



POLICY ON STUDENT LEADERSHIP, THEIR RESPONSIBILITY TOWARDS COLLEGE DEVELOPMENT AND THEIR GENERAL WELL BEING

OBJECTIVES/PURPOSE

PREAMBLE

Wesley College of Education is dedicated to maintaining a scholarly community that promotes intellectual inquiry and encourages the expression of diverse views and opinions. When students accept admission into Wesley College, they accept the rights and responsibilities of membership in the academic and social environments of the institution.

Wesley College of Education as an institution of learning and a community of persons with a special purpose accepts its obligation to provide for its members an atmosphere that protects and promotes its educational mission and that guarantees its orderly and effective operation. To accomplish these goals, the college must require certain standards of conduct. The college standards of student conduct, published as regulations in the students' handbook, do not replace or relieve the requirements of civil or criminal laws. College regulations and civil law, although not in conflict, are often promulgated for different purposes and in different contexts. The students' leadership is accountable to several different authorities, each with its own interests, obligations, regulations, sanctions, and processes for enforcement and adjudication. Further, members of the SRC have an obligation to fulfill the responsibilities incumbent upon all students, as well as the responsibilities of their particular roles within the academic community.

OBJECTIVES

The policy on student leadership, responsibilities towards college development and their well being will promote the development of:

- personal and academic integrity;
- respect for the dignity of all persons(including males and females, with or without disabilities) and a willingness to learn from the differences in people, ideas, and opinions;
- respect for the rights, property, and safety of others; and
- concern for others and their feelings, and the need for conditions that support an environment in which all can study and succeed at Wesley College of Education.

In order to foster these objectives, the policy is based on the following principles:

1. The College has a responsibility to exercise oversight in:

- matters that impinge upon academic achievement and integrity;
- conduct that breaches the peace, causes disorder, and substantially interferes with the rights of others;

- behaviour that threatens the physical and mental health and safety of members of the Wesley College community;
- behaviour that threatens college property, or the property of members of its community, through theft, damage, destruction, or misuse

RIGHTS TO EQUITABLE PROCEDURES

All students of Wesley College have the right to fair and equitable procedures that shall determine the validity of charges of violation of campus policies, regulations, rules, and/or the Student Code of Conduct.

The procedures shall be structured so as to facilitate a reliable determination of the truth or falsity of allegations or charges, to provide fundamental fairness to the parties, and to be an effective instrument for the maintenance of order.

All students of Wesley College have the right to know in advance the range of penalties for violation of college regulations. Definition of adequate cause for separation from the college should be clearly formulated and made public.

Charges of minor infractions of regulations, yielding warnings, probation or other educational interventions may be handled expeditiously by the SRC disciplinary committee and report to the Dean of students.

In the case of charges of infractions or regulations that may lead to separation from the institution, students of this college have the right to more formal procedures with additional process, including the right of appeal.

Students are members of campus, the local community, and state. As citizens, students are responsible to the community of which they are a part, and the college neither substitutes for nor interferes with the regular legal process. Students are also responsible for offenses against the academic community. Therefore, action taken in a civil or criminal court does not free the student of responsibility for the same conduct in the college proceeding. The college will only review allegations of student misconduct that may have violated the Student Code of Conduct or campus regulations found in published college documents.

When a student has misconduct allegations brought against him/her either on or off campus, the college will decide on the basis of its interest and the interest of the student whether or not to proceed with its internal review simultaneously or to defer action until after the proceedings of the criminal or civil action.

THE CODE OF CONDUCT

The Code of Conduct describes behaviours that are inconsistent with the essential values of Wesley College community. Intentionally attempting or assisting in these behaviours may be considered as violations of the relevant section of the Code and may be viewed as serious as engaging in the behaviour. A person commits an **attempt** when, with intent to commit a specific violation of the Code of Conduct, he/she performs any act that constitutes a substantial step toward the commission of that violation.

The Code of Conduct behaviours include, but are not limited to:

1. ABUSE/ENDANGERMENT OF A PERSON: Physically harming or threatening to harm any person, intentionally or recklessly causing harm to any person or reasonable apprehension of such harm or creating a condition that endangers the health and safety of self or others, including through the facilitation of or participation in any mental or physical activity.

