AUGUST 2023

INTERNATIONAL COMMUNITY SCHOOL



ICS

Training Tomorrow's Leaders Today

Boarding HANDBOOK

A worthwhile educational experience in a supportive residential community that prepares you for life!

TABLE OF CONTENTS

WELCOME

OUR MISSION

OUR VALUES & GUIDING STATEMENTS

1. APPLYING FOR BOARDING 9
2. ORIENTATION & PROSPECTUS 10
3. REPORTING TIME 13
4. ACCOMMODATION 15
5. DAILY ROUTINE 20
6. BOARDING PROGRAMS 22
7. RULES 26
8. DISCIPLINE (BMCB) 38
9. HEALTH 39
10. APPENDIX 41



ICS BOARDING

Dear Parents and Students,

Welcome to ICS Boarding, where academic excellence meets in a residential community setting. We are excited to have you join us on this journey of learning, growth, and development. Our experienced team of teachers and staff is committed to providing a secure and supportive environment that fosters independent, self-motivated, and disciplined students who possess essential social skills for success as global leaders.

We understand that the decision to enrol in a boarding school can be challenging, and we want to assure you that we are here to support you every step of the way. Our dedicated team will work closely with you to ensure that your child feels safe, happy, and well-cared for while away from home. We are committed to providing a quality educational experience that prepares your child for the future.

As you navigate through this handbook, you will find essential information that will help you understand our programs, policies, and procedures. We encourage you to read it carefully and reach out to us if you have any questions or concerns. Together, we will create an environment that promotes academic excellence, personal growth, and success.

Once again, welcome to ICS Boarding, and we look forward to an exciting and fulfilling journey with you.

Boarding Team

welcome

our mission

Together we can!



To create a safe residential environment for students to grow, learn and develop the 21st-century skills that will prepare them to be productive global leaders.

OUR TEAM

The Boarding Team on each campus is led by a full-time **Head of Boarding**. Our **staff-student ratio** is approximately **1:15.**



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Boarding Team





House Tutors

Boarding Team

At the beginning of every academic year, the contact numbers of the Head of Boarding and respective house tutors are shared with parents as they drop off their wards for school. Contact numbers of parents are also shared with house tutors to enhance home-school communication.



House tutor apartments are close to their assigned students and are responsible for the well-being, welfare, and academic progress of the students.

House tutors inspect rooms every morning before students leave for school and also conduct roll calls in the evenings after prep.

Students are assigned to house tutors (also known as boarding mentors). The house tutor is the first point of call for both students and parents.

Official meetings between house tutors and their students occur once every two weeks. House tutors may call emergency meetings as and when it becomes necessary.



OUR GUIDING PRINCIPLES



The Three R's Approach to holistic Education

We combine academic excellence with a residential community setting that uses the three Rs:

Rules, Routines, and Relationships.

We believe that young people thrive when there are clear expectations of behaviour, well-ironed routines, and activities under the support and guidance of caring and professional adult staff.



A Secure and Supportive Learning Environment

We offer a secure and supportive environment that enables students to grow, develop and learn.

Positive bonds are formed among students and faculty, and a sense of community is created, which helps learners to succeed both academically and personally.

Our carefully planned daily schedules promote self-regulation, and responsibility and provide consistency that prepares our students for the future.



Rigorous Academic Support Program

We offer a rigorous academic support program that consolidates instructional hours in class.

Our committed residential staff allows for personalized attention and homework support, and boarding students have access to early morning and evening tutorials from them on campus.

OUR GUIDING PRINCIPLES







Developing Social Skills through Community Living

Living in a community with others provides a unique opportunity for learners to grow as social beings.

Through regular meetings, workshops and activities, ICS Boarding teaches students how to negotiate social dynamics, settle disputes, and cooperate with others, which are essential skills for success in the contemporary workplace.

Enrichment and Leadership Opportunities for Students

ICS boarding offers ample enrichment and leadership opportunities for all boarding students.

These opportunities allow students to develop skills such as collaboration, problem-solving, public speaking, creativity, critical thinking, and resilience, which prepare them for the future.

Parental Collaboration

At ICS boarding, we recognize the importance of collaboration between parents and staff in promoting a secure learning environment for our students. We work closely with parents to ensure that their children are well-supported and cared for while away from home.

Our open communication channels allow parents to stay informed about their child's progress, and we encourage them to provide feedback to help us continuously improve our programs.

Together, we aim to groom students to become productive global leaders.



01

APPLYING FOR BOARDING

- All incoming boarding students **must complete and return the boarding application form** with the admission application form.
- Parents of boarding students who wish to **change their residential status are required to give at least a month's** notice to the school in writing to the campus Administrative Manager.

LET'S DO IT!



02

ORIENTATION & PROSPECTUS

- All new students will receive **the boarding prospectus** as part of their admission pack. **House tutors will inspect these items** at the beginning of every term.
- **All new boarders are taken through the rules, routines, and procedures** of the Boarding house within 48 hours of joining the Boarding community.
- **Orientation takes place in three phases**: Orientation with prefects, orientation with the house tutor, and orientation with the Head of Boarding.
- **There are general orientations** at the beginning of every school term conducted either by the Head of Boarding or individual house tutors.

LET'S DO IT!

