

SOS- HERMANN GMEINER INTERNATIONAL COLLEGE

STUDENT HANDBOOK

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1.0 INTRODUCTION

SOS-Hermann Gmeiner International College was founded in September 1990 by the President of 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 in a 136 countries and territories worldwide, providing homes to over 85,000 children in over 570 SOS Children ‘s Villages and 700 SOS facilities.

The College is 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 students¹ living and studying together.

This handbook provides students with information needed to enable them to adapt well to the college community. Its aim is to provide students with an overview of the nature of the school community, an understanding of student life and routines, and some insight into services and opportunities available to them. The handbook also outlines institutional expectations as well as the rules and regulations that govern the community. We hope that this will serve as a comprehensive reference for all key aspects of student life and that it will facilitate a seamless integration into the community. We urge every member of this community to take maximum advantage of the unique opportunities offered by the institution for their growth and development.

¹ *Students come from America, Britain, Burundi, Canada, Ethiopia, Germany, Ghana, Kenya, Liberia, Nigeria, Rwanda, Uganda and Zimbabwe*

2.0 MISSION STATEMENT, PHILOSOPHY AND OBJECTIVES

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.

SCHOOL CREST AND MOTTO

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



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

The open door represents the opportunities that the school provides and the student’s preparation for the wider world. 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 school spirit or ethos and also challenges all members of the school community to aim to achieve the school's objectives.

3.0 THE SOS PRAYER

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.

4.0 INTERNATIONALISM

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 that 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, comprising of the Vice Principal, two teachers, one academic support staff member, and four students from MYP 4-DP2 classes, selected to represent the different nationalities in the school, will, at the start of each year, monitor and evaluate, presenting at a school assembly, the school's performance in these areas:

1. Reinforcement of an international/pan-African ethos in the school's philosophy and practices;
2. 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;
3. The integration of different cultures in the school through intercultural activities and the fostering of international awareness;
4. Respect for each other through an awareness of individual needs and views and the cultivation of liberal and humane attitudes;
5. Enrichment of curriculum content and teaching with examples from different countries and cultures;
6. Awareness of and focus on African issues and the upliftment of Africa;
7. Celebration of other cultures;
8. Cultural sensitivity in all our processes, including student selection, rules and regulations, and interactions with one another;
9. Service to the community.

5.0 POLICY STATEMENT ON RELIGION

The SOS organization operates worldwide in over 136 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. In its villages worldwide, they 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 in the SOS community worldwide, and the whole school says it at each Friday Assembly and before all important occasions. The school has designated Tema Joint Church as the church with the broadest community of orthodox Christian faiths (Anglican, Methodist, and 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 Muslim students can also attend the mosque. 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. Additionally, 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.

Where religious festivals fall within the semester, the school arranges for students to celebrate appropriately in school.

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.

6.0 A STATEMENT ON SAFEGUARDING

Children's welfare and safety have always been a very important part of all institutions that work with children because of the threat of various forms of child abuse and neglect. Child abuse and neglect are violations of a child's human rights that often impede a child's education, as well as negatively impact their physical, emotional, and spiritual development.

SOS-HGIC endorses the UN Convention on the Rights of the Child, of which our resident country, Ghana, is a signatory. Furthermore, SOS-HGIC has a moral and legal responsibility to safeguard the well-being of its students. It is on the basis of this that the SOS-HGIC Safeguarding Policy has been developed. This policy is also based on the child protection laws of Ghana, and is guided by the provisions of the SOS Children's Villages International Child Protection Policy. These two key articles from the U.N. Convention on the Rights of the Child are important to the development of this policy:

Article 19: Protection from abuse and neglect:

"The State shall protect the child from all forms of maltreatment by parents or others responsible for the care of the child and establish appropriate social programmes for the prevention of abuse and the treatment of victims."

Article 34: Sexual exploitation:

"The State shall protect children from sexual exploitation and abuse, including prostitution and involvement in pornography."

All students, parents and staff of SOS-HGIC will receive paper and/or electronic copies of this policy. Copies will also be available in the VALCO Library & Learning Centre and on the school's website (www.soshgic.edu.gh). The policy will be clearly explained to all members of the SOS-HGIC community through our various programs and activities such as school assembly, personal and social education sessions, hostel meetings and staff meetings among others.

SOS-HGIC will provide training for all staff and will ensure best practices are implemented when recruiting staff to guarantee the safety of students.

7.0 THE ADMISSION UNDERTAKING

It is worth mentioning that every student and parent/guardian would have taken the time to review and append their signature to the Admission Undertaking in the process of accepting the admission offer. Students and parents are advised to keep this undertaking in mind throughout their time at the College. A breach of the tenets would be considered a breach of contract with the institution, and it would be treated with the seriousness it deserves. A copy of the undertaking is shown below:

ADMISSIONS UNDERTAKING/DECLARATION OF INTENT

THE PARENTS/GUARDIANS of FNAME, MNAME, LNAME, having accepted the admissions offer for our ward, hereby undertake that:

- We accept the Mission and Philosophy of the school which is based not only on academic excellence but on nurturing leadership qualities and compassion for others as enshrined in its Rules and Regulations and our ward agrees to abide by them.
- We accept that we are now an integral part of the SOS–Hermann Gmeiner International College (SOS-HGIC) family and support its Aims and Objectives.
- We understand that acceptance into the Middle Years Programme (MYP) / Diploma Programme (DP) at SOS–Hermann Gmeiner International College (SOS-HGIC) is a commitment to the full 4-year/ 2-year Programme.
- We understand that transitioning from the MYP to the DP at SOS-HGIC is seamless and automatic.
- We are committed to supporting our ward and the school to ensure that our ward works toward meeting academic standards and qualifications for access to DP Higher Level Courses.
- We accept the course choices given as a condition of admission and we understand that if we make changes there is no guarantee that those changes can be accommodated. Therefore, the admission offer is based on the subjects outlined in the offer letter.
- We are committed to encouraging our ward to abide by the school rules and regulations in the Student Handbook.
- We, as well as our ward, accept the stated consequences of the violations of these rules, especially breaches of the school's Academic Integrity policy.

- We, as well as our ward, accept the stated consequences of committing serious offences which are referred to in our students' handbook such as taking drugs and alcohol, bullying, the use of racist, derogatory language or comments, sexual harassment and misconduct, leaving school without permission as well as going to the room of a member of the opposite sex.
- We understand and accept that the school reserves the right to carry out medically supervised drug testing in cases where a student is known or strongly suspected of using drugs or during the course of such an investigation. The Principal may also require drugs testing as a condition to remain at or return to the College in cases where drug use has been established but where there are mitigating circumstances (such as coercion or intimidation).
- We accept that fees must be paid in full a week before the reopening date of each semester, by Direct Transfer.
- We accept that in order to nurture self-reliance, fitness and personal responsibility, students at SOS-HGIC will walk to school, hand wash their clothes, beautify their Hostel gardens and participate in community service activities, among many other aspects of HGIC boarding school life.
- We hereby authorise the school authorities to request and administer to our ward such medication and medical treatment in emergency situations as they deem necessary or life-saving even where they cannot immediately reach us parents or guardians to give our consent. This includes the application of epinephrine autoinjectors (e.g. EpiPen), conducting blood tests, medical procedures in accident and other emergency situations, as well as any other life-saving treatment or recourse.

Name of Parent(s) /Guardian (s).....

Signature(s)..... andDate.....

Name of Student.....

Signature(s).....

Date.....

SLT/CMT.....

Signature.....

Date.....

8.0 KEY CONTACT INFORMATION: MANAGEMENT

NAME	POSITION	Contact Information
Mrs. Eliz Dadson	Principal	principal@soshgic.edu.gh
Mr. Richard Sarpong	Vice Principal 1	viceprincipal1@soshgic.edu.gh
Mrs. Adzo Ashie	Vice Principal 2	viceprincipal2@soshgic.edu.gh
Mr. Isaac Nwali	Senior Hostel Tutor	sht@soshgic.edu.gh
Mrs. Ayeshat Addison	DP Coordinator	ibdpcordinator@soshgic.edu.gh
Mr. Jonathan Amengor	MYP Coordinator	mypcoordinator@soshgic.edu.gh
Mr Christian Gogovi	Distance Intervention Coordinator	dipcoordinator@soshgic.edu.gh
Mrs Paulina Gyamfi	Secretary to the Principal	secretary_to_princip@soshgic.edu.gh
Mrs. Vivian Essuman	Deputy Senior Hostel Tutor	dsht@soshgic.edu.gh

9.0 KEY CONTACT INFORMATION: SUPPORT SERVICES

RESPONSIBILITY	INDIVIDUAL	Email
School Counsellor	Ms. Esi Sey	schoolcounselor@soshgic.edu.gh
Guidance Counsellor	Mrs. Karis Adzosii	guidancecounselor@soshgic.edu.gh
Library	Dr. Francis Otopah	librarian@soshgic.edu.gh
School Nurse	Mrs. Sabina Kuukua Awombisi	nurse@soshgic.edu.gh
Facilities	Mrs. Gloria Maccarthy	facilitiesmanager@soshgic.edu.gh

10.0 KEY CONTACT INFORMATION: HEADS OF DEPARTMENTS

NAME	Department	Contact Information
Mrs. Deborah Sampson	Head of English	hodenglish@soshgic.edu.gh
Mr. Kweku Boateng	Head of Science	hodscience@soshgic.edu.gh
Mr. Joseph Botwe	Head of Mathematics	hodmathematics@soshgic.edu.gh
Mr. John Kamau	Head of Individuals and Societies	hodhumanities@soshgic.edu.gh
Ms. Enyonam Dzide	Head of ICT	hodict@soshgic.edu.gh
Mr. Nana Yaw Okumka Ankama-Asamoah	Head of Arts	hodarts@soshgic.edu.gh
Mr. Shadrack Mensah	Head of Modern Languages	hodmodernlanguaes@soshgic.edu.gh

11.0 ORIENTATION PROGRAMME

New Student Orientation

The SOS-HGIC experience would be a relatively new and different one for many incoming students, hence the need for a comprehensive orientation. The new student orientation programmes kickstart the students' academic year. An MYP4 and a DP 1 orientation are run concurrently. The orientation programme introduces the student to the institution's history, genesis, philosophy, and ethos. Students have the opportunity to familiarise themselves with key institutional functions such as the Administrative Office, the Emotional Counselling Department, the Guidance Counselling Department, and the School Library. However, a significant component of the programme is dedicated to giving the student a thorough exposure to the institution's core academic programmes, as well as, boarding and student life structures. There are also fun "ABC's of survival at SOS-HGIC" facilitated by students. The orientation is intended to serve as a solid launch pad for incoming students.

Summer Adaptation Programme

International students from the SOS children's villages are brought in before the reopening of school in late July for an intensive academic enhancement and cultural immersion programme. The programme features five main components:

- i. Language acquisition
- ii. Study/IT skills acquisition
- iii. A sociocultural immersion component and Ghanaian culture
- iv. Life under rules and regulations outside the SOS Village
- v. Self-realization and self-esteem and the mission of the College.

The programme aims to prepare the new international students for life and success at SOS-HGIC

Student Life Day (All students, old & new)

Introduced in 2021, the Student Life Day will be organised by the student leadership in conjunction with the Hostel Team (Senior House Tutor and Hostel Staff) at the start of each semester.

The programme is essentially designed to update students on Student Life objectives, key changes and any new initiatives that will be introduced in the new year. It will provide students with the opportunity to make inputs and give feedback on key issues from the onset. More importantly, the Student Life Day will thoughtfully lead students to think clearly about the year ahead; it will create opportunities for students to sit down and work out clear plans, if they have not done so already. Students will engage in various contexts - in year groups, in hostel groups, as clusters of close friends, and on an individual level. The Student Life Day will encourage students to ask themselves critical questions about how they will engage with the varied programmes that the institution offers and how they might best optimise on all these as they prepare to face the year ahead.

Student Life Day will be scheduled for the day after reopening and before the first day on the academic campus. We hope that these sessions will constitute a good interface between coming into residence and the formal start of school on the academic campus. It is therefore imperative that all students report to school on the published return to school date. **Students can return to school between 2:30pm and 5:30pm on the published school reopening date after which the school gate will be closed. No one will be allowed to enter the hostels after 5:30pm. Any student who comes after 5:30pm will have to return the following day after 3:30pm.** If any student has a reason for not returning on school reopening day, their parents must send an email to the secretary-to-principal stating why and providing any supporting evidence.

11.1 REGULATIONS FOR THE PAYMENT OF SCHOOL FEES AT SOS-HGIC

o Preamble

Fees at HGIC are holistic and are not subject to breakdown. They encompass tuition & hostel boarding fees, Staff remuneration, facilities, books & other academic resources, CAS, equipment, feeding, art, music, photography supplies and a myriad of other facilities & opportunities offered to our students. All fees are channelled into school activities and there are no “owners” or “shareholders” and no “profits”.

