or the Principal except when he/ she is sick and has reported to the clinic/ infirmary with the medical exeat booklet.
- e. Lunch is served at the College between 12:35 pm and 1:45 pm and students are expected to be present daily and on time.
- f. Classes officially end at 3:05 pm for IGCSE students and 3:45 pm for IB students and students must remain in school till then, but some science practical work and Extended Essay consultations can continue till 5:00 pm
- g. Students are allowed to leave the College campus between 3:05 pm and 3:45 pm to participate in sports, CAS, clubs and other activities.
- h. Under no circumstances should any student be in the hostel grounds of the opposite sex at any time without express permission from a House Tutor. Students are however allowed to be in any of the Common Rooms between 9:00 am and 6:00 pm if other school schedules permit.
- i. Supper time is flexible from 5:45 pm to 6:45 pm except on Wednesdays when there is a formal sitting from 6:15 pm to 6:50 pm Students must be in the Dining Hall by 6:30 pm to eat during flexible supper times. Students are expected to be punctual and dressed appropriately and decently. No shorts, sleeveless jerseys, or bathroom slippers are permitted.
- j. From Mondays to Thursdays, prep-time will be from 7:00 pm to 8:45 pm IB students will have Prep in their rooms. Other students will have prep in the resource rooms at the Students Centre and the Dining Hall. Students are expected to settle in their respective locations by 6:55 pm
- k. Night-cup is available in the Dining Hall from 8:45 pm to 9:00 pm and students should note that nightgowns/ pyjamas are not permitted in and around the dining hall.
- l. **All students must return to their hostels after their night-cup**, except Prefects and Monitors on duty, or unless permission has been given for meetings or rehearsals.

- m. Curfew for all students is at 9:20pm. Lights out is at 9:30 pm for IG students and 10:00 pm for IB students. Between curfew and lights out, students must remain within the confines of their own compounds.
- n. On Fridays, there is no prep. Students may pursue their own interests until 9:50 pm when they must all be in their hostels. However, they may be in the Dining Hall for scheduled activities on Fridays and weekends. Entertainment ends at 10:00 pm and curfew is at 10:30 pm. During curfew, students are to be strictly within their own rooms.
- o. **Lights Out:** Lights out is at 9:30 pm for IG students and 10:00 pm for the IB students during the week. At the discretion of the House Tutors, exceptions can be made for specific events. Prefects have no Lights Out limit but should observe the curfew from 10:00 pm Students are urged to remember that adequate sleep is essential to their well-being and ability to study and therefore they should strictly adhere to these Lights Out times.

## 11.3.2 Weekends

### 11.3.2.1 Saturdays

- a. The rising bell sounds at 6:00 am
- b. General Cleaning is between 6:00 am and 7:30 am
- c. Inspection starts at 8:00 am, breakfast is between 8:00 am and 8:45 am On General Exeat days, the rising bell sounds at 5:30 am and breakfast starts at 6:00 am Students who want to go on Exeat may leave from 7.00 am onwards
- d. Lunch is between 1:00 pm and 1:45 pm
- e. Students may have recreational excursions or other scheduled activities for the rest of the day or just occupy themselves meaningfully, e.g. watch TV, play basketball, do their homework etc.
- f. Entertainment starts at 7:30 pm and ends at 10:00 pm. Curfew is at 10:30 pm.
- g. Light outs is at 11.00pm on Saturdays.

### 11.3.2.2 Sundays

- a. The rising bell sounds at 6:00 am
- b. Breakfast is flexible from 7:00 am to 8:30 am but on special days when we have in-house church service, breakfast is between 8:00 am to 9:00 am
- c. Church Service at the Tema Joint Church is held from 8:00 am to 9:30 am For those who wish to go, the bus leaves at 7:30 am On days that Church Service is held in-house, it is

from 7:15 am to 8:30 am and the bus departs from the hostels at 6:50 am

- d. Lunch is at 1:30 pm and it is whole school sitting.
- e. Visiting hours is from 3:00 pm to 5:30 pm
- f. Students must be in the Dining Hall by 6:30 pm for supper.
- g. Prep is from 7:00 pm to 8:30 pm and is followed by House Meetings with House Tutors from 8:45 pm to 9:45 pm and all students must attend.
- h. Lights Out is at 10:00pm for all students except Prefects and SRC Executives.

## **11.4 Exeats**

Exeats are not compulsory and students wishing to remain in the hostels are welcome to do so but must notify their House Tutors. School uniforms must be worn on all exeats and an exeat booklet must be filled in and signed by a House Tutor. Students must report to their House Tutor immediately they return from exeat and the booklet returned to the House Tutor.

### **11.4.1 Types of Exeats**

#### **11.4.1.1 Ordinary Exeats**

- a. General Exeats are given on Saturdays twice in the first semester and thrice in the second semester as specified on the school calendar. Students in consultation with their parents/guardians may choose to return on the same day or stay overnight and return the following day.
- b. IB students may, at the discretion of the House Tutor, be granted two extra exeats per semester.
- c. Students who go out on exeat must return to the hostels by 5:30 pm and be present at dinner.
- d. Prefects and SRC executives may take an Exeat every Saturday and are entitled to one Weekend Exeat per semester.

#### **11.4.1.2 Special Exeats**

- a. The Senior House Tutor may give students permission to go out on a weekday or any other day, if there are special circumstances or adequate reasons.
- b. A written request for the Exeat must be from a Parent, Guardian or member of staff and must first be approved by the Principal.

## 11.5 Courtesy

A smile and a greeting cost nothing, but they contribute to a pleasant and cordial atmosphere, so students should use them liberally. Punctuality is the essence of good manners and the College places great emphasis on this attribute. Finally, we aim at building a unique Pan-African, international community, which has as its goal, African unity and Internationalism, so students should aim at maximum interaction with other nationals and respect the customs of others.

## 11.6 General Behaviour

- a. Students are expected to maintain cordial and courteous relations with staff and with each other.
- b. Students must address teachers formally, e.g. Mr. Mensah, Ms. Ntem. Familiar terms like "auntie", "uncle" etc. are not acceptable.
- c. Students are encouraged to live harmoniously with each other so conflicts must be settled by peaceful means. Any fights or physical abuse will be severely punished up to and including expulsion. Where two people cannot agree on their differences, the House Tutors (or any tutors) should be called in to arbitrate.
- d. Students must not bully or extort items from other students: these are considered very serious offences by the school authorities.
- e. Radios, MP3 Players, iPods/iPads and other sound systems are allowed but must be used with common sense. Specifically, the volume must not disturb neighbours. No sound systems may be operated during Prep periods or after Lights Out.
  - i. iPods and other MP3 Players are strictly forbidden during classes and students are forbidden to operate them with ear phones on the college premises.
  - ii. Personal mobile/cellular phones or PDAs with mobile phone facility must not be brought into the school.
  - iii. If these rules are not adhered to, then the equipment/device will be confiscated and the offender will not be allowed to acquire another.
- f. Wall posters in rooms must be decent and must only be pasted on doors or wardrobes. Pornography is strictly prohibited.
- g. Pilfering is a serious offence. If you take another's property without permission, that is not "borrowing" but "theft". So:
  - i. No student may take any item (whether textbooks or other possessions) without the express permission of the owner. (Any stray item found on the hostel grounds should be lodged with your house tutor)

- ii. No student may enter another's room when he/she is absent nor borrow any personal items without the express permission of the owner.
- iii. No student may lock himself/herself in his/her room before lights out. Thereafter, it is mandatory to open the door to any member of staff who demands admittance. However, doors must be locked when the room is vacant.
- iv. No student may take from the College premises, any property that belongs to the College without the express permission of a member of staff.
- v. No student may take any magazine or newspaper from its designated place. The Library may be requested to photocopy some items but tearing out or cutting out articles is an act of vandalism and punishable as such.
- h. No student is allowed to keep or ride a bicycle or motorcycle; or keep or drive any form of motor vehicle, or to ride as a passenger in any vehicle operated by a student. No student may drive a vehicle (including bicycles, motor cycles, cars etc.) to or into school at any time.
- i. The entire school is a smoke-free zone and students are expressly forbidden to smoke at anytime and anywhere.
- j. No student should jump over any wall, and fraternizing over the walls between female and male hostels is prohibited.
- k. Students should not walk around the campus with both earphones or headphones on
- l. Students must dress decently during Visiting Hours. Girls should not wear anything shorter than the tips of their fingers.

## **11.7 Serious Offences**

The College wishes to operate on the assumption that students are reasonable and responsible people who will respond to good sense and logical reasoning. Therefore, the College does not depend on punitive measures for maintaining discipline and harmony but on co-operation and discussion. However, there are serious offences which are intolerable or unacceptable and which will result in suspension or expulsion.

Students and parents should take the following prohibitions seriously because they carry severe sanctions which can disrupt a student's entire educational future:

- a. Any student taking illegal/hard drugs (non-medicinal/un-prescribed) in any form will be summarily expelled.

- b. Any student who leaves the College premises without permission from a House Tutor, Senior House Tutor, Vice Principals or Principal will be deemed to have expelled him/herself permanently from the jurisdiction and programmes of the College. "If you walk out, stay out" is the rule.
- c. Any student who strikes another is unfit for civilised company and will be suspended – a second offence within the same year will result in expulsion.
- d. No student may enter the bedroom of a student of the opposite sex at any time, including the holidays.
- e. While acknowledging the problems of proximity in a mixed teenage group of students, overt displays of intimacy will not be tolerated including, kissing, necking and petting, tight and amorous embrace, etc. Any student caught in such compromising situations will be in danger of expulsion. Students may hug as a sign of greeting.
- f. The drinking of alcoholic beverages is strictly prohibited and students caught drinking or drunk will face suspension or expulsion.
- g. Theft is both criminal and anti-social and culprits may face both legal and school sanctions.
- h. Deliberate vandalism will incur severe sanctions, including expulsion.
- i. Refusal to obey the rules or adults in authority constitutes a grave offence. One who cannot accept the rules governing a particular community has no place within that community.

It is not expected that any student will contravene any of the above but, if it happens, the College assumes that it is done knowingly, wilfully and with full acknowledgement and acceptance of the consequences. Sanctions will include, but not limited to these: weeding, scrubbing, deprivation of privileges (such as internet, exeat, and free time), exclusion from classes, fines, detention, demotion, suspension, expulsion, etc.

## **11.8 Health**

### **11.8.1 General Comments**

There is an Infirmary in the Hostels which caters for students' preliminary medical needs. A medical doctor, assisted by a qualified nurse, sees students from 7.00 am to 8.00 am on weekdays. The SOS Clinic in the SOS Children's Village also attends to students when necessary.

There is a resident qualified senior nurse available and doctors run the clinic from 7:00 am to 9:00 am and 3:00 pm to 5:00 pm on weekdays. Students are also sent to the Narh-Bita Hospital, Raphal Hospital, Tema General Hospital and the Korle-Bu Teaching Hospital as the need arises. The College pays for treatment and medication on the spot and parents of non-SOS children are billed at the end of each semester. Parents will always be informed if their child is on admission. Each hostel has a First Aid Kit and there is also an active Red Cross Youth Link operating in the College. Students who have temperatures or really feel unwell will be sent to the Infirmary as the first point of call and then referred to any of the hospitals mentioned when necessary.

### **11.8.2 Health Guidelines**

Medical examinations and reports from a designated clinic are mandatory for all newly admitted students prior to their entry into the hostels.

- a. Students with any unusual or serious health problems must inform the House Tutors immediately upon arrival (e.g. asthma, allergies, diabetes, sickle cell anaemia, etc.) and a medical report, duly certified by a medical officer, should be presented to the Principal by the parents prior to admission.
- b. Students should not smoke or drink intoxicants (e.g. alcohol) or take any form of medication unless by a doctor's prescription. House Tutors must be informed if a student is under special medication by instruction of a doctor and all medications in the possession of the student and its specific purpose must be listed and given to the House Tutor by the parent. This is mandatory: no student should be in possession of ANY medication which is not registered with the House Tutor.
- c. Sick students should report to House Tutors before morning inspection and collect their medical exeat booklet to go to the Infirmary/SOS Clinic. All sick students will be bussed to and from the clinic/hospital.
- d. If students are in the college and feel unwell, they must inform their House Tutors or the Tutor in charge of health who will take the necessary action. No student can go to the Infirmary, clinic, miss meals or classes without specific permission.
- e. The House Tutors will instruct the canteen to provide an appropriate diet for sick bed-ridden students, by filling the appropriate form.
- f. The College's Emotional Counsellor is available to help students to overcome any social, academic or other problems and students are urged to seek guidance and support on a routine basis. The College also has a clinical psychologist on call for referral should the need arise.