PROSPECTUS Girls

Clothing
1 White Long sleeves Shirt
1 Black skirt
1 Black bow tie
7 Casual Clothing (Sets)
5 Formal Clothing (Sets)
1 Jogging Suit
1 Blue/grey Cardigan
1 Pyjama set

Bedding
1 Pillow
1 Blanket
Coloured bed sheet &
Pillow case (2 sets)
ICS White bedsheet and Pillow case
(to be bought from School stores) (2 sets)

Accessories
5 White /Black Socks (pairs)
6 Handkerchiefs
1 Sewing kit

Uniform
3 School uniforms
1 P.E kit
1 Polo Tshirt

Electricals
1 Rechargeable lamp
1 multi-socket plug
13A Kettle
1 13A Pressing iron

Inspiration
1 Bible/Quran

Footwear
2 Leather Shoes (pairs)
2 Black Shoes (pairs for classes)
1 Sandals (pair)
1 Slippers (pair)
1 Sneaker

Bath
2 Towels
1 Bathroom slippers (pair)
Toiletries
1 Clothes pegs/pins (set)
2 plastic buckets

Laundry
Laundry basket (1)
1 13A Pressing iron
6 Cloth hangers
Cloth pegs (1 set)

Food
1 Plastic plate
1 Drinking cup
Cutlery set (1 set)
Provisions
Water bottle

Underwear
Panties
Brassiere
Underskirt
Camisole

GET PREPARED

PROSPECTUS Boys

Clothing
1 White Long sleeves Shirt
1 Black trouser
1 Black flying tie
7 Casual Clothing (Sets)
5 Formal Clothing (Sets)
1 Jogging Suit
1 Blue/grey Cardigan
1 Pyjama set

Bedding
1 Pillow
1 Blanket
Coloured bed sheet &
Pillow case (2 sets)
ICS White bedsheet and Pillow case
(to be bought from School stores) (2 sets)

Accessories
5 White /Black Socks (pairs)
6 Handkerchiefs
1 Sewing kit

Uniform
3 School uniforms
1 P.E kit
1 Polo Tshirt

Electricals
1 Rechargeable lamp
1 multi-socket plug
1 3A Kettle
1 3A Pressing iron

Inspiration
1 Bible/Quran

Footwear
2 Leather Shoes (pairs)
2 Black Shoes (pairs for classes)
1 Sandals (pair)
1 Slippers (pair)
1 Sneaker

Bath
2 Towels
1 Bathroom slippers (pair)
Toiletries
1 Clothes pegs/pins (set)
2 plastic buckets

Laundry
Laundry basket (1)
1 13A Pressing iron
6 Cloth hangers
Cloth pegs (1 set)

Food
1 Plastic plate
1 Drinking cup
Cutlery set (1 set)
Provisions
Water bottle

Underwear
Singlet
Boxers

GET PREPARED



03

REPORTING TIME

- **Students must arrive at school in their school uniform** or any school T-shirt and decent jeans or school shorts/ trousers/skirt.

- **Students must report between 12 pm to 5 pm** on the day of reopening for boarding. **Students who report to school after the official reporting time will not be allowed entry** if no prior permission on late arrival has been agreed upon.

- **Students must first report to the accounts office for a school fees clearance chit** before going to the boarding house.

- **Students are required to register with their house tutors upon arrival** and produce the required items on the prospectus before entering the room.

LET'S DO IT!

Best Moments









The first day of boarding comes with the hellos, the hugs and the see you soon!









04

Where will I be living?

ACCOMODATION

We have excellent accommodation facilities giving you a home away from home!

Sharing a room fosters important personal skills and enhances your boarding experience!

ACCRA CAMPUS

ICS Accra Boarding is a purposely built edifice that accommodates boys and girls from Year 7 in separate wings of the facility.

It is intentionally designed with the boarding staff suite situated in between the boys' and the girls' wings to allow for easy supervision.





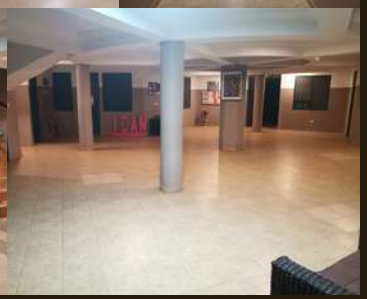












KUMASI CAMPUS

ICS Boarding at the Pakyi campus, Kumasi is spread over four residential buildings.

Students are **assigned to specific blocks based on their sex and year level.** There is a **separate block for younger boys from Years 1-8** and **another for younger girls from Years 1-8.** There are **two other hostels for Years 9-13** for the boys and the girls respectively. Within each boarding block, respective year levels have their floors or wings.

To provide a holistic boarding experience, our students have scheduled access to the ultra-modern gym, mini-Olympic competitive swimming pool, recreational swimming pool, basketball and tennis courts, and a multi-purpose court for volleyball, handball, and badminton.



HOW ARE ROOMS ASSIGNED?

Students are assigned to rooms based on sex and year groups.

To promote good social interactions among boarders, **house tutors may reshuffle rooms at the beginning of each term** for students within the same year level.

Boarders are expected to live and co-exist with each other in meaningful ways as they learn from and support each other.





