

Code of Ethics and Regulations
of the
Ghana Atomic Energy Commission
Basic school

11th September 2023

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CHAPTER 1

INTRODUCTION

Section 1: Background and Objectives

As key stakeholders in the educational development of the next generation of human resource for our dear nation, teachers, parents, and pupils are to be guided in their conduct by relevant moral, and ethical principles and acceptable norms. This code of ethics and regulations is composed as single document to regulate pupils' behaviour, guide teachers and school management in applying appropriate disciplinary measures against pupils and teachers respectively. These are prescribed to promote discipline and orderliness in the GAEC Basic school. The content of this document was prepared in conformity with the laws of Ghana, in particular, the relevant human rights provisions entrenched in the Fourth Republican Constitution and the Children's Act, 1988 (Act 560) and Ghana Education Service Rules of Professional Conduct for Teachers in Ghana.

Furthermore, this document is additional to the Codes of Ethics and Conduct of the Ghana Atomic Commission, and herein is specified the professional codes of ethics and conduct for teachers at the Basic school. However, regarding parents and pupils, who are not employees of GAEC and therefore are outside the jurisdiction of the Codes of Ethics and Conduct of the Ghana Atomic Commission, this document provides codes and regulations by which their interactions with GAEC staff, particularly those at the Basic school, and within the premises of GAEC shall be guided.

Parents and guardians are to read, explain and discuss these codes and regulations with their children/wards accordingly. They shall sign to adhering to these codes and regulation, on behalf of their children/wards and on their own behalf, as a pre-condition for admission of their children/wards. This new code replaces all previous such documents in force and shall serve as the means to regulate the behaviour of pupils and parent/guardians, as well as, to the extent possible, teachers of the GAEC Basic school, in additions the codes and regulation stated in the Conditions of Service for Senior Members as well as the Collective Bargaining Agreement of the staff of the Commission.

Section 2: Structure

This document is composed of continuously numbered sections identified by different ethical principles. It is organised into four chapters, the first of which is the introductory chapter and one

each of the subsequent three chapter is focused on the codes for one of the following stakeholders: pupils, teachers, and parents. Each principle or group of principles has a number of corresponding codes and regulations described for it.

Included in the chapter for pupils, is a section that presents a tables of sanctions for each occurrence of the violation of the codes and regulations related to the pupils. Regarding sanctions for parents, these are provided as subcategories for the related codes and regulations and labelled with a Roman numeral.

Section 3: Scope of Application

The Code of Ethics and Regulations sets forth are enforceable values, principles, and standards to guide pupils', parents' and teachers' conducts in their interactions and workings within the premises of the GAEC Basic school. It is applicable to all these entities in specificity as described therein, including to all professional functions, and management roles as it relates the educational development of pupils of the School and all related issues. Although, the Management of GAEC and its rotational staff are mostly not mentioned directly or referred to indirectly within this document, but where it may be reasonably to think or imply or the codes and regulations relates to their role in the GAEC School, this codes and regulation shall apply.

This document prescribes no scansions for teachers and staff of the GAEC Basic school; therefore, violations of these norms will lead to the imposition of sanctions as described in the Conditions of Service for Senior Members and the Collective Bargaining Agreement. The Scansion prescribed in this document as described shall apply to the specific violations by pupils and parents.

GAEC Management shall support the GAEC Basic School to ensure proper dissemination of the Code of Ethics and Regulations of the GAEC Basic school by means of distribution to all officers and posting it on locations (physical and virtual) accessible by all.

Section 4: Definition of terms

For the purpose of this document and it proper implementation, the following words or terms are used with these operational/contextual meaning.

- a) **Teacher:** a person who is instructor of at least one subject and who is fully or temporary employed, on attachment or teaching demonstration, or is national services teaching personnel at the GAEC Basic school.