Finally, no fees are used to finance any SOS students, who pay full fees higher than the others, or to fund SOS Ghana or any other SOS facility. All fees charged are used to fund HGIC and are non-refundable under any circumstances.

1. **Application Fee:** The dates and deadline for the application process can be found on the website or enquiry at the school.
 2. **Admission Fee:** The admission fee is payable on acceptance of the offer and this should be done by the deadline stated in the offer letter. The admission fee is non-refundable even if the student later declines the offer.
 3. Semester fees are payable on a semester or yearly basis in advance: (There are two semesters in an academic year running from August to December and January to June).
 4. **Examination Fee:** all prospective students must sit an entrance exam which is administered on an annual basis. However, additionally, direct entry into IB1 is also based on IGCSE results or O-Level results and an entrance examination.
- **Annual Payments:** Payable a week before the reopening date of the new academic year in August.
 - **Semester Payments:** Payable a week before the reopening date of each semester in August (1st semester) and January (2nd semester).
 - **An admissions chit will be issued on receipt of payment which your ward will need to use to gain access to the hostels.** Failure to produce a chit will result in non-admission to the hostels. (Please note that no other proof of payment will suffice to gain entry).
5. Failure to pay the semester fee a week before the reopening date of each semester will attract a 10% surcharge on outstanding balances unless arrangements have been made with the Principal to pay in 3 instalments. These payment plans will only be approved upon the payment of 50% of the fees. Parents who take up payment plans will be expected to sign a payment plan of a maximum of three months with the last instalment due by the end of the mid-semester break in both semesters. Please note that in the first semester, no instalment plans will be agreed to for payments after the mid-semester break and the same applies to payment plans for the second semester. In addition, please note that no more than 10% of the student body can be accommodated on this plan and priority will be given to needy cases.

This option is not available to:

- a. Students in the final DP2 class.
- b. Newly admitted students into DP1.

Only students in MYP4, MYP5, and DP1 are eligible to apply for the instalment plan which is subject to approval by the Principal.

6. A full semester fee must be paid irrespective of the actual date of admission, re-entry, expulsion, government shut-downs, or withdrawal.
7. Parents must notify the school and give a semester's notice if for any reason a student will be absent for a full semester but will wish to return to HGIC. However, if a student is absent from school for a full semester without informing the school, the student will be considered as a new entrant and admitted on the payment of a new admission fee. In addition, Parents must provide a semester's notice if they wish to withdraw their wards from the school completely.
8. The fees are not refundable in the event of a student being expelled, or withdrawn.
9. The fees for Ghanaians will be quoted and paid in cedi only, except for fees paid by SOS.
10. No Cash Payment and/or cheque payments will be accepted at the school. All payments should be deposited or transferred into the school account, details of which will be provided on the invoice.

Please contact the Accounts Office: accounts@soshgic.edu.gh for more information regarding all bank transactions.

12.0 THE SOS-HGIC EXPERIENCE

SOS-Hermann Gmeiner International College seeks to cultivate in students the skills and attitudes required to enable them to thrive in the complex and demanding world that they will be encountering in life, while remaining compassionate to the needs of those around them; the college seeks to equip each of its young ones to become outstanding members of their communities, thriving even in the most difficult circumstances and providing leadership in all spheres of endeavour. During their time at the college, students will quickly learn to expect to be continually challenged at every turn, both academically and at the hostels. In order to stay on top of everything, they will need to be very adaptive, creative, constantly think outside the box, and engage a critical lens on issues. They will often be required to deconstruct unfamiliar situations and tackle complex and open-ended challenges. This will be the case both in the classroom and in all other aspects of their lives. There will be countless opportunities to lead - in clubs or in one of the numerous societies, in sports, in hostel competitions, in a variety of student-driven activities, in powerful community initiatives, and in whole-cohort projects. There will be opportunities to lead as prefects and SRC executives in the senior years, but, equally importantly, there will be ample opportunities to lead at various levels throughout the HGIC journey. This is an experience of a lifetime. Every routine is an opportunity for growth, and you will benefit most if you come ready to immerse yourself fully.

Beginning of Semester

12.1.1 Day of Arrival

Each year, the date for the start of school is clearly published for incoming students. Students are expected to report to the college hostel by 5.30 pm at the latest on the date of arrival, usually the Saturday before classes begin. Please note, we value and insist on punctuality at all times and events.

Students must report with an admissions chit issued by the Accounts office as proof of payment of school fees. Students are expected to pay their school fees for the semester in full before they come into residence. Without this chit, students cannot enter into residence.

On arrival, students first report to their designated Hostel Tutor. They will then be assisted to transfer their belongings to their designated room by the team of seniors and prefects on duty.

The arrival teams fold up by 5.30 pm to enable students to prepare for dinner at 6.00 pm, so the gates will be promptly closed at 5.30 pm and no late arrivals will be admitted.

At 7.00 pm on the first day of school, a hostel meeting is held to welcome students back.

A kit-check is conducted by the Hostel Tutor within a week of arrival on campus.

Communication with Home

Cell phones are not permitted on campus during the school semester. Students are able to communicate with their parents using their SIM-free iPads or tablets which should be registered on our networks for effective regulation. Students are not expected to be engaged in calls during the school day, but are free to make and receive calls between 4.00 and 5.30 pm or during the window between the close of prep and lights out. Parents are urged to support the inculcation of discipline and structure in our young ones by adhering to these guidelines themselves. Students are also free to make calls over the weekend.

International students will have access to their phones on Sundays, at the start of any general exeat, long weekend and school breaks.

However, students found to be violating these rules and engaging in either unauthorized calls or social media chats outside the designated time frames will incur severe sanctions.

12.2 Schedule

12.2.1 Time Schedule - Weekdays

TIME	ACTIVITY
5:30am	Rising bell
6:10am	Morning Inspection
6:30am	Breakfast
6:55am	Departure from hostels to the academic campus
7:20am	All students arrive at the academic campus
7:30am	Form meeting (*Mondays and Friday only)
7:30am to 3:10pm	Classes
10:10am – 10:30am	Morning snack time
1:10am – 1:50pm	Lunch time
3:10pm – 3:45pm	Friday, School Assembly
3:10pm – 5:00 pm	<ul style="list-style-type: none">● Mon/Wed (Sports)● Tues (Club Meetings & Co-curricular activities)● Mon/Tue (Study Hall for DP2s)● Thursday (CAS)
6:00pm – 6:45pm	Supper
7:00pm – 8:45pm	Prep
8:45pm – 9:00pm	Night cup
10:10pm	Curfew
10:20pm	Lights out for MYP students
10:30pm	Lights out for DP students
11:30pm	Extended time for prefects

Footnote 1:

School closes at 4PM except Wednesdays when school will close in the early afternoon for sports. Lunch is at 1PM at the academic campus after which students will change to their sports kit and then walk to the hostels. Bags are dropped at the Palava hut and students head to the field for the various sporting activities. Attendance will be taken and this will be mandatory. Sports ends at 5PM on Wednesdays and students must head to their hostels, change and get back to the dining hall in time for dinner at 6PM.

Footnote 2:

On Thursdays, CAS runs till 5pm.

12.2.2 Time Schedule -Weekends

SATURDAY SCHEDULE

TIME	ACTIVITY
6:00 am	Rising bell
6:10am	Cleaning of the hostel
8:00am	Morning Inspection
8:00am – 9:00am	Breakfast
12:30pm – 1:30pm	Lunch
9:10am – 5:30pm	Self-directed time / Club meetings
5:45pm – 6:30pm	Supper
7:00pm – 10:00pm	Entertainment
10:10pm	Curfew
10:30pm	Lights out for MYP students
10:45pm	Lights out for DP students
11:30pm	Extended time for prefects

SUNDAY SCHEDULE

TIME	ACTIVITY
7:15am	Early breakfast for students going to church
7:30- 8:00am	Shuttles to church
8:00am – 9:00am	Regular breakfast
9:00am - 12.00pm	Self-directed time
12:30pm – 1:30pm	Lunch
3:00pm – 5:30pm	Visiting hours (every fortnight)
5:45pm – 6:30pm	Supper
7:00pm – 8:30pm	Prep
8:30pm – 8:40pm	Night cup
8:45pm – 9:20pm	Hostel Meeting
9:30pm	Curfew for all and lights out for MYP students
10:30pm	Lights out for DP students
11:30pm	Extended time for prefects

12.3 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 except at the weekends when a school polo is required, and an exeat booklet must be filled in and signed by the house tutor. Students must report to their house tutor immediately when they return from exeat and the booklet must be returned to the house tutor. If for one reason or another, they are unable to return to school, they must send an email to the Secretary-to-Principal to seek approval and attach any evidence to support their reasons.

Exeats booklets / slips must be given to security guards before a student exits campus. Additionally, whenever there is an upcoming hostel inspection, no exeats will be approved before the inspection with the exception of real medical emergencies. Pick up of a student for any exeat will happen after hostel inspection.

Exeat requests must be made in advance to the Secretary-to-Principal, and it should state who would be picking up the child; if it is not the parent, they must provide ID.

Student returning from exeat should arrive no later than 5:30 PM.

12.3.1 Types of Exeats

12.3.1.1 *Ordinary*

- a. General exeats are given **twice in a semester** and starts from Friday after school till Sunday.
- b. IBDP students may, at the discretion of the Senior House Tutor, be granted **one additional overnight exeat** per semester.
- c. Prefects and SRC executives may take an **additional weekend exeat** (Friday departure to Sunday return) per Semester.
- d. Monitors may also take an **additional overnight exeat** (Friday departure to Saturday return / Saturday departure to Sunday return) per Semester.
- e. All additional exeats are considered a privilege and can be withdrawn at the discretion of the Principal.

12.3.1.2 *Special Exeats*

- a. If there are special circumstances (such as a death in the family, a family emergency or an ID or VISA interview) or adequate reasons, the Senior House Tutor may give students permission to go out on a weekday or any other day.
- 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. No special exeats are granted for special occasions (i.e. celebrations and social events)

12.3.1.3 *Medical exeats*

All major medical procedures should be done during the school breaks with the exception of real emergencies. Dental appointments are same day return to school. Parents are advised to book appointments in the mornings to enable them return their children at the end of the day.

12.4 **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 African Unity and Internationalism as its goal, so students should aim at maximum interaction with other nationals and respect the customs of others.

13.0 SCHOOL RULES AND REGULATIONS

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 altruistic people everywhere, and we are confident that they will meet these expectations. 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.

13.1 General Behaviour

- a. Students are expected to maintain cordial and courteous relations with staff and peers.
- b. Students must address teachers formally, e.g., Mr. Mensah, etc., Familiar terms like “auntie”, “uncle,” and so on are not acceptable.
- c. Students are permitted to bring portable music devices but must play them at low volume or use earphones.
- d. Radios and other portable devices and sound systems are allowed, but the volume must be kept at the barest minimum so as not to disturb neighbours. No sound systems may be operated during prep periods or after lights out.
 - i. Mobile devices such as tablets must not be brought to the academic campus.
 - ii. Miniature recording devices in any form are not permitted for use on the academic campus.
 - iii. If these rules regarding mobile or portable gadgets are not adhered to, then the equipment or device will be confiscated.
- e. Wall posters in rooms must be decent and must only be pasted on doors or wardrobes. Pornography is strictly prohibited.
- f. 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.
- g. No student may take from the College premises, any property that belongs to the College without the express permission of a member of staff.
- h. 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.

- i. No student may drive a vehicle (including bicycles, motorcycles, cars etc.) to school at any time, except bicycles provided by the school.
- j. The entire school is a smoke-free zone, and students are expressly forbidden to smoke at anytime and anywhere.
- k. No student should jump over any wall, and fraternising over the walls between female and male hostels is prohibited.
- l. Students are expected to dress and comport themselves like the emerging and role models they will surely become.

13.2 Serious Offences

The College wishes to operate on the assumption that students are responsive and responsible people who will respond to good instruction. Therefore, the College does not depend on punitive measures for maintaining discipline and harmony but on co-operation and discussion.

Note that all the serious offences outlined below are intolerable or unacceptable and that will result in either 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:

The serious offences are:

1. Any student caught **either in possession of or taking illegal/hard drugs** (non-medicinal/unprescribed) in any form will be summarily expelled. The school reserves the right to carry out medically supervised drug testing in cases where a student is known or strongly suspected of using drugs or during the course of an investigation. The Principal may also require drugs testing as a condition to remain at or return to the College and in cases where drug use has been established but where there are mitigating circumstances (such as coercion or intimidation, a medical examination will be mandatory before any decisions are made).
2. Any student who **leaves the College premises without permission** from a House Tutor, Senior House Tutor, Vice Principal 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.
3. Any student who **strikes another** is unfit for civilised company and will be suspended – a second offence will lead to expulsion. Students are encouraged to live harmoniously with each other, so conflicts must be settled by peaceful means. Fights or physical abuse will result in severe punishment 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.