2. SEXUAL MISCONDUCT OR ABUSE: Engaging in unwelcome conduct of a sexual nature that is sufficiently severe or pervasive so as to substantially interfere with the individual's admission process, education, or access to college programs, activities and opportunities, and such conduct would detrimentally affect a reasonable person under the same circumstances. Sexual harassment may include, but is not limited to, sexual advances, requests for sexual favours, sexual exploitation, stalking, dating violence, and domestic violence.

Sexual misconduct is a form of sexual harassment and refers to attempted or completed unwanted or non-consensual sexual activity, including, but not limited to the following: rape, sexual assault, sexual battery, forcible sodomy, sexual penetration with an inanimate object, intercourse without consent, sexual touching and fondling, the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or buttock, or clothing covering those intimate parts), forcing an unwilling person to touch another's intimate parts, sexual exploitation, and sexual coercion.

3. HARASSMENT: Harassment is behaviour that is sufficiently severe or pervasive so as to threaten an individual or substantially interfere with the individual's employment, education or access to college programs, activities or opportunities, and that would detrimentally affect a reasonable person under the same circumstances.

Behaviours that meet the above definition may include, but are not limited to, the following:

- directing physical or verbal conduct at an individual because of the individual's age, race, colour, ancestry, national origin, religion, creed, service in the uniformed services, veteran status, sex, sexual orientation, marital or family status, pregnancy, physical or mental disability, gender identity, genetic information or political ideas;
- subjecting a person or group of persons to unwanted physical contact or threat of such; or engaging in a course of conduct, including following the person without proper authority (e.g., stalking), under circumstances which would cause a reasonable person to fear for his or her safety or the safety of others or to suffer emotional distress.

4. WEAPONS, FIREARMS, AND PAINTBALL DEVICES: The possession, storing, carrying, or use of any weapon, ammunition, explosive, or dangerous chemical or gas by any person is prohibited on all college property except by authorized law enforcement officers and other persons specifically authorized by the college. No person shall possess, carry, or use any fireworks on the college property, except for those persons authorized by the college and local governments to discharge such fireworks as part of a public display. Paintball guns and paintball markers may only be

used on the property of the University in connection with authorized college activities and only at approved locations.

5. FIRE SAFETY VIOLATIONS

- Tampering with fire or other safety equipment or setting unauthorized fires.
- Exhibiting behaviours that risk health and safety of self or others during a fire related incident.
- Burning candles, mosquito coils, incense, or other items in the Halls of Residence or other College facilities, whether **attended or unattended**.

6. ALCOHOL AND/OR DRUGS: Illegally possessing, using, distributing, manufacturing, selling or being under the influence of alcohol or other drugs. Anyone, serving alcohol to persons is in violation of the college regulations **and state law**. Excessive consumption of alcohol is also prohibited and occurs when a person is intoxicated to the degree that the person may endanger self, other persons, or property, or annoy persons in the college. Use, possession or distribution of beverages containing alcohol on the college property shall comply with the laws of the college Policies and Rules.

It is also a violation for a student, of any age, to be in the presence of alcohol and/or illegal drugs in any halls of residents.

7. FALSE INFORMATION: Intentionally providing false or inaccurate information or records of both SRC and the college to local authorities will be considered inappropriate. Providing a false report of an emergency, college policy and/or Code violation will also be dealt with according to college appropriate committee.

8. THEFT AND POSSESSION OF STOLEN PROPERTY: The taking or possession of items belonging to another individual or entity. The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

9. DISRUPTION OF OPERATIONS: Obstruction or disruption of classes, research projects, conduct processes and/or investigations, or other activities or programs of the college; or obstructing access to college facilities, property, or programs. An action or combination of actions by one or more individuals that unreasonably interferes with, hinders, obstructs, or prevents the operation of the college or infringes on the rights of others to freely participate in its programs and services.

10. VIOLATIONS OF ACADEMIC INTEGRITY: Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at Wesley College, and all members of the college community are expected to act in accordance with this principle. Consistent with this expectation, students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the college community and compromise the worth of work completed by others.

Violations of Academic Integrity include, but are not limited to, copying, plagiarism, fabrication of information or citations, facilitation of acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, and tampering with the academic work of other students.

