



**Galaxy
Int'l School**

“excellence reigns”

**PARENT/STUDENT
HANDBOOK
SECONDARY SECTION**

August, 2019

Dear Students/Parents/Guardians,

Welcome to the new academic year at Galaxy International School! This new school year means a new beginning, and new futures. The administrative team is excited about this coming school year, and the staff at Galaxy International School is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for students.

Our mission is to prepare students for higher learning in a safe, caring, and collaborative atmosphere through a quality learner-centered educational program. In this environment, we promote high expectations for all students while focusing on differentiated instruction to meet each student's needs.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone involved: students, parents, and staff. Each of us is responsible for doing his or her part to make our school a place where we can all work and strive together in harmony.

Galaxy International School is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. The Administration and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know the school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you with the information that will make the academic year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the academic year.

On behalf of the entire Galaxy International School staff and community, best wishes for a great academic year!

Sincerely,
Principal

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Our Mission

Our mission is to prepare our students for leadership roles and provide them with the opportunity to be successful in the rapidly changing global environment. We believe that all students should become responsible citizens, productive employees, resourceful employers and effective community members.

Recognizing that educational success is built upon the harmony of the triad made up of students, parents, and teachers, Galaxy International School creates a partnership from among members of this group that will help our youth fulfill their highest intellectual, social, emotional, and physical potential.

Because of the nature of its mission, Galaxy International School does not discriminate against any member of its community on the basis of gender, race, religion, and nationality because of the nature of its mission.

Galaxy International School is Committed to

- Providing a balanced programme focusing on the development of the whole students.
- Preparing the students to develop their leadership potential towards meeting the ever-changing needs of the world.
- Equipping the students with the knowledge to face challenges in a cross-cultural environment.

The School is Dedicated to

- Providing students with quality education through the use of state of the art teaching and learning facilities.
- Developing in every student higher order thinking skills that include thinking critically, creatively, ethically, and independently.
- Providing a well-rounded programme of activities, directed towards the development of their skills, talents and self-confidence.

Our Vision

- Our vision as educationists is to empower through provision of broad, appropriate and adequate curricular offerings; by using state of the art technology to provide qualitative and functional science to all our present and prospective students irrespective of nationality, religion or tribe.
- The Galaxy International School will deliver the highest standard of education in Ghana for local and foreign citizens.

Philosophy

Our school emphasizes creative thinking, critical reasoning and effective communication. Our school encourages behavior that is ethical, responsible and respectful to the rights of others. Our school appreciates cultural diversity as well as promoting pride and a sense of belonging to the school. We prepare our students to be community oriented and successful global citizens of a changing world and we endeavour to help in developing a more humane society and promote world peace with a multicultural awareness. The school strives for continuous learning and improvement. Our school believes that all people have intrinsic worth; diversity is a strength when people are committed to shared goals; individual and cultural diversity enriches life and individuals are both responsible and accountable for their choices. We also believe that learning is a natural, life-long process; all people have the capacity to learn and improve and society benefits when people seek perfection. We value open, honest, and respectful communication which is essential to mutual understanding.

The GALAXY Honour Code

The GALAXY honour code is the symbol of our commitment to be honest and responsible in all academic endeavours and our personal interactions within the school community.

GALAXY is committed to ensuring an atmosphere in which honesty, hard work and integrity are the prevailing standards for interaction.

Our commitment to integrity building is to enable both the students and the faculty members maximize and yield their fullest potential in academic excellence as well as personal character development.

All members of the GALAXY community are to uphold the provisions of the GALAXY Honour Code with utmost commitment.

Activities of all GALAXY members are regulated and guided by the GALAXY Honour Code as outlined in the preceding paragraphs:

- serving and respecting all human beings regardless of their race, gender, colour or faith
- to attain the rank of true humanity and become a beneficial element of society
- to be at peace with science and technology while warmly embracing the cultures and virtues of the society at large
- to embrace universal values and ethics along with modern sciences

- to have social values and good conduct, praising discipline, courtesy and seriousness.
- to be good ambassadors of Ghana as well as ambassadors of their respective nations
- not only to be academically intelligent but also scholars who are resilient and versatile in every aspect of life including art, sports and music
- to respect the rule of law, the fundamental rights and freedoms of all people guaranteed by law which are essential for coexistence
- to protect the environment and ecological balance
- reading, thinking and loving other human beings; opening up and sharing knowledge in the service of humanity
- to acquire the knowledge of science, humanities and arts which are embedded in a culture of respect for every living being
- to develop critical thinking ability and logical reasoning for personal development as well as influencing societal function
- to be equipped with democratic and pluralistic values
- to respect private life and personal dignity
- to act and speak truthfully and sincerely
- to take actions against wrongdoing, despite peer pressure, fear, loyalty, or compassion.
- to develop self awareness and social responsibility to make positive contributions to the community and the world.

Recognizing that educational success is built upon the harmony of the triad made up of students, parents, and teachers, Galaxy International School creates a partnership from among members of this group that will help our youth fulfill their highest intellectual, social, emotional, and physical potential.

Because of the nature of its mission, Galaxy International School does not discriminate against any member of its community on the basis of gender, race, and national origin.

GALAXY INTERNATIONAL SCHOOL

STUDENTS' RIGHTS AND RESPONSIBILITIES

STUDENTS' RIGHTS

- To feel safe in the school environment;
- To take full advantage of the learning opportunities;
- To work in an environment free from disruptions and chaos;
- To express their opinions, ideas, thoughts and concerns without hindrance;
- To have a healthy environment; an environment free from smoking, alcohol and drugs;
- To use school resources and facilities for self-betterment under appropriate supervision;
- To expect courtesy, fairness, and respect from all members of the community;
- To be informed of all expectations and responsibilities;
- To take part in a variety of school activities;
- To have the right to due process.

STUDENTS' RESPONSIBILITIES

- To be caring and honest;
- To do all their best to learn and master all they can;
- To respect school rules, regulations and policies;
- To be sure that personal expression does not interfere with the rights of others;
- To follow the laws of Ghana and school policies concerning substance abuse;
- To respect and protect the personal and property rights of others and of the school;
- To treat all members of the community with full respect, fairness and courtesy;
- To abide by all the expectations of the school and the Honor Code;
- To follow the prescribed guidelines for participation in school activities;
- To adhere to due processes and procedures.

Introduction

To achieve our mission, every member of the Galaxy International School must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally and intellectually safe, orderly and conducive to learning. The information in this handbook provides the guidelines for all of our behaviors and attitudes that will create a positive environment in which each student, parent and teacher can contribute and learn. Because this is a “Student/Parent” Handbook, it is written to/and for you. Each section begins a general description of the issue involved and then it addresses parents and the students’ actions and attitudes very specifically.

Assembly

School assemblies are held on Mondays at 07:30 and Fridays after lessons. All students must attend assemblies. Students must be at the designated assembly point on the appointed day.

Teachers shall be present at all assembly point and on Fridays they shall escort students from their class to designated assembly point. It is teacher’s responsibility to help in directing students to enter the assembly area in silence and assemble in class order and students shall abide by teachers’ directives. After the assembly students shall leave promptly and quietly following the directions of the class teachers.

If needed, there might be additional school gatherings which time will be determined by the school’s administration. In such situations subject teachers who have lessons with the students at that particular time shall be responsible for accompanying the students to assembly area.

Every Monday and Friday, students will recite the pledge at Assembly. Parents / guardians may submit a written request to administrators for student exemption from reciting the pledge.

Uniform Policy and Personal Appearance

GALAXY has a primary objective of developing a "community of learners," dedicated to the highest standards of academics and deportment. As such, a distinctive uniform is a unifying factor within our school community. It is also a visible signature of our school to the larger community, an indicator of our unity and of our pride of purpose. This is one of the most important functions of a uniform: it identifies its wearer as part of a distinctive group with a distinctive purpose. It is a reminder to its wearer of that purpose and of one’s responsibility to that group.

The uniform is the basis of a dress code with a "professional," business-like standard. Our students should dress their best, look their best, and do their best. All clothing must be clean, neat, reasonably ironed, and in properly fitting condition. If a student is deemed to be wearing inappropriate attire, the parent will be notified and a change of clothing may be required for attendance that day. If in doubt about the appropriateness of an article of clothing, check with the school office before purchasing. Good judgment exercised at home will be a learning activity for the student that will help to avoid embarrassment or wasted time at school. Decisions about the appropriateness of apparel may be referred to the Vice Principal for Student Affairs for onward discussion with the Principal, whose judgment shall be final.

Our desire is not to squash students' individuality, but to secure their commitment to a community of learners whose purpose, while at school, is not faddish coolness, or outlandishness, but scholarship and character development. We ask not only for the student's commitment to this concept, but for the parent's as well. The uniform and dress code of GALAXY support and reinforce our academic goals. The uniform assists us in staying focused on the true individuality offered by healthy dialogue and the development of the life of the mind for each student.

Students must stay in uniform whenever they are on campus (including the parking lot) during a school day. This means arriving on campus fully in uniform and leaving campus fully in uniform (correct shoes, shirts tucked in, etc.). Students may only change out of uniform after school with teacher/coach permission to participate in an approved curricular or extracurricular activity that requires a change in dress.

Students should not come to school with torn, soiled and/or faded school uniforms.

If a student arrives at school out of uniform, dressed or groomed inappropriately, the students' parents/guardians will be called. The student will be kept out of classes until he/she is dressed appropriately and all class time he/she misses will count as an unexcused absence unless the student and the parents/guardians give a reasonable excuse.

Violations of the dress guidelines will result in incremental disciplinary action.

Boy's Uniform and Dress Code

Boys' Trousers

Dress slacks that reach to the shoe but are not dragging on the ground. No oversized, super-baggy pants will be permitted. Slacks should be worn at the waist (and no boxers or undergarments may be visible – the same is true when wearing athletic shorts at sports practices and games). A solid, dark belt should be used.

Year 7-13: Cream

Boys' Shorts

Sports shorts should be worn during physical education classes and athletic events. Shorts should go to just above the knee but not below, and should not be excessively tight or loose-fitting. Shorts should be worn at the waist (and no boxers or undergarments may be visible – including at sports practices and games).

Year 7-13: Purple

Boys' Shirts

For all boys solid, collared, knit polo shirts with the GALAXY logo.

Year 7-11: Blue

AS – A Level: Dark Green

For PE lessons, collared, knit polo shirts with the GALAXY logo.