4. No student may **enter the bedroom of a student of the opposite sex** at any time, including the holidays.
5. 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 embraces, etc. Any student caught in such compromising situations will be in danger of expulsion. Students may, however, hug as a sign of greeting.
6. The **possession or consumption of alcoholic beverages** is strictly prohibited and students caught drinking or drunk will face suspension or expulsion.
7. **Theft** is both criminal and anti-social, and culprits may face both legal and school sanctions. Pilfering is a serious offence. If you take another's property without permission, that is not "borrowing" but "theft". So:
 - 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/academic campus grounds should be lodged with your house tutor or teachers)
 - No student may enter another's room when he/she is absent, nor take any personal items without the express permission of the owner.
 Students found guilty of theft will face the full brunt of the sanctions for theft.
8. **Deliberate vandalism** will incur severe sanctions, including expulsion.
9. **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.
10. **Sexual harassment** is uninvited, unwanted and unwelcome behaviour of a sexual nature which range from words (written and spoken) and gestures to unwanted physical contact. The college will not tolerate the sexual harassment of any student.
11. The **use of racist, derogatory language** or comments is contrary to the college's ethos of compassion and tolerance and students face suspension if they are found culpable. Cybercrime of any sort will lead to expulsion this includes but is not limited to hacking into other accounts, or administrative areas only, creating malware, initiating scams and online bullying
12. **Bullying** as defined by the college is a serious offence and will lead to suspension and expulsion.
13. The use of **blades, knives, sharp objects, or any other implements that can cause bodily harm** is strictly prohibited. Any student found violating this rule will face expulsion.

Students must not extort items from one another either as a "joke or through intimidation"; these are considered very serious bullying offences by school authorities. - **the College's definition of bullying:**

Bullying is the repeated and intentional actions or words of an individual or a group of people (with more power, real or perceived), that cause hurt or harm to another person or group of people who feel helpless to respond. This includes:

- i. Aggressive or unwanted behaviour from one person or group towards another person or group that has two consistent elements
- ii. An imbalance of power: (real or perceived), age, year in school, physical strength, access to embarrassing information, or popularity. It is important to note that power imbalances can change over time and in different situations, even if they involve the same people.
- iii. Repetition: Bullying behaviours occur or have the potential to occur more than once.

This can be narrowed down to some more specific types and also things that fit into our context as a boarding school

Physical bullying

(Causing harm/hurting a person's body or possessions.)

- Hitting/lashing/kicking/punching
- Tripping/pushing
- Taking or breaking someone's things
- Sending (repeatedly)
- Washing shirts (repeatedly)
- Ironing shirts (repeatedly)
- Fetching water (repeatedly)

Verbal bullying

(Saying or writing discriminatory, abusive or mean things)

- Teasing
- Name-calling
- Sexual comments
- Taunting
- Threatening to cause harm

Cyberbullying

Takes place over digital devices like cell phones, computers and tablets

- Sending, posting, or sharing negative, harmful, false, or mean content about someone else.
- Sharing personal or private information about someone else causing embarrassment or humiliation.

Other forms of bullying

- Forcefully taking another student's device/devices without their consent or permission
- Taking snacks or requiring someone to give you their snacks without their wishes.

Pressuring others to bully (hit, threaten, perform humiliating acts or physically intimidate another student) either verbally, physically or emotionally.

Bullying is not:

(Even though these may cause distress)

- A single episode of social rejection or dislike
- A single episode of nastiness or spite
- Mutual arguments, disagreements or fights.

In keeping with our community values, even a single episode of any of the above listed behaviours would be a breach of our community's expectations and would be dealt with accordingly.

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 be limited to these: weeding, scrubbing, deprivation of privileges (such as internet, exeat, and free time), exclusion from classes, detention, demotion, suspension, and expulsion, depending on the severity of the offence or the number of such incidents

13.3 Procedure for Reporting, Investigating and Sanctioning Breaches of School Rules

- Once a report is received by SLT, they will set up a process of investigation promptly.
- Parents are informed of the incident and apprised of the development of the case throughout the investigation until the final sanction is meted out.
- For a safeguarding incident, the prescribed safeguarding process is followed according to the institution's safeguarding policy.
- For other incidents that do not fall in the 'safeguarding' category, a process of investigation is set up where persons involved will be brought to a disciplinary hearing presided over by the Vice Principal 2 and the Senior House Tutor.
- Final sanction is determined by the SLT.
- In rare cases, Parents can appeal a decision to the Board via the SLT.

13.4 Health

13.4.1 General Comments

There is an infirmary at the hostels which caters for students' health needs. There is a resident qualified senior nurse available, and a doctor runs the infirmary from 7:00 a.m. to 8:00 a.m. on weekdays.

Students are also sent to the Lagoon Hospital, Tema General Hospital, and Korle-Bu Teaching Hospital as the need arises. The College pays for treatment and medication on the spot, and parents are billed at the end of each semester.

Parents will always be informed if their child visits the infirmary and also when on admission. Each hostel has a first aid kit. Students who have fevers or really feel unwell will be bussed to the infirmary as the first point of call and then referred to any of the hospitals mentioned when necessary. All students are treated equally and there will be no referrals to other hospitals unless the institutions referred to above refer the patient to another hospital.

13.4.2 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.). A medical report, duly certified by a medical officer, should be presented to the Principal by the parents prior to admission. If the student's condition is severe enough to need frequent specialist treatment or constant care, unavailable in a boarding environment, the College will advise a day school environment for the student.
- b. House Tutors must be informed if a student is on special medication by the 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. No student should be in possession of medication that is not registered with the House Tutor.
- c. Sick students should let their House Tutors know before breakfast that they will be visiting the infirmary. The Health Tutor will send information about students at the infirmary to the academic campus each morning before form time. The Senior House Tutor will share this in a timely manner with the relevant staff.

- d. Each morning of the weekday, students with complaints are attended to at the infirmary by the school's resident physician. Consultation is usually completed by 8.30 am. With the exception of those that have been detained or referred for external treatment, students visiting the infirmary are all bussed back to the college to join classes.
- e. If students are in the college and feel unwell, they are expected to promptly inform either the Vice Principal 2, the Senior House Tutor (SHT) or the Deputy Senior House Tutor (DSHT) who will promptly arrange to get them back to the infirmary for treatment.
- f. Students who visit the infirmary are required to take note of the following:
 - i. Students should not bring their iPad/Tablet to the infirmary in the morning. The school rules are clear. iPads and tablets are not permitted at the College. Students shouldn't have a device with them when they know they will be boarding the bus for the college after their consultation.
 - ii. In the event they are detained, students should have full and uninterrupted bed rest - particularly after medication has been administered. The health team recommends at least two hours of uninterrupted rest after which students may use their laptop.
 - iii. All registration is done by 7:05 am. Students should plan to get to the infirmary by 7:00 am if they intend to see the doctor. If they are unable to get to the infirmary by 7AM, students should let their Hostel Tutor know.
 - iv. Students should note that, emails are sent to teachers and curriculum leaders each morning to report on students who are at the infirmary.
- f. Students who are sick at the College should report to the Reception. The Receptionist will liaise with the Health Team and the appropriate health care plan will be initiated.
- g. Parents whose children are seen at the infirmary will receive an email from the nurse with a summary of the treatment and care they are receiving.

13.5 Extra support

The College's School 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.

13.5.1 Allergies and special conditions

1. Please note that complaints about allergies will not be recognised without the backing of a formal note from a recognised medical facility. Parents need to provide proof of a true allergy in the form of:
 - i. a doctor's letter, with details of medication or treatment for an inadvertent flare-up.
 - ii. a letter from a parent detailing the symptoms to look out for.
2. Students are urged to refrain from alarming parents unnecessarily with every minor ailment. The infirmary is the first point of call for any suspected ailments.

The school authorities will inform parents if a student's illness requires hospitalisation after the initial visit to a clinic or if the student is being detained for more than a day. Students are also urged to remember that the teenage years are the healthiest and that a positive attitude promotes good health.

13.5.2 Procedures for Sick Students

13.5.2.1 Hostels

Weekdays

- A student who feels unwell at the start of the day must inform his/her House Tutor.
- The House Tutor will assess the situation and either give some first aid or refer the student to the school infirmary. The students visit the infirmary after breakfast.
- The infirmary is serviced each weekday (Monday to Friday) from 7.00 am - 8.30 am by a resident Medical Officer. The officer either administers treatment/medication or refers the attendee to the relevant external service provider where necessary.
- After the students have been seen by the doctor, a driver fetches them from the hostels to school by 9:00 a.m.
- All medical prescriptions go directly from the infirmary to the Health Tutor who sees to all purchases.
- The Health Tutor delivers medication to the Hostel Tutors who then deliver it into the student in question. In many instances, when medication needs to be taken more urgently, the Health Tutor finds and delivers directly to the student, as Hostel Tutors tend to their academic schedules during the day.
- Students who are referred for specialist review or treatment are accompanied by the Health Tutor and will return directly to campus after consulting with the specialist.

- Requests by parents/ guardians to have their wards see a specialist or doctor may be accommodated only if there is an established and urgent reason why the students' needs to see a particular specialist. Otherwise, such private consultation / visits must be scheduled to coincide with school breaks or vacations when the child is at home with the family. All such urgent or special requests should be directed to the Principal's office via the Secretary to the Principal but Parents are reminded that the school has 360 students to cater for.
- When students are admitted into hospital or have a serious condition, parents would be informed by the Senior House Tutor. In exceptional cases the Principal or Vice-Principal would call themselves.
- Students who require bed rest are catered for at the infirmary and information is sent to the Senior House Tutor and the Canteen.

13.5.2.2 College Campus

At the beginning of each school day, the Health Tutor sends a list of students at the infirmary to the Vice Principal and Senior House Tutor. This ensures that all students in the community are accounted for.

The School Nurse sends a follow-up situational report on all students attending clinic by lunch time. The Nurse also informs all parents whose children have visited the infirmary and the care they have received.

- A student who feels unwell should inform the Vice Principal, SHT or the Deputy SHT or the Health tutor.
- The situation will be assessed, and the student could either be given first aid or bussed to the infirmary.
- If the situation warrants, sick students will be bussed to the hospital accompanied by the Health Tutor

Weekends

- If a student is unwell over the weekend, they need to contact their Hostel Tutor as the first point of call. The Hostel Tutor will assess the situation and decide whether first aid suffices. If not, they will alert the nurse (who is resident on campus but off duty over the weekends) and/or the Health Tutor. The nurse/Health Tutor may administer treatment or require the student to be taken to the Lagoon Clinic for treatment. When the nurse is off duty, the Health Tutor will be available to support.

- If admitted, the Health Tutor and the student's Hostel Tutor will make arrangements to take their meals to them at the external health facility and to ensure that all basic needs are catered for.
- The parent will be informed by the Senior House Tutor

13.5.3 Procedures for Specialist Treatment

13.5.3.1 Eye and Skin diseases

- The student needs a referral form from the infirmary.
- A day is scheduled and the student is taken to see the ophthalmologist or dermatologist.

13.5.3.2 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.

13.5.3.3 Other Specialist Requests

Where there is an urgent need for a visit to a specialist, we do arrange for our health tutor to accompany the student. All such requests should be directed to the Secretary to Principal. Requests should be received at least 2 weeks ahead of the scheduled visit as we need to fit into the Health Tutor's busy schedule.

Requests will be assessed to determine the degree of urgency. Unless unavoidably urgent, parents are advised to schedule medical and dental check-ups and related appointments during the break periods when the student is at home.

13.6 School Infirmary

The school infirmary is in operation with a doctor on site from 7:00am to 8:30am. There is a resident qualified senior nurse available at the hostels. On weekends, the nurse/ health tutor takes turns to run the infirmary.

When the nurse is off duty, the Health Tutor runs the Infirmary. If students are seriously unwell over the weekend, they are sent to Lagoon for further assessment.

13.7 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 exeat slips and other authorizations before a student leaves the compound. Security guards are required to check exeat slips, collect and keep a record of it before a student leaves the compound. The student will always have a duplicate copy of their signed exeat slip in their booklets.
- 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, 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 Canteen and the two Common Rooms. Such privileges will be withdrawn if abused by the student.

13.8 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.
- b. Students' 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 may negatively impact their applications to tertiary institutions.
- 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 any 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.
- g. Students are expected to take note of assignment notices for assessment dates and prepare adequately to complete assignments and deadlines in line with the school's assessment policy. Students are fully responsible for meeting deadlines and for accessing the support systems in the school to ensure that they remain in good academic standing to avoid being put on academic probation. Students who do not meet deadlines and/or academic requirements will have to forfeit participation in school events such as Competitions, Events, Exchange programmes and Trips until they are in good standing. Refer to the Assessment Policy for more details.

