



Africa International College

Africa Community School

Policy Handbook



List of Policies

Parent - Student Handbook (Africa International College) Revised 2023

Parent - Student Handbook (Africa Community School) Revised 2023

Admission, Promotion and Withdrawal Policy

Child Protection Policy

Guidelines on Offences and Prescribed Punishments

Conflict Resolution Policy

Ability Grouping Policy



Contents

Parent - Student Handbook (Africa International College) Revised 2023	16
1.0 GENERAL COLLEGE INFORMATION.....	17
2.0 INTRODUCTION.....	18
2.1 Our Mission:	18
2.2 Our Vision:	18
2.3 Office Hours	18
3.0 OUR CORE VALUES:	19
3.1 Non-Discrimination Statement	19
3.2 Philosophy of Rules and Polices	19
3.3 Open Door Policy.....	20
4.0 ACADEMIC INFORMATION	22
4.1 Promotion to Higher Class and Repeat Policy.....	22
4.2 Student Records and Transcripts.....	22
4.3 Make-up work.....	23
4.4 Assignments/Homework Philosophy	23
4.5 College Assignment Guidelines.....	23
4.6 Prep.....	24
4.7 Grading Procedures	24
4.8 Withdrawal from Africa International College.....	24



4.9	Attendance Policies and Extended Absence Requests.....	24
4.10	Unexcused Absence or Lateness on resumption.....	25
4.11	General Academic Information.....	25
4.12	Textbooks.....	25
4.13	Library.....	26
4.14	Classroom Courtesy.....	27
4.15	Cheating/Examination Malpractice.....	27
4.16	Academic probation:.....	28
4.17	Plagiarism and Copyright Policy:.....	28
5.0	DRESS CODE.....	29
	Philosophy.....	29
5.1	Uniform (outdoor).....	29
5.2	Personal Grooming (Hair styling and make-up).....	29
5.3	Piercing and Tattoos.....	30
5.4	Neatness.....	30
5.5	Modesty.....	30
5.6	Appropriateness.....	30
5.7	Physical Exercise and Sports Teams Dress Code.....	31
5.8	Dress Code Violation Policy.....	31
6.0	EMERGENCY GUIDELINES AND DRILLS.....	32



7.0	HEALTH POLICIES.....	33
7.1	Injury at College.....	33
7.2	General Guidelines for Specific Conditions	33
7.3	Skin Diseases –	34
7.4	Cuts and open wounds –	34
7.5	Sickness from Home	34
7.6	Illness at College	35
7.7	Medication Policy.....	35
7.8	Immunization Policy	36
8.0	INFORMATION TECHNOLOGY SERVICES (COMPUTER USE).....	37
9.0	LOST BUT FOUND	39
10.0	GENERAL RULES	40
10.1	Telephones Calls.....	40
10.2	Visitors	40
10.3	Visiting Days	40
10.4	Music Selections	41
10.5	Sporting Activities.....	41
10.6	Narcotic drugs and substances	42
10.7	Guns, Knives, Other Weapons, and Threats of Violence	42
10.8	Classrooms, Hallway/Stair Rules	42



10.9	Drug, Tobacco, and Alcohol Policy	43
10.10	Student Pregnancy Policy	43
10.11	Electronics	43
10.12	Other Acts of Misconduct	44
11.0	ANTI-BULLYING POLICY	45
11.1	Definitions	45
11.2	Sexual Harassment" may include, but is not limited to;.....	46
11.3	Our Approach.....	47
11.4	Reporting and Response	47
11.5	False Reports	48
12.0	DINING HALL/MEAL PERIODS.....	49
13.0	FIELD TRIPS.....	50
14.0	SPECIAL ACTIVITIES POLICY	51
15.0	STUDENT COUNCIL	52
16.0	RESPECT FOR OTHERS.....	53
17.0	CONSEQUENCES FOR FAILURE TO OBSERVE RULES ON USE OF ICT FACILITY	54
18.0	EXPECTATIONS FOR PARENTS	55
19.0	PARENT VOLUNTEERS	56
20.0	PAYMENT OF FEES	57



21.0	LOCKERS/DESKS	58
22.0	RESTRICTED AREAS	59
23.0	FAMILY VACATIONS/CELEBRATIONS	60
24.0	STUDENT CONDUCT	61
25.0	BASIS OF STUDENT CONDUCT	62
25.1	Love	62
25.2	Responsibility	62
25.3	Humility	63
25.4	Commitment	63
26.0	STUDENT DISCIPLINE	64
26.1	Discipline Policy	64
26.2	Exemplary Character	65
26.3	Infractions	65
26.3.1	Reprimand and Warning	65
26.3.2	Corporal Punishment	65
26.3.3	Hard Labour	66
26.3.4	Suspension	66
26.3.5	Probation	66
26.3.6	Expulsion	67
26.4	Disciplinary Actions	67
26.5	Cases resulting to expulsion	68
27.0	SPIRITUAL DEVELOPMENT	70



28.0	MISSIONS, SUPPORT AND SERVICE PROJECTS.....	71
29.0	TEXTBOOK AND PROPERTY DAMAGE.....	72
30.0	SECURITY MATTERS.....	73
31.0	CHANGES AND AMENDMENTS	75
32.0	AGREEMENT FORM	76
Parent - Student Handbook (Africa Community School) Revised 2023		77
1.0	GENERAL COLLEGE INFORMATION.....	78
2.0	INTRODUCTION.....	79
2.1	Our Mission:	79
2.2	Our Vision:	79
2.3	Office Hours	79
3.0	OUR CORE VALUES:	80
3.1	Non-Discrimination Statement	80
3.2	Philosophy of Rules and Polices	80
3.3	Open Door Policy.....	81
4.0	ACADEMIC INFORMATION	83
4.1	Promotion to Higher Class and Repeat Policy.....	83
4.2	Student/Pupils Records and Transcripts.....	83
4.3	Make-up work.....	84
4.4	Assignments/Homework Philosophy	84



4.5 School Assignment Guidelines.....84

4.6 Prep.....85

4.7 Grading Procedures85

4.8 Withdrawal from Africa Community School85

4.9 Attendance Policies and Extended Absence Requests85

4.10 Unexcused Absence or Lateness on resumption.....86

4.11 General Academic Information86

4.12 Textbooks86

4.13 Library87

4.14 Classroom Courtesy88

4.15 Cheating/Examination Malpractice89

4.16 Academic probation:89

4.17 Plagiarism and Copyright Policy:.....89

5.0 DRESS CODE 91

Philosophy 91

5.1 Uniform (outdoor) 91

5.2 Personal Grooming (Hair styling and make-up)..... 91

5.3 Piercing and Tattoos.....92

5.4 Neatness92

5.5 Modesty.....92



5.6	Appropriateness.....	92
5.7	Physical Exercise and Sports Teams Dress Code	93
5.8	Dress Code Violation Policy	93
6.0	EMERGENCY GUIDELINES AND DRILLS.....	94
7.0	HEALTH POLICIES.....	95
7.1	Injury at School.....	95
7.2	General Guidelines for Specific Conditions	95
7.3	Skin Diseases –	96
7.4	Cuts and open wounds –	96
7.5	Sickness from Home	96
7.6	Illness at School.....	97
7.7	Medication Policy.....	97
7.8	Immunization Policy	98
8.0	INFORMATION TECHNOLOGY SERVICES (COMPUTER USE)	99
9.0	LOST BUT FOUND	101
10.0	GENERAL RULES	102
10.1	Telephones Calls/Messages.....	102
10.2	Visitors	102
10.3	Sporting Activities.....	102
10.4	Narcotic drugs and substances	103



10.5	Guns, Knives, Other Weapons, and Threats of Violence	103
10.6	Classrooms, Hallway/Stair Rules	104
10.7	Drug, Tobacco, and Alcohol Policy	104
10.8	Students/Pupils Pregnancy Policy.....	104
10.9	Electronics	105
10.10	OTHER ACTS OF MISCONDUCT	105
11.0	ANTI-BULLYING POLICY	106
11.1	Definitions	106
11.2	Sexual Harassment" may include, but is not limited to;.....	107
11.3	Our Approach.....	108
11.4	Reporting and Response	108
11.5	False Reports	109
12.0	DINING HALL/MEAL PERIODS.....	110
13.0	FIELD TRIPS.....	111
14.0	SPECIAL ACTIVITIES POLICY	112
15.0	STUDENTS/PUPILS' COUNCIL.....	113
16.0	RESPECT FOR OTHERS.....	114
17.0	CONSEQUENCES FOR FAILURE TO OBSERVE RULES ON USE OF ICT FACILITY	115
18.0	EXPECTATIONS FOR PARENTS	116



19.0	PARENT VOLUNTEERS	117
20.0	PAYMENT OF FEES	118
21.0	LOCKERS/DESKS	119
22.0	RESTRICTED AREAS	120
23.0	FAMILY VACATIONS/CELEBRATIONS	121
24.0	STUDENT CONDUCT	122
25.0	BASIS OF STUDENT CONDUCT	123
25.1	Love.....	123
25.2	Responsibility.....	123
25.3	Humility	124
25.4	Commitment.....	124
26.0	STUDENTS/PUPILS DISCIPLINE.....	125
26.1	Discipline Policy.....	125
26.2	Exemplary Character	126
26.3	Infractions	126
26.3.1	Reprimand and Warning.....	126
26.3.2	Corporal Punishment.....	127
26.3.3	Hard Labour	127
26.3.4	Suspension.....	127
26.3.5	Probation	127
26.3.6	Expulsion.....	128
26.4	Disciplinary Actions	129



26.5	Cases resulting to expulsion	129
27.0	SPIRITUAL DEVELOPMENT	131
28.0	MISSIONS, SUPPORT AND SERVICE PROJECTS.....	132
29.0	TEXTBOOK AND PROPERTY DAMAGE.....	133
30.0	SECURITY MATTERS.....	134
31.0	CHANGES AND AMENDMENTS	136
32.0	AGREEMENT FORM	137
	Admission, Promotion and Withdrawal Policy.....	138
1.0	VISION STATEMENT	139
2.0	MISSION STATEMENT	139
3.0	ADMISSION	139
3.1	General Principles Regarding Admission.....	139
3.2	Admission Process	140
3.3	Age Criteria.....	144
3.4	Transfer into AIC/ACS	145
3.4.1	Transfer students into JS2 to SS2	145
3.4.1.4	Transfers into SS 2 is rarely allowed.....	147
3.4.2	Deadline for Admission and Transfers into AIC/ACS	148
3.5	When Admission/transfer is completed	148
3.6	Parent/Guardian Responsibility.....	148
3.7	No Refunds of Fees.....	149