- b) **Child/Ward:** a pupil who is the biological issue of or had been adopted by the said a parent or a guardian and was documented as such at the time of his/her admission to the GAEC Basic School or as declared subsequently by a legal process and the records of the school amended accordingly.
- c) **Parent:** a person whose biological issue is or had legally adopted a pupil of the GAEC Baic School and was documented as such at the time of admission of the pupil, and has been responsible for a pupil or as declared subsequently by a legal process and the records of the school amended accordingly
- d) **Guardian:** a person who is not a parent but and was documented as such at the time of admission of the pupil and has been responsible for a pupil or as has been declared subsequently by a legal process and the records of the school amended accordingly.

CHAPTER TWO

CODE OF ETHICS AND REGULATIONS FOR TEACHERS AND HEADTEACHERS

Section 5: Accountability

To ensure effective quality teaching and development moral of the pupils of the GAEC Basic school, teachers and headteachers are expected to be guided in their conduct by at a minimum these set of ethical codes. As children learn more from what they see adult do than what they are told, it is implicate that their teacher as part of the teaching process conduct themselves ethically.

- a) A teacher should not be absent form school or classes without approved permission without the express permission of the headteacher, except in an emergency, where he/she should make reasonable effort to inform the headteacher in good time.
- b) A teacher shall not abuse the privilege of granted permission by excessively asking for permissions and/or taking more hours/days than approved.
- c) A teacher has the obligation to sign the daily attendance book before and after teaching hours.
- d) A teacher shall not sign the attendance book for or on behalf of other teachers or staff of the GAEC basics.
- e) A teacher is accountable for the time allotted for each class as indicated in timetable for teaching and therefore shall not be late or cut it short without the permission of the headteacher and a plan of making up for the lost time.
- f) A teacher shall report for duty on or before time, which shall be 7:30 a.m. or as established by Management, or later based on prior approved permission.

Section 6: Professionalism

- a) A teacher shall prepare teaching notes and other relevant teaching materials in advance (at least 5 working days) and presented these for review by an immediate supervising officer before using it to teach.
- b) A headteacher shall endeavour to check and determine the adequateness of the written and practical exercise submitted to him/her by a teacher and provide feedback in good time to ensure the timely use of the material during teaching hours.

- c) A teacher shall provide adequate amount of written and practical exercises and assignments to pupils in all the respective subjects they teach.
- d) A teacher shall promptly evaluate and give adequate feedbacks for written or practical exercises, tests, assignments and homework submitted by pupils, and in all cases, these should be done before next assignment.
- e) A teacher shall set end-of-term examinations questions in the relevant subject area and the scope should be within the curriculum term in question.
- f) A teacher shall submit the set end-of-term examinations questions for supervising review and approval within the time set by the supervising authority.
- g) A teacher must take part in approved extracurricular activities expect that he/she is unable to due to health limitation or if doing so expose them to the risk of more than minimum harm.
- h) No teacher or headteacher shall, in any way, be involved in or aid any form of examination malpractices.
- i) No teacher or headteacher shall conduct any unauthorized teaching or activities with pupils of the school, or pupils of other schools on the school premises, nor use of the school premises for both for profit and not for profit activities.

Section 7: Conflict of Interest

- a) A teacher or headteacher is disallowed from transacting private business or engaging in any form of gambling (lotto, sports betting, etc.) during school hours and in the school or GAEC premises.
- b) A teacher or headteacher must not be at work/school with a ward(s) who is not registered nor admitted to the GAEC basic school.

Section 8: Integrity

- a) A teacher or headteacher shall accept re-designation and/or additional duties based on their experience, work output, qualification, competency, or an administrative decision that is informed by safety concerns, improving working environment or as part of risk management.

- b) A teacher or headteacher shall not in any way be involved in the unauthorized collection of monies, food items, toilet items, and other such items., from pupils, parent, guardian, or their representative.
- c) A teacher or headteacher shall not in any way be involved in the giving, receiving, transmitting, or holding of bribes, or incentives in order to favour or avert normal processes or based on false promises.
- d) A teacher or headteacher shall not drink alcohol or be drunk, smoke or use any form of hard drugs on the school premises or during school hours.