- g. Students sometimes claim to have allergies when in fact they only dislike a particular food. Parents need to provide proof of true allergy in the form of:
- i. a doctor's letter, with details of medication or treatment for an inadvertent flare-up and
  - ii. A letter from a parent detailing the symptoms to look out for.
- h. Students are urged to refrain from alarming parents unnecessarily with every minor ailment. The school authorities will inform parents if a student's illness requires hospitalization after the initial visit to a clinic or if the student is unwell for more than two days. Students are also urged to remember that the teenage years are the healthiest and that a positive attitude promotes good health.

## **11.8.4 Procedures for Sick Students**

### **11.8.4.1 Hostels**

- A student who feels unwell must report to his/her (or any other) House Tutor
- The House tutor will assess the situation and either give some first aid or send the student to the Infirmary/ SOS Clinic, with a medical exeat booklet. No student should report to the Infirmary/Clinic without his/her medical exeat booklet.
- The student sees the doctor and could either be given medication or referred to a specialist.
- After the student has been seen by the doctor, a driver will be sent to pick him/her up at 9:00 am to school.
- When a student returns from the Infirmary/Clinic, the medical exeat booklet and prescription form should be given to the student's House Tutor.
- Prescriptions are sent to the office, medication bought and given to the student.
- Where a student has to see a specialist, a day is scheduled and the student is taken.
- Requests by parents/ guardians to have their wards sent to see a family specialist or doctor in special cases should be directed to the Principal, Vice Principals or Senior House Tutor.
- When students are admitted into hospital or have a serious condition parents would be informed by the Senior House Tutor, Vice Principals and Principal.
- Students who require bed rest are catered for at the Clinic/ Infirmary and information sent to the Senior House Tutor and the Canteen.

### **11.8.4.2 College Campus**

- At the beginning of each school day, the House Tutor in charge of health shall publish a



situation report on sick students.

- A student who feels unwell should inform any staff member or see the staff in charge of health.
- The student is referred to the staff in charge of health or Senior House Tutor by the staff member.
- The situation will be assessed and the student could either be given First aid or bussed to the Infirmary/SOS Clinic.
- If the situation warrants, sick students will be bussed to the hospital accompanied by the staff member in charge of health.

## **11.8.5 Procedures for Specialist Treatment**

### **11.8.5.1 Eye and Skin Clinics**

- The student needs a referral form from the Infirmary/SOS Clinic.
- A day is scheduled and the student is taken to see the Ophthalmologist or Dermatologist.

### **11.8.5.2 Dental Clinics**

- A student who has any dental problems is sent to the dentist, who assesses the situation
- If it is either a filling or extraction, the student's parents are consulted before the student is treated
- In cases of major dental problems parents are also consulted.

## **11.9 Security**

- a. All students must carry their ID cards and wear their badges to school.
- b. They must show their ID card on demand to security personnel.
- c. Security Guards are required to check exit slips and other authorizations before a student leaves the compound.
- d. During holidays, all resident students must sign in and out from the main College gate only.
- e. Students should observe the bounds of the school. The only official entrance to the College Hostels is the main gate leading to the Canteen. The furthest gate remains closed to students for security reasons, except in cases of emergency. The path by the athletic track fence and across the SOS Village Bridge is the only approved route to the College. All other areas, including the Village, the Staff houses, the Clinic, Youth hostels, etc. are

Out of Bounds, unless specific permission has been given by House Tutors to visit those areas. No student may visit the house of a House Tutor or any resident tutor of the opposite sex without permission from the Student's House Tutor, and the compounds of each sex are Out of Bounds to the other. However, common meeting areas include the large palaver huts, the Students Centre, the Canteen and the two Common Rooms. Such privileges will be withdrawn if abused by the student.

### **11.10 Academic Conduct**

- a. Students must attend all lessons punctually and in school uniform, except for special occasions such as the last Friday of the month, (African Fashion Day) or "Civvies" Days, when students raise funds for CAS or other activities by "buying" the right to wear "mufti" clothes.
- b. Student's academic work must always be guided by the tenets of the school's academic honesty policy. Cheating is regarded with absolute abhorrence and a cheating student is a disgrace not only to himself but also to the entire College. See Academic Honesty Policy.
- c. Students must always hand in assignments. Failure to do so will result in no grade awarded for the assignment and students should be aware that this adversely affects their transcripts, which in turn may later influence their tertiary ambitions.
- d. Students must not ask special favours of the non-teaching staff. In particular they must not ask to see confidential material e.g. reports, examination questions, etc. Any student who contravenes this rule will face highly unpleasant and far-reaching consequences.
- e. Students should read notices on the various student notice boards in the College daily and check their e-mails regularly for important information.
- f. Examinations are compulsory for all students. Students refusing to write examinations or pretending illness in order to avoid tests will be assessed as having failed the exams/tests.

## **11.11 Care of Property**

### **11.11.1 School Property**

Students are expected to take good care of College property and to refrain from doing deliberate damage to furniture, equipment, or the physical structure of the College. There should be no graffiti on the walls, desks, buses or table-tops.

Proper care and caution should be taken when using computer resources in the Lab (e.g. Monitors, system units, mice, printers, etc.) to avoid damaging them. The same care should be taken with library resources such as books and printers.

All students must desist from dropping or throwing the Dining Hall cups into the containers provided to avoid breaking them.

Our environment is school property and should be kept clean at all times and all students should under no circumstance litter any part of the compound. All students are however encouraged to pick up litter that they find on the ground as a sign of civil living.

The school spends vast sums of money to provide students with excellent facilities, both academically and socially, and these facilities need to be respected and preserved. Students are asked to take personal responsibility for these and to guard against misuse or damage. In particular:

- a. Books: Never break the spine of a book or bend it backwards or stack sheets of paper in it and do not turn the edges down – use a bookmark or slip of paper. All lost or damaged books will be charged to the student's account, including a penalty, as spelt out in the text book policy.
- b. Furniture: Please do not write on or scratch the furniture. Common sense tells us that hot irons burn wooden surfaces as well as cloth, so do not place irons on tables or beds, and do not leave them on unattended.
- c. Fans: Fans should not be switched on while windows are shut and should not be left on in an empty room. Fans which break down through such misuse will either not be repaired or the cost will be borne by the occupants of the room.
- d. The School will bill students for any damage which has been wilfully caused, such as broken locks, louvers etc.

- e. Do not cross lawns, flower beds, etc. Always use the paths provided.
- f. Report all maintenance issues promptly to a member of staff.

### **11.11.2 Personal Property**

Students must take good care of all their personal items.

#### **a. Clothing**

- a. Students should label all their clothing.
- b. Iron-on labels will be supplied by the school.

#### **b. Gadgets**

- i. All gadgets must be labelled or marked for easy identification of ownership. Students must endeavour to put down the serial numbers of their gadgets, especially iPods and Laptops. These serial numbers must be lodged with the IT department who will keep a database of these items.
- ii. Staff will confiscate all unmarked or unlabelled gadgets and donate them to charity through the CAS coordinator.
- iii. Students must register all electronic gadgets or devices including iPods, stereo systems, organizers, electronic handheld dictionaries, etc., with their house Tutors.
- iv. Any misplaced items found lying about should be sent to a House Tutor, the Senior House Tutor, or the Vice Principal I.
- v. Students must consider carefully the necessity of bringing some of these gadgets to school. The school will endeavour to create a safe environment but responsibility lies solely with the student.

### **11.12 Co-Curricular Activities**

There is a wide range of programmes available and students are expected to participate in as many as their enthusiasm and schedules will allow. However, the school reserves the right to restrict students' extracurricular activities if these adversely affect their academic output.

### **11.13 Appearance**

Good taste and common sense should, in this, as in all other things, guide the student in how he/she dresses.

- a. School uniform must be worn as intended and no **sagging** is allowed.(boys note)

- b. Please note also that moustaches, side burns and beards are definitely forbidden and boys must keep their hair neatly trimmed.
- c. Girls must keep their hair in tidy plaits, or short Afro, or a permed style, so long as maintenance is not a problem. Boys will not be allowed to keep plaited hair, scalped/ bald look, jerry curls, and dreadlocks. No headgear or hats are permitted with school uniform. Exceptions are made for yamakas, hijabs and other clothing worn in adherence to religious beliefs.
- d. Students are expected to bathe and change into informal but smart clothes for dinner. Extremes of fashion should be avoided and skirts should be of a decent length. Midriffs must be covered and excessively tight clothes are not allowed.
- e. No nail varnish and make-up should be worn for school. In the same vein, moderate jewellery (necklaces, bracelets) should be worn to school.
- f. Headbands, scarves, scrunchies, etc. should be navy blue, white or black. No other colours are allowed while in uniform.
- g. **School shoes must be black or brown.** Trainers/ sneakers, sandals, flip-flops, canvas/Toms shoes and other overtly casual footwear are not acceptable with uniforms. Only full leather shoes are allowed at the college which may include leather TOMS.
- h. No earrings are permitted for boys, or nose rings or other visible body piercing of any sort for either sex.
- i. Boys are allowed to wear undershirts, which are either black or white. They should be worn properly so it is not seen at all. No male student is allowed to wear shirts with visible print or colours with the school uniform.

#### **11.14 Behaviour at Meal Times**

- a. All students must be present in the Dining Hall at the specified meal times. **Attendance is compulsory** and no excuse will be accepted. Latecomers will be punished.
- b. No one should eat before grace is said. Students are encouraged to finish eating before final grace is said.
- c. No food or drink of any kind should be brought into the Dining hall during meal times.
- d. No laptops, earphones or music playing device should be used during meals or at school functions. Reading of books is also not allowed during these times.

- e. No food or utensils may be taken from the Dining Hall without the permission of the House Tutors on duty.
- f. Table Heads are responsible for discipline at the table and for dishing out food.
- g. Students are strongly encouraged to take only the quantity of food that will be sufficient for them so that wastage can be reduced.
- h. Students must sit in their allotted places during formal meals and not table hop.
- i. Students should exhibit good table manners and etiquette and must not eat with their fingers except when eating traditional foods which require them to do so e.g. "kenkey", "banku", "fufu", etc.
- j. Tables must be cleared and plates stacked before students leave the Dining Hall.
- k. Students who are late for formal meals will be punished by their House Tutors. Students who are late three times or more within three weeks will have Mass Punishment, conducted by the Dining Hall Department.
- l. Students should be semi-formally dressed for Wednesday Supper; Girls should note that only blouses, shirts and polo shirts are allowed. Boys may wear either polo shirts or shirts, but no t-shirts are allowed. Hostel polo shirts (those with the hostel groups printed at the back) or school uniforms are not allowed to the Dining hall for Wednesday Supper. All students should be formally dressed for Sunday Lunch.

To achieve some degree of gracious living, students should act as they would in a first-class restaurant.

### **11.15 Food**

- a. The College provides 3 full meals and 2 snacks each week day, which are nourishing, plentiful and very palatable. No cooked food from outside is neither necessary nor permitted.
- b. Foods which constitute full meals, such as kenkey, fufu, banku, soup, jollof rice, fried fish or chicken, "gari and shito", "gari" and sugar, pizzas, or any form of fast food should not be brought to the school at any time, or kept in student rooms. Students are also not allowed to make instant foods such as cup/ bowl noodles and custards. These foods prevent students from eating properly in the Dining Hall. Moreover, they are not foods that can be stored in a boarding school environment.

- c. Permitted snacks include fruits (in small quantities), cheese, chips and crisps (e.g. potato, plantain & flour chips), small-size cakes, packet-sandwiches soft drinks and fruit juices, biscuits & cookies, marshmallows, candies, brownies and snack bars.