3.8	Non-Transferability of Admission	149
3.9	Deferred Admission	149
4.0	PROMOTIONS.....	149
5.0	WITHDRAWAL	150
5.1	Conditions for Withdrawal	150
5.2	Mid-term Withdrawals:.....	151
5.3	Withdrawal Sanctions:	151
6.0	Approving Authority	151
7.0	Amendments	152
	Child Protection Policy	153
1.0	Introduction	154
2.0	Roles and Responsibilities	159
3.0	Child Protection Procedures.....	160
4.0	Allegations Against Staff	162
5.0	Child Protection Training	163
6.0	Implementation, Dissemination & Review Strategies	163
	Guidelines on Offences and Prescribed Punishments.....	166
	NOTICE ON OFFENCES AND APPROPRIATE OUTCOMES	167
	Rules and regulations & penalties.....	168
	Conflict Resolution Policy.....	173



MISSION 174

VISION 174

Policy Statement..... 174

PROCEDURE..... 175

STAGE 1 – INFORMAL RESOLUTION..... 176

STAGE 2 – FORMAL RESOLUTION WITH AN OFFICIAL COMPLAINT 177

STAGE 3 – APPEAL HEARING BY THE COMPLAINT PANEL..... 178

CONDUCT AND RECORDS 179

Ability Grouping Policy..... 181

Principles: 182

How are the Students Assigned to Ability Groups?..... 184

What Type of Instruction Happens in an Ability Group?..... 185

Benefits of Ability Grouping..... 185



**Parent - Student Handbook
(Africa International College)
Revised 2023**

AIC/ACS-PD001



1.0 GENERAL COLLEGE INFORMATION

Address: Plot 1120, Kaura District, Opposite Sun City Estate Abuja Nigeria, P.M.B. 7141, Wuse, Abuja

Website: www.aicacsabuja.com

Email: info@aicabuja.com

Phone No.: +234-9069056235

College Hours: **Classes:** 7.30am – 2.30pm

Offices: 8.00am – 4.00pm

College Colours: Green, Gold, White

College Motto: Knowledge in the Fear of God



2.0 INTRODUCTION

Welcome to Africa International College. We exist to partner with you in educating your children. Our College is distinctively different because we seek to honor God in every aspect of our College life as we integrate godly principles into everything we do. While providing a solid academic education to prepare young people from all over the world for a successful future, we also encourage each child to develop the total man in the fear of God.

2.1 Our Mission:

To give young boys and girls from different backgrounds total quality education founded on Christian Principles.

2.2 Our Vision:

To be a leading institution of learning and create an enabling and inspiring environment where both staff and students grow to totally achieve their God-given potential.

2.3 Office Hours

The College office is open Monday through Friday from 8:00a.m until 4:00p.m. During holidays, limited office hours will be available and will be posted.



3.0 OUR CORE VALUES:

- a. **Community** - We are committed to experiencing life together (staff, students and parents) as we partner to encourage, love and serve one another in community.
- b. **Academic Excellence** - We are committed to educating the individual learner in every aspect of College life through a model that is relational and based on wisdom from God.
- c. **Total Development** - We are committed to holistic education and training where individual relationship with God Almighty and his son Jesus Christ is evidenced through worship, discipleship, fellowship, and ministry for effective world impact.
- d. **Leadership** - We are committed to developing tomorrow's leaders who are able to communicate a distinctly Christian worldview and live it out daily with character, integrity, and wisdom.

3.1 Non-Discrimination Statement

It is, and shall be, the policy and practice of Africa International College, in the admission of students and in the hiring of employees, not to unlawfully discriminate on the basis of the applicant's race, colour, gender, nationality, ethnic origin, age or physical status.

3.2 Philosophy of Rules and Polices

This handbook contains information, rules, regulations, and ethical codes that help us achieve our mission as a faith-based College. We believe that Godly principles give three good reasons for rules:

1. God's Command

Some of our rules are based on commands found in God's Word.



Proverbs 7:1,2b - "My son, keep my words and store up my commands within you. Keep my commands and you will live."

2. Good Cautions

Some rules are made to protect us from violating basic moral rules.

Proverbs 1:8 - "Listen, my son, to your father's instruction and do not forsake your mother's teaching."

3. Greater Community

Some rules are not necessarily moral laws but are guidelines for the good of society.

Romans 13: 1-6 gives authority to institutions to make such rules.

Proverbs 8: 15 (wisdom) kings reign and rulers make laws that are just."

All our rules and policies at Africa International College have their foundation in these three areas. Many of them fall into the last category in that the rules are established for the good of the greater community. These are basically procedural issues for us that benefit the greater majority of students and families. It is our prayer that by combining our efforts with those of the home and the church, each of our students will understand our reason for rules and that all our policies will help students in their journey to become most valuable to God and man.

3.3 Open Door Policy

We encourage parents to call, e-mail, or drop in to talk to the College authority at any time. If you have questions, concerns, or ideas, we would like to talk to you. It is often through the input of a student or parent that problems come to light and we then can work towards solving them.



The first step is to talk to the Parents Relations Officer. Written complaints or suggestions are to be made to the Principal only and not to individual teachers as the College acts as a collective unit.



4.0 ACADEMIC INFORMATION

4.1 Promotion to Higher Class and Repeat Policy

A total assessment of each student is made at the end of every academic session and a decision is taken on his/her promotion to the next higher class.

It will be the right of the College to decide that a student repeat a particular class if it is determined to be in his/her best interest. Each case will be reviewed thoroughly by the College authority. Factors to be considered in promoting a student to a higher class include standardized test scores; academic performance in the classroom; and physical, emotional, or social development. Parents should take personal interest and monitor their children's development. In all cases, the decision of the College authority shall be final.

4.2 Student Records and Transcripts

The following policies will be followed concerning student records:

- a. Student cumulative scores are kept in the College's exam office and by the class teacher as well as the subject teacher.
- b. A parent may have access to his/her child's academic records either on written request or during Open Days scheduled by the College.
- c. Records will not be transferred to another College until a withdrawal form is completed and all financial obligations to the College are met in full.
- d. When the student graduates, a complete transcript will be sent on request to the college where the student has been accepted. Where additional transcripts are required the student will be charged for this.



- e. Other non-academic records of the students will be maintained and managed by the College. These may be released to the parents at the discretion of the College.
- f. Whenever there is a change of address, phone number, work number, or other pertinent information, the College should be notified as soon as possible. Current information is necessary for the care and protection of a student in case of emergency.

4.3 Make-up work

Make-up work is only allowed if the student has an excused absence. Students are allowed to do make-up work for each absence up to five days. (Special circumstances, and prolonged illness, etc., may require more time. An appeal to the administration for approval is necessary).

4.4 Assignments/Homework Philosophy

Assignments are an important aspect of the educational experience. It reinforces the lessons covered in class and can bring the students and teachers closer together by facilitating students understanding of topics taught in class. Assignments should assist and improve learning, as well as strengthen skills and understanding gained in the classroom. It allows teachers and students to cover more content and to foster student initiative, independence, study habits, and responsibility.

4.5 College Assignment Guidelines

Assignments are usually written on the classroom instruction board for students to copy or available on Google Classroom. The teacher may adopt any other appropriate methods to enable the students understand the nature of assignment to be done. A time frame is given with which the assignments are to be submitted by students.



4.6 Prep

This is an important feature of the College's academic Programme. Students are obliged to attend prep regularly and promptly. Sanctions will be applied on defaulters.

4.7 Grading Procedures

The College will adopt best international practices in grading and assessment of all students. The grading policy which includes cumulative assessment of both quantitative and qualitative scores will be applied. Our teaching staff will be groomed to ensure that we achieve consistency. Special cases will be determined by the College authority and dealt with accordingly.

4.8 Withdrawal from Africa International College

In the case of withdrawal from the College, the parents/guardian(s) of the affected student should notify the administration in person, if possible, or by letter. After the College has been notified, a withdrawal form will be issued which will include a list of all textbooks, library books and games uniforms that need to be turned in as well as fines, charges, and payments that have not been paid. The reason for withdrawal is also to be stated on the form. No records will be transferred until all outstanding fees have been paid and all College property has been returned.

4.9 Attendance Policies and Extended Absence Requests

Africa International College believes attendance is vital to a successful educational experience. For this reason, the attendance policies of the College are strictly adhered to and enforced. Parents always have the right to keep their children out of College; however, the College has the right not to excuse the reason for absence if it does not fit into the following generally accepted categories:



- a. Personal illness of a student or a doctor's advice;
- b. Death or emergency within the immediate family;
- c. Pre-approved college excursion or study tour;
- d. Adverse weather conditions or Government directives affecting the City.

4.10 Unexcused Absence or Lateness on resumption

An unexcused absence is an absence that the College does not consider legitimate or when the College's resumption policy has not been followed. The penalty is that there will be no repeat of teaching nor homework, tests, or other assignments that are to be graded. The College may impose penalty fees for each day a student fails to report to College after resumption from Holidays. An unapproved withdrawal of students from College or an extended absence from College will be considered as permanent withdrawal or self-expulsion from the College.

4.11 General Academic Information

Academic progress is reported to parents on a termly basis and at mid-term. Student's reports are to be collected by parents as specified by the College.

4.12 Textbooks

The following policies outline the purpose and intent of the Africa International College curriculum and textbook adoption. The scope and sequence for each subject area as well as detailed course descriptions and the forms required for textbook adoption may be found in the curriculum guide.

- a. The philosophy of the College must be carried out in its educational Programme. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated.



- b. Africa International College textbooks are provided to its students at the beginning of the academic year.
- c. Students are responsible for their textbooks.
- d. All curriculum development will be an outgrowth of the philosophy of Africa International College.
- e. Africa International College will not endorse or approve independent study courses that conflict with the philosophy and objectives of the College.

4.13 Library

The Library is a place for checking out books, learning library skills, reading, conducting research, and participating in serious study. Students are to take proper care of all library materials, furniture, and equipment. Improper behaviour or conduct in the library will result in loss of privileges. Book donations are a great way to expand the library. Because of limited space, the College must restrict donations to books that are in good condition and reference materials that are not outdated. Please contact the Principal if you wish to donate materials. A monetary donation to the library allows the librarian to select needed books, including what the teachers have required.

The following policy statement is our position on the types of materials that will be accepted/displayed:

The College does not necessarily endorse all the contents of any book in our library from the standpoint of morals, philosophy, theology, or scientific hypothesis. We choose materials that meet certain academic standards and provide information in various fields of research and contents. The moral position of the College is in strict adherence to the principles taught in Scriptures, while our goal is to teach students critical thinking and sound discernment.