Year 7-13: Purple

Boys' Footwear

Solid-colored (black, brown) , low-heeled, low-soled dress shoes or loafers with dark laces and solid-colored socks. No high-top shoes or boots. Sneakers, tennis or jogging shoes are permitted only on days of physical education classes and during athletic activities.

Boys' Hair

Hair should be neatly trimmed and combed; no gel-mussed or long spiked hair- styles. Hair must be well off the top of the shirt collar, and it must not cover the ears. In a normal sitting position, hair should not overlap the shirt collar. Hair should not be so long as to hang far below the eyes if combed forward nor long enough to bring into a ponytail.

Boys' Headwear

Hats and sunglasses will not be permitted indoors and must be stored in student lockers during the school day.

Girls' Uniforms and Dress Code

Girls' Skirt

A plaid GALAXY uniform skirt. The skirt hem should be just below the knee, both in front and at back. Skirt hem should be within two inches of the ground when properly adjusted at the waist and kneeling on a level surface, and may be longer if desired. Skirts must be worn at the waist.

Year 7-13 Plaid skirt

Girls' Shirts

For all girls solid, collared, knit polo shirts with the GALAXY logo.

Year 7-13: Maroon (Red)

For PE lessons, solid, collared, knit polo shirts with the GALAXY logo.

Year 7-13: Pink

Girls' Footwear

Solid-colored, low-heeled, low-soled dress shoes or loafers with dark laces and solid-colored socks. No high-top shoes or boots. Sneakers, tennis or jogging shoes are permitted only on days of physical education classes and during athletic activities.

Girls' Makeup

Makeup is permitted and should be applied tastefully and in moderation. Heavily lined eyes or gaudy lipstick, glittered or white-powdered faces will not be permitted. Fingernails should not be excessively long or painted.

Girls' Headwear

Hats, bandanas, and sunglasses will not be permitted indoors and must be stored in student lockers. Cultural and/or religious headwear may be worn as long as it falls in line with the student dress code.

Girls' Hair

Girls shall not use multi-color corn rolls and no weave on.

Girls' Jackets

Girls are allowed, for religious and cultural reasons, to cover their heads and to wear a longer pull over on their uniforms.

General Guidelines

- Boys' hair must be kept low and neatly groomed at all times. It should be worn in a manner that is not a distraction to the students or others around him/her (this includes Mohawks or any other extreme haircuts).
- PE uniforms are permitted only in PE class. (Students may arrive in PE uniform ONLY if 1st period is PE class.)
- Uniforms must be clean and properly tucked in at all times.
- GALAXY prohibits pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene; advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substances on clothing.
- Boys should wear only black belts and white singlets.
- Facial piercing and tattoos are not permitted.
- Students should not allow their nails to grow long and must not paint their finger or toe nails.
- All boys: NO Facial hair (beards, moustaches, or goatees). Sideburns may be to the tip of the ear lobe. Boys will come to school clean-shaven each day.
- All students are not PERMITTED to have:
- Tattoos; facial piercing; body piercing; body writings; sunglasses; pyjamas; wallets with long chain; hats; caps; bandannas; and other headgear. It does not matter whether tattoos are permanent or temporal.
- **School uniforms and P.E uniform can ONLY be purchased from GALAXY.**

Dress Code on Free Dress Days

All dress code rules apply to free dress days also except that on such days uniforms may not be worn. Garments will be free of holes, tears, inappropriate language, logos, messages or advertising. No sleeveless, skintight, bicycle legging, short dresses and skirts. No low cut, midriff, backless blouses. Parents will be called to pick up a student if students violate the dress code.

Reports and Grading System

For each academic year there will be five (5) report cards as follows:

| |
|--|
| 1st Term Mid-term |
| 1st Term End of Term |
| 2nd Term Mid-term |
| 2nd Term End of Term |
| 3rd Term |

The school is responsible for printing and issuing the Report Card.

It is the parent's responsibility to report to the school and request a report not received in time.

You may also get online information about your ward's progress and assignments through our School Information System.

All classes at GALAXY will follow this standard scale for assigning letter grades for five term reports. Please note there are separate grading systems for the Local Programmes and the International Programmes.

Grading System for Cambridge System (IGCSE)

| Grade | Remarks | Range (%) |
|-----------|---------------|-----------|
| A* | Outstanding | 90+ |
| A | Excellent | 80 – 89 |
| B | Very Good | 70 – 79 |
| C | Good | 60 – 69 |
| D | Pass | 50 – 59 |
| E | Low Pass | 40 – 49 |
| F | Very Low Pass | 30 – 39 |
| G | Minimum Pass | 20 – 29 |
| U | Fail/Ungraded | 0-19 |

Grading System for AS/A Level (GCE)

| Grade | Remarks | Range (%) |
|----------|---------------|-----------|
| A | Excellent | 80 – 100 |
| B | Very Good | 70 – 79 |
| C | Good | 60 – 69 |
| D | Pass | 50 – 59 |
| E | Low Pass | 40 – 49 |
| F | Very Low Pass | 30 – 39 |
| G | Minimum Pass | 20 – 29 |
| U | Fail/Ungraded | 0-19 |

Grading System for Senior High School

| Mark | Grade |
|-----------------------|-------|
| 80-100 | A1 |
| 75-79 | B2 |
| 65-74 | B3 |
| 60-64 | C4 |
| 55-59 | C5 |
| 50-54 | C6 |
| 45-49 | D7 |
| 40-44 | E8 |
| 39 & Below | F9 |

Grading System for Junior High School

| Mark | Grade |
|----------------|---------------|
| 90+ | 1 – Excellent |
| 80 – 89 | 2-Very Good |
| 70 – 79 | 3 – Good |
| 60 – 69 | 4 – Credit |
| 50 – 59 | 5-Credit |
| 40 – 49 | 6 – Credit |
| 30 – 39 | 7 – Pass |
| 20 – 29 | 8 – Pass |
| 0 – 19 | 9 – Fail |

High Level Academic Performance Award System

Galaxy International School encourages students to become best at their grade levels that is why we have introduced an innovative award system to stimulate healthy competition among students.

Our end goal is to raise the standard of the entire class using positive reinforcement as a stimulus to urge students to bring out their best.

In this competitive award system, each student competes with himself or herself thus giving each student an equal chance to getting awarded.

At the end of each term the following exclusive certificates are awarded meritoriously to students who meet the criteria:

- Principal's Honour= awarded to students who have Average of All Lessons total between 95 % &100%
- Certificate of Distinction=awarded to all students with Average of All Lessons total between 90% &94%
- Certificate of Merit=awarded to students with an Average of All Lessons total between 85%& 89 %

Examination Procedures

At GALAXY, formal examinations fulfil an important function in the assessment of each student's academic performance.

Consequently, the school has in place a "Code of Conduct" pertaining to examinations:

- Know the dates and times for all your examinations.
- Students must subject themselves to thorough search by invigilators.
- All candidates should be seated in their respective examination rooms fifteen (15) minutes before the commencement of all papers. If you are late you may not be admitted into the examination hall.
- Students are to remain silent during all examinations unless directed otherwise by the supervising teacher.
- Students must leave school bags at the front or outside of the examination room.
- Students are not permitted to take any paper, including worksheets and scratch paper, into the examination room.
- Further, students are not permitted to remove any paper, including the question paper, from the examination room.
- Students are expected to wear the school uniform to all examinations.
- Latecomers will not be granted extra time to complete the examination without any reasonable excuse.

- If you miss any examination paper without any good reason, you will be failed in that paper.
- Listen to the invigilator and obey whatever instruction you are given.
- You are not to ask any invigilator for the explanation of examination questions.
- Do all rough work in the answer booklet provided and neatly cross them out when completed.
- You must not leave the examination hall unless it is so allowed by the invigilator. You must leave behind your answer booklet.
- Students shall be allowed out of the examination hall only 30 minutes after the beginning of the exam. Students will not be allowed to return to the examination after submitting their papers to the invigilator.
- Draw the invigilator's attention to any error in your question.
- Read carefully all instructions on the question paper as well as the answer booklet and observe the instructions.
- Fill in all details required on both the question paper and the answer booklet before the commencement of the examination.
- If you have used more than one answer booklet and /or loose sheets of answer paper, you must place them in the correct order. Fasten them together before you leave.
- When you leave the examination room you must leave behind the question paper, your answer booklet, rough work and any other (used or unused) materials provided for the examination.

Items Needed

- You may use a calculator if the paper being written demands the use of a calculator. However no student would be allowed to use a graphing calculator.
- Students are expected to carry their own pens, pencils, erasers, rulers and mathematical sets to the examination hall. All mathematical sets must be subjected to inspection by the invigilator. No Exchange of Any such material will be allowed in the examination hall.
- Mobile phones and photocopied materials must not be allowed into the examination hall.

Warning

- There must not be any form of communication between candidates in the examination hall. Candidates are not allowed to seek assistance from or give assistance to or disturb other candidates during the examination process.
- No student is allowed to confront or talk to any invigilator harshly.
- If caught breaking the rules in any way or caught in any malpractice you may be disqualified from the subject being written.

Homework Policy

- Homework is an essential tool for attaining quality learning. Homework is given on a daily basis, recording on a pre-designed schedule. This system is aimed at controlling the volume of tasks assigned to students for home study.
- All homework is marked, graded and recorded in terms of scores and /or effort. Teachers shall enter the homework grades to SIS on weekly basis and students shall have access to their marks as recorded by the teacher.
- Prompt feedback is given to students.
- Teachers are mandated to explain evaluation criteria to students. Therefore students are encouraged to take advantage.
- Students are supposed to have a homework book for each subject
- Teachers shall inform parents of homework on daily basis via either diaries or SIS
- It is your responsibility to complete and turn in homework on time.
- If you or your parents have questions about homework, immediately contact the class teacher.
- Late submission of assignment is subject to 20% deduction of the score of specific assignment. No mark will be awarded for any student who submits his/her assignment after one week of the deadline.
- Continuous failure in submitting assignments shall result in disciplinary action.

Illness, Injury, and Medication Policies

Health and Safety

There is a direct link between a student's health and his ability to learn, this is why parents are asked to complete students medical forms upon enrollment, part of which is also completed by a medical doctor. The aim is to give us information about your well being. It is important to tell us of any changes to your health situation. This information will be kept confidential.