**Please note that the College takes this prohibition seriously and will suspend students who violate this rule.**

- d. The College Tuck Shop located in the Students Centre offers a variety of snacks for sale such as kebabs, pastries, cakes, fruits etc.

## **11.16 Pocket Money**

We advise students not to bring large sums of money to school. If at any time, students find that they have more money than they need, they should give them to their House Tutors for safekeeping.

## **11.17 Hostel Grounds and Facilities**

These should be a source of pride and joy and all students are expected to maintain their rooms, other utility areas such as the laundry, store rooms, common rooms as well as the gardens outside their rooms and around the Hostels. During major inspections, hostels will be judged for their neatness and beauty, and prizes will be awarded for the best individual flower garden and the best-kept hostel. No littering is permitted and it is every student's responsibility to help to keep the grounds beautiful. Students should use the paths provided and not cross the lawns.

## **11.18 Visitors**

### **11.18.1 Visitors to the Hostel**

- a. Students may receive approved visitors e.g. parents, siblings, relatives, friends of parents, under the two large 'Palaver huts' near the hostels, in the Visitors Lounge at the Students Centre, Common Rooms, the Swimming Pool area or the Dining Hall during the following periods:

- i. **Sundays - 3.00 pm - 5.30 pm**
- ii. **Statutory Public Holidays - 3.00 pm - 5.30 pm**

Security Guards will be instructed not to permit any visitors outside these hours. Students should not sit in visitors' cars but use the areas indicated. The school reserves the right to

ban undesirable or disruptive visitors. The hostels maintain a log sheet which should be signed by all visitors.

- b. Students should, as a matter of courtesy, introduce their parents or guardians to the House Tutors. Visitors will not be permitted at any other times unless; they have first obtained written approval from the Principal, Vice Principals or Senior House Tutor. However, in exceptional cases involving parents on shift work, or other restrictive schedules, the Principal may grant permission for Sunday morning visits instead of (not as well as) the afternoon.
- c. Student bedrooms are out of bounds to visitors except on the first day of residence in each semester and:
  - i. No student may enter the bedroom of a student of the opposite sex at any time.
  - ii. Students are required to be decently dressed before emerging from their rooms at any time. Please note that nightclothes and dressing gowns are for indoor wear only and singlets and bare chests are not considered civilized outside one's bedroom.
  - iii. The Common Rooms are open to both sexes up to 6:00 pm or as designated by the House Tutors.

### **11.18.2 Visitors to the College**

- a. Students cannot receive visitors during school hours
- b. Parents are advised not to leave parcels for their wards at the security gates or the school reception. Except for emergency situations like medications and travel documents, all other parcels are strictly not allowed.
- c. Parents are advised to book appointments for meetings with Senior Management, the Guidance Counsellor, teachers etc and such appointments should be booked in advance with the Principal's Secretary who will make the necessary arrangements and confirm the appointment. Such meetings will take place in the school's conference room.

### **11.19 Invitations to School Events**

- a. The school will issue specific invitations to parents and other guests for all events that are not open to the general public.
- b. Students cannot invite parents/guardians and outsiders to any school event which is not open to the general public.
- c. All public events will be published and advertised.



## **11.20 Uniforms**

- a. School uniforms must be obtained only from the school. Students are not allowed to wear any other attire or cloth even if they match the school colours. Staff, particularly House Tutors shall ensure that students abide by all school rules.
- b. School uniforms and badges must be worn on all official school excursions, and to and from exeat, unless otherwise decreed by the Senior House Tutor. Students represent the school while in uniform and they should dress correctly and behave appropriately to uphold the good name and reputation of the school.
- c. School uniforms must be worn with school badges to all official school functions. The badge forms a part of the uniform and identifies each student as a member of the HGIC community.
- d. Students are encouraged to take pride in their traditional dress. They may wear national/traditional dresses for dinner and on weekends, and to church services, if they wish. On the last Friday of each month, students are encouraged to wear African clothes to school but these must be decent and without jeans.
- e. The College provides 2 sets of uniform to each student in IG1 and IB1; Students may request for replacement for which they will be billed.
- f. Students are also issued with a school cloth which can be sewn into a shirt or "Kaba and Slit" according to the suggested designs from the school.

## **11.21 Vacations**

### **11.21.1 Mid-Semester holidays**

All non-SOS students are expected to go home during mid-semester breaks and vacations. Students who wish to invite an SOS friend must obtain a written parental invitation beforehand. On rare occasions and for specific reasons (e.g. scheduled programmes), a non-SOS student may be permitted by the Principal to remain on campus. Any student resident in the hostels is to observe all school regulations and to respect the schedules as designed by House Tutors during that period.

### **11.21.2 Short and Long Vacations**

All non-SOS students are expected to go home during vacations. They must vacate the hostels with all their personal belongings on the first day of the vacation. All students must participate in

the thorough cleaning of their rooms and the boarding house environs before departure. During Christmas, students may be allowed to leave certain belongings in their rooms.

### **11.21.3 International Students/SOS Students**

The vacation period for international students is governed by the Residential Guidelines for Vacations and Short Holidays.

- a. International students (those who do not have homes in Ghana) may make arrangements with the House Tutors for the storage of some of their belongings if desired.
- b. It is hoped that non-SOS students will invite their SOS friends home for a visit (whether for a day, a week etc.) during some of the vacations and exeats.

### **11.21.4 End of Semester**

- a. All students should participate in the thorough cleaning of their rooms and the boarding house environs before departure.
- b. Students will depart in school uniform by designated times, making sure that they have all their possessions with them.
- c. International students may make arrangements with the House Tutors for the storage of their school uniforms and other belongings if desired.

### **11.21.5 End of Academic Year**

These end-of-year routines must be strictly followed before students leave the hostel.

- a. Clean rooms and the boarding house environment thoroughly
- b. Hand in school property, e.g. library books, beddings and curtains, key
- c. Sign clearance forms with their House Tutors
- d. Students may depart, by specified times, in either school uniforms or school polo shirts, with dark coloured jeans and sandals or full shoes only.

### **11.21.6 School Absences**

The College strongly discourages student absences, whether during weekdays or at weekends, for social or family occasions during semester time. The school is a boarding school and students and parents must be aware that when students are away from school, they miss activities which form an integral part of their education. Weddings, Engagements, Parties, Celebrations etc. are

not considered reasonable excuses for absences. Where possible, family activities should be planned for exeat days and mid-semester breaks.

**The above rules are for the benefit of students and for the smooth running of the College. Students should observe the letter and the spirit of the rules and try above all to create an environment which is pleasant to live in and of which they can be proud.**

## 12.0 POLICY ON ACADEMIC HONESTY

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### 12.1 Preamble

Academic honesty is the key tenet of the academic integrity of the SOS-Hermann Gmeiner International College. It is the foundation on which the student develops personal integrity and establishes a standard of personal behaviour. The College can best function and accomplish its mission in an atmosphere of the highest ethical standards and expects and encourages all students to contribute to such an atmosphere by observing all accepted principles of academy honesty. This policy is designed to encourage honest behaviour and it is hoped that all members of the school community will be guided by it to develop attitudes and engage in actions which promote the highest standards of academic honesty.

### 12.2 Definitions

Academic dishonesty can take any of the following forms:

#### a. Plagiarism

Plagiarism is the **representation of the ideas or work of another person as the candidate's own**. Plagiarism can be defined as stealing and passing off the ideas of another as one's own by failing to credit the proper sources.

#### b. Collusion

Collusion is the **support of malpractice of another candidate by allowing one's work to be copied or submitted for assessment by another**. The student who makes his/her work available for this purpose is also implicated.

#### c. Duplication

Duplication is the **presentation of the same work for different assessment components**.

#### d. Examination Malpractice

Examination malpractice is the **taking of unauthorized material into an examination room, or misconduct during an examination. All allegations of academic dishonesty must be substantiated by evidence**.

### 12.3 Preventive Measures

Educating students on academic honesty should be a continuous process. Staff and supervisors of various components of examination should alert students of what constitute dishonesty and

wherever possible look out for evidence of dishonesty at the very early stages of the assignment (especially in Extended Essays, Theory of Knowledge and World Literature assignments) and if there are any indications of dishonesty of any kind, the student's attention should be called to this and warned of the consequences.

**It is important that in all cases staff make enough effort to support and educate students in order to prevent them from submitting work which by all evidence is not their own.**

<b>OFFENCE</b>	<b>SANCTION</b>	<b>PREVENTIVE MEASURE</b>
<b>PLAGIARISM Extended Essay*</b>	Public announcement on notice boards and loss of all exeat for the semester. In the case of a Prefect s/he will be demoted. The student will be given two days to rewrite the essay.	Extensive education on what constitutes plagiarism. Students must present their work in progress electronically to their supervisors and coordinators at each stage.
<b>World Literature*</b>	Similar sanction as for the Extended Essay. The student will be given one day to rewrite the assignment(s).	Supervisor must write report on student
<b>Theory of knowledge*</b>	Similar sanction as for Extended Essay. The student will be given one day to rewrite the essay.	Workshops for supervisors from time to time.
<b>IB Internally Assessed Work</b>	Similar sanction as for Extended Essay. The student will be given one day to rewrite the essay.	IB1 second semester report on the final Extended Essay and other course work/projects
<b>IGCSE Coursework</b>	Similar sanction as for the Extended Essay. The student will be given two days to rewrite the assignment.	IB2 first semester report on the final Extended Essay and other course work/projects.
<b>Homework</b>	Loss of grade and a warning letter shall be given to the student.	IG2 first semester report on the final coursework and other projects.
<b>COLLUSION</b>	Sanction based on the teacher's judgement, including loss of grade where appropriate. A warning letter will be given to the student.	Continuous education.
<b>DUPLICATION</b>	Sanction based on the teacher's judgement, including loss of grade where appropriate. A warning letter will be given to the student. The second assignment must be redone.	Continuous education of students to understand and develop distinct projects.
<b>EXAMINATION MALPRACTICE Internal</b>	Instant Dismissal	Make the rules and regulations governing the various exams very clear to students
<b>External IGCSE &amp;</b>	Report to Examining Board.	Continuous education

<b>IB</b>	Withdrawal of IB placement for IGCSE candidates and withdrawal of recommendation letters to universities for IB students.	
<b>Class tests</b>	The offence shall be stated on the student's report and the grade shall be lost. A warning letter will be given to the student who will sign an undertaking.	

**\*Repeated malpractice (within a component and/or across several components) will result in the College withdrawing the candidate from the subject.**

## **13.0 ACADEMIC PROGRAMMES**

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### **13.1 IGCSE Syllabus/Subject Synopses**

IGCSE (International General Certificate of Secondary Education) is an internationally recognised curriculum and examination system administered by CIE (Cambridge International Examinations), UK which has a long history (since 1857) of delivering high quality examinations and assessments in over 165 countries.

IGCSE syllabuses are designed as two-year courses for examination at age 16-plus.

### **13.2 Features of the IGCSE Course**

- a. Emphasizes the APPLICATION of concepts to familiar/unfamiliar situations
- b. Encourages the development of oral and practical skills
- c. Encourages the use of initiative to solve problems
- d. Develops the student's ability to undertake individual projects

### **13.3 Guidelines for Selection of Subjects**

In furtherance of the aim of this college to offer a balanced curriculum across a wide range of subjects and skills, we offer the International Certificate of Examination (ICE) option of the IGCSE, which is a group examination in which candidates are required to reach certain standards in a group of subjects in order to gain a certificate.

All candidates for the ICE must enter and sit for at least 7 subjects which must include:

- a. Two (different) subjects from GROUP 1 (Languages)
- b. One subject from each of groups 2,3,4, and 5
- c. Seventh subject from any of the 5 IGCSE syllabus groups

Accordingly, the school's policy for subject selection is as follows:

- a. First Language English, Foreign Language French, Literature, Mathematics and Computer Studies or Information Technology are compulsory for all students.
- b. At least one subject should be chosen from Group 3 (Sciences)
- c. Students are to offer a minimum of 8 subjects (including the compulsory ones stated above)
- d. Students may take a maximum of 10 subjects, depending on timetabling constraints.