13.9 Care of Property

13.9.1 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 under no circumstances should any student litter any part of the compound. In addition, all students are 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 need to be respected and preserved. Students are asked to take personal responsibility for these and guard against misuse or damage.

- 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.

- 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 left on in an empty room. Fans that 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, louvres 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 and use the school portal to log all maintenance issues.

13.9.2 Personal Property

Students must take good care of all their personal items.

a. Clothing

- i. Students should label all their clothing.
- ii. 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 1.

- v. Students must consider carefully whether it is really necessary to bring some of these gadgets to school. The school will endeavour to create a safe environment at all times, but direct responsibility for the safety of such items lies solely with the student.
- vi. Students are NOT allowed to bring Air pods or headsets to the academic campus. Such devices will be confiscated and students punished except with permission from a teacher or staff member for a specific activity within the lesson. If permission is granted, it should only be for the class for which it is granted for. Use of the device outside of class will attract a sanction.

13.10 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.

13.11 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 to 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. A designated barber and / or hairdresser will be brought to campus at the earliest weekend if students' hair is not of the designated school length, colour or protocol at the parents' expense. No exeat will be granted to go home to address this issue. If students do not wish such to happen, they should please stick to the school's protocols on appearance.
- e. Students are expected to bath 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 skin-tight clothes are not allowed.
- f. No nail varnish and make-up should be worn for school. However, modest jewellery (necklaces, bracelets) could be worn to school, but must be removed for lab work if so instructed by the teacher.
- g. Headbands, scarves and scrunchies etc. should be navy blue, white or black. No other colours are allowed while in uniform.

- h. **School shoes must be black or brown.** Trainers/ sneakers, backless sandals, flip-flops, canvas-shoes and other overtly casual footwear are not acceptable with uniforms.
- i. Socks must be ankle length (no knee length) and black or navy blue
- j. No earrings are permitted for boys, or nose rings or other visible body piercings of any sort for either sex.

13.12 Behaviour at Meal Times

- a. All students must be present in the Dining Hall at the specified mealtimes. **Attendance is compulsory** and no excuse will be accepted.
- 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 mealtimes.
- 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 they can eat so that wastage can be reduced.
- h. Students must sit in their allotted places during formal meals and not hop from one table to the other.
- i. Students should exhibit good table manners and etiquette and must not eat with their fingers except on informal occasions when eating traditional foods like “kenkey”, “banku”, “fufu” etc when this will be allowed. Students should remember that all formal occasions, abroad or in Ghana, eating with the fingers is not permissible and should endeavour to muster their use of Cutlery even with Fufu and kenkey.
- j. Tables must be cleared and plates stacked before students leave the Dining Hall.
- k. Dinner on Sundays will be flexible.

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

13.13 Food and related items

- a. The College provides three (3) square meals and two (2) snacks each weekday, which are nourishing, plentiful and very palatable, and cooked food from outside is neither necessary nor permitted.
- b. The following are **NOT** acceptable items:
 - i. Foods which constitute full meals, such as “kenkey”, “fufu”, “banku”, soup, jollof, fried fish or chicken, or “gari and shitor”, “gari” and sugar, pizzas, sandwiches, wraps, burgers, french fries, milkshakes, pancakes, or any form of fast food should not be brought to the school at any time, or kept in student rooms.
 - ii. 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.
 - iii. Please assist us by not bringing sandwiches, fresh fruit juice, wet food, fast foods, cakes, pizza and the like.
 - iv. Bottled water is strictly prohibited. Water dispensers are conveniently located at strategic points throughout the Hostels and the College.
 - v. Students must not under any circumstances order food from outside for delivery at the College or hostel premises- all such deliveries or illegals will be confiscated.
 - vi. Electrical appliances are not permitted. If you are unsure, please consult your Hostel Tutor or the Senior House Tutor for clarification.
- c. **Please be aware that the College strictly enforces the prohibitions outlined in Section 13.13 (B) and will suspend any student who violates these rules.**
- d. The following **ARE** acceptable items:
 - i. Dried snacks: nuts, dried fruits, dry cereals etc
 - ii. Crisps, popcorn (already popped), plantain chips, packets of biscuits etc.
 - iii. Pastries: Cookies, doughnuts and cupcakes (amounts that can be consumed same day)
 - iv. Drinks: fresh fruit juice (portable packs for one-time consumption), juice cordials, soda (portable); Beverage drinks: milo in tetra pack, milk beverages in tetra pack (e.g. Vita milk etc)
- e. The College Tuck Shop located in the Students Centre offers a variety of snacks for sale such as kebabs, pastries, cakes, fruits etc. and supplements from home are rarely necessary.

13.14 Pocket Money

We advise students not to bring large sums of money to school. A rough guide of what students can keep is not more than GH¢ 200.00. If at any time, students find that they have more money than they need, they should give it to their House Tutors for safekeeping. Any money exceeding GH¢ 200.00 which is not handed over to the House Tutor is the owner's responsibility. The school will not be liable for missing funds if the student does not lodge the money with their Hostel Tutor for safekeeping.

13.15 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 most well-kept hostel. No littering is permitted and it is every student's responsibility to help keep the grounds beautiful. Students should use the paths provided and not cross the lawns.

13.16 Visitors to the Hostels

- 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 p.m. - 5.30 p.m.**

(Please refer to the school's calendar for the exact visiting dates)

Security guards will be instructed not to admit 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. Due to the repeated smuggling of prohibited items, including food and other contraband, during and after visiting days, random room searches will be conducted. Students found in possession of such items may face suspension.

- b. Students should, as a matter of courtesy, introduce their parents or guardians to the House Tutors. Visitors will not be allowed in 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:
- 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 wearing singlets or going about bare-chested is not considered civilized outside one's bedroom.
- iii. The Common Rooms are open to both sexes up to 6:00 pm or as stipulated by the House Tutors.

13.17 Visitors to the College

- a. Students cannot receive visitors during school hours; but can receive visitors within the designated visiting hours. See section 12.2.2
- 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, tablets/iPads 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.

13.18 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.

13.19 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. All 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. Students represent the school while in uniform and they should dress properly 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 clothes 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 not worn with jeans.
- e. The College provides one set of uniforms to each student in MYP4 and DP1; students may request additional sets or replacements, 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” or a dress according to the suggested designs from the school. Please note this too is a “uniform” and must form the main body of the attire, particularly on speech day and other events.

13.20 Vacations

13.20.1 Mid-semester holidays

All non-SOS students are expected to go home during mid-semester breaks and vacations. 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 drawn up by House Tutors for that period.

Students who wish to invite an SOS friend home must obtain a written parental invitation beforehand and are encouraged to show such hospitality.

13.20.2 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 when they are going home. 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.

13.20.3 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.

13.20.4 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 at the specified times, making sure that they take 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.

13.20.5 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, curtains and key
- c. Sign clearance forms with their House Tutors
- d. Students will depart in school uniform at the specified times.

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, religious events etc. are not considered reasonable excuses for absences. Where possible, family activities should be planned for exeat days and mid-semester breaks or parents and students accept that they will miss such events unless they opt for a day status elsewhere.

All school days and activities scheduled for the semester are deemed an integral part of the education we provide at SOS-HGIC and as such we do not approve of students leaving school days before the end of semester after examinations. Requests for such departures will not be considered with the exception of funerals of nuclear family members and visa and passport appointments and these must be accompanied with the relevant supporting evidence.

14.0 THE HOSTELS

14.1 The Facility

The hostel facility features 17 hostel units - 8 male and 9 female. Hostels exist in twin-clusters each overseen by a Hostel Tutor and led at the student level by a Hostel Prefect. Monitors, when appointed, provide an additional layer of support. The hostels are identified by names of rivers across the African continent. This is just another way of consolidating our pan-African identity.

Hostels are clustered as follows:

Male Hostels	Female Hostels	Sporting Group Identification
Mano - Sassandra	Turkana - Cavally	Titans 
Nile - Limpopo	Juba - Congo	Spartans 
Volta - Ankobra	Niger - Densu	Trojans 
Zambezi	Tana - Kariba	Vikings 
Kagera	Tanganyika	

Hostels vary in design depending on the period of construction. The Mano-Sassandra, Ankobra-Volta, Nile Limpopo, Tana-Kariba hostels were the very first to be built and mostly feature two-sided rooms, split by twin showers/toilets that serve each side. Each side houses two students. These hostels also have two-sided 'senior student' rooms that are occupied singly on each side, and that share a toilet and shower. The design concept mimics that of huts in a village that sit in a circular arrangement, with each hostel cluster featuring a centrally located 'palava' hut designed to bring members together. Hostel 'tribe' meetings are also held under these 'palava' huts.

Then we have the single-storeyed female clusters, Niger-Densu and Juba-Congo. These clusters also have rooms that host pairs of students per side. They also have ample laundry and storage spaces.

Zambezi, a male hostel departs from the two-per-room concept of the previous hostels. The single storey Zambezi Hostel has several spacious mini-dormitories that can house up to six students each. Bathrooms are located inside each dorm. Dormitories open into a large common area, one upstairs and one downstairs, that are intended to enable maximum interaction between hostel members.

Turkana-Cavally and Tanganyika are the latest additions to our hostel facilities. Turkana's design concept and functional spaces come close to Zambezi's, whereas Cavally and Tanganyika look like a more modern form of the earliest hostel models.

For the hostels featuring double occupants per side, rooms are typically assigned according to the following rules:

- Same-year students are put together to benefit from building close and beneficial relationships with each other. We may also find an MYP4 student paired with an MYP5, or a DP1 with a DP2.
- A national student is typically paired with an international student to encourage that natural interaction that, hopefully, leads to deep learning from each other – socially, culturally etc.

The same basic principle of mixed nationals is replicated in the larger occupancy rooms but the 4-/6-occupancies often feature students from across all year groups. These are deliberate policies in furtherance of the school's philosophy and objective and students are expected to accept these allocations in the spirit in which they are meant.

14.1.1 Broader Facilities Overview

Other facilities situated on the hostel premise include separate girls and boy's common rooms, a range of sporting facilities, maintenance and storage spaces, a 350+-capacity dining hall, a computer lab and lecture/study facilities. The residential facility is covered by Wi-Fi and students have access to the internet from their rooms, as well as, from key facilities around the premises.

14.2 The Hostel Tutor

The Hostel Tutor is key to the functioning of our residential system. Functioning as both educators and guardians to the students, they are critical to implementing the HGIC vision of closely shaping our young ones on their journey to 'adulthood'. The Hostel Tutor is both a disciplinarian and an empathetic presence in the life of the student. Combining strong accountability systems with a high-touch nurturing approach, they strive to reach the student both as an individual and as a collective. The Hostel Tutor is the key person to facilitate the new student's transition into residential life. S/he is intentional about creating an environment that supports the building of strong, and often lifelong, relationships among the 'tribe' (hostel members). The Hostel Tutor helps students to understand the institution's vision for residential life. S/he systematically builds that culture of order and a sense of responsibility among the students.

S/he holds students accountable for keeping rooms and living spaces clean and tidy, for maintaining good health habits, for keeping on top of the daily routines of rising early, preparing for school and exiting the hostels in a timely manner, dressed well for breakfast and onwards to the school day. The Hostel Tutor is often the go-to person for the student in the event of any health issues, particularly over the weekend when the clinic is not open.

The Hostel Tutor coordinates the entry and exit of International Students, and is present in person at whatever port of entry to welcome and facilitate student transitions to campus. They equally convey each travelling student to their point of exit and ensure that all immigration processes are safely completed before they leave a student at the airport.

In summary, the Hostel Tutor is the all-around ‘default’ parent of students in residence, and is to be accorded the greatest respect for the incredible work they do. Moreover, the Hostel Tutor carries the mandate of school leadership to both nurture and discipline. They will not hesitate to hold a student accountable for any misconduct or disciplinary infraction nor will they hesitate to offer comfort and support when that same student is in need.

14.3 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 or parents and students accept that they will miss such events unless they opt for a day status elsewhere.

14.4 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 and collective behaviour in an academic environment. The College can function and accomplish its mission only when such expectations are acknowledged and met by all stakeholders.

15.0 EXPECTED BEHAVIOURS

All members of the SOS-HGIC community will:

1. Provide proper, clear and explicit acknowledgment of the ideas, words or work of another person which have been quoted, paraphrased or summarised (avoid plagiarism);
2. Refrain from submitting the same piece of work for different assessments (avoid duplication);
3. Refrain from engaging in inappropriate collaboration between students (avoid collusion);
4. Ensure the authenticity of all information or data collected for assignments (avoid fabrication),
5. Adhere to examination regulations before, during and after examinations (follow examination regulations);
6. Strive to produce original, authentic pieces of work.

15.1 Measures to uphold integrity

Educating students on academic integrity should be a continuous process. Procedures triggered by non-compliance with required standards of academic integrity are shared with students regularly. It is important that in all cases teachers support and educate students in order to avoid the need to invoke these procedures.