In the Event of an Injury or Illness

Staff will assess the injury

- If injury is minimal, first aid will be given and an injury report form will be completed.
- If injury is minor, first aid will be given and parents may be called to collect the student depending on the nature of the injury.
- If the injury is serious, parent and school nurse will be called to attend to the student if necessary the school nurse can accompany the student to a hospital where the parents can meet them and take over their management.
- Parents will be responsible for all medical bills.

Sick Students

The school nurse is always available in the sick bay to do everything she could to comfort a student who has become sick whilst in school. To try and prevent the spread of disease, please monitor your student's health and watch for:

- runny nose
- high temperature
- diarrhoea
- red, swollen or discharging eyes
- sneezing
- vomiting
- rashes
- irritability, unusual tiredness or lethargic

Please do not bring your child to school if they show any of the above signs and symptoms.

Infectious Diseases

In the cases of infectious illness, please notify the school immediately. Please do not bring the student to school.

Immunization

It is a health department regulation that records be kept of your ward's immunization status. Parents are encouraged to take advantage of any mass immunization programmes organized by the Ministry of Health to further increase the student's immunity to preventable diseases.

Exclusion

If the student contracts an infectious disease they are not to attend school. Following is a list of most of the infectious diseases which require exclusion. These exclusions apply to staff and students.

| Condition | Exclusion Period |
|--|--|
| Acute Conjunctivitis (pink eye) | Until eye is no longer red and is free of discharge. |
| Chicken Pox | Exclude for at least 5 days after the spots first appear and until all blisters have formed scabs. |
| Cough, Colds and Influenza | Until student looks and feels well. If prescribed antibiotics, 24 hours after the first dose. During flu epidemic, we will be advised by the public Health Unit. |
| Diarrhoea | Until 24 hours have passed since first normal stool. |
| Haemophilus Influenzae B (HIB) | Exclude until well. Vaccination is available. |
| Hepatitis A | Until 7 days after jaundice has appeared. |
| Measles | Until 4 days after the onset of the rash. Unimmunised contacts are to be immunised within 72 hours of contacts with a case or they be excluded for the duration of the outbreak. |
| Meningitis | Until 9 days after swelling appeared. Unimmunised studentren are excluded for 21 days from last reported case. |

| | |
|---------------------------------|---|
| Rubella (German Measles) | Until 4 days after the rash appears. Pregnant women should seek medical advice. |
| Tuberculosis (TB) | Re admit on advice from Health Officer. |
| Vomiting | 12 hours after last vomit. |
| Whooping Cough | Until 5 days from commencement of treatment. Unimmunised contacts are to be excluded for 14 days. |

Parasites and Pests which are easily spread and require exclusion

| | |
|------------------|--|
| Head lice | Until 1 day after treatment has commenced. |
| Ringworm | Until 1 day after treatment has commenced. |
| Scabies | Until 1 day after treatment has commenced. |
| Worms | Until deworming treatment has been given. |

Infection Control

The age and learning nature of students means that infectious diseases are easily transmitted at a students' center. The simplest form of infection control is hand washing.

Administering Medication

The School nurse will only administer medication if the parent has a signed permission for them to do so. You must fill out the Medication Form copy attached in the appendix and give the medication to the school nurse. Do not leave medication in the student's bag or leave it with the security man. A copy of this form is attached to be photocopied and completed fully whenever necessary. Students are not allowed to bring any other medications to school. The school will not be responsible for an untoward effect after drugs have been taken by students themselves. All medication will be kept in a secure place in the Nurse's office.

Library

The library is a resource center used by all GALAXY students for class assignments and for leisure-time reading of appropriate books or magazines. The resources of the library are available to support and enhance students' learning and understanding and to encourage students to become independent, life-long learners. Students may use the library during the school period. Books, magazines, and reserve materials may be checked out for varying times. Because the library serves many students, everyone will have to cooperate to maintain a good atmosphere for learning. Desks and carrels are available for studying. You may do group work for a class if you work quietly. Please do not move any furniture or deface any of the furniture. If you do, punitive measures will be applied to you.

Some policies concerning borrowing books are:

- A student may check out and have maximum 2 library books at a time.
- A student may borrow the books for 2 weeks subject to renewal.
- If a student wants to extend the borrowing period he/she needs to bring the books back and request for maximum 2 weeks extension period.
- Only take resources out of the Library that you have borrowed. Remember to return or renew them on time to avoid fines.
- For late delivery of a book you will be charged GHc 1(one) for each late day.
- Treat Library property with respect. You will be charged for lost, stolen or damaged items.
- For any unreturned books you will be charged double the cost of the latest version of the books.
- You will not be able to receive any kind of official documents such as transcript or graduation certificate etc unless the library provides a clearance document.
- Always follow and respect copyright law and don't plagiarize.

Using Library

- Don't move the library furniture. The layouts allow for easy access to the bookshelves.
- Treat others with dignity, courtesy and respect
- Keep your belongings with you at all times. You are responsible for keeping them safe.
- Choose the appropriate zone for your studies. If you wish to work together, use one of the Group Study zones. You will be asked to move or leave if your behavior disturbs others.
- Do not bring food or drink except water into the library. Please dispose of your litter responsibly.

Encouraging Students to Cultivate the Habit of Reading

- Teachers of Galaxy international school are to encourage students at all times to cultivate the habit of reading and to help students in selecting the appropriate literature depending on the level and interest of students where necessary; consequently, students are encouraged to take advantage of this by asking teachers for directions.
- Class teachers are mandated to monitor and supervise the reading of their students, this monitoring shall include reading time and outside reading time. Students are therefore to abide by instructions of their teachers during this period.
- For this purpose, reading time is the time designated every day 7:30 - 7:55 am.

- Class teachers may monitor and supervise students by setting reading targets for students and periodically checking to see progress made by the students and also testing their understanding orally and/or in writing, and students are encouraged to follow this instructions.
- Students are to utilize their time appropriately during reading time. Students shall not be allowed to do other things which are not meant for reading time.
- Students are to be oriented on the reading charts and must appropriately follow the charts. Teachers may use gifts, praises and encouraging words to entice students to read more.
- Selected students shall be given certificates for best reading at the end of each term.
- Students shall be encouraged through some methods and strategies to read among which are;
 - a) Reading competition among students
 - b) Making students narrate the story they have read to the whole class. In this case the students shall be informed in advance to prepare and they may be allowed to develop their story in power point if they desire.
 - c) Making students summarize their books or pages of the books to confirm they have read
 - d) Organizing word competition to make students showcase the new words they have acquired and students with more words are rewarded.
 - e) Rewarding students and or encouraging them may include posting their pictures on school facebook or notice board with excellent captions. Where students' pictures are displayed on facebook for the purpose of reading class teachers may during reading time make the entire class see the facebook wall and the number of likes and views.
 - f) Debate competition on books read by students.
- Parents shall be periodically informed about the books their wards are reading and the purpose of the reading in order to ensure that they are in line with the general objective of the reading. This is also meant to make parents engage in encouraging their wards to read and also to follow up on the reading.

Lockers

Each student will be assigned a locker for his/her individual use at GALAXY. This locker is for storing books, coats, and personal items necessary for school. The lockers should not be used to store valuable items. GALAXY will not be liable for personal items left in the lockers or brought to school with you. To keep your school items safe, we strongly advise you to keep your locker locked. Do not trade lockers with another student. Do not let another student share your locker. It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism or non-working

condition of your locker to the front office. If you do not report vandalism, damage or non-working condition of your locker, you will be held responsible for it. Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and what is in it. Lockers are expected to be kept neat at all times. School officials will make periodic locker inspections. No item considered dangerous or prohibited by the administration e.g. mobile phones or electronic devices may be kept in the lockers and will be removed if found there. This includes glass or any other object that may be potentially dangerous. Food should not be kept in lockers. Students attending GALAXY should not expect privacy of the contents of their lockers, desks, or other school property. The school reserves the right to search lockers at anytime.

In a regular school day, students can go to their lockers on the following designated times only.

- a) Before classes begin in the morning
- b) During break times.
- c) After classes are over

Students shall put their personal lock on their lockers. However they should submit one copy of the keys to VP for Student Affairs.

At the end of the academic year all students should make their lockers empty. Otherwise school administration reserves the right to discard the content of the lockers.

Lost and Found

The purpose of this policy is to provide procedures for handling lost and found articles. In this policy, “lost property” means any unattended, abandoned, misplaced, or forgotten item — which is found within/inside the premises/boundaries of the School.

Key Points:

- Students are encouraged to write/print their names on all personal belongings such as jackets, lunch boxes, digital devices, pencil/pen pouches, compass boxes, water bottles (meant for only selected year groups) etc.
- If you find books, clothing or personal items on the school grounds, please bring these items to the VP for Student Affairs.
- If you lose something, contact with the VP. These items will be kept in Lost and Found Box for up to seven (7) days after they have been found.
- The corridors are inspected each evening and unsecured student property is placed in the Lost Property shelves located in the VP’s office.

- Any cash, jewelry found will be submitted to the VP for Student Affairs which can be retrieved on providing supporting evidence.
- Unclaimed items will be donated to a local charitable organization or discarded at the end of every term.

The School strongly discourages students bringing large amounts of money or personal valuables to school. The School cannot assume responsibility for loss or damage to personal property brought to school.

Dining Hall and Cafeteria Conduct

All students will remain at school during the lunch period. Lunch can be taken at school, or you may bring a packed lunch. If you have a special situation such as diets or ailments, you will need to meet with the class teacher to report to the management. During the lunch period, you will be expected to display good manners and courtesy. You must eat your lunch only in the dining hall. Teachers on duty during the lunch period will hold you responsible for your behavior. Students who do not maintain a certain level of respect for others and for their environment will be held accountable for their actions.

- Students should wash their hands before and after eating.
- Keep tables, seats, and floors clean.
- Talk in a normal voice (classroom voice). Do not shout.
- Keep cafeteria lines orderly: no pushing, running, horse playing or cutting in lines.
- No loitering in the cafeteria and hall during lunch. Be seated unless otherwise instructed.
- Keep hands, feet, personal belongings and food to yourself.
- No backpacks or books are allowed in the dining hall during the lunch time.
- Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receive appropriate disciplinary action.
- Cleanliness is a mutual responsibility - bring your dishes to the dish return and clean-up your table. If there is a spill, please let one of the dining hall staff know so that it can get cleaned-up immediately.
- Appropriate language is to be used at all times.
- Ordering food from outside without an approval from the administration is not allowed.
- No food or utensils may be taken from the dining hall without the permission of the teacher on duty. Such permission can only be given to a bed-resting or a very sick student.
- The school will provide three full meals per day for residential students and lunch on school days for non-residential students.
- Students choose their lunch options at the beginning of the academic year. If they want to change their choices during the course of the year, they can contact with designated responsible person.