WHAT SHOULD I EXPECT IN MY ROOM

Students can expect

- A bunk bed
- A desks and study chairs
- Storage spaces for books, clothes and personal items
- Air-condition (Accra Campus)
- Fans
- Internet access (Accra Campus)

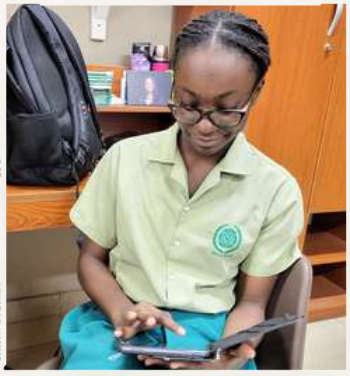
Girls

Dormitory









A great environment for positive friendships

BOYS

Dormitory







A great environment for positive friendships



05

Where Should I Be and When?

DAILY ROUTINE

If you are new to boarding, getting used to a routine may seem daunting, but in a short while you will get used to it!

Your house tutors are there to assist you with any challenges you may come across

Refer to the Appendix (pg. 41) for the daily routine schedules.



VISITATION DAYS

Visiting hours
12pm - 5pm



Once every three weeks

If there are any changes to this arrangement, parents, guardians, and students are notified.

Only parents and authorised guardians are allowed

In a situation where an unknown person is visiting, parents are required to communicate with the house tutors ahead of time about the identity of the visiting person for confirmation.

...Introduce visitors

Students as a matter of courtesy should introduce their visitors to their house tutor, especially for the first time.

Parents can plan ahead

Visiting dates for the term will be shared with parents at the beginning of each term.

Ordering Food

Parents who cannot visit their children but would like to order food for them may do so but they need to communicate such an arrangement with the house tutor and include details of the delivery agent for confirmation.

Reminders

A minimum of one-week reminder will be given to all the boarding parents ahead of each visiting weekend.





06

BOARDING PROGRAMS

ICS Boarding offers a variety of enrichment programs

"You cannot predict the outcome of human development. All you can do is like a farmer create the conditions under which it will begin to flourish."

KEN ROBINSON

01 CREATIVE PLAY

Every weekend, students have a choice to swim, play basketball, football, or any other available sporting activity at designated times. Our Saturday evenings are busy with fun-filled entertainment programs which are led by the prefects under the supervision of staff.

02 SOCIAL INTELLIGENCE

Our fortnight house meetings are avenues for discussing topical issues on Health, Study skills, Social development, Personal grooming and Character building. We have ballet, cultural dance, drama and coding clubs running every weekend for the younger boarders.

03 COMPETITIVE SPORTS

We welcome you to play or enjoy our weekend IPL (ICS Professional League), a football league that runs through each term to harness the soccer talents of our boys and girls. Programs and activities listed above may differ from campus to campus

04 RECOGNITIONS & AWARDS

Our annual Boarding Awards event is held in term three of every academic year. We recognize and celebrate students and staff who have exhibited outstanding behavior traits, leadership or contributed in a unique way to boarding life in the academic year.






icsboardingawards · Following
and 33K others


Tubitee Kobinta!!!

















Boarding Awards







Awards night

07 Rules








KNOW THE RULES
BE POLITE TO OTHERS
DON'T BULLY YOUR PEERS
USE KIND WORDS
MAKE GOOD USE OF YOUR TIME
TIDY UP YOUR ROOM
3 D'S
NO DATING
NO DRUGS
NO DRINKING



BIRTHDAYS

- Birthdays can be celebrated, but activities must be scheduled for visiting weekends only.

FOOD

- **Cooked food is not allowed in the dormitory.** Food may not be ordered except delivered by Parents or guardians on visiting weekends.
- For health and safety reasons, **cooking Indomie/noodles, etc. is not allowed in the dormitory.**

DORMITORY

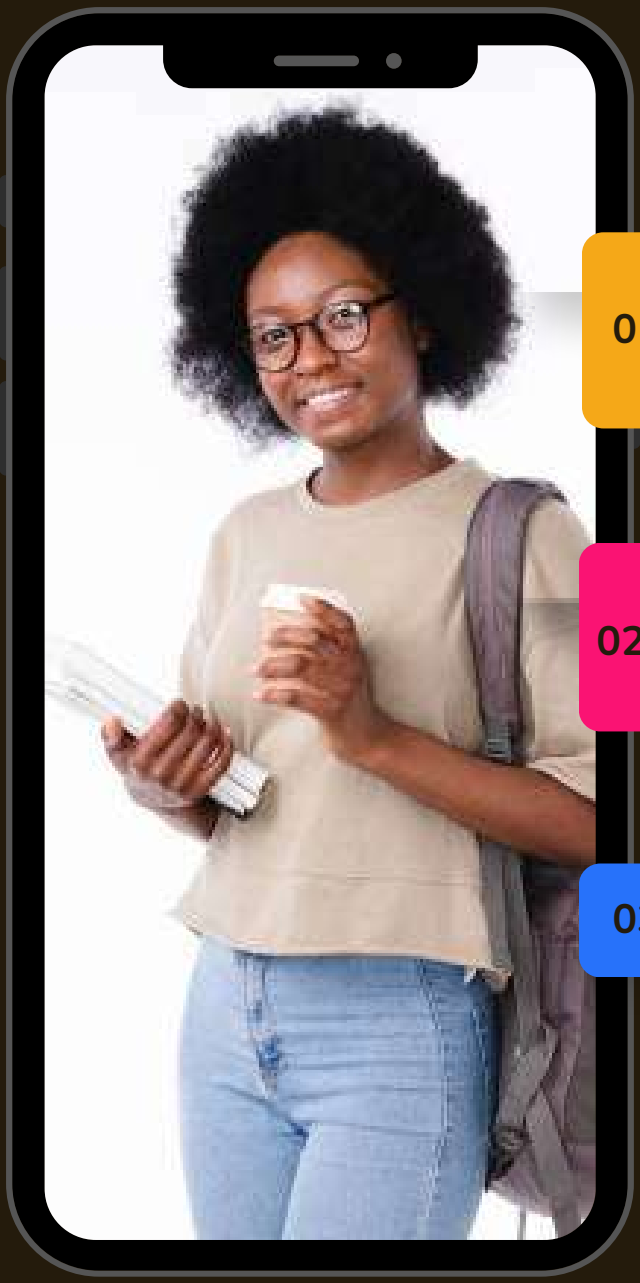
- **Day students and visitors are not allowed in the dormitory.**
- **No student may enter the dorm of the opposite sex** or may be found loitering around at any time, including holidays.
- **Fighting, bullying, and harassing of any kind is strictly unacceptable.**
- **Loud and excessive noise** is not allowed in dorms or corridors unless for approved general boarding events
- **Uniforms must be labelled.** Students must ensure that their uniforms and other personal items are safely locked up. Students must be responsible for the safety of their properties.
- **Pilfering and petty theft are** serious offences and criminal actions. Culprits may face both legal and school-authorized sanctions.
- **No movement or talking is allowed after lights out.**
- **Homework hours and prep sessions are compulsory** and movement between rooms is not allowed.
- Students **should not borrow money from their peers for any reason.**