16.0 ACADEMIC PROGRAMMES

16.1 IB Middle Years Programme



The MYP is a 5-year programme designed for students aged 11 to 16. However, SOS-HGIC is authorised to offer a two-year version for students from age 15. It provides a framework of learning that encourages students to become creative, critical, and reflective thinkers. The MYP emphasises intellectual challenge, encouraging students to make connections between their studies in traditional subjects and the real world. It fosters the development of skills for communication, intercultural understanding, and global engagement—essential qualities for young people who are becoming global leaders.

16.1.1 Features of the MYP

- a. Teaching and learning in context – Using global contexts, MYP students explore human identity, global challenges and what it means to be internationally minded.
- b. Conceptual understanding – MYP students use concepts as a vehicle to inquire into issues and ideas of personal, local and global significance and examine knowledge holistically.
- c. Approaches to learning (ATL) - Developing and applying these skills help students learn how to learn.
- d. Language and identity – MYP students are required to learn at least two languages. Learning to communicate in a variety of ways is fundamental to their development of intercultural understanding and crucial to their identity affirmation.
- e. Personal Project – This is a culminating project at the end of MYP where each student produces a truly personal and creative piece of work that stands as a summative review of their ability to conduct independent work.

16.1.2 Guidelines for Selection of Subjects

It is our aim to offer a balanced curriculum which ensures breadth and depth of understanding through study in eight subject groups. We encourage our students to aim for a balance between academic workload and intellectual exploration to allow them to “build on their personal strengths and to embrace (new) challenges in courses in which they might not excel” (MYP from Principles to Practice).

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

1. MYP Courses
 - Fixed Courses: Language & Literature, Language Acquisition Standard & Extended Mathematics are compulsory for all students.
 - Flexible Course
- i. 3 courses in Individuals and Societies and the Sciences but students cannot take 3 courses from either group
- ii. 1 or 2 courses from The Arts and Design
2. Compulsory Core Courses
 - ICT, Thinking Skills and Reading Seminar are compulsory for all students.
3. Students are to offer a minimum of 8 subjects (excluding the compulsory ones stated above).
4. Students may take a maximum of 10 subjects, depending on timetabling constraints.

16.1.3 MYP Subjects Offered at SOS-HGIC

Subject Group	Subjects
Group 1 Language and Literature	English, French, Swahili, Amharic
Group 2 Language Acquisition	English, French
Group 3 Individuals and Societies	History, Economics, Geography
Group 4 Sciences	Physics, Chemistry, Biology
Group 5 Mathematics	Standard and Extended Mathematics
Group 6 The Arts	Visual Art, Performing Art, Music
Group 8 Design	Combined Digital and Product Design

** SOS-HGIC does not offer Physical and Health Education as an academic discipline

17.0 INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME



The Diploma Programme (DP) is a rigorous pre-university course of study designed for students in the 16 to 19 age range. It is a broad-based two-year course that aims to encourage students to be knowledgeable and inquiring, but also caring and compassionate. There is a strong emphasis on encouraging students to develop intercultural understanding, open-mindedness, and the attitudes necessary for them to respect and evaluate a range of points of view. Students are required to choose one subject from each of the six academic areas (although

they can, instead of an arts subject, choose two subjects from group 3 or group 4).

Every DP student must complete the three core components that lie at the heart of the programme: Theory of Knowledge (TOK), Creativity, Activity, Service (CAS), and the Extended Essay (EE).

DP pedagogy is underpinned by the “approaches to teaching and learning”—deliberate strategies, skills and attitudes that permeate the teaching and learning environment. The five categories of approaches to learning skills (developing thinking skills, social skills, communication skills, self-management skills and research skills) help to encourage students and enhance the coherence and relevance of their DP experience.

At the end of their DP courses, students’ abilities are measured by means of external assessment. Many subjects contain some element of coursework assessed by teachers. All coursework—including work submitted for assessment—is to be authentic, based on the student’s individual and original ideas, with the ideas and work of others fully acknowledged. Assessment tasks that require teachers to provide guidance to students or that require students to work collaboratively must be completed in full compliance with the detailed guidelines provided by the IB for the relevant subjects.

(Adapted from IBO DP subject guide introductions)

17.1 DP Subjects offered at SOS-HGIC

Group 1

Group 1 comprises Language A courses in literature, and language and literature, for speakers of native or near-native facility. At SOS-HGIC, they are available in Amharic, English, French and Swahili.

Group 2

Group 2 courses are concerned with language acquisition at two levels – Language B for those with several years of previous experience, and Language ab initio for complete beginners. At SOS-HGIC, courses are available in English, French, Spanish and Swahili.

Group 3

History, Geography, Economics, Social and Cultural Anthropology and Digital Society are the subjects available in this group at SOS-HGIC.

Group 4

Biology, Chemistry, Physics and Computer Science are available at SOS-HGIC.

Group 5

Mathematics courses at SOS-HGIC are available in two varieties – Analysis and Approaches, and Applications and Interpretation.

Group 6

Visual Arts, Theatre and Music are available at SOS-HGIC.

17.2 Creativity, Activity, Service (CAS)

The CAS Programme

CAS, an acronym for Creativity, Activity 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.

The CAS program formally begins at the start of the Diploma Programme and continues regularly (on a weekly basis) for at least 18 months with a reasonable balance between Creativity, Activity, and Service. In SOS-HGIC, students are exposed to the tenets of the CAS program right from the MYP. The implementation of the MYP program has helped put CAS into perspective, since the MYP students now take part in Service As Action which prepares them for IB CAS.

Service learning takes place in each of the two programmes in the form of:

- Service as Action in the MYP
- Creativity, Activity and Service in the DP

CAS is organized around the three strands of creativity, activity and service defined as follows.

- **Creativity**—exploring and extending ideas leading to an original or interpretive product or performance
- **Activity**—physical exertion contributing to a healthy lifestyle
- **Service**—collaborative and reciprocal engagement with the community in response to an authentic need

CAS is a mandatory programme offered in the DP level and each student will need to participate and be present at all CAS programs.

The School CAS programme happens every Thursday from 3:00pm-4:30pm prompt.

All CAS activities should be first approved by the CAS Co-ordinator/CAS Team and undertaken under appropriate supervision. CAS activities should be ongoing, challenging and a new experience for the student. The need to reflect at the end of the process ensures the activities become learning experiences.

Requirements for Completing CAS

Student completion of CAS is based on:

- the achievement of the seven CAS learning outcomes.
- the commitment to his or her CAS programme over a period of 18 months.
- the meaningful and purposeful CAS experiences with the help of CAS stages
- the completion of at least one CAS project with the help of CAS stages during the programme.

18.0 RULES AND REGULATIONS FOR CONDUCTING SCHOOL EXAMINATIONS

18.1 Attendance

1. Know the dates and times of your examinations. (consult your timetable).
2. Be ready to enter the examination room at least 20 minutes before the start of each examination.
3. When instructed to enter the examination room, do so in an orderly manner and without any communication with other candidates.
4. The coordinator/invigilator will decide on where you will sit during an examination. You 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 you should occupy the seat corresponding to your assigned index number.
5. If you arrive late for an examination, report to the supervisor of the examination. No additional time will be allowed in case of lateness.
6. If you miss an examination without good reason, you will not be given another opportunity to take it.

18.2 Unauthorised Materials

- a. Leave outside the examination room anything that you do not need or which is not allowed. Math set cases, calculator cases/instruction leaflets, pencil cases, portable music players, books, notes, etc. must be left outside the examination room. Apart from scientific or graphic display calculators for specified papers, 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 your possession during the examination.
- b. You must not use a dictionary or computer spell checker unless you have been informed before the examination that you may do so.
- c. External storage media e.g. card, tape, disk, smartcard and plug-in modules, must not be in your possession during the examination.
- d. 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.
- e. Calculators with any of the following facilities are prohibited, unless specifically stated otherwise in the syllabus:
 - i. Phones, calculators-watches and portable devices are not allowed
 - ii. Only the manufacturer's operating system may be used

- f. Computer Algebra Systems Enabled (symbolic manipulation whether inbuilt or programmed) calculators
 - i. You may not use or store data, programmes or flash (ROM) applications (Apps) in your calculator that may assist you in an examination by removing the need to recall facts or formulae.
 - g. You are responsible for clearing any information and/or programmes stored in your calculator before the examination. The discovery of any ‘uncleared’ calculator in an examination will be regarded as an attempt to cheat.
 - h. Correction fluid is not permitted in examinations.
 - i. Paper for rough work is not permitted in examinations. Everything you write must be submitted. If you do not want the teacher to mark something, cross it out.

18.3 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)

18.4 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 been given the right question paper or required materials such as data or formula booklets, or case studies.
 - 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. You may not ask for, and will not be given, any explanation of the examination questions.
- e. 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.
- f. 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.
- g. You must not leave the examination room until the supervisor tells you to do so.
- h. You are not allowed to leave the examination room during the first hour or during the last 15 minutes of any examination. If you 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.

- i. You must not take with you from the examination room any question paper, answer book/ answer paper, rough work, or any other used or unused materials provided for the examination.
- j. Leave the examination room in an orderly manner and without communicating with other candidates.
- k. You are not allowed to borrow anything from, or lend anything to, other candidates in the course of the examination
- l. You must not talk to, communicate in any way with, seek assistance from, give assistance to or disturb other candidates while inside the examination room.

19.0 THE PREFECT SYSTEM

In June each year, a new Prefect Body is appointed from DP1 to succeed the outgoing DP2 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 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 SLT will make the final selection.

Prefects must have 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, therefore their prime responsibility is the welfare of the whole school. Thus, they are expected to organise, co-ordinate, lead, admonish and apply disciplinary measures 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.

19.1 Prefects and Monitors Duties

The Monitors operate under the Prefects and assist the latter in performing their duties. Many, if not all of them, could eventually become Prefects in DP2, so they are selected based on the same qualities as the Prefects, as well as particular skills in specific areas.

Monitors can apply disciplinary measures for minor offences but should report major ones to the Prefects to whom they will also submit lists of students for punishment. To support the effective running of the hostels, each hostel prefect will be assigned assistants to enhance efficiency and overall outcomes.

19.2 Prefects and Monitors Positions

- a. Head Boy/Head Girl
- b. Compound Prefects and Monitors
- c. CAS and Clubs Prefects and Monitors
- d. Academic Affairs Prefects and Monitors (Prep and Library)
- e. IT Prefects and Monitors
- f. Dining Hall Prefects and Monitors
- g. Sports Prefects and Monitors

- h. Entertainment Prefects and Monitors
- i. Hostel Prefects and Monitors
- j. Comportment Prefects and Monitors

19.2.1 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 infractions
- 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

19.2.2 Compound Monitors and Prefects

They are responsible for the neatness and beauty of the college and hostel compounds by working with the House Tutor responsible for the compound.

Their 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 the compound or the staff on duty on parts of the compound that need attention from the gardeners;
- c. Keep an attendance register of visitors during visiting days.

19.2.3 CAS Monitors and Prefects

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

- a. Communicate instructions from the CAS and Clubs Coordinator and Activity Leaders to 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 Saturday snacks session.

19.2.4 Academic Affairs (Prep & Library) Monitors and Prefects

19.2.4.1 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 for DP1 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)

19.2.4.2 Library

The Academic Affairs Monitors, together with 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 on overdue library items;
- b. Help educate students on how to use the library and its resources effectively;
- c. Supervise students performing library duties when required;
- d. Support library staff in the creation of a school library environment that is inviting and conducive to learning;
- e. Help follow up on students' suggestions;
- f. Coordinate the activities of the Book Club to promote reading.
- g. Inform the librarian of any problems or issues students need to discuss.

Prep and Library prefects are in charge of organizing Library Day and Career Day, and managing the display in the library with the library staff.

19.2.5 IT Monitors and Prefects

The IT monitors and prefects work under the direction of the school's technical support team. They are the first point of contact in any case of IT needs and work together with the school's technical support team to ensure the convenient access to Internet and tech services.

They also serve as the medium of communication between the technical support team and the entire student body.

Their specific duties include the following:

- a. In charge of projection during breakfasts, formal/semi-formal meals, and certain school events (e.g. National Day, SRC Manifesto Night, etc).
- b. Resolve Wi-Fi and IT related issues on students' devices.
- c. Communicate with the school's technical support team and the student body about any WIFI issues at hand (e.g. fibre-cut, unstable connection, etc).
- d. Responsible for logging any damages to student laptops as well as the provision of pool laptops or desktops where applicable.
- e. Assist in setting up equipment for school functions.
- f. Ensure the proper handling of devices and the enforcement of online etiquette.

19.2.6 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. The removal of these should be done only with the knowledge and permission of the house tutors and teachers in charge of the Dining Hall. (e.g., for sick students in the infirmary or in isolation)

19.2.7 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, week-end 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.