Public Areas: Corridors, Stairways and Restrooms

Corridors, stairways and lavatories are areas used by all members of GALAXY. Because everyone uses these areas, there are rules of conduct that all students must follow:

- You may not loiter in the corridors, stairways or lavatories.
- You may not eat in corridors, stairways or lavatories.
- You may not run in the corridors, stairways or lavatories.
- You may not use any profane or vulgar language while in these areas.
- You may not yell, scream, or make excessive noise while in these areas.
- You may not draw graffiti, post fliers or write on walls, bulletin boards, doors, desks, books, or any other school property.
- You must do your part to keep these areas clean and safe.
- Do not leave belongings on the floor or outside of your locker.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office immediately.
- Do not roughhouse, push, or wrestle.
- Do not trip other students.
- You should not sit on stairways and emergency exits

Students are not permitted in the corridors during class periods unless they are accompanied by a teacher in charge or have permission tag from an authorized staff member. Students who are found in the corridors without permission tag will be subject to disciplinary action.

Restricted Areas

- The laboratories are out of bounds unless a teacher is present.
- Warehouses and construction areas are out of bounds.
- Any other areas that are determined by the Principal or VPs, for example staff rooms and security rooms.
- Inner side of cafeteria where the sellers work and pantry are out of bounds.
- Backyard of the school building is out of bounds
- Boarding house is out of bounds during the school time.
- All the areas mentioned above are out of bounds for students who are part of any after-school activities.

Teachers on duty at school have the authority and discretion to correct any student and submit referrals to the office.

School Activities

GALAXY offers a range of activities that enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will be applied to these activities.

Field Trips

Field Trips offer exciting ways to learn. GALAXY students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- You must bring a Field Trip Permission Slip signed by your parents or guardian to school by the specified date. No phone calls will be accepted as permission.
- You must wear your school uniform unless otherwise specified.
- You must abide by GALAXY codes of student conduct while on the field trip.
- You must abide by instructions of field trip leaders or administrator throughout the trip.
- You may not qualify for field trips due to standards or requirements set by either the field trip leader or by an administrator.
- Students will be responsible to make up the work for any classes they miss.
- No money will be refunded if a student does not participate in the planned trip without a confirmed excuse.
- Students are expected to be at determined place on designated departure time for any field trip.
- GALAXY is not responsible for the students who are left at the school after the designated pick up time.

Abroad Trips

Galaxy International School in giving meaning to its international outlook organizes trips abroad for its students for educational, cultural, social and recreational purposes. In addition, students participate in international science and project Olympiads in different countries.

In addition to field trip regulations there may be some other conditions to fulfill by students/parents that school management will inform parties prior to planned trip.

Extra-Curricular Activities

There is no better way of enriching students' education than by taking part in clubs and after-school activities or working with a teacher. These opportunities will allow you to explore things you already enjoy more deeply and to try other areas that sound interesting. If you stay for an after-school activity, you will be expected to follow these rules:

- You must be with a teacher or other staff member at all times.
- You must arrange for your own transportation; your pick-up or ride home should arrive promptly at the end of the activity.
- You must abide by the GALAXY code of student conduct while participating in the activity.

A Guide of Extra Curricular Activities containing full list and description of clubs and after school activities will be posted after the term starts and students will have an opportunity to explore each one that looks interesting.

Each student is encouraged by GALAXY to participate in the extra-curricular activities.

With the exception of JHS 3, SHS 3, As and A Level students, it is compulsory for all students to participate in at least one of the clubs.

Intercultural Festival

Galaxy International School holds an Intercultural Festival once a year. The school, being multi-cultural in nature holds an intercultural festival to celebrate its diversity and encourage respect and an appreciation for cultures, be it our own or others.

The festival is marked with an exhibition at which every country is represented with a stand at which cultural artefacts are displayed and cultural foods are available for sampling by students, staff and guests.

The participation of parents/guardians is key to make the festival successful. The parents/students are encouraged to assist the school with their national artefacts, foods or any other item displaying their countries' and cultural richness.

Country stands are manned by parents and students with the assistance of members of staff who are assigned to the country. Parents and students thus arrive at the festival dressed in cultural clothes and alongside the staff to celebrate the schools diversity and unity.

Science and Makers Fair

It is one of the most interesting events in Galaxy. It gives opportunity to students to apply the knowledge acquired during lessons by preparing a project and presenting it to others. Preparing a science fair project is an excellent example of what education experts call active learning.

"Learning is not a spectator sport. Students do not learn much by just sitting in classes listening to teachers, memorizing prepackaged assignments, and spitting out the answers. They must talk about what they are learning, write effectively about it, relate it to past experiences and apply it to their daily lives. They must make what they learn part of themselves."

Galaxy International School holds a Science Fair once a year.

Students are encouraged to prepare and present their own projects.

However project work may be assigned by teachers in case the students could not come out with any project to work on.

The students are responsible for mounting their stands on the day.

Parents are also welcome to showcase their projects or innovative ideas.

Books

Galaxy International School procures and supplies the approved textbooks, exercise books and note books to students. Parents are to pay for the books before students can own them.

Students should use course books and workbooks approved by the school. In addition, they may use additional source books to help their learning.

If a student loses his/her textbook, the school is not responsible to provide a new textbook to the student if not available in the stock. Parents bear full responsibility in replacing lost textbook.

It is good for students and parents to keep in their mind that some textbooks are used more than one academic year. Hence it is advisable to keep them in good condition.

Visitors

Visitors with appointment are welcome at GALAXY. Parents may book appointment via school secretary, class teacher or relevant VP. Visitors must sign in at the gate when they arrive. No visitor is allowed to walk in the school without a visitor pass. Parents must also check in at the front office. If parents would like to bring some guests to school it requires prior arrangements. Parents are not allowed to see their ward during the lesson time unless there is emergency.

Parents or other adults may not walk in the cafeteria, corridors or to the classroom unless accompanied by staff.

Distribution of Published Materials

Students, parents, guardians, and other individuals and groups must receive permission from administrators to post or distribute print materials or other media.

Bulletin Boards

Students must obtain permission from classroom teachers to post materials on classroom bulletin boards and from administrators to post on hallway bulletin boards. Students should not use tape, tacks or any kind of adhesive materials on glass or surfaces that may be damaged.

Attendance

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on the previous days and to grow as an individual.

Students enrolled in the school are required to attend school each day. Any student who absents himself/herself without permission or notice from parents to the school authorities will be considered truant and subject to disciplinary action.

Any student who absents himself/herself without justifiable reason for a total of 21 days in a year will not be promoted to the next class.

Any student truant continuously for 10 days will be deemed to have withdrawn from the school.

Please note:

The school's fingerprint system and School Information System (SIS) monitors and checks lateness and absenteeism. Therefore students that fall foul to this shall be followed by sanctions.

Absence and Lateness

GALAXY recognizes two kinds of absence and lateness: excused and unexcused. Please read through the definitions of each carefully so that you understand what your responsibilities are. Also, you need to be acutely aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absence.

Students must provide a note from a parent or guardian or a doctor for an excused absence to be admitted in the school.

Excused Absences

GALAXY accepts only the following as excusable reasons for absence from school. Under the compulsory education law, parents or guardians must notify the school any day their child is not attending. The excuse shall be submitted to the relevant VP and filed as part of the student's school record.

- GALAXY shall excuse students from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time and if, after the absence, the parent, guardian, or person having custody or control of the student submits written notification for the excused absence. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site. A student whose absence is excused for religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating attendance. Students

excused under this provision shall be allowed a reasonable time to make up schoolwork missed on those days.

- In those rare circumstances when a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent, that describes the reason for the absence; a note signed by the student, even with the parent's permission, will not be accepted. Notes must be submitted within three days of the absence, or the absence will be unexcused.

An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

Unexpected Absences

- i) Personal Illness
 - a) Your parent or guardian must call the school each morning you are ill.
 - b) When you return to school, you must bring an explanatory note from your parent or guardian.
 - c) The school may require a doctor's confirmation.
- ii) Illness in the Family
 - a) Your parent or guardian must call the office to explain the situation and estimated time of absence.
 - b) When you return to school, you must bring an explanatory note from your parent or guardian.
- iii) Death of a Relative
 - a) Your parent or guardian must call the office to explain the situation and estimated time of absence.
 - b) When you return to school, you must bring an explanatory note from your parent/guardian.
 - c) The school may require a supportive document.

Anticipated or Planned Absences

- We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, a notice of absence stating clearly the time and date to be absent and the return date.
- In addition, the following rules shall apply to this kind of dismissal during the school day:
 - Parent or guardian must sign the student out of school;
 - The student must return to school when the appointment is finished if classes are still in session.
- All anticipated absences must be cleared by the Vice Principal at least one full day before the absence. All assignments missed will be due on the day the student returns to school unless otherwise arranged with teachers or Vice Principal. Assignments associated with an anticipated absence will be provided before or after the absence at the discretion of the school. Any absence not cleared in advance will be unexcused.

Unexcused Absences

An unexcused absence does become part of a student's school record. You will be marked for an unexcused absence if you

- fail to bring a written note within three school days following an absence;
- leave school without the permission of the Vice Principal for Students Affairs;
- are absent from class without permission - including walking out of class;
- get a pass to go to a certain place but do not report there, and/or;
- are absent for reasons not acceptable to the administration.

Make-up Work for Excused Absences

- An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. All assignments missed will be due on the day the student returns to school unless otherwise arranged with teachers or Vice Principal.
- To be eligible for make-up work, you must show each teacher the "excused absence slip." On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed, and record the due dates.
- If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) to take your assignments prior to your absence. For students with excused absences, make-up assignments will be scheduled at a time designated by the teacher. It is the student's responsibility to take the assignment at that time. If you fail to do this, the teacher is not obliged to re-schedule the make-up. If you fail to make up an assignment without making other arrangements, the teacher may decide not to give you the assignment.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

Make-up Work for Unexcused Absences

If you have an unexcused absence, your grade(s) in a class or classes will be affected in one of these ways.