The following rules apply to those who wish to use the library:

- a. No reference works may be checked out from the library.
- b. Students will be fined for returning books late.
- c. Seriously damaged books will be assessed at the fair market value and the student charged for the replacement cost.
- d. Students must also pay to replace a lost book.
- e. Excesses in unpaid fines, lost books, or damaged books may result in a loss of library privileges and or disciplinary measures.
- f. Magazines may not be checked out from the library.
- g. Copying e-books on external drives is not permitted.

4.14 Classroom Courtesy

Students are expected to display the following ethical behaviour in the classroom:

- a. Be punctual (in class and seated when the bell rings).
- b. Be prepared (come to class with notebooks, textbooks, a writing instrument and assignments). Each time a student is not fully prepared with required materials, the teacher will deal with the student as stated in the staff handbook. The teacher has the right to deal with any situation in his or her class. In extreme cases, a report is lodged with the Principal.
- c. Participate (take notes, be involved in discussion, respond when called upon, etc.).
- d. Have a proper posture (avoid putting feet on desks or chair seats, tipping chairs, sitting on desktops, or putting the head down as if sleeping).
- e. Talk in class only at the direction of the teacher (do not talk out or violate the preciousness of others).
- f. No eating or drinking in class.

4.15 Cheating/Examination Malpractice



All work should be the original work done by the student (and each class should have its peculiar tests/examination). Any instance of cheating, will result in a zero mark for that work and, depending on the situation, could result in complete disqualification in the particular subject. Cheating may result in suspension and/or a parent conference. Exam malpractice for internal and external examinations of any kind may result in expulsion from the College. The College will not condone any form of exam malpractice.

4.16 Academic probation:

Gives students time and opportunity to bring failing grades up to passing level.

4.17 Plagiarism and Copyright Policy:

As part of the learning process teachers often use copyright materials to instruct students, and the law provides a number of copyright exceptions for education. This means that in some cases and under certain conditions teachers and students can use protected content without permission of the copyright owner. Plagiarism is a breach of academic integrity, which includes use of someone else's work without providing proper attribution and passing it off as your own. Plagiarism does not necessarily include copyright infringement, although it can be used as the basis to charge someone with copyright infringement. Honesty and integrity are expected of every staff and student; and academic and/or non-academic misconduct penalties may apply in a case of plagiarism or copyright infringement.



5.0 DRESS CODE

Philosophy

The College community is one that encompasses many individuals from many different families and viewpoints. We recognize that dress standards and tastes vary among individuals and traditions. The purpose of the dress code at Africa International College is to encourage a suitable degree of modesty and uniformity.

5.1 Uniform (outdoor)

- Appropriate College uniforms and after College wear (as applicable) are provided by the College and may not be altered in any way without the College's approval.
- Shoes and sandals as applicable must be worn at all times outside the hostels.
- **Outdoor wear:** jackets and coats, hats, sunglasses, and bandanas are not to be worn during College hours.

There may be special occasions during the College year when students are required to wear special dress.

5.2 Personal Grooming (Hair styling and make-up)

The styling of the hair shall reflect good grooming and moderation as may be determined by the College.

Hair styles must conform to the following guidelines:

- Hair must be neat and clean;
- Colouring of hair is not permitted;
- Boys' hair should be cut very low;
- Girls should have neat plaits or low cut, if desired; Hair coverings are not allowed



- Hair may not extend below the eyebrows or obstruct the vision;
- Hair extensions are not permitted;
- The face must be clean shaven.

Make-up should be natural in appearance and limited in quantity. Thick powdering, eye shadow, eyeliners, lipstick and nail polish are not allowed.

5.3 Piercing and Tattoos

The following guidelines pertaining to piercing and tattoos apply to all activities associated with the College, including extracurricular and College-sponsored events.

- Young men are not to have pierced ear nor wear any form of jewelry;
- Young ladies may have pierced earlobes and wear tiny earrings or ear knobs. (no more than one earring per lobe).
- Pierced nose, eyebrows, lips, tongues, etc. are not permitted;
- Tattoos are prohibited.

5.4 Neatness

All clothing must be in good state. There should be no holes, rips or tear. The uniform should be neatly patched or repaired on the outside or inside.

5.5 Modesty

To promote modesty, students must refrain from wearing tight fitting or sagging shirts or trousers. Shirts must be tucked in and ties worn neatly all the time.

5.6 Appropriateness

Clothing, jewelry, etc. with logos, messages, or symbols must be in harmony with the values, policies and standards of the College. Clothing must not



communicate messages of support groups that are in opposition to what the College stands for.

5.7 Physical Exercise and Sports Teams Dress Code

Students must wear the appropriate Sports dress provided by the College. Uniforms for each sport are determined by the College and may be worn on games days and as when directed.

5.8 Dress Code Violation Policy

The College reserves the right to determine if a student's appearance is inappropriate in any manner.

- If the violation is for lack of modesty and appropriateness, the student will be sent to the hostel to effect correction. If the violation is repeated the case will be handled as per rules and regulations.
- Students whose hair is out of dress code will be given one calendar day to comply with the standards. Students, who fail to comply will be subject to disciplinary action.



6.0 EMERGENCY GUIDELINES AND DRILLS

The College is to regularly conduct emergency drills which comply with Government codes. All students must participate and strictly obey regulations and procedures. An emergency plan outlining the steps to be taken during various crisis situations is to be reviewed and revised from time to time by the College.



7.0 HEALTH POLICIES

The College's Health service functions to promote and protect the health, safety, and well-being of students and to ensure a healthy environment that supports academic growth. Procedures for administering medication and First Aid are established by the Management in cooperation with the College nurse.

7.1 Injury at College

All serious injuries should be reported to the clinic for treatment. The College medical team will administer emergency First Aid and make referrals to the Hospital with which the College has a relationship or the parent's hospital.

When a student falls ill, the House parent or teacher must immediately refer him/her to the clinic where symptoms, will be noted and appropriate treatment administered. The College Nurse or Health Assistant will notify the Principal or House parent if it becomes necessary to send the student home. The student is not allowed to call his/her parents for this purpose.

The College would hold liable any student or staff who causes injury to another student. The medical bills and any other expenses related to the injury will be borne entirely by the Parents of the offending student or staff.

7.2 General Guidelines for Specific Conditions

The following are health issues for which the student will be sent home, referral to a doctor, guidelines for returning to College, and practical precautions:

Children who have any kind of contagious health conditions must be treated before returning to College.



7.3 Skin Diseases –

In making the decision to exclude a student from College owing to skin disease and, or, rash, communicable to others is a primary consideration. The College nurse may be able to identify the condition using assessment. However, on occasion, a visit to the doctor may be necessary to determine whether a rash is contagious. Students referred to a physician for determination of communicability must have a physician's note that clears the student to return to College prior to, or at, the time of return to College.

7.4 Cuts and open wounds –

These should be covered for that student's protection as well as the protection of others. If wounds are draining or wounds cannot be covered, parents may be asked to keep the student out of College until the wound can be safely covered or cared for. On occasion, a visit to a physician is necessary to determine communicability of the wound.

7.5 Sickness from Home

Students exhibiting any of the following symptoms are not permitted to resume College until the symptoms are cleared:

- Excessive body temperature or any level above normal temperature which may be a symptom of a severe illness;
- Undiagnosed rash with other symptoms (e.g., fever, cough, sore throat, etc.)
- Vomiting or diarrhea;
- Persistent cough;
- Known communicable diseases (including, but not limited to, lice, chicken pox, throat infection, measles, mumps, pink eye, fifth disease, ringworm, or scabies).



- In all cases, appropriate medical treatment and clearance must be obtained from the family Doctor before the student returns to College.

Please encourage your children to practice good hand washing at College, especially before meals, to help protect them from the spread of infection.

7.6 Illness at College

If a student becomes ill at College, the teacher will send the student to the College clinic. The College medical team will then assess the student and commence immediate treatment. No student will be released from College without direct contact with a parent listed on their medical form. All contacts to parents must be approved by the Principal, except on emergency.

7.7 Medication Policy

- All medication (both prescription and non-prescription) will be stored in the clinic;
- All medication, even over-the-counter medicines must be in a recognized container/pack, where treatment is carried over to College from home;
- A permission slip for all medication signed by the parent is required. Information should include the name of the medication, dosage, time and condition for which the medication is needed;
- Prescription medication must be stored in the clinic. In addition to the parent permission form, prescription medications must be in the original physician's or pharmacy container and properly labeled with the student's name, name of the medication, amount to be given, the time to be given, and the duration the medication is to be taken. Pharmacies will often give duplicate containers on request so that parents can send only the amount needed at College to the College;
- Students are allowed to carry emergency medications with a physician's permit. However, these medications must be kept with the College Nurse



and not stored in lockers. The student must act responsibly in carrying medication or the permit will be revoked (i.e., not share medication or leave medication unsupervised). The House parents will only accept storage of medications that have been duly registered with the College nurse.

7.8 Immunization Policy

The College will comply with government immunization policies. Parents or guardians must provide the College with information on immunizations and students must be current with immunizations as may be required by government from time to time. A medical exemption requires a physician's signature recommending exemption based on a medical condition. Medical Information Forms are available with the Principal and must be renewed each College year on or before the first day of College.

If your student requires a catch-up schedule, please see the College nurse to coordinate spacing and scheduling of immunizations.



8.0 INFORMATION TECHNOLOGY SERVICES (COMPUTER USE)

The ICT facility is a wonderful tool that can greatly enhance the quality of the class room instruction at the College. It also can be a distraction and harmful to the student and the educational environment when misused. The following guidelines are to protect the student and the learning environment.

The following are not permitted while using any College computer:

- Downloading and/or installing software of any kind on any College computer.
- Sending or displaying pornographic, sexually explicit material or other offensive messages or pictures.
- Sending or displaying violent and/or threatening material: advocacy of bomb-making, terrorism cultic rituals or sadistic practices or other dangerous activities, etc.
- Using obscene language.
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using others' passwords or identity.
- Knowingly trespassing in others' folders, work or files (e.g. someone forgot to sign out).
- Using the network for commercial purposes
- Using email, chat rooms, real time messaging of any kind during College hours which have not been authorized by a teacher (such as for sending or receiving on-going College work from/to home or participating in class forums.)
- Publicizing hurtful or slanderous information about anyone.
- Using Facebook, Instagram, Snapchat, TikTok and other personalized websites.



- Playing computer games without authorization from the appropriate teacher - these games must be pre-installed on the computers by the system administrator. Computer free-time doesn't nullify any of the above stated rules.
- Accessing "proxy" websites which limit our College's ability to monitor student use of the Internet.
- Attempting to fix or repair a malfunctioning computer.