Section 9: Stewardship

- a) A teacher, headteacher or staff of the GAEC Basic school shall not send pupils on errands outside the school premises and/or assign them tasks beyond their physical, mental, or emotional capacity and outside the purpose of school/class attendance and learning according to their grade.
- b) A teacher shall not ask or make a pupil copy exercise/notes on the board for the other pupils, whether the teacher is present or absent from class or school.
- c) A teacher shall not, in no way, involve pupils in marking or evaluating the examination script of pupils.
- d) A teacher or headteacher tasked with the use of allocated or collection of funds shall not misappropriation or misapply such funds belonging to, that is to be paid to, or paid on behalf of the school, pupil, parent or GAEC.
- e) A teacher should collect and withhold more than reasonable (excess) amount of money from any pupil, and communicate the occurs to the headteacher, return withheld amount to the pupil's parents.

Section 10: Sexual Relationships and Harassment

- a) A teacher or headteacher shall not, in any way, engage in any suggestive sexual conduct towards pupils, other teachers, or parents/guardian.
- b) A teacher or headteacher shall not, in any way, engage in any immoral relationship with pupil of the school.

Section 11: Social Order, and Good Working Environment

- a) No teacher or headteacher must be complicit or involved in unauthorized assembly or gathering, riots, or illegal strikes and demonstrations.
- b) Teachers should avoid all acts of insubordination and should not result to verbal assaults under no circumstance.
- c) As examples to pupils, teachers, headteachers and staff of the school should not be engaged on quarrelling amongst themselves nor with parents, in the school premises or during school related activities outside the school and in the presence of pupils of the school.
- d) Teachers and headteachers should avoid all form of derogatory or discriminative remarks in any verbal or written form including in the exercise books of pupils or noted sent to parents or to each other or to the other staff of the school or the management of GAEC or its representative.
- e) Wherever necessary, the writing anonymous letter should be devoid of a derogatory remarks, comments, or discriminative statements any statement that is suggestive of such.
- f) Teachers and headteachers shall not incite parents or pupils against other teachers or school authorities, GAEC management, or the Ghana Education Service or any such supervisory organisation.
- g) Engaging in any act that brings into disrepute the name of the teaching profession, the Ghana Education Service, GAEC, committees, and groups locally instituted for the purpose of smooth-running of teaching and learning activities.

CHAPTER THREE

CODES AND REGULATIONS FOR PUPILS

Section 12: Punctuality and Regularity

- a) Pupils are to report at school by 7:15 a.m. to prepare for the day's work (tuition) which start at 8:00 a.m.
- b) No pupil is to leave the school premises, or classes during school hours unless with granted verbal or written permission by a teacher or after the official closing of school, which time shall be at 3:30 pm.
- c) No pupil is to leave the classes or the classroom during class hours unless with granted verbal or written permission by a teacher or after the official closing of school, which time shall be at 3:30 pm.

Section 13: Absenteeism

- a) Pupils shall not absent themselves from school or classes without prior granted permission or providing tangible reason(s) when they return thereafter.

Section 14: Appearance/Personal Hygiene

- b) Each pupils shall appear neatly dressed in the school's prescribed uniform either for classes or for sports. Uniform for class must bear the school crest.
- c) A pupil shall wear to school, any decent black sandals, shoes, or sneakers with white socks or preferably the school socks. Appropriate canvas shoes, spikes or boots may be worn during sports times.
- d) No pupils shall apply make-up, enhancements, wear decorative beads, jewellery (necklace, bracelet, and bangles) except small earrings that are not be hanging.
- e) A girl, female pupil, must keep her hair well-trimmed or well braided without accessories nor attachments or extension.
- f) A boy, male pupil, must keep his hair neatly trimmed and reasonably short.
- g) No pupil shall wear artificial nails, grow long nails, or apply nail polish.