- You may not make up work following an unexcused absence.
- Unexcused absence may result in an "F" or "zero" for the day in each class missed.
- Teachers are not obliged to allow you to make up quizzes or tests.

Lateness (to School and/or Between Classes)

The GALAXY lateness Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of GALAXY's standard of excellence, which prepares students for success.

In our school, instructional time is viewed as a precious resource. Consequently, we view chronic lateness as a serious problem. Note that after each incident you will receive a notice; but if the problem continues, additional consequences will be imposed.

Thank you for your support in ensuring students make maximum use of class time and learn to be punctual. School begins at 7:30 a.m. Beginning the day promptly is important and demonstrates commitment to success.

Lateness to school will be unexcused even though the parent brings the student to school. Oversleeping, car/traffic problems, etc. are all unexcused. Problems with lateness to school may require adjustments in the family's morning schedule.

Lateness to class is excusable only if a student has a written note from the nurse, a teacher, or an administrator.

The consequences for repeated lateness to school within a term are as follows.

| The Number of Tardiness | Consequences |
|--|--|
| 5th Lateness | Verbal warning |
| 10th Lateness | A written notice sent to parent. Office detention. |
| 11th to 19th Lateness | One office detention for each additional tardy |
| 15th Lateness | A parent must escort his/her student into the school. Parent administration meeting. |
| 20th Lateness | One day school suspension |

The Vice Principal for Student Affairs has the right to substitute an alternative disciplinary intervention for repeated offenders.

End of School Day Policy

Because of different time tables and extra curricular activities the ending time may vary. In any case, students should be picked up no later than 30 minutes after dismissal time.

Students should not be in the corridors, at their lockers, or in the school building 20 minutes after the last lesson unless accompanied by a staff member. Students who are waiting for their parents may spend their time in the cafeteria, dining hall or under the canopies in the front garden. Students should follow all the school rules in the waiting areas.

Students will not be able to stay on the campus after 5:00pm.

School Leave Procedure

At Galaxy International School, school closes at a designated time and hour. Parents are responsible for the movement of their children from school to home. Students are sometimes conveyed by their parents or any other person designated by their parents to convey them. Some students are also conveyed home by public transport.

Whichever method is used is the responsibility of their parents, however where a parent has a special case or means such parents must inform the school administration not more than a week after enrollment. The parents must fill a standard form showing who and how the child shall be conveyed, failure to fill this form within one week after enrollment shall mean such parent has forfeited his/her right unless there is a compelling reason.

After arrival at school, students may not leave the school premises for any reason without the written permission of the VP for Student Affairs or being accompanied by a teacher in charge with the consent of the parent/guardians.

The school operates finger print system and all students are expected to clock-in the morning and clock-out in the afternoon after closing. Where a student clocks-in in the morning the school management maintains responsibility of the students and when the clock-out in the afternoon the responsibility of the child shifts to their parents.

The school operates a high level security system and it is surrounded by CCT cameras, where students leave the school the camera captures them until they are about 10 meters away from the school.

Early Departure of Students from School

Because GALAXY is very concerned about students' safety and well being, early departure from school is an important issue. In all instances of early departure, the following precautions will be taken to insure student's safety:

- The Vice Principal for Students Affairs may release students before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from parents or guardian or for emergency reasons.
- A student may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- A student may be released "on his/her own" only with verified parental permission.

Leaving Campus Without Permission

GALAXY is not responsible for students who leave the campus without a written permission from the Vice Principal for Student Affairs. Students are not allowed to loiter in front of neighboring businesses. Disciplinary action will be taken against those who leave and come back to campus without having a written permission from the Vice Principal for Student Affairs.

Student Conduct and Discipline

GALAXY has as its goal helping every student fulfill his or her intellectual, social, physical, and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the GALAXY administrators and teachers shall not allow the following types of behavior during school, on school property, or at or during any school-sponsored activity.

The school has disciplinary authority over a student:

- During the regular school day, when the student is within 90 meter of the school's real property boundary line, and while the student is going to and from school on school transportation.
- During lunch periods.
- While the student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location.
- When criminal mischief is committed on or off school property or at a school-related event.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When the student commits a felony in the community.
- Pursuant to any code of conduct adopted at the campus level relating to participation in a student club, organization, or extracurricular activity.
- For any mandatory expulsion offence committed while on school property or while attending a school sponsored or school-related activity.

Note: In addition to disciplinary consequences, misdemeanor and felony offences committed on campus will be reported to and handled by the appropriate law enforcement agency.

Classroom Rules

- 1) Be in your assigned seat, ready to work before the bell rings.
- 2) Bring pencils, pens, books and all assigned materials to class.
- 3) Keep your hands, feet, books and objects to yourself.
- 4) Do not engage in behaviour that keeps the classroom from functioning.
- 5) Follow directions the first time they are given.
- 6) No food, or drink allowed in the building except in designated food service areas.
- 7) Raise your hand before talking. If you are given permission, you may talk. (excluding normal class discussions)
- 8) Do not wander in the class.
- 9) No students may leave the class without permission.

Part-time teachers, boarding house supervisors, and tutors have the same authority and rights as the regular classroom teachers. After school, class periods are also regarded as class periods in terms of validity and effectiveness of classroom rules.

One or a combination of following consequences for violating daily classroom rules may be implemented:

- Verbal warning
- Discipline points as part of the Behavior Scores in SIS (School Information System)
- Meeting with the class teacher
- Sent to the VP for Student Affairs
- Parent contacted
- Detention
- Written warning
- Parent administrative meeting for additional disciplinary actions

Discipline - Positive Reinforcement

The teacher will reinforce positive behavior through any of these ways:

- Oral praise
- Discipline points as part of the Behavior Scores in SIS (School Information System)
- Note to parents
- Phone call to parents
- Parties
- Trips, picnics
- Personal notes to student
- Notes accompanying report cards
- Notes on papers, tests, etc.
- Certificates of achievement or appraisal

School-Wide Rules

Each student is expected to:

- Demonstrate courtesy and respect in any case.
- Behave in a responsible manner, always exercising self-discipline/control.
- Attend all classes, regularly and on time.
- Be prepared for each class; take appropriate materials and assignments to class.
- Obey all campus and classroom rules.
- Meet campus standards for grooming and dress.
- Respect the rights and privileges of all students, teachers, and other non-teaching staff.
- Respect the property of others, including school property and facilities.
- Cooperate with and assist school personnel, in maintaining safety, order, and discipline.

Severe Clauses-Immediate Office Referral

Immediate office referral can be warranted when the student does any of the following:

- Commits or threatens to commit physical harm to another student or adult.
- Possesses or uses tobacco, alcohol and/or drugs on or near the school campus.
- Possesses a weapon or any object deemed as a weapon.
- Damages or destroys property belonging to a student, the school or a staff.
- Swears, makes rude gestures, cruel teasing or put-downs

If at any time a student's disciplinary record includes five (5) documented disciplinary actions within a school year or if serious or unacceptable behavior occurs, the student may be removed from school.

Serious misbehavior or actions occurring outside of a particular classroom are handled at the discretion of the administration. Lack of participation of student and/or parent(s) in the process does not preclude action taken by the Galaxy International School administration.

Unacceptable Types of Student Behaviour and Consequences

As a student at Galaxy International School, you shall not:

Fight and Arrange Fights

School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved in the fight.

According to severeness of fighting some more disciplinary action may be taken.

Consequences

- 1st Offence:** Counselling, informing parents
Internal punishment, possible external punishment
Payment for damages
- 2nd Offence:** Parents
1-week external suspension
Payment for damages
Possible expulsion

Bringing Cell Phones or Other Electronic Devices to School

Mobile Phones, iPods, Electronic Games, Laptops and/or similar devices are not allowed at school. They disrupt classes and distract others from learning.

For final year students laptops shall be allowed 3 months before their final exams in order to help them prepare for their exams.

During school hours, parents should continue to call the school for any emergency situation. We will contact your son/daughter. Do not try to contact them by cell phone or pager.

Until 3:30 pm each day use of mobile phones are not permitted in the school premises.

Consequences

- 1st Offence:** Parents/guardian contacted. Device will be confiscated and device will be given to student 2 days after the confiscation. GALAXY is not responsible for the confiscated items which are not received two days after confiscation. The signing of a bond by student himself/herself.
- 2nd Offence:** Parents/guardian contacted. Device will be confiscated and device will be given to parent 2 weeks after the confiscation. GALAXY is not responsible for the confiscated items which are not received 2 weeks after the confiscation. Signing of a bond by parent. Office detention.
- 3rd Offence:** Parents/guardian contacted. Device will be confiscated and device will be given to parent 2 months after the confiscation. GALAXY is not responsible for the confiscated items which are not received 1 week after the last day of the term. Signing of a second bond by parent. 2 days office detention.

Cheating or Examination Malpractice

Cheating on tests, examination malpractice, and/or any other types of deception to get credit is unacceptable conduct. There must be clear, objective, evidence of cheating for this policy to be used. Examples are cheat sheets, answers on hand, copied tests, copying

from another student's test, giving away the answers, passing notes or answers during quizzes or tests, copying homework or class assignments and plagiarism (to take ideas, writing, answers, etc. from another and pass them off as one's own.)

Consequences

1st Offence: Cancel paper, parents conference. Administrative discretion.

2nd Offence: Cancel paper. Possible internal and external punishment.

Abuse and/or Misuse of Computers and Laboratory Equipment

Computer hardware and software, and lab equipment are for the benefit of all students. No student may purposefully tamper with the hardware, software, or tools and equipment so that it is inaccessible to other students. Computers and lab equipment are in the school for educational purposes only. Abuse and or misuse of computers includes:

- Loading private software, accessing inappropriate web sites or web pages using school equipment.
- Violating computer use policies including, rules, or agreements signed by the student and/or agreements signed by the student's parent.
- Using the Internet or other electronic communications to threaten one or more student or employee or to cause a material or substantial disruption of the educational environment.
- Sending or posting electronic messages that are abusive, materially or substantially disruptive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Using e-mail or Web sites at school to encourage illegal or materially or substantially disruptive behaviour and/or to threaten school safety.

All science lab equipment and materials are to remain in the lab unless otherwise instructed.