11. FAILURE TO COMPLY: Failing to comply with reasonable directives from the college or other officials when directed to do so. Failure to provide identification, to report to an administrative office or, when reasonable cause exists, failure to leave college-controlled premises or dangerous situations when directed to do so by properly authorized persons, including police and/or college staff. Failing to complete sanctions assigned as part of the conduct process.

12. FORGERY/ALTERATION: Making, using or possessing any falsified official record or college document; altering or forging any college or official document or record, including identification, meal or access cards. This includes but is not limited to forging documents (signing another's name and/or ID number), manufacturing IDs or tickets, altering parking permits, and misuse of forms (e.g., letterhead stationery, college forms).

13. UNAUTHORIZED ENTRY OR USE: Unauthorized entry into or use of property or college facilities including private residences, offices, halls of residence, classrooms, computers, computer networks, and other restricted facilities. Unauthorized entry or use of facilities is described in more detail in college policies regarding the rights of individuals and the rights of the institution. Specifically, policy refers to an "obligation not to infringe upon the rights of all members of the campus to privacy in offices, laboratories and halls of residence, and in the keeping of personal papers, confidential records and effects, subject only to the general law and college regulations." The college also has the right to control use and entry into facilities for reasons of security, safety, or protection of property. This includes closing facilities at specified times. It should also be recognized that an open or unlocked door is not an invitation to enter and use facilities. The same concept applies to computer entry or misuse, including violation of any college computer policy.

14. DISORDERLY CONDUCT: Engaging in disorderly, disruptive, lewd, or indecent conduct, including, but not limited to creating unreasonable noise; pushing and shoving; creating a physically hazardous or physically offensive condition; inciting or participating in a riot or group disruption; failing to leave the scene of a riot or group disruption when instructed by officials; or disruption of programs, classroom activities or functions and processes of the college.

15. VIOLATIONS OF COLLEGE REGULATIONS: Violating written college policy or regulations contained in any official publications, administrative announcements, contracts (e.g., residence hall contracts or leases) and/or postings.

16. VIOLATION OF LAW: When it is established that a student has violated federal, state, or local law and the violation of law affects a Substantial College Interest.

17. RETALIATION: Taking adverse action against any individual on the basis of a good faith report made by such individual, or on the basis of such individual's participation in an investigation, hearing, or inquiry by the college or an appropriate authority, or the individual's participation in a court proceeding relating to suspected wrongful conduct.

RESPONDING TO OFF-CAMPUS MISCONDUCT

While the University has a primary duty to supervise behavior on its premises, there are many circumstances where the off-campus behavior of students affects a Substantial College Interest and warrants disciplinary action while conducting their teaching practice.

Wesley College of Education expects students to conduct themselves in accordance with the law. Student behavior off the premises of the campus that may have violated any local, state, or yields a complaint from others alleging law violations or student misconduct will be reviewed by the college. Upon receipt of a complaint alleging off-campus student misconduct, the teaching practice coordinator and the disciplinary committee will review the allegations and determine the appropriate course of action by the college.

In cases in which criminal or civil action is involved, such action and the review of the Off-Campus Teaching Practice Policy and administration of the college's conduct process will occur simultaneously. However, the college may defer action until the proceedings of the criminal or civil action have been completed. A deferment will be considered by the disciplinary committee and the teaching practice coordinator following an initial review of the circumstances. In addition, where there is a compelling reason (such as concern for the safety of other students), the committee may after an initial review of the evidence, impose the sanction of Interim Suspension, requiring that the student leave the campus pending disciplinary proceedings.

RESPONSIBILITIES OF STUDENT LEADERS IN COLLEGE ACTIVITIES

The Students Representative Council (SRC) shall be responsible for:

1. Promoting the general welfare and interests of students;
2. Presenting the views of students of the college to the appropriate body or bodies depending on the nature of the matter;
3. Establishing links and maintaining cordial relationships with students of other Colleges of Education
4. Nominating Student Representatives to serve on appropriate College committees
5. Promoting cordial relationships among all sections of the College community and maintaining good relationship with past students of College

Opportunities for student leadership and their general well being

In the classroom

- Encourage students to develop and share their own opinions about current issues and to engage in debate, discussion and critique of those issues
- Engage students in conversations and decisions about class rules and behavioural boundaries and expectations
- Engage students in conversations and decisions about teaching, learning and assessment