- h) Regular washing of hands by each pupil is strongly encouraged before and after break and especially after visiting the washroom.
- i) Each pupil strongly encouraged to wear a nose mask when/where necessary to protect him/herself or others person around them.

Section 15: General Behaviour

Each pupil is expected to comport him/herself at all times and not engaged in any and report any incidence of any of the following disallowed conduct to a teacher or headteacher:

- a) Bullying, extortion of items from pupils, playing dangerously (Fighting, kicking, biting, throwing of stones/sticks), climbing of trees, stealing.
- b) The use of insulting or foul language (Teasing and calling of pupils by nicknames they do not like).
- c) Littering of classroom/school compound.
- d) Chewing of gum in class or in school.
- e) Eating in library or computer room.
- f) Writing on walls within the school.
- g) Movement from one class to the other during classes except permitted by the class teacher.
Running along verandas, staircases, walkways, and classrooms.
- h) Doing of homework in the classroom (Ensure your parents sign homework before leaving the house)
- i) Not participating in the tidying up of the classrooms after school.
- j) Buying of food items outside break time.
- k) Movement out of the school premises once pupils report to school and before closing.
- l) Drinking of alcohol, smoking, use of illicit drugs and playing of cards.
- m) Sexual misconduct (kissing, fondling).
- n) Acts of insubordination and hooliganism
- o) Vandalism of school property

*The list provided above is not exhaustive. The disciplinary Committee, in consultation with the Headmaster/Headmistress, shall define other categories of general behaviour which may be considered as inappropriate.

Section 16: Identification of Items and Allowed on Conditions.

- a) Each pupil is not to bring to school items such as comics, toys, games, cameras, radios, electronic gadgets, such items as that which has the potential of distracting teaching and learning, except instructed by a teacher to do so for a particular purpose related to teaching and learning. Each pupil is to follow directives from their teacher(s) when using these items in the school.
- b) Each pupil is encouraged to get their school items labelled with unique marks or their names for easy identification.

Section 17: Pocket Money

- a) Each pupils should not carry to school more than reasonable (excess) amount of money. It is recommended pupils come with packed lunch rather than money for food.
- b) Pupils should be aware that excess money will be withheld by a teacher and communicated to their parents.

Section 18: Noisemaking

- a) Each pupil must avoid making noise on the school premises except during games or break time.
- b) Each pupil should be aware that “Silence Hours’ shall be kept during morning hours before assembly. This time shall spend getting ready for the days’ work.

Section 19 School/Club Activities

- a) Each pupil should note and attend school assembly because it is compulsory for all pupils.
- b) Each pupil is hereby encouraged to be a members of at least one of the school’s clubs or societies and participate in social activities, which are currently on Thursdays from 2:30 p.m. to 3:30 p.m. for Primary School and Junior High School.

Section 20: Keeping School Property

- a) Every pupil should not cause damage to school properties, or any belongings of other pupils and staff of the school.
- b) Pupils shall report without delay any act of destruction of school property or any belongings of other pupils to a teacher or the headteacher.

Section 21 Courtesy/ Common Sense

- a) Each pupil should learn to be polite and courteous towards each other, teachers, other staff of the school and parents of other pupils.
- b) Each Pupil should avoid littering or spitting in the classrooms or school compound.
- c) Each pupils is expected at all times to be guided by the rule of **common sense**.