9.0 LOST BUT FOUND

Items found unattended to within the premises will be placed in the College's "lost but found" room. At the end of each term, the lost but found room is cleaned out and contents taken to the needy. It is recommended that all items (shoes, gym shirts/shorts, coats, hats, book bags and other personal items) be labeled with the student's name. Any items left at College and not picked up after 90 days become the property of the College.



10.0 GENERAL RULES

10.1 Telephones Calls

Parents may call to speak with their wards on dedicated phones between 11.00am and 6.00pm on Sundays. Messages will be taken and delivered only through the Parents Relations office. Students or teaching staff will not be called out of class to take a call unless it is an emergency. In any emergencies, the Principal must approve the contacts.

10.2 Visitors

The following rules apply to adult visitors:

- a. All parents/visitors are allowed into the premises only on invitation, visiting days and pre-arranged instances approved by the Principal.
- b. Visitors are limited to custodial parents, legal guardians or siblings. Others may be welcome, but should be approved ahead of time by the Principal.
- c. Alumni may visit at any time. They must sign in and out at the main gate and must go directly to the Admin office and be limited to the approved areas only.
- d. Supplies of food/drinks must NOT be brought to the students by visitors except on general visiting days (see visiting days below).

10.3 Visiting Days

On visiting days, open days or organized College programmes such as inter house sports etc.; parents/visitors must abide by the following rules:

- All meals brought must be eaten during the visiting period. No remnants or excess of food or supplies shall be left behind in the College.



- Parents must conduct themselves with utmost modesty in all things.
- Parents shall not be allowed into the premises after the Programme is ended and, in the case of visiting day, after 5.00pm.
- All visitors must vacate the premises upon advice to do so by the compound master or 5.30pm latest on the visiting day;
- Young adults visiting the College must be properly dressed or they may be asked to leave the premises immediately.
- Alcoholic drink or smoking is not permitted in the premises of the College.

10.4 Music Selections

The intent of music is to glorify God. Therefore, music played before, during, or after College, including at co-curricular and extra-curricular events, must match the educational objectives and philosophy of the College.

10.5 Sporting Activities

The College seeks to maintain an emphasis on Sports and Sporting activities in general for personal rejuvenation, with a healthy degree of competitiveness. Interscholastic sports are provided for those who wish to excel in physical skills. All sporting events are under the direct supervision of the designated officer, who provides all games and practice schedules. Students are not to be used as drivers to outside events.

At Africa International College, Sports will be used in its proper perspective for fun, physical exercise, building of character and healthy competition, all to build up the total man.

Any student feeling unwell must bring this to the attention of the sporting authorities and will not be allowed to participate in any sporting activities until



he/she is fully recovered. The College will not be held liable for any injury that occurs as a result of a failure to bring any health conditions to the attention of the College.

10.6 Narcotic drugs and substances

Abusing, possessing, using or selling of narcotic drugs or substances may result in immediate expulsion. The appropriate law enforcement authorities may be contacted.

10.7 Guns, Knives, Other Weapons, and Threats of Violence

Guns (fake or real), knives, or other weapons must not be brought to College or anywhere on the College grounds at any time. Infractions will be dealt with immediately. Any staff member, parent, or student with knowledge of threat, possession, or the actual use of a weapon must immediately report it to the College authority who will call in the local law enforcement agency to remove the student(s) or visitor from the College, pending a full investigation.

10.8 Classrooms, Hallway/Stair Rules

Orderly and decent behaviour is expected inside the building:

- No eating or drinking except in designated areas.
- No running in the hall or on the stairs.
- No yelling or screaming.
- No jumping to touch door frames, ceilings, etc.
- No bouncing or throwing balls, skateboarding, or other sports activity inside the classrooms, hallways, or hostels.
- No pushing, tripping, sliding on the railings, or other dangerous behaviour on the stairs.



- No sitting on windowsills.

10.9 Drug, Tobacco, and Alcohol Policy

Africa International College students shall not possess, use, sell, give, or otherwise transmit or be under the influence of any drug, alcohol, or related paraphernalia on College property or at College-sponsored events. All items will be confiscated and all students involved will be subject to immediate suspension or expulsion. Appropriate authorities will be notified. The College reserves the right to search student or any part of the College premises with or without notice, and/or perform random searches at any time.

10.10 Student Pregnancy Policy

It is the mandate of the College to maintain and present an atmosphere of morality and modesty in the lives of students. In order to adhere to the standards of morality and prudence desired in the lives of our students, the following policy has been adopted.

A student who has fathered a child, is pregnant, or has given birth to a child, may not be permitted to enroll in the College, and if already enrolled, may be dismissed upon confirmation.

Each matter of occurrence will be evaluated on a case-by-case basis.

10.11 Electronics

All portable music devices, handheld computing tablets, personal computers, e-readers, gaming devices, cameras, pagers, cell phones, laser pens, etc. are prohibited. Students violating this policy will be subjected to detention and the device will be confiscated. The device will not be returned once confiscated. The College assumes no liability for stolen or lost electronic devices confiscated.



Students are discouraged from bringing valuables which are not on the check-in list/prospectus to College. Africa International College will not be responsible for lost and/or stolen items

10.12 Other Acts of Misconduct

It is not practicable to list all the possible acts of misconduct in this Handbook. However, the College authority will be vigilant as much as practicable and deal with each case, including, but not limited to, lateness to College functions, not completing notes or assignments, violation of safety rules, defacing College property (graffiti), rudeness and disrespect to seniors or authority, receiving and hoarding food/drinks in the hostels or classrooms, sleeping in unallocated rooms or another hostel, unauthorized visit to staff quarters, etc.



11.0 ANTI-BULLYING POLICY

The College, in partnership with parents and their children seek to develop individuals who are growing toward maturity. However, we live in a fallen and broken world which stains our daily experiences. Therefore, we resolve to create a multi-cultural environment that is encouraging and conducive to the growth of the entire person. We battle against the "survival- of-the-fittest" and consumerist mentality that permeates the society. Bullying or Harassment is not permitted or tolerated under any guise.

11.1 Definitions

"Bullying" or "harassment" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts i.e. internet including web pages and social networking sites, emails, cell phone, personal digital assistant, or wireless hand held device) that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical or sensory disability or impairment; or by another distinguishing characteristic.

Harassment or **bullying** is any conduct that meets one or more of the following criteria:

It may include, but is not limited to, the following: inappropriate verbal or written communication (i.e., sexual jokes, derogatory comments, name-calling, using words to attack, threaten, or insult, verbal racial taunts, extortion of money or possessions). Some of the acts of bullying and their effects include:

- Asking younger/junior students to exchange their meals with older/senior students;
- Engaging in trade-by-barter activities with junior/younger students using their tuck-shop provisions;



- Collecting/forcefully borrowing a younger/junior student's clothing, shoes, etc. and depriving same of the use of such wears/items;
- Punishing a younger/junior student by withholding his food;
- Depriving younger/junior student of the use of their rooms and/or beat-space under whatever guise;
- Depriving younger/junior students of the use of legitimate facilities under any guise;
- It may be directed at one or more student(s);
- Substantially interferes with educational or spiritual opportunities, benefits, or program of one or more students;
- Sometimes it inflicts physical hurt or injury on the victims;
- Adversely affects the emotions and psychological being and may be so severe, pervasive, and objectively offensive as to inflict negative effect on the student's educational and spiritual life.

Whether or not you accept the above description or definition, the College reserves the right to determine what constitutes bullying or harassment.

11.2 Sexual Harassment" may include, but is not limited to;

- a. Verbal harassment or abuse;
- b. Pressure for sexual activity;
- c. Repeated remarks with sexual or demeaning implications;
- d. Holding or touching sensitive parts of the body;
- e. Sexual jokes, images, posters, cartoons etc.;
- f. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of duties.



11.3 Our Approach

We understand that it can be hard for College leadership to pinpoint some specific acts of bullying as they usually take place beyond direct supervision. Most bullying is done between classes, in hallways, on our playgrounds, at lunch, and at times in the hostels. This will require vigilance by staff especially hostel staff and the support of parents in a compassionate pursuit of truth.

College leadership will partner with parents to bring out the truth of each situation and correct unacceptable behavior, such as participating in any bullying act. The development of an atmosphere that encourages students to grow in self-discipline and the demonstration of genuine respect for all people must be pursued cooperatively between the College and the parents.

11.4 Reporting and Response

- a. All bullying incidents should be reported immediately to a staff member. Any student who believes he/she has been or is the victim of aggressive or harassing behavior should immediately report that situation to the teacher, House parent, playground supervisor, or Principal. These reports will be treated seriously.
- b. If the situation warrants, parents of both victim and perpetrator may be informed and summoned to the College for a meeting about the problem.
- c. There may be a range of punitive responses up to suspension or expulsion for the perpetrator.

Consequences for students who commit acts of violence, including, but not limited to, harassment and/or bullying, shall be unique to the individual incident and will vary in method and severity according to the nature of the behaviour, the developmental age of the student, and the student's history of problem behaviour and performance at the College or from any discipline record prior to



enrollment. Consequences will be consistent with the Student Handbook. Responsive measures are designed to correct the problem behaviour, prevent another occurrence of the behaviour, and protect the victim of the act.

11.5 False Reports

Intentionally false reporting of aggressive behaviour, made to get someone into trouble is prohibited and will result in disciplinary action. The one “who cries wolf” must learn that his/her behaviour cannot be tolerated.



12.0 DINING HALL/MEAL PERIODS

Students are expected to sit at assigned tables and eat. Good manners and respect for the facility is expected of all students. Staff will be present to maintain a safe and orderly Dining hall and to communicate various procedures, which are expected of all students during meals. No student will be allowed to remain in the hostels during meals, even if the student is not interested in eating a particular meal.



13.0 FIELD TRIPS

Field trips are planned to match a stated education objective and must be planned according to the procedures established by the College and approved at least 3 weeks prior to the trip. The mode of transportation is College-owned vehicles or any mode of transportation provided by or approved by the College.



14.0 SPECIAL ACTIVITIES POLICY

The following College Board policies guide all extra-curricular and co-curricular activities:

- a. All activities related to, or sponsored by, the College during school hours must be directly related to the purpose of the College, unless otherwise approved by the College authority with proper notice given to the College by the organizers.
- b. Events scheduled on a College night should be scheduled so the participants/parents are released home as early as possible preferably no later than 9:00pm.
- c. All co-curricular activities should be self-supporting through fund-raising, donations, participation fees, or other means approved by the College authority. Such funds shall be used only for the activity for which it was designated, unless otherwise approved by the College and accounted for through separate accounts for each activity.