## 13.4 IGCSE Subjects Offered at SOS-HGIC

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### Group 1

<b>FIRST LANGUAGE</b>	<b>FOREIGN LANGUAGE</b>
English	French

### Group 2

<b>HUMANITIES AND SOCIAL STUDIES</b>
Literature
Economics
Geography
History

### Group 3

<b>SCIENCES</b>
Biology
Chemistry
Physics

### Group 4

<b>MATHEMATICS</b>
Mathematics
Additional Mathematics

### Group 5

<b>CREATIVE, TECHNICAL AND VOCATIONAL</b>
Computer Studies
Information Technology
Business Studies
Art and Design

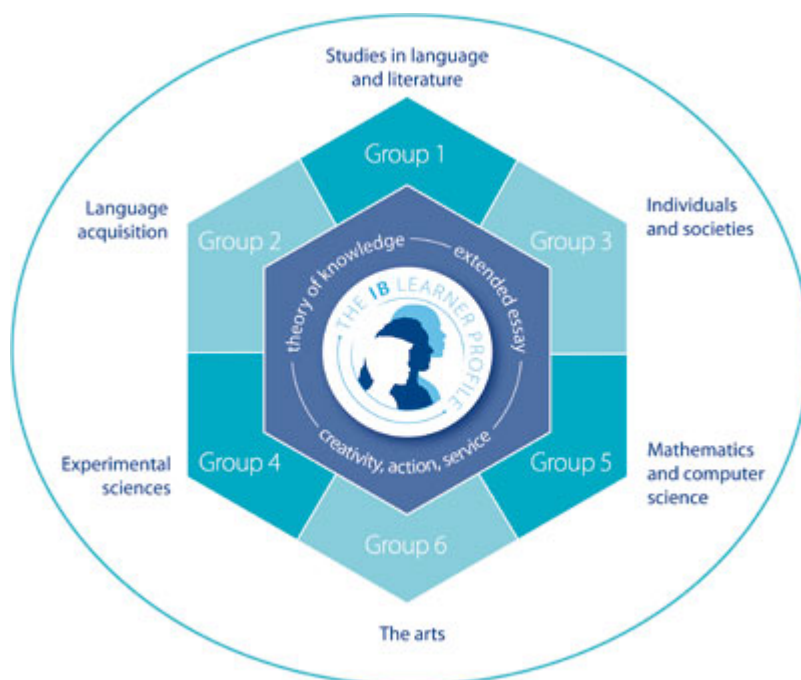


## 13.5 International Baccalaureate Diploma Programme

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The International Baccalaureate Diploma Programme is a rigorous pre-university course of studies, leading to examinations that meet the needs of highly motivated secondary school students between the ages of 16 and 19. Designed as a comprehensive two-year curriculum that allows its graduates to fulfil requirements of various national education systems, the diploma model is based on the pattern of no single country but incorporates the best elements of many. The programme is available worldwide but only in English in the College.

The curriculum is displayed in the form of a hexagon with six academic areas surrounding the core. Diploma candidates are required to select one subject from each of the first five subject groups, and either a subject from the sixth group or a second subject from one of the first five groups. Usually, three subjects are studied at Higher Level (240 teaching hours each) and three at Standard Level (150 teaching hours each). By arranging work in this fashion, students are able to explore some subjects in depth and some more broadly over the two-year period; this is a deliberate compromise between the early specialisation preferred in some national systems and the breadth found in others.



Successful candidates meet three other requirements in addition to the six subjects. The interdisciplinary Theory of Knowledge (TOK) course (100 hours) is designed to develop a coherent approach to learning which transcends and unifies the academic areas and encourages appreciation of other cultural perspectives. The Extended Essay (EE) of some 4,000 words (40 hours) offers the opportunity to investigate a topic of special interest and acquaints students with the independent research and writing skills expected at university. Participation in the school's Creativity, Action, Service (CAS) programme (150 hours) encourages students to be involved in sports, artistic pursuits and community service work.

## **13.5.1 IB Subjects offered at SOS-HGIC**

### **Group 1**

Almost all students take English as their Language A1, although other subjects can be offered as a self-taught option (e.g. Amharic, Somali, German and Portuguese in the recent past).

### **Group 2**

French is the most popular choice for Language B, although we also offer Swahili and Spanish for beginners (ab initio), and English B.

### **Group 3**

History, Geography, Economics and Information Technology in a Global Society are the subjects available in this group.

### **Group 4**

Biology, Chemistry and Physics are available here.

### **Group 5**

Three Mathematics courses are offered, tailored to different levels of ability, and Computer Science is available as an elective.

### **Group 6**

We offer Visual Arts in this group.

## **14.0 RULES AND REGULATIONS FOR CONDUCTING SCHOOL EXAMINATIONS**

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In order to ensure an efficient supervision and conduct of all school examinations (Internal and External), the following guidelines should be noted carefully. **IF YOU CHEAT, TRY TO USE ANY UNFAIR PRACTICE, OR BREAK ANY OF THE RULES IN ANY WAY, YOU WILL FACE SEVERE SANCTIONS, including EXPULSION.**

### **14.1 Attendance**

- a. Know the dates and times of your examinations. (consult your timetable)
- b. Be seated at least 10 minutes before the start of each examination.
- c. When instructed to enter the examination room, candidates must do so in a quiet and orderly manner.
- d. The coordinator/invigilator will decide on where each candidate will sit during an examination. Candidates must comply with the decision of the coordinator or invigilator and remain seated until permission is given to leave the examination room. There are usually numbered seats and students should occupy the seat corresponding to their assigned index number.
- e. If you arrive late for an examination, report to the supervisor of the examination. No additional time will be allowed in case of lateness.
- f. If you arrive after an examination has ended, you will not normally be allowed to take it.
- g. If you miss an examination without good reason, you will not be given another opportunity to take it and therefore will lose your grade.

### **14.1 Unauthorised Materials**

- a. Leave outside the examination room anything that you do not need or which is not allowed. Students are forbidden from taking textbooks, NOTES or any learning material into the examination for studying PRIOR to the examination.
- b. In particular, BAGS, Math Set cases, calculator cases/instruction leaflets, pencil cases, portable music players, books, notes, etc. should be left outside the examination room. Apart from the required scientific or graphic display calculators, no other electronic device is allowed. Instruction leaflets or instructions and formulas printed on the lid or cover of a calculator or similar materials must not be in the possession of students during the

examination, or must be securely covered if they cannot be removed from calculator case lids.

- c. You must not use a dictionary or computer spell checker unless you have been informed before the examination that you may do so.
- d. External storage media e.g. card, tape, disk, smartcard and plug-in modules, must not be in the possession of students during the examination.
- e. The RAM memory must be reset or initialized on all calculators and the ROM memory must be reset, initialized or modified so that only approved flash Apps remain in the calculator memory.
- f. Calculators with any of the following facilities are prohibited, unless specifically stated otherwise in the syllabus:
  - i. Phones, pagers, calculators-watches, personal computers (PCs) and personal data assistants ( PDAs) are not allowed
  - ii. Only the manufacturer's operating system may be used
  - iii. Computer Algebra Systems Enabled (symbolic manipulation whether inbuilt or programmed ) calculators
  - iv. Candidates may not use or store data, programs or flash (ROM) applications (Apps) in their calculators that may assist them in an examination by removing the need to recall facts or formulae.
- g. **CORRECTION FLUID MUST NEVER BE USED** during the examination.

### 14.3 Authorised Materials

- a. Take into the examination room pens, pencils, rulers, erasers and geometric instruments that you need for the examination.
- b. You must write in BLUE or BLACK ink except for multiple choice papers that must be completed in pencil (B or HB)
- c. Where the use of electronic calculators is allowed in examinations, IT MUST NOT be prohibited by section 14.1, point "f" of the regulations. THE USE OF ANY SUCH CALCULATOR WILL BE REGARDED AS MALPRACTICE.

### 14.4 Examination Instructions

- a. Listen to the supervisor of the examination and do what you are asked to do.

- b. Tell the supervisor at once:
  - i. If you have not be given the right question paper or all the materials listed on the front of the paper.
  - ii. If the question paper is incomplete or badly printed.
- c. Fill in the details required on the front of your question paper and/or answer book/ answer paper before the start of the examination.
- d. Do any rough work on the examination stationery provided. Cross it through and leave it on the desk.
- e. You may not ask for, and will not be given, any explanation of the examination questions.
- f. However, if during the examination you have a problem and are in doubt about what you should do, put your hand up to attract attention.
- g. If you have used more than one answer book and/or loose sheets of answer paper, you must place them in the correct order. Fasten them together before you leave.
- h. You must not leave the examination room until the supervisor tells you to do so.
- i. You are not allowed to leave the examination room during the first hour or during the last 15 minutes of any examination. If you are allowed to leave after the first hour but before the end of the examination, you will not be allowed to return, unless it is under escort to and from the washroom.
- j. When you leave the examination room, you must leave behind the question paper, your answer book/ answer paper, rough work, and any other (used or unused) materials provided for the examination.
- k. Leave the examination room in an orderly manner.
- l. Where the use of electronic calculators is allowed:
  - i. Calculators must not be borrowed from other students in the course of the examination
  - ii. Students are responsible for clearing any information and/or programs stored in the calculator before the examination. Any 'uncleared' calculators will be regarded as an attempt to cheat.
  - iii. Retrieval of information and/or programs during the examination is an infringement of the regulations and will result in expulsion.

- m. **YOU MUST NOT TAKE PART IN MALPRACTICE WHEN TAKING ANY EXAMINATION.**
- n. **THERE SHOULD BE NO COMMUNICATION BETWEEN STUDENTS ONCE DISTRIBUTION OF EXAMINATION MATERIALS BEGINS.**
- o. **YOU MUST NOT TALK TO, COMMUNICATE IN ANY WAY WITH, SEEK ASSISTANCE FROM, GIVE ASSISTANCE TO OR DISTURB OTHER CANDIDATES ONCE THE EXAMINATION HAS STARTED.**

## **15.0 THE PREFECT SYSTEM**

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In June each year, a new Prefect Body is appointed from IB1 to succeed the outgoing IB2 graduates. They will serve the full year before another set is appointed in the succeeding year. The Prefect Body represents the school authorities and should be accorded respect by all sections of the school, including their own peer group.

The Prefect body will be made up of 24-26 students, led by a Head Boy and a Head Girl. The selection of the Prefect Body will be based on strong character, ability, maturity, responsibility and leadership qualities, representing the best that the school has to offer. Staff, Students and the outgoing Prefect body will nominate candidates for the various posts and the SMT will make the final selection.

Prefects must have an equable temperament, clear common sense, integrity and a commitment to serve the best interests of the school. On their shoulders rest the team and school spirit which must be fostered if the College is to achieve its objectives and their prime responsibility is the Welfare of the whole school. Thus they are expected to organise, co-ordinate, lead, admonish and punish whenever and wherever the need arises. They will be assigned specific duties and will also provide leadership in a general sense to the Monitors and to the rest of the school. Each Prefect is responsible for overseeing the designated area in which the Monitors for that area operate.

### **15.1 Prefects and Monitors Duties**

The Monitors operate under the Prefects and assist the latter to perform their duties. Many, if not all of them, could eventually become Prefects in IB2, so they are selected based on the same qualities as the Prefects, as well as particular skills in specific areas.

Monitors can give punishments for minor offences but should report major ones to the Prefects to whom they will also submit lists of students for punishment.

### **15.2 Prefects and Monitors Positions**

- a. Head Boy/Head Girl
- b. Compound Prefects and Monitors
- c. CAS and Clubs Prefects and Monitors
- d. Prep and Library Prefects and Monitors
- e. Dining Hall Prefects and Monitors

- f. Sports Prefects and Monitors
- g. Entertainment Prefects and Monitors
- h. Hostel Prefects and Monitors
- i. Comportment Prefects and Monitors

### **15.2.1 Head Boy and Head Girl**

They are responsible for the orderly running of the school at the student level and should report back to the Vice Principals, the Senior House Tutor and House Tutors on issues relating to:

- a. Discipline and other grievances
- b. Handling of school property
- c. Prep and Extracurricular activities including sports
- d. Overall compound and Student Comportment
- e. Disputes between members of different houses

### **15.2.2 The Compound Monitors and Prefects**

They are responsible for the neatness and beauty of the college and hostel compounds and work with the House Tutor responsible for Compound.