19.2.8 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.)

19.2.9 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.

19.2.10 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 require attention.

19.3 Privileges of Prefects

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

- a. Larger rooms
- b. An additional weekend exeat (Friday departure overnight exeat per semester) – Refer to 12.4.1.1 (c)

19.4 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 overnight exeat in a semester (Friday to Saturday / Saturday to Sunday)
- b. Lights out at 10:30 pm

19.5 Prefect / Monitor Duty roster

In the first semester of the academic year, all DP2s will be placed on the prefect/monitor rotation schedule regardless of whether they are prefects or not. This is in the spirit of utilizing all seniors in DP2 in leadership positions. In the second semester, monitors will be placed on the rotation schedule.

20.0 THE STUDENT REPRESENTATIVE COUNCIL (SRC)

This consists of an elected representative from each form/class grouping, country heads, and an elected Executive Committee of President, Vice President, Public Relations Officer and Secretary. They are assisted by a staff patron.

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.

20.1 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.

20.2 Election Process

In the second 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.

20.3 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

21.0 HOSTEL ENTERTAINMENT

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 the 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: This is a hotly contested major event in the school calendar.
- 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.

22.0 GUIDELINES FOR STUDENTS STAYING IN THE HOSTELS DURING VACATION PERIODS

Although it is holiday time, there is still the need for some rules and regulations in order to foster relaxing, enjoyable but orderly and 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. Please remember that although this is 'home', it is also governed by rules to ensure the well-being of the more than 100 students in residence during vacations.

22.1 General Behaviour

- a. Students will 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 as 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 promptly, decently dressed. Bathroom slippers shall not be worn around the compound.
- d. The DP 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 while 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. MYP students may go out to town three days within the week and DP students may do so any day of the week.

22.2 Dining Hall

- a. The following meal times shall apply:

Breakfast:	7:00 a.m.	-	7:30 a.m.
Lunch :	1:00 p.m.	-	1:30 p.m.
Supper:	6:30 p.m.	-	7:00 p.m.

Students must be punctual at all meals.

- 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.

22.3 Use of Recreational Facilities (Common Rooms, Computer Rooms, etc.)

- a. On weekdays (Mondays–Fridays) the common rooms shall be opened from 2:00 p.m. until 10:00 p.m. for relaxation, watching TV, viewing approved video films or for playing indoor games. On weekends they will be open all day and on Saturday nights, viewing may continue till 11.00 p.m.
- b. The period between 9:00 a.m. and 2:00 p.m. 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 the responsibility of monitoring the use of the respective common rooms and computer rooms. Anyone who fails to adhere to their instructions will be banned from these rooms.

22.4 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 (MYP students) must arrange to be in groups 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 p.m. and must sign back in at the Hostel main gate. By 6:00 p.m. at the latest, all exeat booklets must have been returned to the House Tutor on duty.
- e. 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 p.m.
 - Attend a function which begins after 5:30 p.m.

The curfew for such functions must be negotiated with the House Tutors but cannot extend beyond 10:00 p.m. The only exceptions are for Embassy functions or with written invitations from parents of HGIC.

- a. 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.
- b. 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 p.m. unless a party has been specially arranged with the knowledge and permission of the House Tutors.
- c. Visitors are not allowed into the Dining Hall or at meals.
- d. 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.

22.5 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 from a House Tutor.
- b. Curfew begins at 11:00 p.m. 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 p.m. – 5:30 a.m.) strictly.

23.0 CEREMONIES AND OBSERVANCES

23.1 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.

23.1.1 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, intercultural understanding 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.

23.1.2 Monthly Hostels Inspection Visits

Once a semester, hostel inspections will be conducted as determined by the Senior Leadership Team (SLT). The purpose is to visit the hostels to judge each one for its neatness and beauty.

23.2 First Semester (August to December)

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

23.2.1 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.

23.2.2 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 are awarded prizes. There are both junior and senior debating groups.

23.2.3 Inter Hostel Athletics

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

23.2.4 Students' Forum

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

23.2.5 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

23.2.6 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.

23.2.7 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.

23.3 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.

23.3.1 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.

23.3.2 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.

23.3.3 Inter-hostel Dancing Competition

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

23.3.4 African Union 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.

23.3.5 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.

23.3.6 Hermann Gmeiner Day

This is celebrated on 23rd 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.

23.3.7 Math and Science Quiz

SOS-HGIC's Science and Math Quiz is an event that showcases the art of collaboration and the sharing of knowledge. The Science and Maths Quiz gingers students' academic spirits and accelerates the euphoria of learning in a healthy competitive environment. The competition includes four representatives from each hostel group. This competitive edge is one that brings excitement to the show. This competition not only grants participants the drive and motivation to put their best foot forward but ignites a passion within the students witnessing the event unfold. Healthy competition inspires students to go beyond settling in their academics and future endeavours.

23.3.8 Orator of the Year

This is an annual event carried out by the English language department of SOS-HGIC. It is a public speaking contest designed to showcase the confident and articulate expression and delivery of ideas by students at its best, in only 3 minutes to the school community and a panel of 4 or 5 judges.

It has the preliminary stage where all contestants have an allowance of 3 minutes to deliver the speeches and thereafter, the elimination round where contestants give a speech on a randomly chosen topic in 2 minutes after a 20-minute preparation.

23.3.9 Leavers' Dinner

This is a formal, whole school occasion to say goodbye to the final year DP 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 DP2 students, quite separate from the dinner. This is preceded by a Class trip to any part of Ghana for a few days, planned as a graduation present from the Principal.

23.3.10 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.

24.0 SCHOOL CLUBS

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.

8 COUNTS

The 8 Counts club is a club that brings the student body together in the spirit of dance. Students in the club are taught a variety of different dances from all over the world, from Afrobeats to Salsa. Though a light hearted club, it never fails to invigorate and energize students through movement and a sense of community.

Beyond Bars

Beyond Bars provides a safe, supportive and creative platform for students to explore and share original music across all genres and varying skills including sound engineering, vocals and hardware instruments. It presents individuals with opportunities to showcase their musical prowess via live performance, advertisement, and personal growth experiences with the support of professional musicians and in an abundance of the spirit of innovation and initiative. The club has succeeded in motivating students to further their interests in rap, DJing, spoken word, poetry and many more all to achieve its goal of promoting creative expression in the HGIC community.

Chess

The initiative of the chess club is to train the SOS-HGIC community to be independent thinkers while providing entertainment through the game of chess. The game empowers students with analysis and critical thinking skills. Additionally, chess encourages students to be tactical and strategic when approaching problems.

Consortium

The Consortium club offers students a taste of the business world by giving them the opportunity to invest money and receive dividends. The Club is manned by three CEOs (Management CEO, Business CEO and Social Impact CEO), a strategic planner, a director of finance, a director of marketing and a director of production and last but not least, a secretary. In the course of the academic year, interested students purchase floated shares of the Club.

After a specified period of time, related shareholders receive dividends with a rate of interest determined by the executive body. To ensure the dividends are met, the club sells a range of products: pizza, ice-cream, stationery and mini electric fans, while ensuring a portion of the profits go towards a social impact project.

Debate Club

The debate club is a club that allows students to freely express their views and opinions on various topics. It provides a safe space for students to learn and build upon their argumentative skills and confidence. In debate club meetings, students are not only encouraged to be bold and defend the arguments that they present, but also to be attentive and analytical in order to counter opposing views. The debate club equips students with the necessary attributes to become the eloquent and assertive personalities needed in every society. With every meeting more interesting than the last, the debate club meetings are the highlight of HGIC's Saturdays.

Global Awareness

The Global Awareness Club was established to equip members with the knowledge and skills required to apply concepts learnt in class to real-life situations through various developmental activities or programs.

Specific objectives

1. To develop the knowledge of members on the global developmental issues/challenges.
2. To create awareness of current global affairs related issues in our community
3. To enhance the technological skills of members in the use of Geographic Information Systems
4. To develop the research skills of members in preparation for higher learning

Ilera

The ILERA Initiative is a school club founded on the principles of good health and nutrition with the purpose of encouraging and motivating students to start or maintain a healthy life. It includes patronizing and recommending healthier food or snack options to the student body, introducing nutritious recipes to try, teaching the student body fitness do's and don'ts, kickstarting aerobics and gym classes, and much more. With a new executive body, the ILERA Initiative plans on revealing new and exciting activities such as "Fitness Fridays" for the student body to participate in, with the goal of achieving a balanced lifestyle.

Interact

Interact is a club that was created to encourage and foster the advancement of international understanding, goodwill, and peace through a variety of community service and activities.

Math Club

Newly introduced to school, the math club makes learning math more fun than your usual math teacher! Activities ranging from projects to riddles to challenging problems were provided with scrumptious snacks as rewards. Through these activities, we seek to promote critical thinking and teamwork, with the ultimate intention of breaking down the thick barrier that exists between the field of mathematics and students by creating a friendly atmosphere for mathematics.

In addition to this, the math club mentors students who are passionate about mathematics and intend to participate in a challenging maths contest. These students include the students who managed to excel in the annual MISE contest in our first year of mentoring.

Mogul

Mogul is an inclusive community of females and males that seeks to empower students through discussions on different social issues that are relevant to us. Although the purpose of Mogul is to focus on empowering females, the club seeks to tackle issues of discrimination against both males and females in hopes of creating a world where we all have equal opportunities.

Model United Nations (MUN)

The Model United Nations Club seeks to simulate the functions of the United Nations and strives to ignite an interest in world affairs in the student body. The club enables students to gain experience in diplomacy and international relations through regularly held simulations and meetings. In addition, the MUN club promotes social skills such as public speaking which increased confidence and team work by allowing our members to regularly interact with each other. The club also provides a platform for students to augment their research and debate skills by allowing them to convey their ideas through prepared, as well as impromptu speeches. They participate in mini-UN assemblies with other schools at home and abroad.

Pan-African Club

The Pan African Club is one of the most dynamic and 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, challenges and history.

The club also aims to give its members perspective with regards to past, present and future happenings on the continent. The multicultural nature of the student body enriches the club's pursuit of its objectives to a great extent.

Photography

The photography club is a collective of students who share a common appreciation of visual art and imagery in the form of photography. Students are taught to develop and sharpen technical skills with a camera and the basics of photography. They are also taught how to edit and correct pictures in-post with a variety of editing software. Students in the club develop a versatility to venture into all types of photography e.g., nature, events, abstract, conceptual, etc., or, if they please, venture into image editing and graphic design. It is more than just a club. It is a community of creatives who come-together to share skills that may prove useful in the future.

Probotics

The Probotics Club at HGIC is a vibrant group of students with a passion for technology and a drive to create innovative solutions to real-world problems by applying said technology. Engagement and inclusion are very important to this club. As such, mini-projects are regularly undertaken to be showcased within the school community on different occasions. Some choice examples of these mini-projects are; an automatic colour sorter, a hangman game, and a smart house model. Students in this club have participated in competitions such as The First LEGO League, Robotics Inspired Science Education (RISE) and the Pan-African Robotics Competition (PARC). As someone looking to join the club next academic year, all that is required is for you to be ready to engage, have fun, and create!

Science and Environmental

The Science and Environmental (S&E) Club is a vibrant and blissful club that focuses on intellectually stimulating its members, by enhancing their cognitive and vocational skills in the different areas of science and the environment. To eliminate the prevalent problem that most students share, concerning joining clubs which are similar to their academic courses, the S&E club constantly provides a conducive environment that permits members to manoeuvre the webs of science and the environment through fun and intriguing methods such as Kahoot games, experiments, quizzes, etc. The Science and Environmental Club continuously serves its members with nuggets of knowledge and fascination, which provide an exhilarating experience that nobody should ever miss out on!

Societass

Societas is a student-run magazine that gives the members of the school body the opportunity to address topics of importance to them and is intended to help encourage open-mindedness and increase exposure to African-based media and entertainment.

College Waves

Students put their literary skills into practice as they work on the publication of the school magazine called “College Waves” for the school community. The magazine is sold to staff, students and parents to support our various external community projects.

Let’s Transform It

The Let’s Transform It Club explores the creative aspects of students and help in mitigating pollution by using waste (plastic, paper, and cans) to create artefacts that would be sold to raise money for the school to finance CAS projects. This club also includes hair braiding, beads making, pottery, sewing, and macramé.

Global Awareness

The Global Awareness Club was established to equip members with the knowledge and skills required in applying concepts learnt in class to real-life situations through various developmental activities or programs. This club strives to develop the knowledge of members on the global developmental issues/challenges and create awareness of current global affairs in our community. Furthermore, members get to enhance their technological skills in the use of Geographic Information Systems as well as build research skills in preparation for higher learning.

Modern Languages

The Modern Languages Club provides multiple windows for its members to view the world through our diversified tongues! We celebrate our roots as a unified African community by teaching ourselves Twi and Swahili, with time we hope to expand this scope to every region of Africa. We also teach and learn French and Spanish in a fun, modern and refreshing way, different from classroom learning.