SCHOOL ACTIVITIES

- No group of students can organize or **arrange for any gathering of students without written permission or approval** from the Head of School/Head of Boarding
- **After-school activities must be observed by all boarders** (academic support, tutorials, booster lessons, sports, etc.)

SPORTS

- The **sports facility is open on Saturday from 5.30 am - 6.30 am** and students should be dressed appropriately in trainers
- **Students must not play soccer in the Boarding House, the corridors, and common areas.**



KNOW THE RULES

DRESS CODE

01 Good taste and common sense should, in this as in all other things, guide students in their dressing and appearance after school hours and on weekends

02 Students are to be decently dressed before leaving their dorm rooms at any time. Please note that night dresses and gowns are only to be worn indoors.

03 The school has the right to determine what is appropriate.

Non-Uniform Attire



APPEARANCE

- Dress appropriately for each school day **(black shoes with white/black socks)**
- **Hoodies are NOT allowed at any time.**
- The ICS **Official polo Shirt** may be worn on **Fridays.**
- **Color Team T-shirts** can be worn only during **inter-colour team events.**
- **Skinny school trousers /above-the-knee school skirts are not allowed.**
- For **weekend boarding outings**, any one of the **School T-shirts can** be worn.
- **School uniforms must be worn on all official school occasions** unless otherwise specified.
- **Boys' hair must be kept neat and well-trimmed** with no partings/patterns.
- **Only black belts** are allowed.
- **Girls cannot have extensions** but are allowed braids of not more than 3 folds (12inches) in length in black color.
- **Boys are not allowed to keep beards**.
- **Make-up or nail polish is not allowed.**
- Students must wea**r black and white attire on Sunday evenings.**





PREP & QUIET TIME

- All students are required to be seated for their quiet time of learning by 6:25 pm on all evenings except Saturdays.

Closing time:

- **Years 1 to 5** - 7:30 pm
- **Year 6 to 8** - 8:00 pm
- **Year 9,10 and 12** - 9:00 pm with a short break from 7:50 pm-8:00 pm
- **Year 11 and 13**- 9:30 with a short break from 8:00-8:15 pm

Note: For IG and A-level candidates there is a one-hour prep extension in Term Three to help candidates prepare for their Exams.



BEDTIME PREPARATION AND LIGHTS OUT

- After prep, **forty minutes is allowed for all students to prepare** for the next school day and their bedtime.
- Once the lights-out bell is rung, **all students are expected to be on their beds silently** with the lights turned off in the rooms.
- **Roll calls are conducted** by House tutors/prefects after lights out to ensure that all students are accounted for.



BEHAVIOR AT MEALS

- Students are required to **be seated for meals** at the designated times and **use the appropriate cutlery.**
- Students are **expected to line up to be served** after grace is said.
- Students are expected to e**at at the dining hall and not carry food outside.**
- Students **must clear all plates to the collection point** after meals.
- Students **may start to leave after the second grace** has been shared.







ROOM SEARCH

The Head of Boarding and/or **house tutors may conduct an announced or unannounced search** on any student or room at their discretion. In any case, the **student(s) to be searched are required to be present and allow the search to be conducted** without any restraint. Disciplinary actions will be applied when there is resistance.



LAUNDRY

On the **Kumasi campus, an outsourced laundry service pick-up and drop-off is available for boarders from Year 1-9** on Mondays, Wednesdays, and Fridays.

Senior boarders from Years 10-13 must do their laundry. In special circumstances, senior boarders may opt for the services of the outsourced laundry at a fee determined by the accounts department.

KNOW THE RULES



PHONE CALLS AND PARCELS

- Students may **call their parents or guardians through their house tutors** at prescribed times. In the event of an emergency during school hours, students may call the front office.
- If a parent or guardian needs to contact their ward, they need to call the front office or a house tutor. **On school days, parents may call the office between 3 pm-5 pm.** House tutors are however available on call between 4 pm-6 pm each day.
- **All parcels are sent to the front office or house tutors for contents to be checked before being given to students.** All parcels will be logged in at the security gate upon receipt. Parcels must not be left at the security office for students to pick themselves up.