15.0 STUDENT COUNCIL

The student council has been established to teach and model leadership to our students. A designated number of students will be elected to represent each of the classes. The student council activities are organized in line with approved guidelines of the College.



16.0 RESPECT FOR OTHERS

- a. Repost a message that was sent to them privately without permission of the person who sent you the message [unless the Student needs to disclose illegal, inappropriate, or harassing language to his/her teacher].
- b. Post or type information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- c. To send hate mail or messages.
- d. Harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.
- e. Post private information about his or herself or another person.



17.0 CONSEQUENCES FOR FAILURE TO OBSERVE RULES ON USE OF ICT FACILITY

The use of the computer systems and equipment is a privilege, nor a right. This privilege may be revoked, if abused, and may subject the individual to discipline, civil penalties, and/or criminal penalties. The user is personally responsible for his/her actions in accessing and utilizing the College's computer resources. A good rule to follow is to never view, send, or access materials which the Student would not want teachers, parents or supervisors to see.

The range of consequences for misuse included but not limited:

- Verbal and/or written warning.
- Loss of privileges for a period of time determined by the administration and appropriate to the offense.
- Progressive disciplinary action according to the code of student conduct for students, including possible suspension and/or expulsion.
- Appropriate disciplinary action for staff members, including suspension or dismissal.
- Criminal prosecution or civil penalties.

Users, or their parents/guardians, will be personally charged and held responsible for any costs related to damages caused by intentional misuse, lack of care and/or reasonable precautions.



18.0 EXPECTATIONS FOR PARENTS

Africa International College's educational mission is a partnership between the College and the families of our students. As part of this shared responsibility, the College expects parents to:

- Read and sign the Parent Student Handbook and return the signed form to the College as the start of the school year;
- Notify the College of any absences with proper-documentation;
- Complete the medical information form and timely notify the College of any changes;
- Attend parent-teacher conferences at the request of the College;
- Make timely payments of all fees on or before resumption of each term;
- Should a concern arise, endeavor to resolve the matter in accordance with Biblical principles as follows:
 - First contact and meet with the Principal to resolve the issue;
 - If a meeting with the Principal does not resolve the matter, then contact the higher authority through the Executive Secretary/CEO.

We ask parents to support the College with their prayers and with positive attitude. Please observe the Matthew 18 principle, and refrain from lodging complaints or making negative comments to students, other individuals, or via social media.

While we do not expect this to happen, if at any time administration determines that a parent's actions do not support our mission or that they reflect a lack of cooperation in this partnership, the College has the right to request the withdrawal of your students(s).



19.0 PARENT VOLUNTEERS

Parent volunteers are a very valuable resource at Africa International College and volunteering is an important way that parents can partner with the College in their child's education. Parents may help in the computer laboratory facility management, at sporting events, in the library, tutoring or in the office. They will be asked to sign in and out at the front office and wear a nametag for security reasons. This period shall not be used as visiting hours for supplying of prohibited items or food to the College.



20.0 PAYMENT OF FEES

The College fees are charged per term and parents are expected to make full payments in the prescribed format on or before the resumption day of each term.



21.0 LOCKERS/DESKS

Lockers will be assigned to students at the beginning of the College year. No student is to change this assignment without approval from the College. Students will be asked to remove items that the administration deems inappropriate. No open containers of candy, food, or drink may be stored in lockers. The College will not assume responsibility for items left in College lockers. All students are encouraged to lock their lockers at the end of each College Day.



22.0 RESTRICTED AREAS

For the safety of all, the following rooms, among others, are restricted to authorized personnel only: Mechanical areas (electrical rooms, storage, and supply rooms), chemical storage rooms and College workrooms etc. Students are not to visit the restricted areas without permission. Any student or visitor found in restricted areas will be appropriately dealt with or handed over to the security.



23.0 FAMILY VACATIONS/CELEBRATIONS

Africa International College strongly encourages families to schedule trips, vacations and celebrations around the College calendar if our student is to be involved. No approval will be granted for requests to travel or family celebrations while the College is in session. Absence from College during exam weeks will result in zeroes for any missed exams, particularly if absence is a deliberate attempt to subvert our rules. The final consequence may be expulsion.



24.0 STUDENT CONDUCT

The mission of Africa International College is to “Cultivate quality godly Leaders.” To “cultivate” is to educate, College, train, or foster the growth of something. It is our goal to train our future leaders with care appropriate and godly virtues. God’s Word is the foundation for these character qualities and is the framework to guide a culture of godly character to serve Africa and the world at large.

The qualities set forth below are not intended to be an exhaustive list but will be used as common guidelines for all students in the College. The Scripture will direct all interaction with the students in matters of conduct. It is in learning and living our lives in the light of God’s Word that we will see the growth of quality Christian leaders.



25.0 BASIS OF STUDENT CONDUCT

25.1 Love

All students are expected to honor others by their words and actions, treating others the way they would want to be treated, and seeking to meet others' needs unselfishly.

John 15:12; Matthew 7:12; Philippians 2:3

Other attitudes that represent this character quality include, but are not limited to:

Respect – Romans 12:10

Compassion – Colossians 3:12

Forgiveness – Colossians 3:13

25.2 Responsibility

All students are expected to be self-controlled, seeking to make Godly choices. And taking full responsibility for their own choices and conduct.

2 Timothy 1:7; 2 Corinthians 8:21; Romans 14:12

Other attitudes that represent this character quality include, but are not limited to:

Obedience – Hebrews 13:17

Honesty – Ephesians 4:25

Integrity – Proverbs 10:9



25.3 Humility

All students are expected to conduct themselves with an attitude of modesty, gratitude, and a willingness to serve others.

Philippians 2:3; Thessalonians 5:18; 1 Peter 4:10

Other attitudes that represent this character quality include, but are not limited to:

Seeking Counsel – Proverbs 18:15

Honoring Authority – Hebrews 13:17

Modesty – Romans 12:1

25.4 Commitment

All students are expected to work hard to accomplish tasks, seeking to do their best, and to honor God and their parents with all of their efforts.

Ecclesiastes 9:10; Colossians 3:17; 1 Corinthians 10:31

Other attitudes that represent this character quality include, but are not limited to:

Diligence – Galatians 6:9

Excellence – Colossians 3:23 – 24

Faithfulness – James 1:12



26.0 STUDENT DISCIPLINE

In our commitment to create an effective, engaging, and loving environment for our students, any actions that detract from this type of environment violate our standard of conduct and may result in disciplinary action.

With student discipline, it is important to understand that no two situations are alike. Many factors enter into decision made by the College authority. Our goal is to produce a desired outcome, and for the student to understand his/her wrongdoing and want to change. Students and parents are encouraged to focus on their own situations and spiritual growth, not to compare or judge other students' actions or discipline.

26.1 Discipline Policy

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (*Hebrews 12:11*)

Discipline is established and maintained at Africa International College with the intent to train and build into lives of students. Our goal is to see students grow toward maturity. We are motivated to employ discipline here at Africa International College for that goal. The College management, despite its human limitations, endeavor to discipline in the context of Christian love and for the betterment of the individual student(s) and our community.

At times, the College rules will be applied for behaviour that occurs away from the College premises and outside of College time, such as criminal activities, cheating, stealing, illegal substance abuse, any other illegal activity, or sexual immorality, because those form of behaviour have impact on the College. In severe circumstances, students who have established a lifestyle inconsistent with the standards of behaviour at the College may be withdrawn from the College.



26.2 Exemplary Character

The fundamental goal of Africa International College is to present a Christian educational programme to our students and an exemplary model to the community. In light of these goals, lifestyle is an important consideration. Students enrolled at Africa International College and the staff members who work here are considered to be representatives of the College twenty-four hours a day, seven days a week. Therefore, the administration of this College will not hesitate to assert discipline in areas where a student or staff member practices a lifestyle or engages in activities antagonistic to the policies, goals, and character of the College, whether those activities occur on or off campus.

26.3 Infractions

26.3.1 Reprimand and Warning

- Many infractions of an intentional or unintentional nature or infractions of a minor nature can and should be handled by gentle reprimand. Only when such infractions become repetitive or defiant should they be handled in a firmer way.
- A warning is not only a reprimand, but also a formal notice of consequences to follow should the inappropriate behaviour not be corrected. These shall be recorded by the College authority as a written warning on a student's behavioural record and could result in more serious consequence.

26.3.2 Corporal Punishment

Africa International College allows the use of corporal punishment to discipline students. This is only done by the designated officer(s) and after the College's due process is complied with.



26.3.3 Hard Labour

Some disciplinary procedures may result in the student sentenced to carry out hard labour such as cutting of grass, cleaning of toilets, sweeping, washing plates or other physical work or exercise.

26.3.4 Suspension

How suspensions are served:

- a. Suspensions may be served in the College premises during regular College hours or the student is sent home for a number of days/weeks.
- b. Students will be placed in isolation for the duration of each College Day of the suspension period, under the supervision of an adult monitor.
- c. Students are expected to invest their time during suspension in completing assignments for all of their courses.

26.3.5 Probation

Types of probation

Behavioural probation: gives students time and opportunity to correct serious behavioural problems. Some conditions that result in behavioural probation include but not limited to:

- a. Continued deliberate disobedience.
- b. Attitude or expressed desire not to remain at Africa International College.
- c. A rebellious and/or blatantly negative spirit.
- d. An overall negative influence on other students.
- e. Engaging in combinations of behavioral infractions expressly forbidden in the Parent Student Handbook.



26.3.6 Expulsion

In some situations, the College authority may request that parents withdraw their child from the College. Such a request may occur when the student's conduct warrants expulsion. If the parents or legal guardians refuse to withdraw their child upon request, the Police will be contacted after 24 hours of the parents' failure to comply. Once a student is expelled, he/she is not permitted on College grounds or at any College activities.

Expulsion is the last resort and when invoked would hardly be reversed. Parents and students should do all things possible to avoid this situation.

Conditions and implications of expulsion:

- a. An expelled student must be taken home by his/her parent within 24 hours.
- b. Expelled students are prohibited from attending College sponsored or sanctioned activities,
- c. College fees paid will be forfeited.
- d. Expulsion is the most serious disciplinary step, imposed when infractions are severe and/or repeated and any student can be expelled at any time.
- e. The College authority's decision is final.

26.4 Disciplinary Actions

- Verbal warning;
- Loss of privileges;
- Notifying parents of behaviour (written or verbal notice);
- Notice of correction Write Up; public apology;



- Lunch detention or after College detention;
- Removal from class and being sent to serve any appropriate punishment;
- Restitution (pay for damages);
- Hard labour for hours or days;
- Suspension –in – College or Out-of-College;
- Corporal punishment in the public;
- Withdrawal or Expulsion from College.