Section 22: Disciplinary Measures For Offences By Pupils

	Offence	Occurrence	Measure/Scansion
a)	Habitual lateness	1 st	Warning
		2 nd	Inform parents/guardian.
		3 rd or more	Counselling and appropriate punishment
b)	Absenteeism/Truancy/Leaving school without permission or under false pretences	1 st	Warning;
		2 nd	Inform parents/ guardian
		3 rd or more	Counselling and appropriate punishment
c)	Littering on school compound	1 st	Pick up litter; and warning
		2 nd	Tidying or clearing of area littered, punished appropriately
		3 rd or more	
d)	General Behaviour (a – k)	1 st	Warning
		2 nd or more	Punishment
e)	General Behaviour (k – o)	1 st	Warning

		2 nd or more	Appropriate Punishment by a Head Teacher
f)	General Behaviour (p)	1 st	Replacement of damaged item; counselling
		2 nd	Suspension; replacement of damaged item
		3 rd or more	Replacement of damaged item; refer to parent/guardian for withdrawal of pupil.
g)	Flouting regulation that has no specific scansion	1 st	Warning to, and asking pupil to apologize and later carry out the assignment he/she refused to do; and / or appropriate punishment
		2 nd	Suspension or other appropriate punishment; counselling.
		3 rd or more	Refer to parent/guardian for withdrawal of pupil.
h)	Verbal Assault/Physical Assault on a teacher, a parent or fellow pupil	1 st	Written apology; appropriate punishment relative to the degree of the offence.
		2 nd	Suspension; counselling
		3 rd or more	Refer to parent/guardian for withdrawal of pupil.
i)	Stealing	1 st	Warning and counselling; written undertaking not to repeat the act; return/replacement of stolen item; appropriate punishment.
		2 nd	Return/replacement of stolen items/ refer to Disciplinary Committee for investigation and counselling, suspension.
		3 rd or more	Replacement of stolen item and withdrawal
j)	Pregnancy/Termination of pregnancy	Each occurrence	Counselling
k)	Appearance: i) Uniform	1 st	Call parents to pick the child home to dress properly.

	ii). Footwear iii). Haircut,	2 nd	Suspension; counselling
		3 rd or more	Refer to parent/guardian for withdrawal of pupil.
l)	Banned items	1 st	Seizure and return of item to parents/guardians at the end of term.
		2 nd	Seizure and counselling of pupil and parents/ guardians with item returned at the end of the academic year.
		3 rd	Seizure and suspension with a bond of good behaviour.
		4 th	Seizure as indicated in second offence and withdrawal of pupil.
m)	Excessive pocket money	Each occurrence	Warning and counselling, Parents/guardians engagement (informing, discussing and counselling). Withholding the funds in the care of the pupil and returning to parent at the end of the day.
n)	Damage to school property	1 st	Replacement of damaged item and signing a bond of good behaviour; counselling.
		2 nd	Suspension; replacement of damaged item.
		3 rd or more	Replacement of damaged item; refer to parent/guardian for withdrawal of pupil.
o)	Noise Making	All occurrence	Verbal warning

Section 23: Notes to Scansions

- a) References to “appropriate punishment ‘shall not include application of corporal punishment or any other form of punishment that is degrading or lessens the worth and dignity of the pupil or denies the pupil the opportunity for learning and anything that will affect the child’s health.
- b) The Disciplinary Committee shall only be involved in cases of discipline where the infraction is not a first occurrence, except in respect of cases involving pregnancy/ termination of pregnancy; excessive pocket money, stealing (where the stolen item is of high value) and fighting.
- c) All matters bothering on discipline should be referred to the Headmaster/Headmistress who shall exercise with due regard for the rights and well-being and particular circumstances of each child.
- d) Headmaster/Headmistress shall refer where necessary to the disciplinary committee in dealing with first time offences.
- e) The Disciplinary Committee, in consultation with the Headmaster/Headmistress, is empowered to prescribe other offences and appropriate punishments, in line with established laws of the country and GES policies on disciplining of school children.
- f) Any other offence with no stated punishment should attract verbal warning and counselling.