POCKET MONEY

Students are encouraged to keep just enough pocket money for each school day. Parents may give the pocket money of their child to any trusted caregiver or staff of the school for safekeeping and daily allocation per agreement to the child.

In any case, **a transparent account system should be created** between parties to record how the money is used by the child.







GADGET POLICY

Mobile phones are not allowed in the school. Students may contact their parents only through the School's office or your house tutor.

- **Year 1-6:** (No gadgets) ICT lab may be used where necessary with teacher supervision.
- **Years 7,8,9 and 10: (Laptop)** Every gadget must registered by the IT office and handed over to the boarding office. They can be used only during the allocated time after school and over the weekend when teachers have communicated that they are required for homework. ICT lab may be used where necessary with teacher supervision.

- **Year 11,12 and 13: (Laptop or iPad) Only one gadget is allowed.** They must be registered by the IT office and handed over to the boarding office. They can be used only during the allocated school time and at any time required by teachers. ICT lab may be used where necessary with teacher supervision. Students who may need an extended learning period with their gadgets may seek permission from house tutors. Students are responsible for the handling and care of their gadgets.

Students on the Accra campus are NOT allowed to bring their personal internet gadgets for internet accessibility. Eg. mifi. The school has a secure network accessible to all students.



VACATION

- **All students go home** during all vacations and midterm holidays.
- **Candidates** are however allowed to **stay in school for the Term 2 midterm, Term 2 vacation, and Term 3 midterm** provided they have paid their fees in full.
- **All students** must **participate in thorough cleaning** of their rooms and the boarding house environment before departing.
- Students must **depart in their school uniforms or school t-shirts.**
- Students must **be picked up by their own parents/guardians.** Alternative transport arrangements must be communicated to the house tutor by the parent/guardian ahead of time.
- **Students return from vacation by 5:00 pm** on the day of re-opening for boarders. **Any alternative arrangements must be communicated to the house tutor.**

DAMAGE TO SCHOOL PROPERTY

There should be no writing, graffiti, or defacing of the walls, desks, tables tops, books, beds, wardrobes, hostel rooms, common room, furniture, etc.

Students will be held responsible and will pay 3 times the cost of repairing or replacing the damaged property.



CAMPUS SECURITY

- There are **trained guards at the post 24 hours on campus** for both day and night rotations.
- Aside from school breaks, **all students leaving campus are required to show their exeat cards** before exiting at the security gate.
- The **security personnel have the right to detain** any unknown visitors without any permission outside the normal visiting hours, while they verify their permission to enter the campus.
- **Security personnel cannot transact business** with or for students and parents whilst at the post.
- **Students and parents must not display excessive friendliness** to security staff and vice-versa.
- **Guards can search for any student** with permission from any tutor if and when necessary.

EXEAT

ONLY 3 PER TERM

Only three exeats are allowed per term. Unused exeats cannot be transferred to the next term.

24 HOURS

Parents are required to call the Head of Boarding or house tutor for exeat arrangements at least 24 hours before the day requested.

PICK-UP & DROP-OFF

Students are required to be picked up and dropped off by their parents or guardians. Parents or guardians are required to communicate alternative transport arrangements to the house tutor if they are not picking up students themselves.

EXEAT CARD

The House Tutors will fill in the exeat card which must be taken home by the student and submitted at the security gate upon return. It is a punishable offense to return to school after the designated exeat time with no prior communication. School uniform/ School T-shirt must be worn while leaving and returning to school.

APPROVALS

Exeats that will affect instructional hours are approved by the Head of School first before approval from boarding staff.

5PM

Upon return from an exeat, students are required to immediately report to their house tutors.

Students who go out on exeat are required to return to school by 5:00 pm.



When in doubt, ask.

DISCIPLINARY PROCEDURES

08

Discipline

- **Behavior Management and Character Building**

  Boarding students are expected to abide by the rules and regulations as spelled out in the *Behavior Management and Character Building (BMCB) document* **(refer to appendix Pg 41)**

- **Rules & Sanctions**

  Students are required to be familiar with the information provided in the document. The BMCB document spells out the rules and corresponding sanctions used as orientation material at the beginning of every term so that students are aware of the consequences of their actions.

- **Behaviour Expectations**

  ICS boarding is designed to reward students as they live out their core values of empathy, integrity, child-friendliness, professionalism, respect for self and others, excellence, and team spirit in all that they do and how they relate with others on campus.

- **Positive Behaviour Support**

  Where necessary, students are referred to the Counseling department to receive support to correct behavior.







09

What happens when I am ill?