All science lab equipment and materials can be used with the permission of teacher or lab technician.

Consequences for Damaging

Parents/guardians contacted. At Administrative discretion, under supervision, you will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. You may have to pay for computer or lab technicians to undo tampering.

Consequences for Abuse or Misuse

1st Offence: Parents/guardians contacted. At Administrative discretion, under supervision, you will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering.

2nd Offence: Based on the seriousness of the situation, at disciplinary committee discretion various disciplinary actions such as detention, external suspension may be taken. If the offence is criminal or violating safety or well-being of others student may be expelled from the school.

Disrupting Learning

Disrupting learning includes any behaviour that prevents other students from learning. It may include but is not limited to use of inappropriate written and verbal language, eating or drinking during class, chewing gum, insubordination, and making noise.

Consequences

- 1st Offence:** Teacher discretion with the recommendation of after-school detention.
- 2nd Offence:** Parent/guardian contacted. Administrative discretion including possible after-school detention. Some privileges may be taken from the student.
- 3rd Offence:** Parent/guardian contacted. Administrative discretion including possible after-school detention, and/or up to one-week suspension.
- 4th Offence:** Parent/guardian contacted. Administrative discretion including up to two weeks suspension, and/or expulsion.

Uniform Violations

Students shall come to school in uniform and in line with specific uniform and appearance limitations described in this handbook. Students will not be allowed to attend class until they are in proper attire. All missed work must be made up.

Consequences

- 1st Offence:** Counselling. You will be sent to the office to fix the violation. If the violation cannot be corrected, your parent/guardian will be contacted. Promise letter from student.
- 2nd Offence:** You will be sent to the office to fix the violation. If the violation cannot be corrected, your parent/guardian will be contacted. One day detention. Written warning.
- 3rd Offence:** You will be sent to the office to fix the violation. If the violation cannot be corrected, your parent/guardian will be contacted. Two days detention.
- 4th Offence:** You will be sent to the office to fix the violation. Parent/guardian contacted. Up to one-week external suspension or possible expulsion.

Alcohol or Drug Violation

Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counter bound-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia. If caught, the student will be expelled and law enforcement officials may be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school premises, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies.

Consequences

Parent/guardian contacted. Direct expulsion proceedings.

Forgery

Any attempt by a student to sign a teacher's, administrator's, parent's/guardian's, or another student's name to any school document is considered forgery.

Consequences

1st Offence: Parent/guardian contacted. Two weeks external suspension.

2nd Offence: Parent/guardian contacted. Expulsion.

Gambling, Playing Cards and Lottery

Gambling includes but is not limited to card playing, dice shooting and sports pools and involves the transfer of money or personal belongings or assistance from one person to another. Bringing, trading, playing any cards are prohibited.

Consequences

1st Offence: Parent/guardian contacted. Confiscation of the card(s), dice etc. with retrieval only by parents/guardians. GALAXY is not responsible for the confiscated items which are not received one week after confiscation. Written warning.

2nd Offence: Parent/guardian contacted. Up to two weeks suspension. Card(s) will be confiscated and they will be given to parent only on or after last day of school. GALAXY is not responsible for the confiscated items which are not received one week after last day of school.

Possession of Inappropriate Materials

Possession or distribution of pornographic, criminal, hate related, etc materials.

Consequences

1st Offence: Parent/guardian contacted. Written warning. Up to two weeks external suspension.

2nd Offence: Parent/guardian contacted. Recommendation for expulsion.

Harassment of Another Student and/or a Teacher, or Staff Member

Harassment means making unwelcome advances or any form of improper physical contact, gesture or sexual remark and any speech, written communication or action that creates a hostile, intimidating or offensive environment. Harassment is a violation of the laws of Ghana and is contrary to the schools' commitment to provide a physically and psychologically safe environment in which to learn. Even if harassment occurs as a "joke," the student will experience consequences for his/her behavior.

Consequences

Parent/Guardian contacted. Up to two weeks external suspension. Administrative discretion with a recommendation for expulsion. Possible prosecution.

Disrespect to Teachers or Staff or Using Inappropriate Language and Behaviour

Responding in a rude and/or impertinent manner (i.e., rolling eyes, sucking teeth, not being cooperative, or talking back). Follow the directions first time given.

Consequences

1st Offence: Counselling. Written warning.

2nd Offence: Parent/guardian contacted. Up to one-week suspension.

3rd Offence: Parent/guardian contacted. Up to two weeks suspension. Possible expulsion.

Hazing Students

Hazing means to plan encourage or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or causes mental or physical harm to any person. Permission, consent or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may also carry heavy legal consequences.

Consequences

Parent/guardian contacted. Administrative discretion with a recommendation for suspension. Possible expulsion. Possible prosecution.

Smoking or Use of Other Tobacco Products and/or Bringing Such Products to School

This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy.

Consequences

Parent/Guardian contacted. Possible expulsion.

Stealing and/or Vandalism of School Property or Private Property

This means to cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds/ sponsored by school. It also includes defacing or damaging school property—including but not limited to textbooks, lockers, furniture, and other equipment—with graffiti or by any other means. Students and their parents or guardians will be held responsible for any theft/vandalism that their student commits on school property.

Please Note: The school may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.

Consequences

1st Offence: Parent/guardian contacted. Administrative discretion. Restitution. One-week external suspension.

2nd Offence: Parent/guardian contacted. Administrative discretion. Up to two weeks external suspension. Restitution. Possible expulsion. Police report filed.

Habitual Late-coming to School

This means to be late for the beginning of school day and/or late for classes.

Consequences

See Lateness to School Policy of Galaxy International School.

Display Threatening Behavior

Threatening behavior can include verbal threats, both face to face, over electronic media (phone and/or computers), hand written notes, and/or non-verbal threats, including “hard” stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

Consequences

1st Offence: Counselling. Parent/guardian contacted. Administrative discretion. Internal punishment

2nd Offence: Parent/guardian contacted. Administrative discretion. Up to one-week external suspension.

3rd Offence: Parent/guardian contacted. Possible expulsion.

Truancy

Failure to attend school without excuse for several days at the beginning of term.

Consequences

Counselling. Possible internal detention.

Failing to attend school without excuse for several days in a term.

Consequences

Parent/guardian contacted. Administrative discretion on full range of disciplinary measures. See School Policy on Attendance.

Weapon Possession

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, stink bombs, fireworks, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers.

Consequences

Parent/guardian contacted. Recommendation for expulsion. Possible prosecution.

Gang and Secret Society Symbols

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry or by writing of any signs identified as or associated with gangs. Students cannot promise to or be members of a gang, secret society, illegal club, sorority or fraternity.

Consequences

1st Offence: Parent/guardian contacted. Administrative discretion.

2nd Offence: Parent/guardian contacted. Up to one-week external suspension.

3rd Offence: Parent/guardian contacted. Administrative discretion. Possible expulsion.

Possession of Property Without Permission

Having in one's possession property obtained without permission of the owner.

Consequences

1st Offence: Counselling, internal punishment.

2nd Offence: Parent/guardian contacted. Up to one-week suspension.

3rd Offence: Up to two weeks suspension. Possible expulsion.

Arson

Intentionally starting any fire or combustion on school property.

Consequences

1st Offence: Parent/guardian contacted. Administrative discretion. Possible expulsion and prosecution.

Public Display of Affection

Inappropriate behaviours of affection, which are not for public places such as kissing, hugging, physical contact, etc.

Consequences

1st Offence: Counselling. Parent/Guardian contacted. Up to one-week suspension.

2nd Offence: Parent/Guardian contacted. Administrative discretion. Up to two weeks suspension. Possible expulsion

Provoking/Intimidating Behavior Encouraging or Urging Other Students to Violate School Rules

Consequences

1st Offence: Counselling. Office detention. Up to two weeks suspension for participants, three weeks for ring leaders.

2nd Offence: Dismissal for ring leaders, up to 3 weeks suspension for participants.

Bullying Policies

"Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's

educational mission or the education of any student. “Harassment, intimidation, and bullying” include, but are not limited to, a gesture, written, verbal or physical act.

Consequences

1st Offence: Parents/Guardian contacted. Up to one-week external suspension. Possible expulsion.

2nd Offence: Parents/Guardian contacted. Up to two weeks suspension. Possible expulsion.

Conspiracy

Any two (2) or more persons mutually agreeing to do any unlawful act.

Consequences

1st Offence: Parents/Guardian contacted. Up to one-week external suspension. Possible expulsion.

2nd Offence: Parents/Guardian contacted. Up to two weeks external suspension. Possible expulsion.

Providing Incorrect Information or Refusal to Provide Information

Providing incorrect Information to the school personnel.

Refusal to provide name and/or other information when asked to do so by a staff member.

Consequences

1st Offence: Counselling. Internal punishment.

2nd Offence: Parent/Guardian contacted. Up to one-week external suspension.

Leaving Campus without Permission

Leaving campus without prior consent of parents/ guardians and authorization from school administration during school hours.

Consequences

1st Offence: Parent/Guardian contacted. Written warning. Office detention

2nd Offence: Parent/Guardian contacted. Up to two weeks external suspension

3rd Offence: Parent/Guardian contacted. Possible expulsion.

Reckless Vehicle Use

Using any motorized or self-propelled vehicle on or near school premises in a reckless manner or as a threat to health, safety, or as a disruption to the education process.

Consequences

1st Offence: Parent/Guardian contacted. Internal punishment.

2nd Offence: Parent/Guardian contacted. One-week external suspension.

Bus Misconduct

Failure to comply with rules of bus safety or disturbing others.

Consequences

1st Offence: Parent/Guardian contacted. Cancellation of school outings. Loss of bus privilege.

Trespassing

Entering any school property or into any school facility without proper authority.

Consequences

1st Offence: Parent/Guardian contacted. Office detention

Any entry during a period of suspension.

Consequences

1st Offence: Parent/Guardian contacted. Days added to suspension.

Inappropriate Postings

Students will be held responsible for posting, publishing or sending any "illegal or inappropriate" material (text, image, audio, or video) on campus, in newsletters, local newspapers, radio and TV programs, and over the internet or blogs such as YouTube, MySpace, Facebook, etc. about the school, administrators, teachers, parents, and other students. Students must get a written approval from a chief administrator (i.e., Principal or VPs) to post, publish, or send any material pertaining staff, administrators, and all school activities.