Astronomy

Beyond our universe, there is so much unknown just waiting to be discovered! The Astronomy Club provides students with the opportunity to take that itch for discovery to a new level with stimulating discussions and interactive activities. It also sensitizes its members to the importance of astronomy in the development of our current world. The club also challenges driven students with projects that don’t have a certain outcome and that’s the beauty of the unknown.

Philosophy

The Philosophy Club brings together insightful young individuals to discuss matters of various degrees: pertinent or irrelevant, light-hearted or melancholic, even acceptable or indefensible with the purpose of building constructive conversations and benefiting those who partake in our meetings.

To leave each other thinking with more questions than we have answers is our goal as we try to elevate the human mind to a higher pedigree of understanding itself and the world around it.

Ted-Ed

The TED-Ed Club is a unique and thrilling club which aims to spark and celebrate the ideas of brilliant young minds like us. Ted-Ed unlocks the true public speaking potential in students who struggle with sharing their brilliant ideas with audiences. We pride ourselves in discussing knowledge-driven topics and allowing students to express themselves, be it through what they are passionate about or even as far as what they wish the world could be.

Yearbook

The Yearbook Club is responsible for the largest annual publication in SOS-HGIC. It gears students with interests in photography, designing and writing towards producing a large-scale book production. With experienced leaders guiding members, the collaborative skills of participating students are put to work in order to organize ideas and produce the best coalition of yearly events, highlights and a showcase of the members of the SOS-HGIC community.

The Justice Club

The "Justice Club" is an initiative by Justice Gertrude Torkornoo, as part of the Chief Justice's Mentoring Programme. It aims to encourage young people to take an interest in the legal profession. The idea behind the Justice Club is to help students in second-cycle institutions understand the legal infrastructure of the country.

Through the club, students will better appreciate concepts such as law, justice, equity, fairness, legalities, and ethics. They will also learn about the structure of the courts and be educated about their rights, obligations, entitlements, and privileges.

25.0 THE PHYSICAL EDUCATION/ SPORTS PROGRAMME

SOS-HGIC views the Physical Education/Sports Programme as, a fulfilment of the philosophy of “a sound mind in a healthy body”

25.1 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.

25.2 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 that comprises a 25-meter state-of-the-art swimming pool and a baby pool for staff children and friends of SOS who patronise the facilities.
- b. Two well-equipped gymnasiums.
- c. Two Tennis Courts
- d. Two Volleyball Court
- e. Two Basketball Courts
- f. An Astro turf
- 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.

25.3 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 schools in Ghana, Togo, Ivory Coast, and other countries are also organized.

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

26.0 EXCURSIONS

Two types of excursions are organized by the school:

- a. Educational - organized by subject teachers to supplement teaching. Some places visited are the 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 and others include Tema Oil Refinery, Akosombo Dam and the slave castles in the Central Region.
- b. Recreational – 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.

27.0 SPECIALIZED SERVICES

27.1 School Counselling Department

Here at SOS-HGIC, we believe that few students come to school without challenges. 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 School 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.

27.1.1 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 School Counselling Department.

27.2 Career Guidance and Counselling Department

The SOS Hermann Gmeiner International College's Career Guidance and Counselling Department's **mission** is to graduate life-long learners who are fully prepared for the best universities worldwide. We do this by:

- **Providing** individualised career counselling to all students on a regular basis to ensure a well-directed transition from academic studies to a self-supporting career;
- **Preparing** students for entrance into universities of high international standards;
- **Developing** formal and informal relationships with universities in Ghana and abroad to ensure smooth transitions for students graduating from the College.

27.2.1 University Placement

We support students through college admissions and the financial aid process while ensuring that each student finds a college that fits his or her academic interests and values. Each year Admission Officers from a number of universities meet with our students to provide information about their schools, admissions requirements, costs, financial aid and scholarships. Over the years, our students have been accepted into some of the most prestigious universities around the world such as:

- United States of America: Harvard, Yale, Princeton, MIT, Amherst, Brown, Columbia, and Dartmouth.
- United Kingdom: Oxford, Cambridge, Warwick University, Imperial College, University of Bath, Leeds University, Sheffield University and Northumbria University.
- Europe: Debrecen University, Fontys University and Jacobs University.
- Canada: University of British Columbia, Carleton University and Simon Fraser University.
- South Africa: University of Witwatersrand, University of Cape Town and Pretoria University.
- Ghana: University of Ghana, Kwame Nkrumah University of Science and Technology (KNUST) and Ashesi University.
- An exhaustive list of colleges attended is in our College Profile found at:

<https://www.soshgic.edu.gh/wp-content/uploads/2023/08/2023-24-College-Profile-SOS-HGIC.pdf>

27.2.2 What the department offers:

The department also empowers students by providing:

- a. One-on-one sessions with the counsellor to discuss student educational options
- b. Opportunity for parent meetings and discussions between alumni and students.
- c. Conducts comprehensive assessments and self-evaluation of career interests
- d. Guidance to conduct college research
- e. Familiarizing candidates with the university application processes of different countries and the requirements.
- f. Assistance in making decisions about where to apply (with parental consent) and which courses to offer
- g. Career information in the form of books, reference material, articles, videos and databases. Our “Career Day” is an annual highlight where our students get to meet professionals from various fields to sensitize them on career opportunities available to them, and the pathway to such careers.
- h. Facilitation for the registration of students for SAT, LNAT and other university specific tests. as well as prepare our students for university admissions interviews.
- g. Pre-departure orientation to ensure a smooth transition into college.

MYP4	
Time	Activity/Event
August	MYP4 Orientation - Time with Counsellors
September	Self-Awareness assessment-workshop
October	Test Day - PSAT
	Careers Day
November	So you think you can write! (Writing Seminar)
December	Guidance Boot Camp - Time with HGFD
All Year	Reading Seminar
	Introduction to various Career Options
April	PSAT information Package

MYP5	
Time	Activity/Event
September	Self-Awareness assessment workshop
October	Test Day - PSAT
	Careers Day
November	So you think you can write 2.0!
December	The 3 Ps Workshop- Introduction to various Career Options
All Year	Reading Seminar
	Introduction to various Career Options
April	PSAT information Package

DP 1	
TIME	ACTIVITY/EVENT
August	Introduction to College Applications - Students
September - December	Why study series....
September	Why study in Canada.
October	Why study in the UK.
November	Why study in Europe.
November	Introduction to College Applications - Parents
	Test Preparations (LNAT,SAT, MCAT, etc)
April	Why study in Africa
January	Creating THE University list
March	Teachers Recommendation refresher
May	Recommendation requests- students
February - June	Getting to know you - Parents and students

Modules and Events for each year group:

DP 2	
TIME	ACTIVITY/ EVENT
August	Register - Common App & UCAS
August - December	Finalise Lists
	Finalise Essays
	Application to Canada
	Application to Europe
	Confirm EA/ED applicants
October	Update & Financial Aid- Parents
October - December	Submit Documents
February - June	Application to Africa
March - July	Collate offers
June	Pre-departure

28.0 THE VALCO LIBRARY AND LEARNING CENTRE

28.1 Role of the Library

The library has four main functions.

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

Students in MYP 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.

Currently, the Library has over 40,000 volumes and over 50 magazine subscriptions, as well as internet access to worldwide centres of learning. Staff are urged to make use of these facilities for their own professional development and to enhance teaching and learning.

28.2 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 Computer Department issues the cards, but the library can issue temporary ones, where necessary, to enable staff and students continue to use its services.

Both students and staff are free to borrow library items. Other library rules are covered during orientation.

The facility is open for students and teachers during the school day **from 7:30a.m to 4: 30p.m** from **Monday to Friday**.

28.3 Library Stock

Apart from the 40,000 books, CDs, DVDs, videos and magazines, there are also computers and a photocopier in the library.

The library is fully computerized and uses the “Oliver” Library Management Software developed by Softlink, UK. To enable you 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 divisions of the library are the:

- Talking Book section and the DVD/ electronic media
- Easy Reading section for all magazines and fiction
- African and Caribbean Literature section
- Junior Collection, though useful for all students depending on what they are looking for
- Careers and Universities shelves for research on the world of work and higher education options round the world
- Teachers’ Collection where teacher resource materials are located
- TOK shelf for IB students
- Reference Section

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

28.4 IT POLICY & GUIDELINES

Information and Communications Technology has the potential to improve the quality of teaching and learning in SOS-Hermann Gmeiner International College (SOS-HGIC). Using ICT appropriately will lead to members of the school community developing a sense of confidence with new technologies and provide access to lifelong learning opportunities.

Access to computer systems and networks owned or operated by SOS-HGIC are granted to SOS-HGIC students and staff to promote legitimate educational, research and administrative purposes in keeping with the role of SOS-HGIC as an educational institution.

This access demands certain responsibilities and obligations according to SOS-HGIC policies and applicable laws.

Users are expected to be aware of and be responsible for:-

- Intellectual property
- Ownership of data
- System security mechanisms
- Rights to privacy
- Freedom from intimidation, harassment and unwarranted annoyance.

28.5 SOS-HGIC Responsibilities

SOS-HGIC will meet the following responsibilities to the best of its ability, undertaking due-diligence and following commonly accepted practices: -

- Ensure that resources are shared fairly including software, hardware and data to promote efficient teaching and learning.
- Ensure easy communication by providing an efficient email system.
- Provide efficient and reliable access to the network resources including the Internet
- Ensure all ICT systems and equipment are properly installed and maintained.
- Ensure all users have access to the school network to complete their work and enhance learning.
- Assist all users to become confident, competent and independent users of supported ICT resources.
- Provide timely information and feedback to users in the case of system failure through all available means including but not limited to sending mail or making announcements in the dining hall.
- Respond to any violation of these guidelines and follow-up with appropriate consequences.
- Protect school systems and networks from events or behaviours that threaten or degrade operations. The Technical Support Department led by the IT Manager is responsible for maintaining and monitoring the use of the school's ICT systems hereby referred to as the SOS-HGIC Network.
- Provide advice to users on appropriate use of hardware and software in the school environment.
- Determine and communicate the hardware and software supported by the school.
- Monitor the entire network to ensure compliance with both the school rules governing usage and applicable laws.

28.6 User Responsibilities

In meeting acceptable use of ICT resources users are expected to:

- Comply with all SOS-HGIC policies and procedures.
- Use SOS-HGIC ICT resources in a responsible, efficient, ethical and legal manner.
- Use resources only for authorized administrative and academic purposes, other SOS-HGIC business and/or reasonable personal use.
- Protect user-ID and system from unauthorized use. Users are responsible for all activities on their (logon) user-ID or that originate from their computer system and must never share log on details or passwords with others.
- Access only information that belongs to the user or to which the user has been given authorized access.
- Comply with all copyright laws, licensing terms, patent laws, trademarks, and all contractual terms when installing permitted software not provided by SOS-HGIC.
- Be responsible in the use of shared resources and actively promote e-safety and anti-cyber bullying

In meeting acceptable use of ICT resources users should **NOT**:

- Use another person's system, files, or data without express authorization.
- Use another individual's user ID or password.
- Use computer programs to decode passwords or access control information.
- Attempt to gain access to information or services to which the user has no legitimate access rights.
- Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to or sharing of SOS-HGIC data such as reports, examination results and school lists.
- Use SOS-HGIC systems for commercial, inappropriate personal, or political purposes, such as using electronic mail to circulate advertising for products or for political candidates.
- Harass or intimidate another person including, but not limited to, broadcasting unapproved, unsolicited messages, repeatedly sending unwanted or threatening mail, or using someone else's name or user-ID.
- Register on networking sites using user groups created and managed by the school.
- Engage in unacceptable activities which may include, but are not limited to: -
 - Intentionally placing a program in an endless loop
 - Printing excessive amounts of paper
 - Sending chain letters or unapproved, unsolicited mass mailings.
 - Activities that compromise system security, the privacy of other users, or obstruct the work of others.

- Port scanning, network sniffing, keystroke logging, using remote control software and password cracking
- Hogging system resources by logging into several computers or websites simultaneously.
- Distributing Spam
- Disconnect IT lab systems to connect laptops. Registered laptops and supported devices may only be connected to the network via authorized means. Connecting laptops to unused network jacks is also prohibited.
- Download and install software, change system or software configurations on school owned devices.
- Play non-educational games on school owned computers

LAPTOP POLICY

- New students are provided with a new laptop on arrival at school. The laptop is configured with all the needed software and is ready to be used on the school network.
- The student retains ownership of the laptop and responsibility for it once it has been issued.
- All material on the laptop is subject to review by school staff while the student remains a student of SOS-HGIC.
- All laptops and batteries are covered by a manufacturer's warranty. It does not cover accidents, negligence or malicious damage for which the student is liable. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.