Specific duties include the following:

- a. Mobilize the student body to do periodic general cleaning of the surroundings of the school
- b. Regularly consult the House Tutor in charge of Compound or the staff on duty on parts of the compound that need attention from the gardeners
- c. Preparing a roster for cleaning of the Hostel Computer and Common Rooms and for students seeing to visiting arrangements during Visiting Hours.

### **15.2.3 The CAS Monitors and Prefects**

The CAS and Clubs Monitors and Prefects work under the direction of the CAS Coordinator and the Activity Leaders and perform the following duties:

- a. Communicate instructions from the CAS and Clubs Coordinator and Activity Leaders to the students on time and see to it that such instructions are followed.
- b. Inform the CAS Coordinator promptly about complaints, comments and any problems regarding CAS and Club activities.



- c. Help the Activity Leaders to arrange for and monitor the distribution, use and return of all equipment and materials (such as tools, first aid box, etc,) and for snacks for Saturday activities.

## **15.2.4 Prep and Library Monitors and Prefects**

### **15.2.4.1 Prep**

Working under the direction of the House Tutor in charge of Prep, the Prefects and Monitors shall perform the following functions:

- a. Ensure that prep rooms are opened before evening prep and are securely locked afterwards
- b. Ensure that rooms used for evening studies and their surroundings are kept clean and tidy at all times
- c. Support the House Tutors on duty to maintain order during prep together with other IB seniors on duty.
- d. Prepare, each semester, a roster of IB1 students prep supervisors
- e. Report promptly to the House Tutor in charge, any problems with lights, fans, furniture, etc. in the prep rooms.
- f. Monitor attendance and submit a list of absentees and latecomers to the House Tutors on duty. (These lists are to be collected from the prep supervisors)

### **15.2.4.2 Library**

The Prep and Library Monitors and Prefects shall work under the direction of the Librarian to support the library staff. They shall:

- a. Help ensure that library items are returned on time by following up overdue library items.
- b. Help educate students on how to use the library effectively.
- c. Supervise students to do library duty when required.
- d. Support library staff in the creation of a school library environment that is conducive to learning
- e. Help follow up on students suggestions (some of these may have been put in the library suggestions box).
- f. Collaborate with the Wordsmith Club to promote reading.
- g. Inform Librarian of any problems or issues students need to discuss about the library.

### **15.2.5 Dining Hall Monitors and Prefects**

The Dining Hall Monitors and Prefects shall work with and report to the House Tutor in charge of the Canteen and to the Staff on Duty on issues of food and hygiene, crockery and other Dining Hall equipment, general etiquette and discipline in the hall, student complaints and suggestions.

They shall also perform the following duties:

- a. Assist in the organisation of seating arrangements in the dining hall at the beginning of the academic year and during external examination periods.
- b. Inform the House Tutor in charge about maintenance, breakages and emergency repair works.
- c. Inform the staff on duty about students who are late to or absent from meals. (Such information shall be obtained from the seniors on duty and the table heads).
- d. Prevent the removal of food, plates and cutlery from the dining hall.

### **15.2.6 Sports Monitors and Prefects**

The Sports Monitors and Prefects are the overall Sports Captains of the College and shall assist the Sports Instructors and the House Tutors of the various sporting groups to:

- a. Supervise sporting activities such as afternoon games, gym and swimming sessions, weekend activities and College team training sessions
- b. Coordinate with the hostel monitors for inter-hostel programmes
- c. Monitor attendance and punctuality at all sporting programmes
- d. Facilitate the distribution, proper usage and return of all sports equipment and materials such as balls, boots, jerseys etc.
- e. Publicise sports events as scheduled by the Sports department.
- f. Ensure general discipline of students on the games field.

### **15.2.7 Entertainment Monitors and Prefects**

They are responsible for and should report to the House Tutors in charge of Entertainment on issues relating to the organisation of entertainment and other social events for the student body such as:

- a. Collating ideas and publicizing the entertainment programme each semester in consultation with the House Tutors in charge of entertainment.
- b. Organising seating arrangements for entertainment and related functions

- c. Monitoring rehearsals and other preparations for College functions
- d. Ensuring that entertainment programmes start and end within the allocated time
- e. Reporting on problems of entertainment activities
- f. Monitoring of equipment (TV sets, sound and video equipment etc.)

### **15.2.8 Hostel Monitors and Prefects**

They are responsible for and report on issues relating to life in the hostels and work closely with the House Tutors of their hostels. Specifically the Hostel Monitors and Prefects assist the House Tutor to:

- a. Coordinate cleaning within their assigned hostels.
- b. Assign general house duties and to ensure that they are done.
- c. Take charge of the area surrounding the hostels for which they are in charge.
- d. Report on any hostel maintenance problem, discipline or other house issues to the House Tutor.
- e. Settle basic disputes between members of the hostel.
- f. Ensure that regulations regarding punctuality at school functions, lights-out and comportment are complied with.
- g. Foster a spirit of tolerance, comradeship and peaceful co-existence among the members of the hostel.
- h. Monitor the movement, use and proper storage of tools and other equipment supplied to the hostel.
- i. Compile a list of students of the hostel attending church service, excursions, and other outings for the House Tutor.
- j. Conduct regular checks and daily roll calls and to report absentees to the House Tutor.
- k. Carry out other duties as may be assigned by the House Tutor.

### **16.1 Comportment Monitors and Prefects Duties**

Working directly with the Head Boy and the Head Girl, the Comportment Monitors and Prefects shall:

- a. Ensure that students turn out appropriately and neatly for meals, for school and for special functions.

- b. Monitor student dressing (in particular: sagging, badges, untucked in blouses/shirts) and unshaven faces, in order to uphold the image of the student body.
- c. Monitor general student behaviour and report cases of indiscipline that they cannot handle to the Head Boy or Head Girl or to the Staff on duty.
- d. Maintain order at school gatherings.
- e. Ensure that students behave properly towards each other and towards seniors and prefects and staff during formal and informal interactions.
- f. Discourage uncouth or abusive language.
- g. Stand in for other Prefects who may be ill or absent from school.
- h. Inform the Head Boy, Head Girl, and Staff on duty or the Senior House Tutor of any issues regarding student conduct that requires attention.

### **15.3 Privileges of Prefects**

Apart from the high honour, trust and esteem in which they are held, Prefects' privileges include:

- a. Larger rooms
- b. Unlimited exeats, including one weekend exeat in a semester.
- c. Prep in their own rooms

### **15.4 Privileges of Monitors**

Monitors have the following privileges in addition to the honour of service to the HGIC community as a leader:

- a. An extra exeat in a semester
- b. Lights out at 10:30 pm

## **16.0 THE STUDENT REPRESENTATIVE COUNCIL (SRC)**

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This consists of an elected representative from each form/class grouping and an elected Executive Committee of President, Vice President, Treasurer and Secretary. They are assisted by a staff Patron of their choice.

Unlike the Prefects and Monitors, who represent the school Administration, the SRC represents the students and is there solely to articulate their views; initiate programmes to enhance student activities and to serve as a link between the students and staff. Since both staff and students are committed to the same goals and philosophy, it is expected that this link will at all times be harmonious, interactive and beneficial to student welfare.

### **16.1 Aims**

- a. To provide a channel through which students can suggest constructive ways to improve school life and solutions to student complaints or concerns
- b. To encourage and promote school spirit
- c. To present student views to Administration
- d. To organize school events such as student dances, quizzes, sporting events, etc, to liven up school spirit and encourage student initiative.

### **16.2 Election Process**

In the first semester of each academic year, the nomination, manifesto night and voting for the SRC Executive are conducted. Each class votes for its representative by secret ballot in a free, fair and transparent election.

### **16.3 How to Make Contact**

- a. Discuss issues in Form Time and ask your SRC representative to raise them at meetings
- b. Email executive members with your suggestions
- c. Use the SRC suggestion boxes
- d. Make personal contact with representatives
- e. Be vocal at SRC forum

## **17.0 HOSTEL ENTERTAINMENT**

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On Saturdays, 7:00 pm to 10:00 pm are considered the highlight of the student entertainment programmes. Students in conjunction with house tutors and the Senior House Tutor draw up an exciting programme of entertainment. Previous entertainment programmes have included the following:

- a. Talent Night – which gives students an opportunity to show off their hidden talents and entertain their peers. This includes piano recitals, singing, dancing, acrobatics etc.
- b. Student Dance – here, students dance to music of their choice. Music is provided either by the students themselves or a spinning group
- c. Class night – where different classes are given specific weeks where they come to entertain the school
- d. Film shows: students watch films which have been sanctioned by the house tutors
- e. Drama productions: the school drama group entertains the school with some talented productions. Outside Drama groups are also invited to stage plays
- f. Inter-hostel singing Competition: Students have singing competitions among the various houses
- g. Games Night, People’s Choice Awards and Dancing Competitions - These entertainment activities are generally interspersed throughout the year to give a balanced entertainment program.

## 18.0 DAILY SCHEDULES

<b>WEEKDAYS (MONDAYS-FRIDAYS)</b>		
Rising bell	5:30am	
Morning Inspection – Monday to Thursday - Friday	6:10am 6:00am	
Breakfast - Monday to Thursday - Friday	6:30am– 7:00am 6:10am– 6:45am	
College Assembly on Fridays	7:15am– 7:30am	
Registration/Form Meetings/PSE Sessions on Fridays	7:30am– 8:10am	
Classes	7:30am– 3:45pm	
Classes on Fridays	8:10am– 3:45pm	
<b>AFTER SCHOOL ACTIVITIES</b>		
Mondays, Wednesdays and Fridays	3:30pm – 5:30pm	Sports, Music or Drama Group
Mondays – Thursdays		
Tuesdays	3:30pm – 5:30pm	Club Meeting
Wednesday Supper	6:15pm – 6:45pm	
Thursdays	3:10pm – 5:00pm	CAS
Supper (Mondays – Fridays, except Wednesdays)	5:45pm – 6:45pm	
Evening Studies (except on Fridays)	7:00pm – 8:45pm	For all students
Rehearsals on Friday Evenings	7:00pm – 9:00pm	For Drama or Musical Groups and other Clubs
Lights Out (Monday- Thursday)	9:30pm 10:00pm 10:30pm N/A	IG1, IG2 IB1, IB2 Monitors Prefects and SRC Executives
<b>WEEKENDS (SATURDAYS)</b>		
Rising bell	6:00am 5:30am	General Exeat Days
General Cleaning in the hostels	6:00am – 8:00am	
Morning Inspection	8:00am	
Breakfast bell goes	7:55am 6:10am	General Exeat Days
Breakfast	8:00am – 8:45am 6:30am – 7:30am	General Exeat Days
General (monthly) Inspection Visits, Various CAS outings, Recreational Excursions	9:00am– 12:00pm	
Lunch	1:00pm – 1:45pm	
Supper	6:00pm – 6:45pm	
Entertainment	7:00pm– 10:00pm	
Curfew	10:30pm	
General Lights Out	11:00pm	

<b>WEEKENDS (SUNDAYS)</b>		
Rising Bell	6:00am	
Breakfast for students attending Tema Joint Church	7:00am – 7:30am	
Breakfast for students not attending church service	8:00am – 8:45am	
Breakfast for students who attend In-House church service	8:30am – 9:30am	
Church Service	7:50am – 9:30am 7:15am – 8:30am	Tema Joint Church In-House Service
Lunch	1:30pm – 2:00pm	
Visiting Hours	3:00pm – 5:30pm	
Supper	5:45pm – 6:45pm	
Evening Studies	7:00pm – 8:30pm	
Hostel Meetings	8:45pm – 9:45pm	
Curfew	9:45pm	
Lights Out	10:00pm	

NB: During General Inspection on Saturdays, there shall be an all-sitting breakfast at 8:30am followed by inspection at 9:00am. All students must come to breakfast well dressed in their uniforms.