Health

- The sick bay is **open 24 hours** to take care of the basic medical needs of students.
- Students are to **report any illness or unusual feeling** to the sick bay immediately.
- All **medicines are taken under the supervision** of the nurse or house tutor
- The Seventh–Day **Adventist Hospital at Dominase** is the official hospital of the **Kumasi campus**. Any student who is referred to the facility by the school nurse will receive treatment and the cost of treatment will be added to the student's bill at the end of the term.
- At the **Accra campus**, **Passion Hill Clinic** is the official hospital of the school.
- **Parents/guardians will be contacted by the Head of Boarding/House Tutor/school nurse** if their children are being referred to the hospital.
- **Parents may make alternative arrangements** for their children to see their preferred physician in a different hospital.
- Students with any unusual or serious health problems, e.g., allergies, asthma, sickle cell anemia, etc. are to be reported to the house tutor by the parent immediately upon arrival. **A medical report should be sent to the school's office by the parent/guardian of that student**.
- **Parents are required to speak to the resident nurse about any medication** that the child needs to take.
- **Unwell students are required to inform the Head of Boarding, House Tutors, or Classroom teacher** of any illness and seek permission to see the nurse.
- **The house tutor or nurse will make appropriate arrangements for food to be sent to any student who is unwell** and unable to attend breakfast, lunch, or supper.
- **There is always a school vehicle on site** in case of emergency.
- **The school nurse will dispense the following medication during emergencies with parental consent;** Tylenol, paracetamol, Pepto-Bismol tablets and syrup, antacids, cough syrup, etc.
- **Unwell students are allowed to rest in the sick bay** while they are being attended to. Students are sent back to the classroom immediately when they feel better.
- **Students are required to have all their immunization** completed before they commence school. However, any student who contracts a contagious disease or condition will be advised to stay at home until his/her condition improves.
- **Parents/guardians are advised to keep their wards at home if they have a severe cold, undetermined rash or spots, lice infestation, vomiting, diarrhea, fever, mumps, chicken pox, or any red-eye condition.**



10 APPENDIX

DAILY ROUTINE

MONDAY-FRIDAY SCHEDULE (YEARS 1-6)

Rise and shower	5:30am
Students make their beds, fold their clothes, sweep and take out the trash, etc. Rooms are inspected by the house tutor before you leave for breakfast.	6:30am
Breakfast/ Laundry drop-off and pick-up on Monday, Wednesday and Friday	7:30am
Dormitories lock-up	8:10am
School hours	8:30am
Homework hour with assigned teachers	3:15pm
Siesta (Wednesdays) Sports (Friday)	3:30pm
Shower time	4:20pm
Supper	5:30pm
Prep time! Students must learn independently throughout this time. **Year Six closes prep at 8:00 p.m.** and **Years 1–5 at 7:30 p.m.**	6:30pm

(MONDAY-FRIDAY (YEARS 1-6)

DAILY ROUTINE

7:00PM-8:00PM

General cleaning and arrangement of lockers-(Friday only)

8:00PM- 8:30PM

Uniform preparation for the next day

8:45PM

Roll call and lights out

DAILY ROUTINE

MONDAY–FRIDAY SCHEDULE (YEARS 7–13)

05:00 AM Morning Devotion (optional)

05:30 AM Wake Up Bell (All ACs turned off where applicable)

05:30 AM Shower and dress up time for all students

06:20 AM Make your beds, fold your clothes, sweep and take out the trash and clean your bathroom using an agreed duty roster

06:40 AM Daily room inspections are done by prefects and tutors on floor levels.

06:50 AM Rooms lock up by prefects/ tutors

07:00 AM Breakfast

07:20 AM Students report to their classes at 7:25am. School ends at 3:40pm

03:40 PM Booster lessons/Sport team training

04:40 PM Shower and preparation for supper and prep

05:30 PM Supper

06:30 PM Prep Time

- Prep for Year 7 and 8 ends at 8:30pm
- Prep for Year 9, 10, 12 ends at 9:00pm
- Prep for Year 11, 13 (candidates) ends at 9:30pm

09:00 PM Preparation for the next school day by non-candidates

09:40 PM First alert call for non-candidates to settle in their rooms. Students submit their laptops to their tutors

09:45 PM Lights out in all rooms and roll call by prefects and house tutors

10:00 PM First alert call for candidates to settle in their rooms/Roll call.

10:20 PM Lights out for all candidate rooms

DAILY ROUTINE



05:00 AM	MORNING DEVOTION (OPTIONAL)
06:30 AM	GYM/JOGGING/SPORTS
07:40 AM	BATHING/CLEANING/INSPECTION
09:00 AM	**BREAKFAST**
09:30 AM	PREP FOR YEAR 9-13 STUDENTS
10:00 AM	CLUBS FOR YEAR 1-8 STUDENTS
11:20 AM	LAUNDRY AND IRONING/SWIMMING FOR YEAR 9-13 BOYS.
12:00 PM	VISITING TIME ONCE EVERY THREE WEEKS/ GENERAL AFTERNOON SPORTS ON NON-VISITING DAYS FROM 2PM-5PM

01:00 PM	**LUNCH**
01:30 PM	SWIMMING FOR GIRLS.ENDS AT 3PM
05:30 PM	**SUPPER**
06:30 PM	SOCIAL TIME
07:00 PM	ENTERTAINMENT (SEPARATE PROGRAMMES AND VENUES FOR PRIMARY AND SECONDARY BOARDERS)
09:45 PM	ROLL CALL
10:00 PM	LIGHTS OUT

GENERAL Saturday SCHEDULE









6:00 am	Wakeup call for all students to prepare for chapel.
7:30am	Chapel (8:00am-9:30am - Accra Campus)
9:00am	BREAKFAST
10:00 am	Laundry and ironing
11:30am	Personal time
12:00pm	Visiting once every three weeks/ Extracurricular activities
1:00pm	LUNCH
5:00pm	Preparation for supper and prep