In the case of accidental damage, the following will apply: -

- In the first instance, the student will benefit from an accidental warranty coverage which can be applied only once for only one of the following parts: Screen, Hard Disk Drive, RAM and keyboard.
- For subsequent instances of accidental damage and replacement for lost or damaged chargers, a parent/guardian will be sent an authorization form for repair or part replacement at a cost to the parent/guardian.
- Laptop chargers are not covered under warranty

DEVICE POLICY

- Students are allowed to bring one device (iPad or android tablet).
- The device must not have a SIM Card and the discovery of one is a serious offence.
- The device must be registered with the IT technical support department for network access.

MIFI are expressly forbidden to prevent circumvention of the school policy on social networking. Discovery of one is a serious offense.

28.7 Social Networking

The role of social networking sites in society cannot be disputed. However, to regulate their use and to facilitate effective time-management, as well as to minimise unproductive distraction from school work, social networking sites are accessible on the school network during these hours:-

Monday - Friday	15:30 – 19:00
Saturday	12:00 - 17:00
Sunday	12:00 - 17:00

29.0 FIRE DRILL AND EMERGENCY EVACUATION PROCEDURE

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 follow 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. The college would conduct a fire drill every semester in keeping with guidelines from the Health and Safety Policy which outlines fire drills and emergency evacuation procedures.

The policy also outlines fire prevention measures, the role of School Safety Leads (who orchestrate fire drills in collaboration with the Ghana National Fire Service Authority) and the availability and maintenance of equipment to ensure a safe campus. During a fire drill or emergency evacuation process, all form tutors and hostel tutors are responsible for taking the roll call and accounting for students in their form or hostel groupings.

29.1 What to expect during a fire drill

Students and all employees should immediately follow the following procedures in the event of an emergency or a fire drill. Once the siren goes off:

- Leave everything behind
- Walk briskly outside to the designated assembly point
- Wait to be accounted for
- All should arrive at the assembly point in 3 minutes
- Remain quiet and calm
- Use all exits in the building

If the fire drill or emergency evacuation occurs at the college students should follow these instructions:

- Remain calm and quiet so you can hear instructions
- Exit your classroom and the building as quickly as possible
- Leave everything behind
- Do not run, push or bump into another student.
- Line up by form group outside your designated area and remain quiet so that your form tutor can take attendance. Stay quiet so the form tutor can conduct a roll call as quickly as possible so all are accounted for
- If you were not in form time when the siren goes off join up with your form after you exit the building
- Students can return to their classrooms once all have been accounted for

At the hostel students should follow these instructions:

- Exit your room and the hostel as quickly as possible
- Leave everything behind
- Do not run, push or bump into another student
- Line up by hostel group at the designated assembly area
- Stay quiet so your hostel tutor can conduct a roll call as quickly as possible so all are accounted for
- If you were not in your hostel when the siren goes off join up with your hostel group immediately at the designated assembly point
- Students can return to their hostels once all have been accounted for.

29.2 Fire Evacuation

- Leave the area immediately
- 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.
- If possible, any cracks under the doors should be sealed with whatever is available.
- If there is smoke, keep low to the floor and keep your face covered to aid breathing. Use a damp towel or other material, if possible.
- It would be best to find an area with a window and make yourself visible to the emergency response crew.
- 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.

29.3 Earthquake Evacuation

- a. Take action at the first indication of an earthquake.
- b. Assume “crash” position on knees, head down, hands clasped on back of neck or head covered with book or jacket 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) or take cover under desks or tables
- d. Face away from windows
- e. As soon as it stops, evacuate the building and keep away from walls and buildings.
- f. Do not jump out of windows, balconies etc but move quickly down the stairs or corridors.
- g. Avoid windows and auditoriums, and other large rooms with free-span roofs.

- h. Teachers should instruct students to evacuate when all shaking has stopped and lead class to the designated assembly area
- i. Teachers should be prepared to choose an alternative escape route in case of fire or blocked exit.
- j. Students should: evacuate the building in single file when instructed by the teacher or monitor
- k. Do not re-enter the building unless instructed.

29.4 Assembly Points

In an emergency, move immediately out of the building and assemble as follows:

a. Campus

- i. Assembly point A: (Staff and Guests) Courtyard in front of Hermann Gmeiner Block
- ii. Assembly point B: (MYP 4 and MYP 5) Area between the assembly hall and the Math Block
- iii. Assembly point C: (DP 1 and DP2) Lawn behind the Margaret Nkrumah Hall (MNH)

b. Hostels

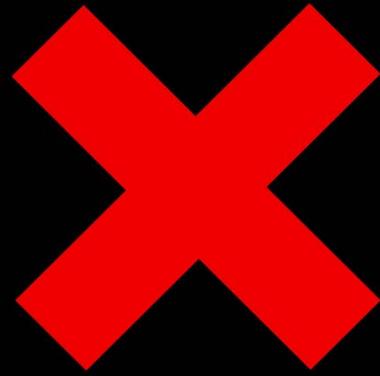
- i. Assembly Point A: Central circle in Boys' compound for all boys
- ii. Assembly Point B: Girl's car park for all girls

APPEARANCE (DRESS CODE AND HAIR FOR GIRLS' AND BOYS')

Girls' Uniforms & Hair
management at the college campus

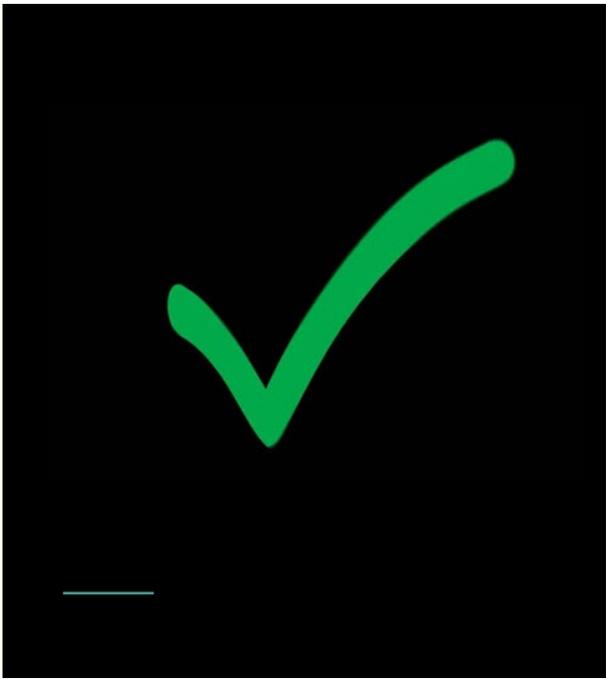


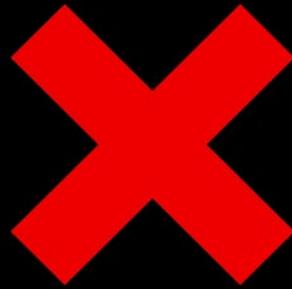
-Acceptable skirt length



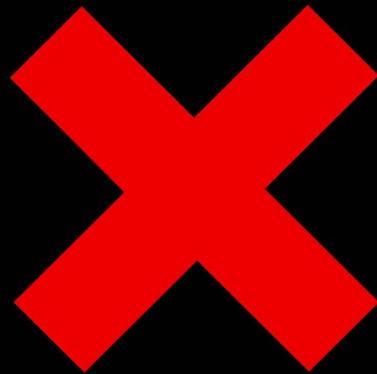
-Unacceptable socks length







*SHORTEST skirt length
is right above the knee*



-Unacceptable skirt length



- Braids should not be let down at the college
- Unacceptable skirt length
- Unacceptable footwear



- Acceptable hair style



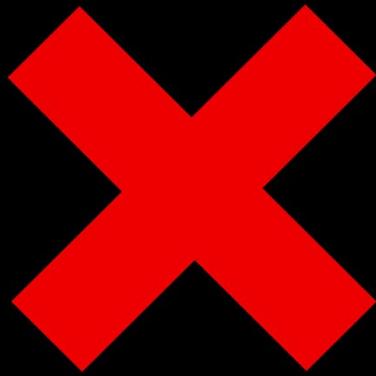
-Acceptable hair style and hair accessory colour



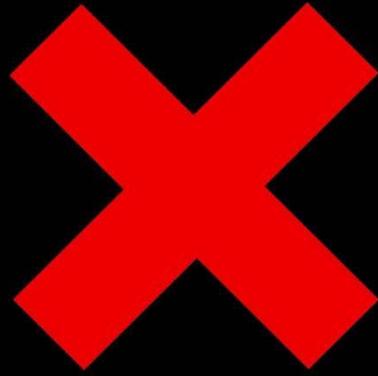
-Acceptable hair style



-Acceptable hair style



Hair accessories can only have the following colours: blue, white and black



Braids should not be let down
at the college



Braids should not be let down
at the college

Guidelines for Girls' Braid Length: The length of girls' braids should not extend below their skirt's waistline.



- Skirt right above the knee
- School badge
- Closed, black shoes with black socks
- Hair tied properly

Boys' Uniforms

Some of the accepted and unaccepted school uniform dress codes in SOS-HGIC.



-Acceptable school uniform colour



- Acceptable hair style
- Acceptable footwear
- Acceptable socks
- Acceptable uniform colour



- Acceptable hair style
- Acceptable footwear
- Acceptable socks
- Acceptable uniform colour

Boys' Hairstyles

*Some of the accepted and unaccepted hairstyles in
SOS-HGIC*

Boy's Hair Length and Grooming: Boys must maintain the appropriate hair length and ensure that their hair is neatly combed or brushed at all times (refer to Table 1 below: Clipper combs and corresponding cuts). It is encouraged that boys bring their own combs or brushes to school. Additionally, boys with facial hair should bring shaving cream and after-shave to maintain proper grooming and reduce irritation after shaving.

Brushed hairstyle



-Acceptable brushed hair style

Fade hairstyle

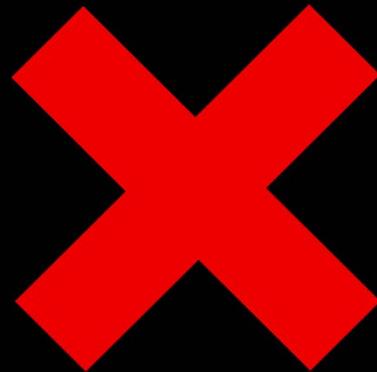


-Acceptable faded hair style

Afro hairstyle



-Acceptable Afro hair style



-Unacceptable hair style

Clipper combs and corresponding hair length

Let's start from the start. Below is an image of the various clipper combs we have, followed by a table summarizing outcomes when each comb is used.



Image 1: Clipper combs

Table 1: Clipper combs and corresponding cuts

Clipper comb no.	Height of hair(in)	Height of hair(mm)
1	1/8	3
2	1/4	6
3	3/8	10
4	1/2	13
5	5/8	16
6	3/4	19
7	7/8	22
8	1	25

Recommended hair length

Please note that the maximum allowed hair length on campus would be that delivered by **Clipper No.5**.

However, if you use clipper no. 5, you are expected to have a cut **every week** to keep it at 16 mm max.

Examples of decent cuts for your guidance



Image 1: Medium top fade (No. 4 clipper comb. Yes, he uses a number 4. Shame on us.)



Image 2: Medium top fade (No. 3 clipper comb)



Image 3: Low crop (without a comb)



Image 4: Low top fade (No. 2 clipper comb)

Any other decent cut that remains within the recommended 16 mm height is welcome.

- No mushrooms
- No wicked fades
- No waves
- No curls

31.0 SONGS

SOS-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

● **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

● **SOS 25TH 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

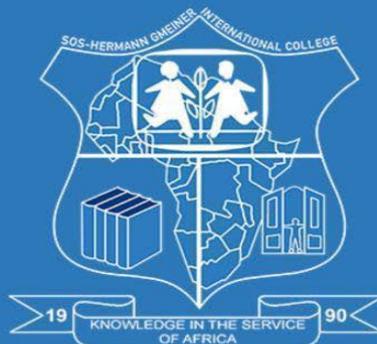
Love flows, love flows, flows to the sea

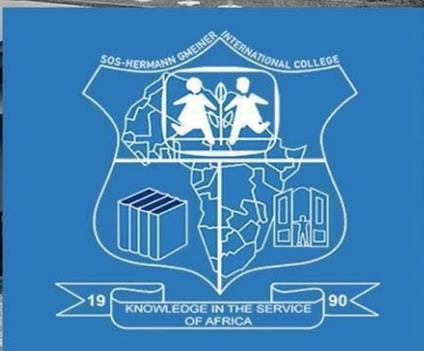
Love flows like a river to the sea

Like a river to the sea, like a river to the sea

"ALL HGIC Students are SOS CHILDREN"

Mr. Helmut Kutin,
Honorary President
(SOS Children's Villages International)





SOS- HERMANN GMEINER INTERNATIONAL COLLEGE STUDENT HANDBOOK