## **19.0 GUIDELINES FOR STUDENTS STAYING IN THE HOSTELS DURING VACATION PERIODS**

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Although it is holiday time, there is still the need for some rules and regulations in order to foster relaxing, enjoyable but safe vacation periods.

At the start of the holidays, students should come up with and discuss proposals for outings, entertainment and social events with the House Tutors responsible in order to make the period less boring or aimless.

### **19.1 General Behaviour**

- a. Students may be requested, if need be, to move into reallocated rooms or hostels for administrative reasons.
- b. Students are expected to keep their rooms and surroundings neat and tidy as usual.
- c. Even though there is no rising time, all students are expected to wake up within reasonable time, wash up and go for breakfast, decently dressed. Bathroom slippers shall not be worn around the compound.
- d. The IB Prefects and Monitors in residence during the vacation shall provide leadership to the rest of the students and together with all other senior students are expected to set good examples for their junior brothers and sisters and to assist them positively in all areas of hostel life during the period.
- e. Any student who falls sick and needs attention should inform his/her House Tutor who will arrange for the student concerned to be attended to.
- f. At all times during the day, students are expected to appear neat and decently dressed and making profitable use of their time. Students are not expected to spend the whole day watching videos or television.
- g. Generally, expected student daily activities during the vacation may include relaxing in rooms or Common Rooms; going to town individually or on organised outings; playing indoor or outdoor games; studying privately or attending organised lessons; watching television or video; visiting friends or being visited. During all these activities, decent behaviour and cooperation with each other and with House Tutors should be the norm.

- h. House Tutors will give each year group designated times and days for going out and no student may leave the compound without an exeat. IG students may go out to town three days within the week and IB students may do so any day of the week.

## **19.2 Dining Hall**

- a. The following meals times shall apply:

Breakfast: 8:30 am - 9:30 am

Lunch: 1:00 pm - 2:00 pm

Supper: 6:00 pm - 7:00 pm

- b. Breakfast shall be served on the tables as normally done. A cafeteria system shall operate for breakfast, lunch and supper and Canteen staff shall be on hand to serve food to each student at a service point.
- c. After meals, each student is responsible for taking his/her plate, cutlery, etc to the trolley and for clearing his/her area of use.
- d. No food or kitchen items (e.g. plates, cups, cutlery etc.) should leave the dining hall.
- e. Students who do not plan to be in for lunch must give notice of this after supper the day before or immediately after breakfast, but all students are expected to eat supper in the dining hall.

## **19.3 Use of Recreational Facilities (Common Rooms, Computer Rooms, etc.)**

- a. On weekdays (Mondays–Fridays) the common rooms shall be opened from 2:00 pm until 10:00 pm for relaxation, watching TV, viewing approved video films or for playing indoor games. At weekends they will be open all day and on Saturday nights, viewing may continue till 11.00 pm
- b. The period between 9:00 am and 2:00 pm during the week is expected to be used for students' private studies, support lessons in the College or for individual or scheduled excursions or visits, etc.
- c. Students staying in the hostels during the short vacation periods are frequently accused of misusing both the computers and the videos during the holidays and if this occurs again, these facilities may be withdrawn during vacation time.

- d. Two senior students will be assigned responsibility to monitor the use of the respective common rooms and computer rooms. Anyone who fails to adhere to their instructions will be banned from these rooms.

## **19.4 Movement In and Out of the Hostels**

- a. The Principal must be informed ahead of time if any international student is going to spend part or the whole vacation with a host family. A written invitation is necessary and permission will depend on the kind of activities scheduled for international students during the period of the invitation.
- b. Since House Tutors are "in loco parentis" to students, students wishing to go out of the hostels during the day should obtain an exeat from their House Tutor. They should sign in and out at the main gate, showing the exeat which must be handed to the House Tutor on return.
- c. For their own safety all junior students must arrange to be in groups (IG students) accompanied by a senior student whenever they go out of the Hostels to Tema or outside Tema.
- d. All students must be back in residence by 5:30 pm and must sign back in at the Hostel main gate. By 6:00 pm at the latest, all exeat booklets must have been returned to the House Tutor on duty. Students who do not comply will be considered to be breaking bounds and will be dealt with accordingly. However, senior students may obtain special permission to:
  - Attend a function which goes beyond 5:30 pm
  - Attend a function which begins after 5:30 pm

The curfew for such functions must be negotiated with the House Tutors but cannot extend beyond 11:00 pm. The only exceptions are for Embassy functions or with written invitations from parents of HGIC.

- e. Students wishing to attend a function in or out of Tema may consult the House Tutors so that if need be, safe and reliable transport and escort can be arranged for them.
- f. Friends (i.e. fellow students, friends and siblings from the Tema Village and outsiders) visiting SOS students during the vacation must sign a Visitors Book at the Hostel main gate and must be entertained in either the Common Rooms or under the Palaver huts and NOT

in the student rooms. Visitors shall be permitted to stay up to 5:30 pm unless a party has been specially arranged with the knowledge and permission of the House Tutors.

- g. Visitors are not allowed into the Dining Hall or at meals.
- h. During the day, students leaving the hostels for town or the College must do so through the main hostel gate, where they must show their chit and sign out. Only then can they choose to use these other gates:
  - The Village gate (North)
  - The Village gate (South, leading to Community 6)

All students must sign back in at the main gate and return the chit to the Hostel Tutor on duty.

Students leaving the hostels after 5:30 pm must use only the main hostel gate and must show written permission.

House Tutors need to be informed if any member of staff or other adults wish to take a student out on outings.

## **19.5 Security**

- a. The security men will be alert at the gates and under instruction not to allow students out without written permission or verbal instruction by a House Tutor.
- b. Curfew begins at 11:00 pm and students must be within the confines of their respective hostels from then on. This rule is for your own safety: House Tutors need to check to find out whether all students are accounted for.
- c. The lights out rule will not be in force but students must observe the curfew period (11:00 pm – 5:30 am) strictly.

## **20.0 CEREMONIES AND OBSERVANCES**

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### **20.1 General**

All scheduled events on the school calendar are mandatory. Staff and students are urged to participate in all of them in order to build a unified and dynamic school.

### **20.2 National Days**

Each group of students of the various countries that are represented in the College celebrate their National Days in the course of the year. It is marked by the serving of buffet lunches of traditional meals cooked by students of the celebrating country. Students dress in their national costume on the occasion, and this important school event helps in various ways to foster unity, co-operation and overall character building. It is not just a source of pride for only the celebrating students, but also helps to promote respect for individual cultures. Staff participation in these events is encouraged.

### **20.3 Monthly Hostels Inspection Visits**

One Saturday in each month of the semester, a team of staff members visits the hostels to judge each one for its neatness and beauty. Prizes are awarded to the most well kept hostel at the end of the school year.

### **20.4 First Semester (August to December)**

Since this is the longest semester, many functions take place during the period.

#### **20.4.1 Inter-Hostel Singing Competition**

This is a major event in the life of the College and the various girls' hostels team up with their male counterparts to form singing groups. The professionalism that students exhibit on stage is amazing.

#### **20.4.2 Inter Hostel Debate**

This is another exciting event that brings out the best orators in the hostels. Students learn to present cogent and convincing arguments and the winning hostels win prizes. There are both junior and senior debating groups.

### **20.4.3 Inter Hostel Athletics**

Students train towards this highly competitive event, and certificates and trophies are awarded to deserving students.

### **20.4.4 Students' Forum**

An opportunity for a whole-school meeting to discuss various issues either convened by the Principal or by the SRC.

### **20.4.5 Human Rights Day**

This is a yearly affair where the College invites a resource person to share his or her views on the subject of Human Rights. Students complement the talk with poetry recitals and sketches revolving around Human Rights issues.

### **20.4.6 Tolerance Day**

On Tolerance Day, teachers and students trade places, primarily to enable both parties to get a feel of what it is like to play the other role. However, its main purpose is to teach tolerance and also to reflect on events around the world that have conspired to create war, ethnic divisions, and other issues of intolerance such as racism.

### **20.4.7 Christmas Concert**

This is a very lively event to which parents are invited and students perform piano recitals, solos and choral music, classical pieces, contemporary and African music etc.

### **20.4.8 Christmas Lunch**

The first semester ends with a formal Christmas lunch at which the Principal delivers a Christmas message and wishes the school a Merry Christmas.

## **20.5 Second Semester (January to June)**

The semester is packed with internal and external examinations, as well as other activities which departments take turns to organise in alternate years:

- **Science and Technology Day**
- **Humanities Day**
- **Modern Languages Day**

- **Library Day**

The programmes include lively sketches by students, or they take the form of symposia during which experts and personalities who have excelled in their fields of study are invited to give a talk.

## **20.6 Drama Night**

This is a night of great artistry and remarkable performance when students of the Drama Club give of their best. Assisted by their patrons, they produce plays of great humour, which also teach a moral and is always a thrilling event.

## **20.7 Open Day**

On this occasion, parents come to discuss the academic progress of their children in detail with all their subject teachers, and foreign students interview their teachers themselves. This can also take place in the first semester.

## **20.8 Inter-hostel dancing Competition**

This event is wholly organised by students to display their dancing skills.

## **20.9 African Unity Day/Focus on Africa (May 25)**

This is a very important function when African issues such as poverty alleviation, corruption, conflict resolution, economic development and cultural diversity are discussed. There are sketches and poetry recitals, and well-known Pan-Africanists are invited to address the students and to contribute to the programme.

## **20.10 Careers Day**

This is designed to expose our students to as many career variations and options as possible. Invited guests from different professions make presentations on their careers and give students the opportunity to engage in one-to-one discussions.

## **20.11 Hermann Gmeiner Day**

This is celebrated on 23<sup>rd</sup> June, the birthday of the founder of SOS Kinderdorf International, by all Hermann Gmeiner institutions throughout the world. The occasion is marked with presentations on SOS, clean-up exercises, tree planting and other community-oriented activities throughout the

SOS World. Due to the shift in our academic year, the College is usually on vacation on June 23. So, events are planned for the first week of June.

## **20.12 Leavers' Dinner**

This is a formal, whole school occasion to say goodbye to the final year IB students and their parents. It is a day for speeches from the outgoing Head Boy and other leavers. Photographs are taken and autographs signed amongst students as the leavers go out into the world. The Vice-Principal also hosts an informal Leavers' Party annually just for the IB2 students, quite separate from the dinner. This is preceded by a Class trip to any part of Ghana for a few days, planned as graduation present from the Principal.

## **20.13 Speech and Prize Giving Day**

Speech and Prize-Giving day is the highlight of the year's activities when staff, students, parents, guests and well-wishers of the school converge to celebrate the year's progress and take stock of the events of the year, both academic and social, during which many prizes are awarded to deserving students.



## **21.0 SCHOOL CLUBS**

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As part of the school's extracurricular activities there are a variety of clubs and societies which are usually organized by the students with members of staff acting as patrons.

### **21.1 The Pan African Club**

The Pan African Club is one of the most dynamic/interesting clubs on Campus. The club's aim is to promote African unity and cultural understanding in the school and to raise awareness with regard to African heritage and history. The multi-cultural nature of the student body enriches the club's pursuit of its objectives to a great extent.

### **21.2 Publishers' Club**

The Publishers' Club aims to expose students to the use of Information technology in airing their views, thus making students more exposed to desktop publishing. It fosters creativity and expressiveness by photography and creative writing. It also produces a magazine each semester for the student body.

### **21.3 Art Club**

The club aims to stimulate the creative growth of members and functions as an outlet for releasing the creative potential of students in the production of paper crafts, such as gift wraps, boxes, tags and greeting cards, which are occasionally used as college souvenirs. Gallery and site excursions also form part of the activities of the club. Since all students are capable of achieving much more than they imagine, the club is open to all, irrespective of the varying subject options; but all art students are members. The most important requirement is the desire to produce something which is beautifully crafted (however simple) and which can long be treasured. The club is renowned for its production of the HGIC Christmas cards.