Consequences

1st Offence: At administrative discretion, up to two weeks external suspension or possible expulsion.

Selling Items

Selling food or items without an approval form from an administrator.

Consequences

1st Offence: Parent/Guardian contacted. Verbal warning. Possible office detention.

2nd Offence: Parent/Guardian contacted. Written warning. Office detention.

3rd Offence: Parent/Guardian contacted. Up to 1-week external suspension.

Decision Making Process for Discipline

The principal designates the VP for Students Affairs to be in charge of discipline. The school administration form a discipline committee to make decisions regarding discipline. The decisions of discipline committee should be appealed to the principal within two days of the date the decision was made. The principal's decision is final. For expulsion, see the expulsion policy.

Discipline Point System

Along with the established disciplinary procedures, Galaxy International School will implement a Discipline Point System (DPS) that is a part of School Information System (SIS) in which students will be given points for positive and negative behavior. Each teacher and staff must use this system and the administration has the discretion to implement certain consequences for students who have earned points above a set limit. Parents will be notified about the consequences and the behavior resulting in DPS.

Rules of Discipline Point System

- 1) Every positive and negative behaviour has a numerical point. (See Discipline Point Cases)
- 2) Every teacher is required to grade student's behavior in School Information System (SIS).
- 3) A teacher can give points only once for the same incidence for one class period. The teacher shall fill out a Discipline Referral Form if the same case continues, and contact the administration.

DISCIPLINE POINT CASES

Negative Behaviours

| Behaviour | Point |
|--|-----------------|
| Assault | Awful Point |
| Chewing/Eating/Drinking during Class | Mediocre Point |
| False Fire Alarm | Weak Point |
| Alcohol -Possession/Sale | The Worst Point |
| Bullying -Disparaging/Hostile Behavior | Dreadful Point |
| Classwork Not Complete | Limited Point |
| Classwork -Not on Assigned Task | Limited Point |
| Abuse or Misuse of Computer/Laboratory Equipment | Deficient Point |
| Damage of School Property/Vandalism | Bad Point |
| Defiance / Attempt to Challenge / Challenge | Weak Point |
| Detention Not Served / Did Not Show Up | Terrible Point |
| Dishonesty / Lying | Weak Point |
| Cheating or Examination Malpractice | Dreadful Point |
| Disobedience / Not Following Direction | Weak Point |
| Disorderly Conduct | Weak Point |
| Disrespect to Teachers or Staff | Dreadful Point |
| Disruptive Behavior during Class | Limited Point |
| Disruptive –Habitual | Deficient Point |
| Uniform Violation | Limited Point |
| Drug Violation | The Worst Point |
| Arrange Fight | Bad Point |
| Excessive Make-Up | Limited Point |
| Fight w/ Students) / Violence | Dreadful Point |
| Arson | Dreadful Point |
| Gossiping / Spreading Rumors | Weak Point |
| Harassment | The Worst Point |
| Homework -Failure to Return Consistently | Weak Point |
| Homework Not Complete | Limited Point |
| Out of classroom without permission during lesson time | Weak Point |
| Inappropriate Behavior toward Students | Weak Point |
| Inappropriate Language Use | Weak Point |
| Leaving Assigned Location w/o Permission | Weak Point |
| Leaving Classroom w/o Permission | Deficient Point |
| Leaving Trash Behind in Classroom/Cafeteria/Hallway | Limited Point |
| Misbehaviour Around of the School | Weak Point |
| Profane to Adult | Dreadful Point |
| Running / Horse-Playing in Classroom/Hallway | Limited Point |

| | |
|---|-----------------|
| Sleeping/Dozing off during Class | Weak Point |
| Stolen Property Possession | Dreadful Point |
| After School Program Infraction | Bad Point |
| Sustained Silent Reading Time Infraction | Weak Point |
| Tardiness -Unexcused/Excessive | Weak Point |
| Threat to Staff Verbal/Written | The Worst Point |
| Threat to Student Verbal/Written | Abysmal Point |
| Throwing Things in Classroom/Gym/Cafeteria/Hallway | Weak Point |
| Tobacco Possession/Sale | The Worst Point |
| Truancy | Bad Point |
| Unacceptable Behavior during Lunch | Weak Point |
| Unacceptable Behavior during Break | Weak Point |
| Unprepared -Lack of Class Materials | Limited Point |
| Unprepared -Non-Dress in P.E. | Limited Point |
| Weapon -Carrying/Using or Possession | The Worst Point |
| Bringing Cell Phone/Electronic Device on Campus | Deficient Point |
| Cheating on hw | Weak Point |
| Leaving school campus w/o Permission | Inferior Point |
| Public Display of Affection | The Worst Point |
| Continuous Violation of the School Rules | Abysmal Point |
| Homework Late | Mediocre Point |
| Miss-Attendance-Preps | Mediocre Point |
| Non-Study During Lesson | Weak Point |
| Habitual Late Coming | Weak Point |
| Weekly Card Not Submit | Weak Point |
| Weekly Card Not Complete | Limited Point |
| Forgery | Abysmal Point |
| Gambling, Playing Cards & Lottery | Terrible Point |
| Possession of Inappropriate Materials | Terrible Point |
| Hazing | Terrible Point |
| Stealing | Dreadful Point |
| Gang and Secret Society Symbols | Awful Point |
| Possession of Property without permission | Inferior Point |
| Encouraging Other Students to Violate School Rules | Dreadful Point |
| Conspiracy | Dreadful Point |
| Providing incorrect information | Bad Point |
| Refusal to provide information | Bad Point |
| Reckless vehicle use | Deficient Point |
| Bus Misconduct | Weak Point |
| Trespassing | Deficient Point |
| Inappropriate Postings | Deficient Point |
| Selling items | Limited Point |

Positive Behaviours

| Behaviour | Point |
|---|--------------------|
| Neat Note Taker | Bronze Points |
| Caring for Others | Silver Points |
| Classwork Champion | Outstanding Points |
| Contributed in Class | Silver Points |
| Controlling Emotions/Impulses | Silver Points |
| Dedication to Competitive Teams | Gold Points |
| Demonstrated High Responsibility | Gold Points |
| Excellent Class Performance | Outstanding Points |
| Excellent Test Score | Outstanding Points |
| Fully Prepared for Class | Outstanding Points |
| Good Sportsmanship | Outstanding Points |
| Good Team Leader | Silver Points |
| Hard Work and Super Effort | Appreciation Point |
| Helping to Keep School Clean | Appreciation Point |
| Homework Champion | Outstanding Points |
| Honest Behavior | Silver Points |
| Outstanding Class Participation | Outstanding Points |
| Perfect After-School Club Attendance | Appreciation Point |
| Perfect Tutoring Attendance | Outstanding Points |
| Proper Conduct to Adults | Silver Points |
| Proper Conduct to Another Student | Outstanding Points |
| Represented School in a Competition | Gold Points |
| Significant Academic Improvement | Platinum Points |
| Significant Behavioral Improvement | Platinum Points |
| Terrific Reader | Appreciation Point |
| Very Good Helper | Outstanding Points |
| Appreciation | Appreciation Point |
| Represented School in an Olympiad | Sweet Points |
| Represented School in an International Olympiad | Awesome Points |
| Homework on Time | Nickel Point |

Numerical Values of Points

| Point | Numerical Value |
|-----------------|-----------------|
| The Worst Point | -60 |
| Abysmal Point | -50 |
| Dreadful Point | -35 |
| Terrible Point | -30 |
| Awful Point | -30 |
| Bad Point | -20 |
| Poor Point | -17 |
| Inferior Point | -15 |
| Deficient Point | -10 |
| Weak Point | -5 |
| Limited Point | -3 |

| Point | Numerical Value |
|-----------------------|-----------------|
| Mediocre Point | -1 |
| Nickel Point | 1 |
| Bronze Points | 3 |
| Silver Points | 4 |
| Outstanding Points | 5 |
| Appreciation Point | 7 |
| Gold Points | 10 |
| Free Dress Day Reward | 15 |
| Platinum Points | 25 |
| Sweet Points | 30 |
| Awesome Points | 40 |

More DPS cases may be added throughout the year if needed.

Types of Consequences

After School Detention

Students who serve detention must make arrangements to be picked up from school.

Rules and Regulations

- 4) Students will bring materials to work on. (Homework, books to read from the Library, only school acceptable materials permitted.) Classroom materials may be sent by teacher. (After school detention will run from 3:00 pm. to 4:30 pm.)
- 5) Sleeping during after school detention is not permitted.
- 6) Do not address anyone other than the detention teacher. No other form of communication will be allowed.
- 7) Students should use the restroom before detention starts and be prepared to stay in the detention room for the entire length of time except during an emergency.
- 8) Students will not be permitted to go to their lockers. All materials must be brought to the room when reporting.
- 9) Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
- 10) Any student assigned to the detention room must sit the time. Students refusing to sit their time will be suspended from school.
- 11) Detention time will be assigned within 24 hours of the Vice Principal for Students Affairs meeting with the student. This allows the parent time to make transportation arrangements.

- 12) Students placed on After-school detention will not be permitted to participate in any extra-curricular activities that day.
- 13) If a student arrives to detention room 10 minutes after designated time without confirmed excuse, the student will not be allowed into the detention room, and the miss will be considered unexcused. This will result in one day out of school suspension, and redo of the detention.
- 14) If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have one day out of school suspension.

Failure to follow After School Detention Rules may result in one day external Suspension.

Out of School (External) Suspension

Notice of Suspension and the reasons for the suspension will be given to the student by the Vice Principal for Students Affairs after the discipline committee meeting.

Rules and Regulations

- 1) A student who is suspended from the school is not allowed on school property.
- 2) A student who is suspended is responsible for all make-up work missed.
- 3) Parents or guardians of the student will be notified in advance of dates of suspension.
- 4) If the incidence is severe, then Principal or Vice Principal for Students Affairs may keep the student in until parents are notified and pick up the student.
- 5) Some suspensions may be extended, if further evidence is revealed. In such a case, parents or guardians will be notified either by phone or by mail.

Failure to follow School Suspension Rules may result in extra disciplinary action.

Expulsion

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the Principal after hearing about the events involved in a situation.

In addition, suspensions may be used for students who have committed a removal or expulsion offence and for whom a conference or hearing is pending.

Damage to School Property

Students who accidentally damage school property must report this promptly to the Vice Principal for Students Affairs or classroom teacher. The students will be expected to pay the cost of repairs. Unreported damage will be regarded as vandalism.