5:30pm	Supper (black and white attire)
6:30pm	**Prep Time** Year 1-5 ends at 8:00pm,Year 6, 7 and 8 ends at 8:30pm, Year 9, 10, 12 ends at 9pm andYear 11, 13 (candidates) ends at 9:30p
9:00pm	Preparation for the next school day by non-candidates
9:30pm	First alert call for non-candidates to settle in their rooms. Students submit their laptops to their tutors
9:45pm	Lights out in all rooms and roll call by prefects and house tutors
10:00pm	First alert call for candidates to settle in their rooms/ Roll call.
10:20pm	Lights out for all candidate rooms





GENERAL SUNDAY SCHEDULE







BEHAVIOUR MANAGEMENT & CHARACTER BUILDING

BMCB

	OFFENCE	1ST OFFENCE	2ND OFFENCE	3RD OFFENCE
1	**Examination Malpractices e.g., Cheating, Collusion etc.**	Cancel the paper (s) Parental notification	Cancel all paper(s) Parental conference	Dismissal
2	**Failure to write test/examination**	Student scores zero Written warning	Scores zero Parental conference	Repetition -
3	**Anonymous letter writing giving false information.**	External suspension (One week) Bond of good behaviour	Dismissal	-
4	**Deliberate distortion of facts/character assassination.**	External suspension (3 days) Bond of good behaviour	External suspension (Up to 3 days) Internal suspension (Up to 2 days) Bond of good behaviour	One-week external suspension-
5	**Fighting**	External suspension (2 days) Five hours work detail Parents' notification counselling	External suspension (5 days) Five hours work detail Counselling Bond of good behaviour	Student put on probation- pending a last offence



BEHAVIOUR MANAGEMENT & CHARACTER BUILDING

	OFFENCE	1ST OFFENCE	2ND OFFENCE	3RD OFFENCE
5	**Fighting**	External suspension (2 days) Five hours work detail Parents' notification counselling	External suspension (5 days) Five hours work detail Counselling Bond of good behaviour	Student put on probation- pending a last offence
6	**Assault on fellow student(s)**	External suspension (3 days) Five hours work detail Parents' notification counselling	External suspension (5 days) Five hours work detail Counselling Bond of good behaviour	Student put on probation- pending a last offence -
7	**Assault on Members of Staff or their dependents**	One-week external suspension Parent's notification Student put on probation- pending a last offence	Dismissal-	-
8	**Flouting the authority of Prefects**	One hour work detail/ Detention	Three hours work detail/ Detention	One day internal suspension Bond of good behaviour
9	**Flouting the authority of members of staff of ICS**	Three hours work detail/Detention Parent's notification	One day internal suspension with detention for make-up work Parent's conference Bond of good behaviour	External suspension (3 days) with plan for make-up work



BEHAVIOUR MANAGEMENT & CHARACTER BUILDING

	OFFENCE	1ST OFFENCE	2ND OFFENCE	3RD OFFENCE
10	**Flouting the authority of the Principal /School Leaders**	1-day internal suspension 1-day external suspension Parent's conference Bond of good behaviour	External suspension (3 days)	External suspension (One week) Student put on probation pending a last offence
11	**Inciting students to riot**	Indefinite suspension	-	-
12	**Petty theft**	3x Restitution and counselling Parental notification	3x Restitution 2-day internal suspension and parent conference	3x Restitution 3-day external suspension
13	**Stealing in all cases**	Restitution and external suspension (1 week)	Indefinite suspension	-
14	**Alcohol and smoking offence**	Dismissal	-	-
15	**Possession of marijuana or other hard drugs Possession of illegal substances**	Dismissal	-	-



BEHAVIOUR MANAGEMENT & CHARACTER BUILDING

	OFFENCE	1ST OFFENCE	2ND OFFENCE	3RD OFFENCE
16	**Not submitting homework**	Warning Report to house tutor/mentor/class teacher Detention to make-up work	Report to the HoD and KS coordinator Up to 1 hour work detail Detention to make up work	Report to HoS/HoB/Principal Parent's notification Up to 2 hours work detail Detention to make up work
17	**Truancy (absenting oneself from classes)**	3-hour work detail 3-hour detention to do all make-up work	Offence in same term 2 days internal suspension Detention	Offence in same term 3 days external suspension
18	**Late return from holidays (without permission)**	Detention to make –up work/ work details from 3 hours -8 hours depending on number of absences	-	-
19	**Possession of lethal Weapons**	Dismissal	-	-
20	**Use/ possession of unapproved attire.**	Written warning Parental notification.	Confiscate attire Parental conference	Confiscate attire Up to 5 hours work detail
21	**Refusal to participate in approved ICS activities e.g. - entertainment, chapel, co-curricular activities, classes, dining hall, prep etc.**	Verbal warning	Up to four hours detention/work details Parent's notification	Internal suspension (up to 3days) Day student status



BEHAVIOUR MANAGEMENT & CHARACTER BUILDING

	OFFENCE	1ST OFFENCE	2ND OFFENCE	3RD OFFENCE
22	**Bullying**	Internal suspension (2 days) Bond of good behaviour Parent's notification	External suspension (1 week)	Indefinite suspension
23	**Extortion**	3x Restitution and Written warning Up to 6 hours work detail	3x Restitution and up to 2 days internal suspension	3x Restitution Up to three days external suspension-
24	**Destruction/damage of property, Deliberate damage to furniture/equipment/physical structure**	Payment for thrice the cost, Written warning	Payment for thrice the cost Bond of good behaviour	Payment for thrice the cost Up to 5 days external suspension
25	**Disrespect and insolence and similar offence such as insults, cat calls hooting use of obscene language /songs dance/ use of profane language.**	Written warning Up to 2 hours work detail	Up to 4 hours work details Parent's notification and conference	Up to 2 days internal or 3 days external suspension
26	**Improper Dressing**	Confiscation Verbal warning	Confiscation written warning	Bond of good behaviour
27	**Weave-on/ Colored braids other than the prescribed, black/brown. Braids longer than the prescribed three folds**	Unbraid hair Parental notification Verbal warning	Unbraid hair Parental notification Written warning	Unbraid hair Sign a bond of good behaviour