In addition to inappropriate behaviour at College, student misconduct outside of College hours and off of College property will be addressed and may result in disciplinary action if it adversely affects the College community.

26.5 Cases resulting to expulsion

The following, without limitation, constitute acts and offences that may result in expulsion:

- Examination malpractices;
- Arson;
- Engaging in secret societies/club/blood covenant;
- Sneaking out of College or jumping fence;
- Cooking in the hostel or self-catering in the College;
- Possession, use, and/or transfer of dangerous weapons (i.e., guns, knives, mace, pepper spray, etc.);
- Physical violence/assault; bullying;



- Attempt to incite panic (i.e., bomb threats, reporting a false emergency, etc.)
- Possession, use, and/or transmission of any pornographic materials or sexual immorality;
- Possession, use, and/or distribution of any drugs, alcohol or tobacco.
- Any other misconduct that the College considers to be harmful to our community or objective.



27.0 SPIRITUAL DEVELOPMENT

The purpose of the fellowship at Africa International College is to lead the students in worship, instruct them in the Word of God, and encourage their daily walk in the Christian life. The fellowships are designed to broaden, expose, and challenge students via a wide-range of speakers and a variety of experiences during the course of the year.

- All Christian students must attend all fellowship activities.
- Non-Christian students are to be in a designated classroom observing prep.



28.0 MISSIONS, SUPPORT AND SERVICE PROJECTS

Students are encouraged to participate in missions, ministry, and community service. The College often organizes projects of this nature. In addition, cash may be donated for a particular mission's project or a collection of items to send to missions or needy groups may be facilitated.



29.0 TEXTBOOK AND PROPERTY DAMAGE

At the beginning of each College year, each student will be issued all textbooks and supplemental material needed to complete his/her coursework. All non-consumable textbooks must be covered. Students will be charged for the replacement of any book that is lost or damaged. Any student who damages, defaces, or destroys College/Church property will be charged for the repair and/or replacement of such property. Destruction of property can result in expulsion from Africa International College. Failure to pay any fines levied will result in transcripts and/or diplomas being held until all fines are paid in full.



30.0 SECURITY MATTERS

Security of life and property has assumed the most critical issue of concern both locally and in the international community. The College will not go to sleep on this all-important matter. Accordingly, the following security measures will apply: -

- The College will continue to work closely with the Law Enforcement Agencies in the interest of our safety;
- Our College has established College Intelligence Unit (CIU) to be appropriately manned and will handle all issues of intelligence gathering within and around the College premises. It will also handle all enforcement and compliance matters;
- Visiting of students while in the College will be controlled and restricted;
- Vehicle and contents of personal bags coming into the premises will be screened without notice;
- Except on resumption or closing days for holidays, all vehicles will be limited to restricted areas or outside the main gate;
- No parent/visitor may be allowed into the premises after 5.00pm on the approved days except on emergencies or special invitation by the College authority;
- Parents/Visitors attending College programmes will not be allowed into the premises after the programme is concluded or at any time it is considered too late by the College authority. Parents are to ensure they attend programmes for which they are invited on or within time, to avoid being turned back at the gate;
- All messages or items dropped for students at the gates must be registered and signed for by the security. Parents are not allowed to send food/drinks/snacks or any contraband items to the students. All disallowed items seized will be confiscated and donated to the needy (non-staff and non-students);



- All visitors to staff must be registered at the gate and are to park their cars in designated areas only. Contents of bags may be screened without prior notice;
- All cases of suspicious movement or items left unattended to must be promptly reported to the security;
- All visitors must be issued visitors tags to be hung conspicuously on their dress and shall be restricted in movements within the premises.

The measures above are inexhaustible. The College will continue to evolve more ways and means to ensure that all members of our community are safe. Staff, parents and students' commitment and cooperation are required and will be highly appreciated.

A number of inconveniencies go with attempts to secure lives and property but disasters caused by security breaches are more grievous and may lead to permanent disability or cessation of lives. Above all, God will preserve us as we apply common sense and take responsibility.



31.0 CHANGES AND AMENDMENTS

The College reserves the right to make changes to this Handbook at any time. Any changes or additions to this handbook and discipline policies will be published, circulated to all concerned and explained to students. The above procedures may vary or steps may be skipped in situations of extreme actions, defiance, or rebellion. The College authority reserves the right to take all necessary action in any situation in order to protect our community. The inability of the College to follow the process of amendment or changes in this Handbook shall not in any way invalidate the changes or amendments so made by the College authority.



32.0 AGREEMENT FORM

PLEASE DETACH THIS PAGE AND RETURN TO THE COLLEGE OFFICE ON OR BEFORE THE FIRST DAY OF SCHOOL.

Student Name (Please print):.....Class:.....

PARENT / GUARDIAN AGREEMENT

As the parent or guardian of the above-named student of Africa International College, I have read the Parent Student Handbook; I understand and agree that my child will be held accountable for the rules listed. I will at all times do my best to support and cooperate with the College authority in training my child to be the best for my family and his generation.

.....
Signature of Parent or Guardian:

.....
Date:

.....
Full Name:

STUDENT AGREEMENT

I understand and will abide by the terms of the Parent Student Handbook. I further understand that any violation of the regulations listed is unethical and should I commit any violation, my access and privileges may be revoked and the College’s disciplinary and/or appropriate action may be taken. I will do my best at all times to cooperate with the College authority and my parents to bring out the best in me to fulfill my destiny.

.....
Full Name:

.....
Signature:

.....
Date:



**Parent - Student Handbook
(Africa Community School)
Revised 2023**

AIC/ACS-PD001



1.0 GENERAL COLLEGE INFORMATION

Address: Plot 1849, Mohammed Mahathir Street,
Asokoro Extension, Asokoro, P.M.B. 5336,
Wuse, Abuja.

Website: www.aicacsabuja.com

Email: acs@aicabuja.com

Phone No.: +2348136350953

College Hours: **Classes:** 7.30am – 3.05pm

Offices: 8.00am – 4.00pm

College Colours: Green, Gold, White

College Motto: Knowledge in the Fear of God



2.0 INTRODUCTION

Welcome to Africa Community School. We exist to partner with you in educating your children. Our School is distinctively different because we seek to honor God in every aspect of our School life as we integrate godly principles into everything we do. While providing a solid academic education to prepare young people from all over the world for a successful future, we also encourage each child to develop the total man in the fear of God.

2.1 Our Mission:

To give young boys and girls from different backgrounds total quality education founded on Christian Principles.

2.2 Our Vision:

To be a leading institution of learning and create an enabling and inspiring environment where both staff and students grow to totally achieve their God-given potential.

2.3 Office Hours

The School office is open Monday through Friday from 8:00a.m until 4:00p.m. During holidays, limited office hours will be available and will be posted.



3.0 OUR CORE VALUES:

- a. **Community** - We are committed to experiencing life together (staff, students and parents) as we partner to encourage, love and serve one another in community.
- b. **Academic Excellence** - We are committed to educating the individual learner in every aspect of School life through a model that is relational and based on wisdom from God.
- c. **Total Development** - We are committed to holistic education and training where individual relationship with God Almighty and his son Jesus Christ is evidenced through worship, discipleship, fellowship, and ministry for effective world impact.
- d. **Leadership** - We are committed to developing tomorrow's leaders who are able to communicate a distinctly Christian worldview and live it out daily with character, integrity, and wisdom.

3.1 Non-Discrimination Statement

It is, and shall be, the policy and practice of Africa Community School, in the admission of students and in the hiring of employees, not to unlawfully discriminate on the basis of the applicant's race, colour, gender, nationality, ethnic origin, age or physical status.

3.2 Philosophy of Rules and Polices

This handbook contains information, rules, regulations, and ethical codes that help us achieve our mission as a faith-based School. We believe that Godly principles give three good reasons for rules:

1. God's Command

Some of our rules are based on commands found in God's Word.



Proverbs 7:1,2b - "My son, keep my words and store up my commands within you. Keep my commands and you will live."

2. Good Cautions

Some rules are made to protect us from violating basic moral rules.

Proverbs 1:8 - "Listen, my son, to your father's instruction and do not forsake your mother's teaching."

3. Greater Community

Some rules are not necessarily moral laws but are guidelines for the good of society.

Romans 13: 1-6 gives authority to institutions to make such rules.

Proverbs 8: 15 (wisdom) kings reign and rulers make laws that are just."

All our rules and policies at Africa Community School have their foundation in these three areas. Many of them fall into the last category in that the rules are established for the good of the greater community. These are basically procedural issues for us that benefit the greater majority of students and families. It is our prayer that by combining our efforts with those of the home and the church, each of our students will understand our reason for rules and that all our policies will help students in their journey to become most valuable to God and man.

3.3 Open Door Policy

We encourage parents to call, e-mail, or drop in to talk to the School authority at any time. If you have questions, concerns, or ideas, we would like to talk to you. It is often through the input of a student or parent that problems come to light and we then can work towards solving them.



The first step is to talk to the Parents Relations Officer. Written complaints or suggestions are to be made to the Principal only and not to individual teachers as the School acts as a collective unit.



4.0 ACADEMIC INFORMATION

4.1 Promotion to Higher Class and Repeat Policy

A total assessment of each student is made at the end of every academic session and a decision is taken on his/her promotion to the next higher class.

It will be the right of the School to decide that a student repeat a particular class if it is determined to be in his/her best interest. Each case will be reviewed thoroughly by the School authority. Factors to be considered in promoting a student to a higher class include standardized test scores; academic performance in the classroom; and physical, emotional, or social development. Parents should take personal interest and monitor their children's development. In all cases, the decision of the School authority shall be final.

4.2 Student/Pupils Records and Transcripts

The following policies will be followed concerning student records:

- a. Student cumulative scores are kept in the School's exam office and by the class teacher as well as the subject teacher.
- b. A parent may have access to his/her child's academic records either on written request or during Open Days scheduled by the School.
- c. No records are transferred to another school until a withdrawal form is completed and all financial obligations to the school are met in full.
- d. When the students/pupils graduates, a complete transcript will be sent to the School where the student/pupil has been accepted, if such is requested.



- e. Other non-academic records of the students will be maintained and managed by the School. These may be released to the parents at the discretion of the School.
- f. Whenever there is a change of address, phone number, work number, or other pertinent information, the School should be notified as soon as possible. Current information is necessary for the care and protection of a student in case of emergency.