Computer Usage Policy

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. This policy applies to Galaxy International Schools' system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs and any other piece of equipment or software which is part of the school's computer system. Students using school's computers are expected to abide by the following rules:

- 1) Students must use student accounts and passwords.
- 2) The computer usage policy must be signed by parents and / or guardians. Galaxy International School reserves the right to filter any internet sites.
- 3) Students may use school provided software. Student created software must be used under teacher supervision and with teacher permission.
- 4) Students must not download programs to any device nor install nor delete programs to school computers.
- 5) Students may not use computers for any illegal purpose, including "hacking."
- 6) Students may not create keyboard macros for Microsoft word except under teacher supervision.
- 7) Students may only use computer programs approved by ICT teachers.
- 8) The school may review student files or messages for any purpose
- 9) Students may not remove computer labels.
- 10) Students should not chat on social networking websites at school.
- 11) Students cannot attempt to access the school network operating system.
- 12) Students are not authorized to use school computers to copy programs or any media except with teacher supervision and approval.
- 13) No food or drink including water is allowed in the computer laboratory.
- 14) Students may not violate applicable copyright laws.
- 15) Students are not to unplug or change any computer device or network connections.
- 16) Students are not to change any display screen settings.
- 17) Students are not to change any program's toolbars or settings.
- 18) Students are not to add or delete any program icons on the desktop or Start Menu.
- 19) Students may not use school computers to attempt to access another computer or computer system or disrupt computer use by others.
- 20) Students may not damage, modify, or remove computers or networking equipment.
- 21) Students are not to modify or remove any printer settings.
- 22) Students are to report to school staff when they observe any violation of the school's policy for the use of the school's computers.
- 23) Students are to notify their teacher when a computer malfunctions in any way. The teacher will notify the technical support staff so that the PC can be repaired.

Exceptions to the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including but not limited to termination of access to the school's computers, detention and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

Due Process

Any student who exhibits any of the “Unacceptable Types of Student Behaviors” listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students at GALAXY have the right to feel that they are physically, emotionally, and intellectually safe.

Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to a teacher or a VP about the problem. The situation will be investigated as soon as possible; Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to a teacher about the problem. The situation will be investigated as soon as possible.

Concerns and Complaints

Most concerns/complaints can be resolved with a phone call or e-mail to the teacher and/or principal. Teachers and administrators welcome the opportunity to set up conferences to discuss concerns/complaints. Appointments should be made in advance to ensure the convenience of all parties.

In order to most effectively address concerns/complaints, parents and guardians should follow these steps in order. If the issue is not satisfactorily resolved, parents and guardians may move on to the next step.

- 1) Contact the appropriate classroom teacher.
- 2) Contact the appropriate Vice Principal
 - a) for Academic Affairs or
 - b) for Students Affairs
- 3) Contact the principal.

Withdrawal from School

When a student intends to withdraw from GALAXY during the school term, he/she must report to the office on the morning of the day he/she leaves. There, the student will receive a withdrawal form that will be taken to each of these teachers for "clearance" showing that the following responsibilities have been fulfilled:

- | | |
|---|---|
| 1) Has checked in all assigned equipment; | 4) Clearance from library |
| 2) No make-up works due; | 5) Release of student records signed by parent. |
| 3) Fees are paid; | |

The withdrawal form will then be returned to the principal for official release. Students going to another school will take with them a copy of the completed withdrawal form that gives grades earned to date in current period. Each student's leaving pack will be available for collection from the Admissions Office at the conclusion of his/her last day. This pack includes, Certificate of Appreciation, Confirmation of Enrolment Letter and transcript of the student. Two copies of school reports are provided for free. GHC 40.00 will be charged per copy, if extra is required.

A PARENT SIGNATURE MUST BE ON ALL WITHDRAWAL FORMS.

Communication

The administration and staff will use all means (e-mail, phone, SMS, WhatsApp, School Information System etc.) to communicate with the parents. In the event of a change of address, telephone number, or e-mail address, please notify the school office immediately. The school may not be held responsible for lack of communication unless parent contact information is updated regularly.

Communication is the key word for success in education. You have many ways to contact our teachers. Possible ways are listed;

- 1) You may directly call school's phone number during the day.
- 2) You may call the class teacher's mobile number.
- 3) You may send an e-mail to teachers.
- 4) You may send messages through School Information System

Change of Home Address, Telephone Number, or Electronic Mail Address

Parents and guardians have three days to inform administrators of changes to student, parent, and guardian home address, telephone number, and e-mail address. Failure on the part of parents/guardians to notify the school of a change of address and/or telephone number will prevent the school from communicating with parents/guardians. Therefore, the school will be not held responsible in the failure of communication.

Teacher Home Visits

A critical mass of research evidence over the last two decades indicates that gains in student achievement are possible when parents support students' learning at home. This is especially true for traditionally underperforming students and holds promise for narrowing the achievement gaps.

While many schools chart the number of parent teacher-conferences held, or the number of parents who volunteer in or attend school events, a growing number of schools are creating deeper collaboration with parents. These schools embrace a philosophy of partnership that goes well beyond the one-way and often negative or discipline-related communications from teachers to parents.

Teacher home visit program is an inexpensive and easily replicable model of family engagement that has been proven to end the cycle of blame between families and school staff by building trust and respect, instilling cultural competency and increasing personal and professional capacity for all involved.

Teachers are making home visits in order to better meet the needs of the student and the family. In promoting a partnership between parents and teachers, home visits provide the means for effective team problem solving, observing students in their home environment, and encouraging parent involvement. While providing teaching services for the student, home visits may also lend distressed parents needed support to foster positive parenting. Effective home visiting enhances the mental, emotional, and physical health and development of the student by serving the whole family.

Therefore, teacher home visits are one of the policies of Galaxy international school and the teachers are supposed to visit students in their houses and the parents at least once a year.

GOING TO and FROM SCHOOL

On the way to and from school, students should respect the rights, privacy, and property of the community, neighbors, stores etc. and refrain from loitering, trespassing, littering, or creating noise. If needed, the school may take disciplinary action for reports of complaints from the community.

Activities

Fundraising

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he has the written permission of the school principal.

Advertising and Sales

Advertising may be permitted if it is for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the school principal.

Demonstrations or Meetings on School Premises (Non-School-Sponsored)

Any student who wishes to promote, organize or participate in a demonstration or meeting on school premises other than those sponsored by the school must obtain prior approval from the principal at least one week prior to the requested activity. The one-week period does not include the day of the request or the day of the activity. Before approving the request, the principal will determine if the activity is orderly and peaceful and does not interfere with the rights of others or disrupt the education process.

Student Parking

Students who drive cars to school should follow the following rules. An eight km/h speed limit will be enforced in all lots. Unsafe operation of a vehicle on campus, speeding, improper parking, or failure to obey posted signs on campus may result in disciplinary action. Students are instructed to leave their vehicles immediately after parking correctly.

Boarding Section

Galaxy International School has a boarding section consisting of separate houses for boys and girls. For further information, please refer to the boarding house handbook.

Student Conduct Contract

Because all of you have elected to apply to Galaxy International School, we anticipate that all students will not only accept their rights as members of our school community, but also their responsibilities to other members of that community. We ask each of you to carefully read over and sign the student contract on this page and, as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn.

Student Contract

As a student of Galaxy International School, I will do my best to do the following:

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- I will speak to others respectfully, not using profanity or uncomplimentary names.
- I will show respect for all people working or helping in the school.
- I will show careful regard for both my property and the property of others.
- I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- I will attend school regularly.
- I will be in class on time with all necessary materials.
- I will make good use of class time and complete and turn in assignments on time.
- I understand that I must make up assignments I missed because of an absence.
- I will remain on campus during school time, including the lunch period. I will not leave the school ground without the permission of the principal or VP for Student Affairs.
- I will do my best in my schoolwork, and I will let others do their best.
- I will ask for help if I do not understand.
- I will not bring any contraband items to school.
- I will help keep the school building and grounds clean and tidy.
- I will walk in the corridors.
- I will not eat or drink in classrooms, and in the corridors.
- I will follow the dress code and arrive at school in my uniform.
- I will not participate in any behaviour banned by the school.
- I will set my goal to University Education
- I agree to follow all requirements of the Galaxy International School Student Handbook.
- I agree to follow the Student Code of Conduct.
- I will attend all classes that I am asked to be in.

APPENDIX

GALAXY INTERNATIONAL SCHOOL SECONDARY SECTION

REQUEST FOR SCHOOL TO ADMINISTER A PRESCRIPTION DRUG

The school will not give your student medicine unless you complete and sign this form and the Principal has agreed that the school nurse can administer this medication.

| | | | |
|--------------|--|-------------------|--|
| Forename | | Age | |
| Surname | | Class | |
| Home Address | | Condition/Illness | |

Medication

| | |
|-----------------------------|--|
| Name of drug | |
| Duration for the medication | |
| Date dispensed | |
| Expiry date of medication | |

Full Directions for Use

| | |
|------------------------------------|--|
| Dosage and route of administration | |
| Dosage frequency | |
| If any precautions/instructions | |
| Anticipated side effects | |
| Procedures to take in an emergency | |

Contact Details

| | |
|-----------------------|--|
| Name | |
| Relationship to pupil | |
| Contact number | |

I understand that I must deliver the medicine personally to the school nurse and accept that this is a service which the school is not obliged to undertake.

Full Name and Signature of parent/guardian _____

Full Name and Signature of prescribing physician _____

Full Name and Signature of school nurse _____

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read the Student Handbook.

CLASS TEACHER _____

STUDENT'S NAME _____

STUDENT'S SIGNATURE _____

DATE _____ YEAR/FORM _____

PARENT / GUARDIAN'S NAME _____

PARENT / GUARDIAN'S SIGNATURE _____

COMPUTER USAGE AGREEMENT

My signature below indicates that I have received and read the Computer Usage Policy found in the Student Handbook.

Please Check the Appropriate Response

- ☐ My ward may use the computers/Internet while at school pursuant to the school policy and agrees to abide by the rules of the policy.
- ☐ My ward may not use the computers/Internet while at school.

PARENT / GUARDIAN'S NAME _____

PARENT'S SIGNATURE _____

DATE _____

STUDENT'S NAME (Print) _____

STUDENT'S SIGNATURE _____