BEHAVIOUR MANAGEMENT & CHARACTER BUILDING

	OFFENCE	1ST OFFENCE	2ND OFFENCE	3RD OFFENCE
28	**Noise making at dining hall, at prep, in Dormitory**	Verbal warning Public apology	Up to one hour work detail/detention Withdrawal of privilege-	Parent's notification Up to three hours work detail/detention-
29	**Failure to do dormitory work**	Call back to work Verbal warning Up to 20 min extension work detail	Call back to work Up to 40 min extension work detail	Call back to work Parents notification with a written warning Up to one hour work detail
30	**Entertaining dismissed students/ visitors in Dormitories**	3 days Internal suspension	1-week external suspension	Indefinite suspension
31	**Reporting late from exeat a) Two times in the term b) Late from exeat next time c) Four times in the same academic year**	Verbal warning Parent's notification	Written warning Up to 2 hours work detail/detention No exeat for the term -	Up to 5 hours work detail parental conference withdrawal of exeat privileges -
32	**Lateness for school programmes. e.g., dining, assembly, chapel**	Verbal warning	Verbal warning Up to one hour detention/work Assigned coach for support	Written warning Parent's notification Up to 3 hours work/detention
33	**Boiling food at the dormitory /ordering food outside visiting hours**	Parent notification, Confiscation of food items Up to 2 hours work/detention	Confiscate food Parental conference Bond of good behaviour Up to 4 hours work/detention	Day status for boarders



BEHAVIOUR MANAGEMENT & CHARACTER BUILDING

	OFFENCE	1ST OFFENCE	2ND OFFENCE	3RD OFFENCE
34	**Ordering and/ Or receiving cooked food outside visiting hours**	Verbal warning and confiscating of food	Written warning Parental notification Confiscation of food	2-days internal suspension. Any further offense leads to deboardinisation up to a term
35	**Possession of unauthorized items e.g., mobile/ cellular phones, hand held gaming system etc.**	Confiscation till end of term.	Confiscation till end of year Parent conference	Confiscation permanently
36	**Driving a visitor's car on campus (when visitor is already on campus)**	Parent/driver should not be allowed to park inside school Verbal warning to student Written letter to parent/visitor	Parent conference and student sign a bond of good behaviour	Up to 3 days external suspension Detention for make-up work
37	**Student driving to campus**	No entry to campus Verbal warning to student	No entry to campus Parent's notification	No entry to campus Parental conference
38	**Writing / Grafting/ Defacing of walls, desks, table tops, books, beds, wardrobes, dormitory, and furniture.** **Inciting others/ destroying personal property**	Pay three times the cost of repairing or replacement	Pay three times the cost of repairing or replacement Bond of good behaviour	Pay five times the cost of repairing or replacement Parental conference
39	**Locking oneself in a room and refusing to open or locking another person in a room.**	Written warning I day internal suspension	Parent conference Bond of good behaviour 2-day internal suspension	2 days external suspension plus 1 day internal suspension



BEHAVIOUR MANAGEMENT & CHARACTER BUILDING

	OFFENCE	1ST OFFENCE	2ND OFFENCE	3RD OFFENCE
40	**Found in the classroom block/ Dining Hall, ICT Lab, Science Lab, etc. without permission or unaccompanied by a teacher at odd hours.**	Up to 2 hours detention Verbal warning	Up to 4 hours detention Written warning	Up to 6 hours detention Bond of good behaviour
41	**Wearing any form of jewelry other than and a wrist watch**	Verbal warning Removal of jewelry	Confiscate item	Confiscate item Up to 2 hours work detail
42	**Sexual misconduct**	Dismissal	-	-
43	**Enter dormitory of opposite sex any time**	Dismissal	-	-
44	**Display of intimacy – kissing/touching/indecent exposure**	Indefinite suspension	Dismissal	-
45	**Use of laptops, pen drives and other electronic equipment without permission**	Up to a term's Confiscation, Counsel and parent conference	Up to a term's Confiscation, Up to 2 hours work detail (Clear tables, clean dining hall, clean classrooms, arrange tables & chairs)	Permanent confiscation
46	**Trading**	Confiscation and Parents conference	2 days internal suspension Detention for make-up work	2 days external suspension Detention for make-up work upon return

Testimonials

★★★★★

BOARDING WAS THE BEST EXPERIENCE

★★★★★

THE HOUSE TOTURS ARE SO CARING

★★★★★

IT HELPED ME TO BECOME ORGANIZED

BOARDING HANDBOOK

August 2023

The Management of ICS will review this policy
every year or sooner if for operational reasons or whenever circumstances
so require; or at the request of the Directors of the School.

Application and Scope of the Policy

This policy applies to all Students, Parents, and Staff of this school.

Implementation

The Head of Boarding and Boarding tutors are responsible for the implementation of this policy according to the stated guidelines.