### **21.4 School Choir**

The choir has dedicated members for whom music is close to their heart. They usually perform at annual school functions such as Speech day and the Christmas Concert. The school choir like all other clubs is open to all.

### **21.5 Chess Club**

Chess is the most popular indoor game at the school. The game enhances mental skills such as concentration, forward planning and analysis, and it also fosters friendship among students. The club's activities include internal competitions, encouraging the members to participate in national

tournaments, playing with other schools, inviting talented and experienced players to come and coach the students, discussing chess news and analyzing grandmaster games. The club is open to both the novice and seasoned player.

## **21.6 The Science Club**

The Science club is a fascinating and active club exclusive to budding scientists who are interested in Science outside the classroom. They meet to:

- a. Carry out absorbing investigations
- b. Plan for Science fairs and other mini projects
- c. Discuss the use of Science in everyday life
- d. Visit places of scientific interest.

## **21.7 The Swimming Club**

The aim of the swimming club is to encourage everyone to learn how to swim safely whatever their age. It is the club's desire to introduce young students to water, as swimming is a sport in which all levels of ability can participate and from which they can derive a great deal of beneficial exercise and enjoyment.

## **21.8 The French Club**

Language is an effective tool used in bringing people together and this club aims to help students interact with their Franco-phone counterparts through excursions and visits. It also enables students to improve their communication skills in a relaxed and fun atmosphere.

## **21.9 Drama Club**

A powerful monarch, a crazed despot, or a notoriously comical caricature of some sort – you get to be any one of these and even more in the SOS-HGIC Drama club. Such are the contrasting characters the Drama Club enables you to play to the best of your ability. It's always fun; it's always original. It's a club you can never get enough of, and a great gym for the imagination. In the drama club there is no small part: you only become a good actor. Everyone is a star.

## **21.10 MUN Club (Model United Nations)**

The MUN club is a distinguished club that brings global awareness to students and teachers alike. Delegates of this club meet to discuss current and global issues such as human rights, use of nuclear energy and elimination of poverty in the developing world. Exciting simulations and

debates are held to build up oratory skills and develop some leadership skills. Students get to go to conferences where they meet other students like themselves who have a passion to make the world a better place to live in. A few delegates get chosen to represent the school abroad in MUN conferences, which further helps to broaden their perspectives on different events and cultures. If you are vocal and passionate about world affairs and have a will to change the world, then MUN is the club to join!

### **21.11 Interact Club**

Interact is the youth circuit of Rotary International, a worldwide service organization for leading business and professional men and women. The purpose of Interact is to provide young members, called "Interactors", the opportunity to work together in a world fellowship dedicated to service and international understanding.

The Interact Club of SOS-HGIC was started in February 2004 with 50 charter members. The first fundraising activity was a movie festival held on 5th June, 2004, the proceeds from which are pending use towards a service-oriented activity.

The club is fostered on a sense of unity in service to others, and though quite young, is really the place to be if you want to make a difference.

### **21.12 College Waves**

The College Waves is the most informative magazine on entertainment and educational issues in the College. Having recently merged with and embraced the Scroll and the Pan African magazines, two other writing clubs, the College Waves is poised to produce at least two editions every semester. With its prolific writers, editors, reporters and photographers, we always assure our readers of a great time! The Paparazzi, we make them!

### **21.13 Wordsmith**

Wordsmith club was formed to make reading and writing a central part of the HGIC tradition. The club publishes a newsletter with a school life section at regular intervals and aims to improve literacy skills. It organises Vocabulary quizzes, competitions on creative writing and reading meetings. It also encourages reading mentorship where older students help and encourage younger ones to read and rewards people who borrow regularly from the library. Members are in charge of organising library day and book fairs.

## **21.14. Math Club**

The Math Club seeks to incite in students an interest and liking for mathematics that eventually reflects in their academic performance. The club encourages students to use mathematical techniques to solve practical problems.

Members acquire new mathematical knowledge by the end of each meeting, thereby increasing the efficiency of every member in solving mathematical problems. Major activities of the club include Pi Day (a day to celebrate great mathematicians and their theorems) and a Treasure Hunt involving mathematical concepts as clues.

**These clubs are student-driven and a great deal depends on the energy or enthusiasm of different year groups. Students are encouraged to use their initiative to suggest new clubs or other CAS activities to either the SMT or CAS Co-ordinator for approval.**

## **22.0 THE PHYSICAL EDUCATION/ SPORTS PROGRAMME**

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HGIC views the Physical Education programme as, a fulfilment of the philosophy of “a sound mind in a healthy body”

### **22.1 Aims**

The programme intends to:

- a. Develop the different sporting talents inherent in our students.
- b. Promote general and specific fitness.
- c. Equip students with good motor skills to perform efficiently in their future leisure time pursuits.
- d. Develop students’ cognitive ability.
- e. Promote Fair Play.
- f. Lead students into teamwork and co-operation as well as building their self-confidence.
- g. Offer them a form of entertainment and enjoyment

### **22.2 Facilities**

The college is endowed with many sporting facilities for the promotion and development of games and sports. These facilities include:

- a. A modern sporting installation which comprises of a 25meter state of the art swimming pool and a baby pool for staff children and friends of SOS who patronize the facilities.
- b. Two well-equipped gymnasiums.
- c. Two Tennis Courts
- d. Two Volleyball Court
- e. Two Basketball Courts
- f. A football field
- g. An athletic Oval with a Tartan Track

There are also facilities for badminton, chess, javelin, high jump, hurdles, long and triple jump and discus.

## 22.3 Activities

These include teaching and promotion of the following disciplines:

- a. Soccer, basketball, volleyball, tennis, table tennis, swimming, hockey, gymnastics, as well as Track and Field
- b. Intra-mural sporting competitions
- c. Inter-group competitions - The groupings are: Spartans, Trojans, Vikings and Titans.
- d. Friendly games with Togo, Ivory Coast, and other countries are also organized.

The **Sporting Groups** are as follows:

- Spartans (Nile, Limpopo, Juba, Congo Hostels)
- Trojans (Ankobra, Volta, Niger, Densu Hostels)
- Vikings (Zambezi, Kariba, Tana Hostels)
- Titans (Mano, Sassandra, Turkana and Cavally Hostels)

The hostels are named after rivers in Africa.

**The college abounds in sporting talents and this has frequently been reflected in some excellent performances.**

## 23.0 EXCURSIONS

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Two types of excursions are organized in the school:

- a. **Educational** - organized by subject teachers to supplement teaching. Some places visited are Ghana Standards Board by the Chemistry and Physics students, a visit to the City Business Centre by the Geography students and the museum by the History students.
  
- b. **Recreational** – these are organized for students to interact with their fellow colleagues in a more relaxed atmosphere. Some places of interest visited are, in the Central region, Cape Coast and Elmina Castles and Kakum National Park with its unique canopy walkway and the Aburi gardens in the Eastern region.

## **24.0 SPECIALIZED SERVICES**

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### **24.1 Emotional Counselling Department**

Here at HGIC we believe that few students come to school without problems. Adolescence is a very difficult time for many students as they try to grapple with their identity and cope with the emotional and physical changes that mark this period. We know from experience that emotional problems affect student learning and performance. The Emotional Counselling Department therefore exists to provide caring and supportive emotional guidance for students.

At the department's core is a commitment to assist students in reaching their personal and academic potential. The department strives to nurture and develop well-rounded and emotionally competent students through the provision of professional, ethical and confidential counselling.

#### **24.1.1 Services**

- a. We provide individual counselling services for students having difficulties handling inter-personal relationships and other personal concerns.
- b. We provide group-counselling services aimed at addressing a variety of students' social and personal concerns.
- c. We assist in the orientation programme for new students.
- d. We assist students to implement good study habits.
- e. We identify and refer students to other health professionals in cases where help is needed beyond the scope of the Counselling department.

### **24.2 Career Guidance and Counselling Department**

The department helps give focus and direction to students as they begin to make decisions about their future courses of study and careers. With the help of a career assessment package and events like careers day, students can get an idea of their areas of interest and the options available to them after school. IG1 students also have a few sessions on how to do career research and where to look for information on careers.

#### **24.2.1 University Placement**

The work of the Department is to support our students' university placement processes and help provide a smooth transition to college life. We have a strong record of success in university entrance with virtually all of our students pursuing higher education in the USA, Canada, Britain,



South Africa, Ghana and elsewhere.

### **30.1 What the department offers:**

- a. Careers information in the form of books, reference material, videos and CD-ROMs and databases
- b. Information on various universities, courses on offer, scholarships and costs
- c. SAT & TOEFL Test Preparation, test practice materials & registration
- d. One-on-one sessions with the counsellor to discuss educational options
- e. Help and support for the application process itself
- f. Organizing of Careers Information events and occasional visits from universities
- g. Pre-departure orientation to ensure a smooth transition into college.

We also provide **Orientation Sessions** to enable you to:

- a. Conduct a comprehensive self-evaluation of your career interests
- b. Conduct college research
- c. Familiarize yourself with the university application processes of different countries and the requirements.
- d. Make decisions about where to apply (with parental consent) and what course to do.

## 25.0 THE VALCO LIBRARY AND LEARNING CENTRE

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### 25.1 Roles of the Library

The library has four main roles:

- a. To support our school curriculum;
  - i. By providing materials that enhance, extend, and support classroom teaching and ;
  - ii. By guiding students to become effective users of information relating to what they learn in class.
- b. To help students to become lifelong learners by providing access to information from a variety of print, non-print, and electronic resources;
- c. To help users to develop a love for reading different kinds of material and;
- d. To encourage the development of research skills and the spirit of enquiry.

Students in IG1 take a course in Thinking Skills, which includes instruction in information skills to enable them, locate, retrieve, evaluate, and utilize information to construct ideas that communicate information to others. We want staff and students to feel comfortable using information in different formats for decision-making or problem solving.

Library Orientation is organised for all new students and staff at the beginning of each academic year and sometimes during the year for new staff when the need arises.

The Library has, currently, over 27,000 volumes and over 50 magazines subscriptions as well as internet access to worldwide centres of learning. Staff members are urged to make use of these facilities to enhance their teaching and learning.

### 25.2 Library Membership

All staff and students are automatic members of the Library and their membership numbers are the barcode numbers which appear on their school ID cards. The I.T department issues the cards but the library can issue temporary ones where necessary to enable staff and students continue to use the service.

Both students and staff are free to borrow library items; however students are charged 10p per day for all overdue items. Other library rules are covered during orientation. The facility is open for students and teachers during the school day, **from 7:30 am to 4:30 pm from Monday to Fridays.**

## 25.3 Library Stock

Apart from the 27, 000 books, CDs, DVDs, Videos, Talking Books and magazines in the library, there are computers, a TV, VCR and a photocopier.

The library is fully computerized and uses the "Oliver" Library Management Software developed by Softlink UK. To enable you to trace a library resource easily, each resource has been assigned a specific 'location' in the library database. Some of these 'locations' are designated shelves in the library itself.

The different sections of the library are:

- a. The Talking Book section and the DVD/ electronic media
- b. The Easy reading section for all magazines and fiction
- c. The African and Caribbean Literature section
- d. Junior Collection, but useful for all students depending on what you're looking for
- e. The Careers and Universities shelves for research on the world of work and higher education options round the world
- f. The Teachers Collection where teacher resource materials are located
- g. The TOK shelf for IB students and
- h. The Reference Section

**The library catalogue can be used to find all items in the library and many items in the departments.**

## 26.0 IT POLICY & GUIDELINES

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The College has a policy of virtually free access to the Internet, email and other information through over 80 computers and accessories for student and staff use. This has been abused in the past, with devastating consequences for the school in lost data, corrupted files and even a complete shutdown of the system. The policies and guidelines outlined below are designed to keep the system functioning and available to all and failure to abide by these rules will have severe consequences.

Students are warned that the Systems Administrator has overall control of the school's system and can:

- a. check all drives if necessary
- b. trace the origin of all mail
- c. deny access permanently or temporarily to the system for infractions
- d. read suspect mail if an investigation has been ordered by the Principal
- e. report any deviant material found

### 26.1 Student Accounts

Every student is given an account that enables him/her to access the school system and its free services. This account includes a username, a password, and paper allocation for printing.