4.3 Make-up work

Make-up work is only allowed if the student has an excused absence. Students are allowed to do make-up work for each absence up to five days. (Special circumstances, and prolonged illness, etc., may require more time. An appeal to the administration for approval is necessary).

4.4 Assignments/Homework Philosophy

Assignments are an important aspect of the educational experience. It reinforces the lessons covered in class and can bring the students/pupils and teachers closer together by facilitating students/pupils understanding of topics taught in class. Assignments should assist and improve learning, as well as strengthen skills and understanding gained in the classroom. It allows teachers and students/pupils to cover more content and to foster students/pupils initiative, independence, study habits, and responsibility.

4.5 School Assignment Guidelines

Assignments are usually written on the classroom instruction board or available on Google Classroom for students/pupils to copy. The teacher may adopt any other appropriate method to enable the students/pupils understand the nature of assignment to be done. A time frame is given with which the assignments are to be submitted by students/pupils.



4.6 Prep

This is an important feature of the school's academic programme. Students/pupils are obliged to attend prep regularly and promptly. Sanctions will be applied on defaulters.

4.7 Grading Procedures

The school will adopt best international practices in grading and assessment of all students/pupils. The grading policy which includes cumulative assessment of both quantitative and qualitative scores will be applied. Our teaching staff will be groomed to ensure that we achieve consistency. Special cases will be determined by the school authority and dealt with accordingly.

4.8 Withdrawal from Africa Community School

In the case of withdrawal from the school, the parents/guardian(s) of the affected students/pupils should notify the administration in person, if possible, or by letter. After the school has been notified, a withdrawal form will be issued which will include a list of all textbooks, library books and games uniforms that need to be turned in as well as fines, charges, and payments that have not been paid. The reason for withdrawal is also to be stated on the form. No records will be transferred until all outstanding fees have been paid and all school property has been returned.

4.9 Attendance Policies and Extended Absence Requests

Africa Community School believes attendance is vital to a successful educational experience. For this reason, the attendance policies of Africa Community School are strictly adhered to and enforced. Parents always have the right to keep their children out of school; however, the school has the right not to excuse the reason for absence if it does not fit into the following generally accepted categories: Personal illness of a student or a doctor's advice;



- a. Death or emergency within the immediate family;
- b. Pre-approved School excursion or study tour;
- c. Adverse weather conditions or Government directives affecting the City.

4.10 Unexcused Absence or Lateness on resumption

An unexcused absence is an absence that the school does not consider legitimate or when the school's resumption policy has not been followed. The penalty is that there will be no repeat of teaching nor homework, tests, or other assignments that are to be graded. The school may impose penalty fees for each day students/pupils fails to report to school after resumption from Holidays. An unapproved withdrawal of students/pupils from school or an extended absence from school will be considered as permanent withdrawal or self-expulsion from the School.

4.11 General Academic Information

Academic progress is reported to parents on a termly basis and at mid-term. Students/pupils reports are to be collected by parents as specified by the school.

4.12 Textbooks

The following policies outline the purpose and intent of the Africa Community School curriculum and textbook adoption. The scope and sequence for each subject area as well as detailed course descriptions and the forms required for textbook adoption may be found in the curriculum guide.

- a. The philosophy of Africa Community School must be carried out in its educational programme. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated.



- b. Africa Community School textbooks are provided to its students/pupils at the beginning of the academic year.
- c. Students/pupils are responsible for their textbooks. A mis-used textbook that is damaged beyond normal use will result in fines or replacement costs being passed on to the students/pupils.
- d. All curriculum development will be an outgrowth of the philosophy of Africa Community School.
- e. Africa Community School will not endorse or approve independent study courses that conflict with the philosophy and objectives of the school..

4.13 Library

It is a place for checking out books, learning library skills, reading, conducting research, and participating in serious study. Students/pupils are to take proper care of all library materials, furniture, and equipment. Improper behaviour/conduct in the library will result in loss of privileges. Book donations are a great way to expand the library. Because of limited space, Africa Community School must restrict donations to books that are in good condition and reference materials that are not outdated. Please contact the Head Teacher if you wish to donate materials. A monetary donation to the library allows the librarian to select needed books, including what the teachers have required.

The following policy statement is our position on the types of materials that will be accepted/displayed:

Africa Community School does not necessarily endorse all the contents of any book in our library from the standpoint of morals, philosophy, theology, or scientific hypothesis. We choose materials that meet certain academic standards and provide information in various fields of research and contents. The moral position of Africa Community School is in strict adherence to the



principles taught in Scripture, while our goal is to teach students/pupils critical thinking and sound discernment.

The following rules apply to those who wish to use the library:

- a. No reference works may be checked out from the library.
- b. Students/pupils will be fined for returning books late.
- c. Seriously damaged books will be assessed at the fair market value and the students/pupils charged for the replacement cost.
- d. Students/pupils must also pay to replace a lost book.
- e. Excesses in unpaid fines, lost books, or damaged books may result in a loss of library privileges and or disciplinary measures.
- f. Magazines may not be checked out from the library.
- g. Copying e-books on flash disks is not permitted.

4.14 Classroom Courtesy

Students/pupils are expected to display the following ethical behaviour in the classroom:

- a. Be punctual (in class and seated when the bell rings).
- b. Be prepared (come to class with notebooks, textbooks, a writing instrument and assignments). Each time students/pupils is not fully prepared with required materials, the teacher will deal with the student/pupil as stated in the staff handbook. The teacher has the right to deal with any situation in his or her class. In extreme cases, a report is lodged with the Head Teacher.



- c. Participate (take notes, be involved in discussion, respond when called upon, etc.).
- d. Have a proper posture (avoid putting feet on desks or chair seats, tipping chairs, sitting on desk tops, or putting the head down as if sleeping).
- e. Talk in class only at the direction of the teacher (do not talk out or violate the preciousness of others).
- f. No eating or drinking in class.

4.15 Cheating/Examination Malpractice

All work should be the original work done by the student/pupil (and each class should have its peculiar tests/examination). Any instance of cheating, will result in a zero for that work and, depending on the situation, could result in complete disqualification in the particular subject. Cheating may result in suspension and/or a parent conference. Exam malpractice of any kind may result in expulsion from the school. The School shall not condone any form of exam malpractice.

4.16 Academic probation:

Gives students/pupils time and opportunity to bring failing grades up to passing level.

4.17 Plagiarism and Copyright Policy:

As part of the learning process teachers often use copyright materials to instruct students, and the law provides a number of copyright exceptions for education. This means that in some cases and under certain conditions teachers and students can use protected content without permission of the copyright owner. Plagiarism is a breach of academic integrity, which includes use of someone else's work without providing proper attribution and passing it off as your own. Plagiarism does not necessarily include copyright



infringement, although it can be used as the basis to charge someone with copyright infringement. Honesty and integrity are expected of every staff and student; and academic and/or non-academic misconduct penalties may apply in a case of plagiarism or copyright infringement.



5.0 DRESS CODE

Philosophy

The School community is one that encompasses many individuals from many different families and viewpoints. We recognize that dress standards and tastes vary among individuals and traditions. The purpose of the dress code at Africa Community School is to encourage a suitable degree of modesty and uniformity.

5.1 Uniform (outdoor)

- Appropriate School uniforms and after School wear (as applicable) are provided by the school and may ***not be altered in any way***
- Shoes/socks must be worn at all times within the school premises.
- **Outdoor wear:** jackets and coats, hats, sunglasses, and bandanas are not to be worn during School hours.

There may be special occasions during the School year when students are required to wear special dresses.

5.2 Personal Grooming (Hair styling and make-up)

The styling of the hair shall reflect good grooming and moderation as may be determined by the School.

Hair styles must conform to the following guidelines:

- Hair must be neat and clean;
- Colouring of hair is not permitted;
- Boys' hair should be cut very low;
- Girls should have neat plaits or low cut, if desired; Hair coverings are not allowed
- Hair may not extend below the eyebrows or obstruct the vision;



- Hair extensions are not permitted;
- The face must be clean shaven.

Make-up should be natural in appearance and limited in quantity. Thick powdering, eye shadow, eyeliners, lipstick and nail polish are not allowed.

5.3 Piercing and Tattoos

The following guidelines pertaining to piercing and tattoos apply to all activities associated with the School, including extracurricular and School-sponsored events.

- Young men are not to have pierced ear nor wear any form of jewelry;
- Young ladies may have pierced earlobes and wear tiny earrings or ear knobs. (no more than one earring per lobe).
- Pierced nose, eyebrows, lips, tongues, etc. are not permitted;
- Tattoos are prohibited.

5.4 Neatness

All clothing must be in good state. There should be no holes, rips or tear. The uniform should be neatly patched or repaired on the outside or inside.

5.5 Modesty

To promote modesty, students must refrain from wearing tight fitting or sagging shirts or trousers. Shirts must be tucked in and ties worn neatly all the time.

5.6 Appropriateness

Clothing, jewelry, etc. with logos, messages, or symbols must be in harmony with the values, policies and standards of the School. Clothing must not communicate messages of support groups that are in opposition to what the School stands for.



5.7 Physical Exercise and Sports Teams Dress Code

Students/pupils must wear the appropriate Sports dress provided by the School. Uniforms for each sport are determined by the School and may be worn on games days and as when directed.

5.8 Dress Code Violation Policy

The School reserves the right to determine if a student's appearance is inappropriate in any manner.

- If the violation is for lack of modesty and appropriateness, the students/pupils will be sent back home to effect correction. If the violation is repeated the case will be handled as per rules and regulations.
- Student/pupil whose hair is out of dress code will be given one calendar day to comply with the standards. Students/pupils, who fail to comply will be subject to disciplinary action.



6.0 EMERGENCY GUIDELINES AND DRILLS

The School is to regularly conduct emergency drills which comply with Government codes. All students must participate and strictly obey regulations and procedures. An emergency plan outlining the steps to be taken during various crisis situations is to be reviewed and revised from time to time by the School.



7.0 HEALTH POLICIES

The School's Health service functions to promote and protect the health, safety, and well-being of students and to ensure a healthy environment that supports academic growth. Procedures for administering medication and First Aid are established by the Management in cooperation with the School nurse.

7.1 Injury at School

All serious injuries should be reported to the clinic for treatment. The school medical team will administer emergency First Aid and make referrals to the Hospital with which the school has a relationship or the parent's hospital.

When a student/pupil falls ill, the Class teacher must immediately refer him/her to the clinic where symptoms will be noted and appropriate treatment administered. The school Nurse or Health Assistant will notify the Head Teacher or Head of Department if it becomes necessary to send the student/pupil home. The student/pupil is not allowed to call his/her parents for this purpose.

