

# BUNKPURUGU SENIOR HIGH/TECHNICAL SCHOOL

BANKERS:

East Mampurusi Community Bank

Gambaga

Our Ref: Bust/GES/NR/AD/Vol.1/95

Your Ref: .....



P. O. Box 44

Bunkpurugu, N/R

Date: 15/02/2023.

Ghana. W/A

Tel: .....

## STUDENT RECORD FORM

FULL NAME: .....SEX: .....

DATE OF BIRTH: ..... RELIGIOUS DENOMINATION: .....

LAST SCHOOL ATTENDED .....FROM: ..... HOME

TOWN: .....

DISTRICT: ..... REGION: .....

NAME OF GUARDIAN: .....

RELATIONSHIP TO STUDENT: .....

GUARDIAN'S HOME TOWN: .....

DISTRICT: ..... REGION: ..... GUARDIAN'S

HOME ADDRESS: .....

OCCUPATION OF GUARDIAN ..... Phone No.....

GUARDIAN'S BUSINESS ADDRESS .....

STATUS OF MY WARD DAY/BOARDING: .....

**STUDENT'S UNDERTAKING:** I fully undertake to work hard in my studies and to be of good behavior throughout my course.

I fully understand that the school will not accept any arbitrary change of name while I remain a student. I do also understand that I shall be DISMISSED FOR BAD BEHAVIOUR OR FOR POOR ACADEMIC PERFORMANCE.

..... DATE: .....

(SIGNATURE OF STUDENT)

**GUARDIAN'S DECLARATION:** I promise to provide my ward's needs regularly and promptly as well as co-operate with the Headmaster and staff in ensuring that my ward observes all school regulations.

I know that I cannot withdraw my ward from school without giving, at least, a term's notice to the school. This, I fully agree to. Finally, I understand and agree to the fact that the Headmaster

reserves the right to discipline or dismiss my ward for bad behavior, poor academic work or any other good .....

(SIGNATURE OF GUARDIAN)

**BUNKPURUGU SENIOR HIGH/ TECHNICAL SCHOOL**  
**UNIFIED CODE OF DISCIPLINE FOR SENIOR HIGH**  
**SCHOOL/TECHNICAL INSTITUTES**

**OFFENCES**

**ACTION**

- |   |  |
|---|--|
| 1) Cheating in internal examinations  | First offence – <b><u>To repeat Class</u></b><br><b><u>Dismissal</u></b> for subsequent offence  |
| 2) Drunkenness  | First offence – <b><u>Suspension</u></b><br>Second offence – <b><u>Dismissal</u></b>   |
| 3) Wee smoking and Drug Abuse.<br>for Psychiatric Treatment<br>necessary.                                       | <b><u>Dismissal</u></b> (Recommendation<br>if  |
| 4) Incitement to riot/Rioting<br>pressurized into rioting)  | <b><u>Suspension</u></b> (for those<br><br><b><u>Dismissal</u></b> (for ring-leaders)<br>Parents should be made to <b><u>pay for</u></b> |
| <b><u>damages</u></b>   |  |
| 5) Sexual Misconduct<br>cases)  | <b><u>Withdrawal</u></b> (Dismissal for rape   |
| 6) Anonymous letters  | First offence – <b><u>Warning</u></b><br>Second offence – <b><u>Suspension</u></b><br>Third offence – <b><u>Dismissal</u></b>            |
| 7) Flouting the Authority of the Head<br>and other members of staff.<br>Third offence – <b><u>Dismissal</u></b> | First offence – <b><u>Caning</u></b><br>Second offence – <b><u>Suspension</u></b>  |
| 8) Deliberate distortion of facts<br>Second offence – <b><u>Dismissal</u></b>                                   | First offence – <b><u>Suspension</u></b>   |
| 9) Assault on members of staff and their  | <b><u>Dismissal</u></b> dependents.  |
| 10) Assault on groups of students<br>from school  | First offence – <b><u>Suspension</u></b><br>Second offence – <b><u>Withdrawal</u></b>  |

- |   |   |
|---|---|
| 11) Pregnancy<br><u>pregnancy</u>   | <u>Withdrawal for period of</u>   |
| 12) Termination of Pregnancy/Abortion   | <u>Dismissal</u>  |
| 13) Breaking bounds/Truancy including refusal<br>/counseling to attend classes or official functions<br>offence – <u>Suspension</u> | First offence – <u>Manual work</u><br>Second offence – <u>Withdrawal</u><br>Third offence – <u>Withdrawal</u> |
| 14) Traveling outside school/ town without<br>Permission<br>from boarding House/  | First offence – <u>Suspension</u><br>Second offence – <u>Withdrawal</u><br>School.                            |
| 15) Leaving school under false pretenses<br>from school   | First offence – <u>Warning</u><br>Second offence – <u>Withdrawal</u>  |
| 16) Fighting  | First offence – <u>Manual work</u><br>Second offence – <u>Suspension</u><br>Third offence – <u>Withdrawal</u> |
| 17) Petty Theft/Pilfering<br>from school  | First offence – <u>Warning</u><br>Second offence – <u>Withdrawal</u><br><br>(with restitution in all cases)   |
| 18) Stealing<br><br>(with restitution in all cases)   | First offence – <u>Suspension</u><br>Second offence – <u>Dismissal</u>  |
| 19) Failure to write examination without<br>Justifiable cause   | <u>Withdrawal</u>   |
| 20) Flouting the Authority of the school<br><u>work</u><br>Prefects and Seniors<br>from school                                      | First offence – <u>Manual</u><br>Second offence – <u>Withdrawal</u>   |
| 21) Carrying food out of the Dining Hall  | First office – <u>Manual work</u><br>Second offence – <u>Enroll as a day student</u>                          |
| 22) Failure to attend Evening Studies/Preps<br><u>work</u>  | First offence – <u>Manual</u><br>Second offence – <u>Enroll as a day student</u>                              |

23) Making unnecessary noise  
work

First offence – Manual

Second offence – Enroll as a day student

24) Failure to attend classes.  
work

First offence – Manual

Second offence – Withdrawal

25) Doing acts likely to tarnish the image of the  
own merit.  
School.

To be considered on its

26) Bleaching of the skin and using chemicals  
work  
in the hair

First offence – Manual

Second offence – Suspension

27) Failure to wear prescribed School Uniform  
labour

First offence – Manual

Second offence – Suspension Withdrawal

**N/B.** New Code of Discipline is being put together at the National level and will be made available to all students when it's finished.