In the college

- Engage students in the governance and decision-making bodies of the college, such as the College Governing Council
- Engage students as school ambassadors or representatives beyond the College
- Engage students in peer support, mentoring or coaching programs
- Engage students as prefects or in other forms of traditional student leadership within the college
- Engage students as members and participants in key college processes such as staff or college leadership appointment panels
- Invite and enable students to develop and implement projects to change and improve college operations, culture, climate or practices
- Invite and enable students to undertake research and consultation about aspects of the college operations, culture, climate or practices that may need change or improvement
- Engage students in change or reform processes in the college

In the college system

- Invite and enable students to act as key informants in research processes designed to assess or develop the system practice in the college
- Invite and enable students to act as key informants in system reform processes

In the community

- Invite and enable students to develop and implement community-based projects, possibly in partnership with other agencies, to enhance and support learning
- Invite and enable students to engage with local government and the wider community

Enablers and barriers to effective implementation

The review identifies a number of factors that enable effective implementation of student leadership practices in the school environment. The key enablers are to do with the values and attitudes that underpin leadership cultures and practices in the college context. These values and attitudes influence the extent to which student leadership is considered a priority and the capacity of the school to engage effectively with student priorities and perspectives.

Key enablers include:

- A belief that schools have a role to play in facilitating and fostering student leadership capabilities, and a belief in the legitimacy and validity of student perspectives.
- An understanding that there is a spectrum of student leadership and that the most ubiquitous models do not necessarily represent effective or promising practice.

- An understanding of the positive outcomes that can be fostered through effective practice of student leadership. This will change the perception of leadership opportunities as no longer ‘supplementary’ to schooling but integral for student development.
- School culture, including school management culture, which is accepting of ‘disruptive’ student leadership influences from the classroom to the college system and community level.
- Policy frameworks that enable and promote student leadership.

SCOPE AND APPLICATION

Our area of coverage shall apply to all students and other members in the college community.

POLICY STATEMENT

The College stands for the well-being and educational upliftment of the students. The Governing Body is committed in providing the enabling environment for peaceful coexistence among all members of the College community.

SUPPORTING PROCEDURE

As a learning institution, we should think about how students relate with each other, and with other members in the college community, build their capacity towards leadership roles among the students themselves in order to attain a peaceful coexistence which may culminate in excellent academic work.

GENDER RESPONSIVE STATEMENT

This policy applies to all groups of persons irrespective of sex, religion, ethnic orientation and disabilities in any form as well as other irrelevant distinctions. Implementation of this policy will pay due regard to the College’s commitment to quality of opportunity to all its members.

RESPONSIBILITY FOR IMPLEMENTATION

- Principal
- Vice principal
- The SRC,
- House staff and HODs
- College Disciplinary Committee
- Other College Staff members

RESPONSIBILITY FOR MONITORING, IMPLEMENTATION AND COMPLIANCE

- Vice principal
- College Disciplinary Committee

STATUS

- I. Directives from Governing Council
- II. Vice principal
- III. College Disciplinary Committee
- IV. Students Representative Council (Executives)

KEY STAKEHOLDERS

- I. Staff
- II. Students

APPROVAL BODY

College Governing Council

INITIATIVE BODY

College Disciplinary Committee

DEFINITION OF TERMS

STAFF- People who are employed by a particular organization

STUDENT- a learner or someone who attends educational institution after admission and matriculation

SRC- a group of individual students selected through organized college elections to lead the entire student body.

RELATED LEGISLATION

- National Council for Tertiary Education Teaching and Learning Policy
- University of Cape Coast Teaching and Learning Policy

RELATED POLICY AND OTHER DOCUMENTS

- National Council for Tertiary Education Teaching and Learning
- Wesley College Student Handbook
- National Council for Curriculum and Assessment

EFFECTIVE DATE

1ST SEPTEMBER, 2017

REVIEW DATE

1ST SEPTEMBER, 2018

OWNER/SPONSOR

College principal

The CEO of the College shall act as the owner and sponsor of the policy in terms of financing, monitoring and evaluating for the successful implementation of the policy.

AUTHOR

The Author of this policy is the College Governing Council

FURTHER INFORMATION

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