CHAPTER FOUR

CODE OF ETHICS AND REGULATIONS FOR PARENT/GUARDIAN

Section 24: Ensuring Punctuality

- a) Each parent/guardian should arrange to have their child/ward in school by 7:15am.
- b) Each parent/guardian should ensure that any pupil who is brought to school after 8:00 a.m. will not be allowed to enter the premises nor stay at the school gate.
- c) Each parent must pick up their child or ward at the official closing time, which is 3:30 pm
- d) A parent who picks up his/her child within the first one hour after official closing (which is up to 4:30 pm) shall not incur any cost. However, if the child is picked up within the next thirty minutes thereafter, the parent shall pay a charge to the keeping teacher/headteacher, which is to be determined by the management of the school from time to time.
- e) A parent shall ensure his/her child leaves the school premises latest by 5:00 pm and shall note that the GAEC Basic school shall not be responsible for any pupil who is not picked up after closing time.

Section 25: Financial Obligations

- a) **School Fees:** A parent or guardian shall make full payment of the **school fees** for each of his/her child/ward timeously, which shall be by the end of the third week after reopening.
- b) A parents or guardians who would or may not be able to pay the school fee as described in section 25, must negotiate a payment plan with the Headmaster /Headmistress within the first week after school reopens.
 - i. *Failure may lead to the school not being obligated to cooperate with any needed assistance.*
 - ii. *Failure to honour this obligation will result in his/her child/ward being sent out of class.*
- c) A parent/guardians who give school fees to his/her child/ward does so at his/her own risk.
- d) **Vacation and Early Morning Classes:** A parent/guardian must make full monthly payment of the Vacation and Early Morning Classes fees for his/her child/ward in the final

year in order for the child/ward to continue benefiting from the school's effort to enhance his/her performance at the final examination.

- i. Failure to pay will lead to the child/ward being left out of this intervention for the following month.*
- e) **Medical bills:** Each parents/guardians shall refund all medical bills incurred in taking care of his/her child/ward.
 - i. Unpaid Medical Bills shall be added to the child/ward's subsequent school fees.*
- f) **Optional Activities:** A parent shall pay in full and on time all fees for each Optional Activity (Excursion, Club Dues, Etc.) his/her child/ward partake in.
- g) **Pocket money:** Each parent/guardian shall ensure his/her child/ward does not carry to school excess (more than needed for each day and/or reasonable) amount of money to school. The school recommends parent provide their child/ward with packed lunch rather than extract money for food.

Section 26: Stewardship towards child academics

- a) A parent/guardian should ensure that they provide the appropriate textbooks and other learning materials for the children/wards to enable them to participate effectively in class.
- b) A parent shall seek redress of all administrative issues, first and directly from the Headteacher.

Section 27: Ensuring Regularity

- a) A parent/guardian who keeps his/her child/ward absent from school for one week or more, without permission from the Headmaster/Headmistress, or the provision of information would result in the child or wards dismissal from the school.
- b) Each parent/guardian must ensure their wards come to school in any of the school's prescribed uniforms.
- c) Parents/Guardians should participate in parent and teacher events such as PTA meetings, meet the parents (Open day) and the likes.

Section 28: Diligence in Interactions

- a) Parents/Guardians are required to park their vehicles only at the designated parking spaces and cooperate with the school's or event security officers in such matters.
- b) A parent/guardian should not enter a classroom without the permission of the headteacher or class-teacher; His/her first point of call should be the office of the Headmaster/Headmistress.
- c) A parent should engage in quarrels with another parent, pupil, or teacher in the premises of the school.
- d) A parent must not scansion or punish or revenge his/her child/ward or any other pupil whilst on the premises of the school.
- e) A parent/guardian should honour all individual or direct invitations by the school.

Section 29: Risk Reduction and Safety

- a) A parent/guardian should inform the school of any medical condition (chronic or acute) of each of his/her child or wards at the earliest possible time and in addition, indicate any physician advised first aid to be given in case of an event.
- b) A parent must keep his/her child/wards out of school when they are not well, yet to recover or yet to complete a treatment course, with the prior permission from or adequate information to the Headteacher.
- c) Every parents/guardian is encouraged to label their wards' school items for easy identification.