- a. Students are not allowed to share the following
  - Usernames and Passwords
  - Print allocation
- b. Students are not allowed to access network drives for which they are not assigned.
- c. Students must log off the system every time they leave any workstation. Any student who leaves a computer still logged on with the excuse of returning later will have his account disabled for a period of time, which will be determined by the department. Subsequent offences will incur even more severe penalties.
- d. Any student who attempts to interrupt the smooth running or interferes in any way with the administration of the system or any other workstation, by either giving fake commands, warnings, sending of viruses or any other application will be permanently barred from the labs or worse.
- e. **IB students and external exam candidates have absolute priority at given periods and any student refusing to comply will have their account disabled.**

## 26.2 Email

- a. The school e-mailing system has been improved as much as possible and students are advised to use it instead of web-based email such as Facebook<sup>®</sup>, yahoo, hotmail, etc which frequently introduce viruses into the system. All web-based email has been blocked.
- b. Subscribing to junk mail is not allowed. All unsolicited mail is junk and students who forward junk mail run the risk of being barred from the system. All such subscriptions must be cancelled within one week after students are given access to the system.
- c. Students would be taught to create and must maintain personal folders all the time. Students should download all their emails from the mail server into their personal folder since too many mails on the server affects it proper function.

## 26.3 Internet

- a. Students are not allowed to visit hacking, pornographic, credit and fraud sites, or any other site which is not useful for students and is unacceptable to the school. If in doubt, seek clearance from the computer staff.
- b. Students should refrain from visiting websites with heavy graphics like games and movie sites. Playing games online and watching movies online is strictly prohibited.

## 26.4 Downloads

Downloads are no longer allowed, especially **executable (exe, bat, COM), music or picture files**. If for any reason, a student wishes to download, he/she must make a request to any member of the IT Department. All such files already on our drives must be deleted immediately **WITHOUT OPENING** them. Such files can be executed simply by opening and any student who does so faces expulsion.

## 26.5 Use of IT Laboratories

- a. The labs are classrooms and students should follow the schedule put on the lab doors. **Students should NOT interrupt classes.**
- b. The server room is **STRICTLY OUT OF BOUNDS TO ALL STUDENTS.**
- c. Cleanliness in the labs is of prime importance and **NO FOOD** of any description or junk should be brought in.

- d. Labs are closed at 3:15 pm every day for cleaning, therefore, students are not allowed in the labs between 3:15 pm, and 3:45 pm Any student found or reported to be going against this rule will be severely punished.
- e. Students are not allowed in the lab before 7:30 am unless they have a class in there at that time.
- f. The afternoon schedule for the use of the lab is posted on the door and students must strictly adhere to these schedules.
- g. Students are not allowed to use the lab when there are no supervisors – a member of the Computer Department MUST always be present.
- h. Students' printing would be limited to the students print quota only. Students caught printing non-educational material will have their quota withdrawn.
- i. All students are cautioned that from now on, misuse of the facilities will have serious consequences, ranging from fines and loss of access to expulsion.

## 26.6 Use of Printers

- a. Students are not allowed to handle any of the printers in any way. Student should draw the attention of the IT staff when the notice that there is a problem with printing.
- b. **Student should not interrupt lessons to pick up print outs.** Special arrangements would be made by the department for students to pick up their prints.
- c. Students are to use their print allocation for academic purposes only. The department would strictly enforce students' print allocation **and they will be made to pay for any extra paper that would be reallocated to them.** If a student needs to print any extracurricular material they should notify a member of the department.

## 26.7 General access to the system

- a. All students are advised to seek clarification when they are in doubt of anything that has to do with the use of the system. Students who give the excuse that they were not aware of a rule or regulation would not be given the benefit of the doubt.
- b. Misuse of the school's IT facilities and for that matter any other facility will have serious consequences, ranging from fines, and loss of access to the system, to expulsion.
- c. Students are to note that these rules are not exhaustive and therefore subject to change as and when the need arises. **Please seek clarification whenever you are in doubt.**

## **27.0 EMERGENCY EVACUATION PROCEDURES**

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All students and employees at the SOS-Hermann Gmeiner International College have a responsibility to be aware of their surroundings, and know what routes to use during a building evacuation. It is also imperative that all staff members are aware of the procedures to take in an emergency, to take responsibility for their own safety and the well being of all students. It is important to remember that during a building evacuation, you need assistance to evacuate the building safely.

Fire and evacuation procedures, and a building location map providing details of evacuation assembly areas, are to be displayed on the floor of each building in the College. Staff will assume control in whatever location they are during a declared emergency and it is important to listen to their instructions in an emergency situation.

### **27.1 Important Reminder**

Staff and students should remain alert to report any incipient danger immediately, especially electrical wire faults; bush fires too close to our premises; warnings of possible seismic activities, etc. The College buildings should have a single or two mode evacuation alarm/siren with sound familiar to all from previous drills.

### **27.2 'Single Mode' Evacuation Alarm**

On hearing the alarm, all occupants should:

- a. Evacuate the building via the nearest exit (Do not jump through windows)
- b. Follow all instructions given by teachers
- c. Make their way to the application evacuation assembly area.

### **27.3 'Two Mode' evacuation alarm**

This alarm has two signals:

When you here the ALERT/ first signal:

- a. Prepare to evacuate
- b. Turn off equipment
- c. Follow instructions given by teachers

You are not required to evacuate the buildings immediately, unless instructed to do so by the teacher or the tone changes to the second signal below

When you hear the Evacuation second signal :

- a. Evacuate the building
- b. Follow the exit signs
- c. Follow instructions given by any teacher
- d. Make your way to the applicable evacuation assembly area

When siren /alarm is inactive, we will use whistles: one long blast signals preparation for evacuation or standby mode; a series of short, sharp continuous whistles signal immediate evacuation.

## **27.4 Fire Evacuation**

- i. Leave the area immediately
  - a. Persons who are unable to self evacuate should move as far away as possible from the fire, and keep all doors closed, if the fire is not in your immediate location.
  - b. If possible, any cracks under the doors should be sealed with whatever is available.
  - c. Keep low to the floor and keep your face covered to aid breathing. Use a damp towel or other material.
  - d. It would be best to find an area with a window and make yourself visible to the emergency response crew.
- ii. If the fire is outside the room, do not exit the room by yourself unless you feel the door and doorknob. If they are warm/hot to the touch do not exit without the assistance of emergency personnel.

## **27.5 Earthquake Evacuation**

- a. DO NOT PANIC!
- b. During the tremor, if possible, crawl under a desk, table or other sturdy structure available.
- c. Cover yourself with some type of protective shield (chair, desk, and mattress).
- d. It is best to go into a fetal position, and cover your face and head.
- e. Alternatively, crouch in the doorway or inner corner of a room until the shaking stops.



- f. As soon as it stops, evacuate the building and keep away from walls and buildings.
- g. Do not jump out of windows, balconies etc. but move quickly down the stairs or corridors.
- h. Avoid windows and auditoriums, gymnasiums and other large rooms with free-span roofs.

## 27.6 Assembly Points

In an emergency, move immediately out of the compound through the gate nearest to you and assemble as follows:

### a. Campus

- i. **Assembly point A:** Car Park behind the Helmut Kutin Resource Centre, by the main Community 5/ Community 6 road, for IG1 and IB1 students with Form Tutors and other staff.
- ii. **Assembly point B:** car park in front of College for IG2 and IB2 with Form Tutors and ancillary staff.
- iii. Students should assemble in orderly rows by form groups for roll call.

### b. Hostels

- i. **Assembly point A:** Central circle in Boys' compound for all boys
- ii. **Assembly point B:** Girl's car park/ School field for all girls

Students should assemble in orderly rows by hostel groupings for roll call.

## **30.0 SONGS**

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### **30.1 HGIC School Song**

#### **KNOWLEDGE IN THE SERVICE OF AFRICA**

We are the children of Africa  
United in Spirit we stand  
Together,  
With honour and love, and trust  
To pass on the touch.  
We are the students of HGIC  
And we are one family  
Together,  
We all strive to learn  
(The truth and right all the wrongs). 2X

#### **CHORUS:**

For peace to reign in every land  
And for us to live in harmony.  
Knowledge in the service of our great land,  
Knowledge in the service of Africa  
Forever oh, oh forever

**Music composed by Derrick Crentsil, Class of 2008**

## 30.2 South Africa National Anthem

(Adopted as SOS-HGIC School Anthem)

### NKOSI SIKELEL' I AFRIKA

Nkosi sikelel' i Afrika

Maluphakanyis' uphondo Iwayo

Yizwa imithandazo yethu **2X**

Nkosi sikelela

Thina usapho Iwayo

Woza moya; sikelela nokosi sikele

Woza moya; sikelela nokosi sikele

Woza moya, Onyingewele

Nkosi Sikelela

Thina usapho Iwayo

Morena boloka, Sechaba sa Hesu

O fedise dintwa **2X**

Le matshwenyeho

O se boloke, O se boloke

O se boloke morena

O se boloke

Sechaba sa Hesu

Sechaba sa Afrika

Makubenjalo, Makubenjalo

Kuze kube ngu naphakade

Kuze kube ngu naphakade

### 30.3 SOS 50<sup>th</sup> Anniversary Song

Love flows, love flows, love flows to the sea (2X)  
You're always on the run and don't know where to hide  
It seems that they have taken all your pride  
On your own and all alone you're scared  
Because the light so soon has gone  
It doesn't need a hand to touch a soul but  
Always takes a heart to hear the call  
And open-minded skies  
Could be the answer to a thousand desperate whys

Love flows, love flows like a river, love flows like a river  
Love flows like a river to the sea  
Love flows; love flows to the sea  
Love flows like a river; love flows like a river  
Love flows, love flows, love flows  
Love flows like a river to the sea  
Like a river to the sea

So what you're gonna do and where you're gonna stay  
There'll never be an ocean without rain and those tears  
If you would just believe could make the warming light  
Come grow again

Love flows, love flows like a river, love flows like a river  
Love flows, love flows  
Love flows like a river to the sea  
Love flows like a river to the sea  
Love flows, love flows,  
Love flows like a river  
Love flows like a river to the sea  
Love flows like a river to the sea  
And even in the dark of the deepest night  
You'll never lose that flame inside

No matter who we are and what we know  
We better open up and just let go 'cause this is

Love flows like a river, love flows like a river  
Love flows like a river to the sea

How (I) tell you this how our love –  
this our love flows like a river to the sea  
Love flows like a river, love flows like a river  
Love flows, love flows, love flows  
Love flows like a river to the sea  
Love flows like a river to the sea

Love flows, love flows  
Love flows like a river  
Love flows like a river to the sea  
Love flows like a river to the sea  
Love flows, love flows, love flows like a river  
Love flows like a river  
Love flows, love flows to the sea  
Love flows, love flows  
Love flows like a river to the sea  
Love flows like a river to the sea  
Love flows, love flows, love flows to the sea  
Love flows like a river, love flows like a river to the sea  
Love flows like a river to the sea  
Love flows, love flows  
Love flows like a river  
Like a river to the sea  
Love flows to the sea

Chorus:

Love flows like a river,  
Love flows like a river to the sea  
Love flows like a river to the sea

Love flows, love flows, love flows  
Love flows like a river, love flows like a river  
Love flows, love flows, flows to the sea  
Love flows like a river to the sea  
Like a river to the sea, like a river to the sea

Love flows, love flows  
Love flows like a river  
Like a river to the sea  
Love flows to the sea

Chorus:

Love flows like a river,  
Love flows like a river to the sea  
Love flows like a river to the sea  
Love flows, love flows, love flows  
Love flows like a river, love flows like a river  
Love flows, love flows, flows to the sea  
Love flows like a river to the sea  
Like a river to the sea, like a river to the sea

## **QUOTATION**

**“All HGIC Students are SOS  
Children”.**

**... Mr. Helmut Kutin  
Honorary President of  
SOS Kinderdorf International**

***Welcome (Akwaaba) to SOS-HGIC!***