The School would hold liable any student or staff who causes injury to another student. The medical bills and any other expenses related to the injury will be borne entirely by the Parents of the offending student or staff.

7.2 General Guidelines for Specific Conditions

The following are health issues for which the student/pupil will be sent home, referral to a doctor, guidelines for returning to school, and practical precautions:

Children who have any kind of contagious health conditions must be treated before returning to school.



7.3 Skin Diseases –

In making the decision to exclude a student/pupil from school owing to skin disease and, or, a rash, communicability to others is a primary consideration. The school nurse may be able to identify the condition using assessment; however, on occasion, a visit to the doctor may be necessary to determine whether a rash is contagious. Student/pupil referred to a physician for determination of communicability must have a physician's note that clears the student/pupil to return to school prior to, or at, the time of return to school.

7.4 Cuts and open wounds –

These should be covered for that student's/pupil's protection as well as the protection of others. If wounds are draining or wounds cannot be covered, parents may be asked to keep the student/pupil out of school until the wound can be safely covered or cared for. On occasion, a visit to a physician is necessary to determine communicability of the wound.

7.5 Sickness from Home

Students exhibiting any of the following symptoms are not permitted to resume School until the symptoms are cleared:

- Excessive body temperature or any level above normal temperature which may be a symptom of a severe illness;
- Undiagnosed rash with other symptoms (e.g., fever, cough, sore throat, etc.)
- Vomiting or diarrhea;
- Persistent cough;



- Known communicable diseases (including, but not limited to, lice, chicken pox, throat infection, measles, mumps, pink eye, fifth disease, ringworm, or scabies).
- In all cases, appropriate medical treatment and clearance must be obtained from the family Doctor before the student returns to School.

Please encourage your children to practice good hand washing at School, especially before meals, to help protect them from the spread of infection.

7.6 Illness at School

If a student/pupil becomes ill at school, the teacher will send the student/pupil to the School clinic. The School medical team will then assess the student/pupil and commence immediate treatment. No student/pupil will be released from School without direct contact with a parent listed on their medical form. All contacts to parents must be approved by the Head Teacher, except on emergency.

7.7 Medication Policy

- All medication (both prescription and non-prescription) must be taken to the office and will be stored in the clinic;
- All medication, even over-the-counter medicines must be in a recognized container/pack, where treatment is carried over to school from home;
- A permission slip for all medication signed by the parent is required. Information should include the name of the medication, dosage, time and condition for which the medication is needed;
- Prescription medication must be stored in the clinic. In addition to the parent permission form, prescription medications must be in the original physician's or pharmacy container and properly labeled with the student's/pupil's name, name of the medication, amount to be given, the



time to be given, and the duration the medication is to be taken. Pharmacies will often give duplicate containers on request so that parents can send only the amount needed at school to the school;

- Students/pupils are allowed to carry emergency medications with a physician's permit. However, these medications must be kept with the School Nurse and not stored in lockers. The student/pupil must act responsibly in carrying medication or the permit will be revoked (i.e., not share medication or leave medication unsupervised).

7.8 Immunization Policy

The school will comply with government immunization policies. Parents or guardians must provide the school with information on immunizations and students/pupils must be current with immunizations as may be required by the government from time to time. A medical exemption requires a physician's signature recommending exemption based on a medical condition. Medical Information Forms are available with the Head Teacher and must be renewed each school year on or before the first day of school.

If your student/pupil requires a catch-up schedule, please see the school nurse to coordinate spacing and scheduling of immunizations.



8.0 INFORMATION TECHNOLOGY SERVICES (COMPUTER USE)

The ICT facility is a wonderful tool that can greatly enhance the quality of the classroom instruction at Africa Community School. It also can be a distraction and harmful to the student/pupil and the educational environment when misused. The following guidelines are to protect the student/pupil and the learning environment.

The following are not permitted while using any school computer:

- Downloading and/or installing software of any kind on any school computer.
- Sending or displaying pornographic, sexually explicit material or other offensive messages or pictures.
- Sending or displaying violent and/or threatening material: advocacy of bomb-making, terrorism cultic rituals or sadistic practices or other dangerous activities, etc.
- Using obscene language.
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using others' passwords or identity.
- Knowingly trespassing in others' folders, work or files (e.g. someone forgot to sign out).
- Using the network for commercial purposes



- Using email, chat rooms, real time messaging of any kind during school hours which have not been authorized by a teacher (such as for sending or receiving on-going school work from/to home or participating in class forums.)
- Publicizing hurtful or slanderous information about anyone.
- Using Facebook, Instagram, Snap Chat, TikTok and other personalized websites.
- Playing computer games without authorization from the appropriate teacher - these games must be pre-installed on the computers by the system administrator. Computer free-time doesn't nullify any of the above stated rules.
- Accessing "proxy" websites which limit our school's ability to monitor students/pupils use of the Internet.
- Attempting to fix or repair a malfunctioning computer.



9.0 LOST BUT FOUND

Items found unattended to within the premises will be placed in the school's "lost but found" room. At the end of each term, the lost and found room is cleaned out and contents taken to the needy. It is recommended that all items (shoes, gym shirts/shorts, coats, hats, book bags and other personal items) be labeled with the student/pupil name. Any items left at school and not picked up after 90 days become the property of the school.



10.0 GENERAL RULES

10.1 Telephones Calls/Messages

Messages will be taken and delivered only through the Parents Relations office. Student/pupil or teaching staff will not be called out of class to take a call unless it is an emergency. In any emergencies, the Head Teacher or Principal must approve the contacts.

10.2 Visitors

The following rules apply to adult visitors:

- a. All parents/visitors are allowed into the premises only on invitation, visiting days and pre-arranged instances approved by the Head Teacher and the Principal.
- b. Visitors are limited to custodial parents, legal guardians or siblings. Others may be welcome, but should be approved ahead of time by the Head Teacher.
- c. Alumni may visit at anytime. They must sign in and out at the main gate and must go directly to the office and be limited to the approved areas only.
- d. Supplies of food/drinks must NOT be brought to the student/pupil as requested by the school authority.

10.3 Sporting Activities

The school seeks to maintain an emphasis on Sports and Sporting activities in general for personal rejuvenation, with a healthy degree of competitiveness. Interscholastic sports are provided for those who wish to excel in physical skills. All sporting events are under the direct supervision of the designated



officer, who provides all games and practice schedules. Students/pupils are not to be used as drivers to outside events.

At Africa Community School, Sports will be used in its proper perspective for fun, physical exercise, building of character and healthy competition, all to build up the total man.

Any student feeling unwell must bring this to the attention of the sporting authorities and will not be allowed to participate in any sporting activities until he/she is fully recovered. The School will not be held liable for any injury that occurs as a result of a failure to bring any health conditions to the attention of the College. 10.6 Narcotic drugs and substances

Abusing, possessing, using or selling of narcotic drugs or substances may result in immediate expulsion. The appropriate law enforcement authorities may be contacted.

10.4 Narcotic drugs and substances

Abusing, possessing, using or selling of narcotic drugs or substances may result in immediate expulsion. The appropriate law enforcement authorities may be contacted.

10.5 Guns, Knives, Other Weapons, and Threats of Violence

Guns (fake or real), knives, or other weapons must not be brought to school or anywhere on the school grounds at anytime. Infractions will be dealt with immediately. Any staff member, parent, or students/pupils with knowledge of threat, possession, or the actual use of a weapon must immediately report it to the school authority who will call in the local law enforcement agency to remove the student(s)/pupil(s) or visitor from the school, pending a full investigation.



10.6 Classrooms, Hallway/Stair Rules

Orderly and decent behaviour is expected inside the building:

- a. No eating or drinking except in designated areas.
- b. No running in the hall or on the stairs.
- c. No yelling or screaming.
- d. No jumping to touch door frames, ceilings, etc.
- e. No bouncing or throwing balls, skateboarding, or other sports activity inside the classrooms, hallways, or schools.
- f. No pushing, tripping, sliding on the railings, or other dangerous behaviour on the stairs.
- g. No sitting on window sills.

10.7 Drug, Tobacco, and Alcohol Policy

Africa Community School students/pupils shall not possess, use, sell, give, or otherwise transmit or be under the influence of any drug, alcohol, or related paraphernalia on School property or at School-sponsored events. All items will be confiscated and all students/pupils involved will be subject to immediate suspension or expulsion. Appropriate authorities will be notified. Africa Community School reserves the right to search student/pupil or any part of the school premises with or without notice, and/or perform random drug searches at anytime.

10.8 Students/Pupils Pregnancy Policy

It is the purpose of Africa Community School to maintain and present an atmosphere of morality and modesty in the lives of students/pupils involved



and in order to adhere to the standards of morality and prudence desired in the lives of our students/pupils; the following policy has been adopted.

A student/pupil who has fathered a child, is pregnant, or has given birth to a child, may not be permitted to enroll in Africa Community School, or, if already enrolled, may be dismissed upon confirmation.

Each matter of occurrence will be evaluated on a case-by-case basis.

10.9 Electronics

All portable music devices, handheld computing tablets, personal computers, e-readers, gaming devices, cameras, pagers, cell phones, laser pens, etc. are prohibited. Students/pupils violating this policy will be subjected to detention and the device will be confiscated. The device will not be returned once confiscated. The School assumes no liability for stolen or lost electronic devices confiscated.

Students/pupils are discouraged from bringing valuables which are not on the check-in list/prospectus to School. Africa Community School will not be responsible for lost and/or stolen items

10.10 OTHER ACTS OF MISCONDUCT

It is not practicable to list all the possible acts of misconduct in this Handbook. However, the school authority will be vigilant as much as practicable and deal with each case, including, but not limited to, lateness to school functions, not completing notes or assignments, violation of safety rules, defacing school property (graffiti), rudeness and disrespect to seniors or authority, receiving and hoarding food/drinks in the classrooms, sleeping in unallocated classrooms or unauthorized visit to staff quarters, etc.



11.0 ANTI-BULLYING POLICY

Africa Community School, in partnership with parents and their children seek to develop individuals who are growing toward maturity. However, we live in a fallen and broken world which stains our daily experiences. Therefore, we resolve to create a multi-cultural environment that is encouraging and conducive to the growth of the entire person. We battle against the "survival- of-the-fittest" and consumerist mentality that permeates the society. Bullying or harassment is not permitted or tolerated under any guise.

11.1 Definitions

"Bullying" or "harassment" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts i.e. internet including web pages and social networking sites, emails, cell phone, personal digital assistant, or wireless hand held device) that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical or sensory disability or impairment; or by another distinguishing characteristic.

Harassment or **bullying** is any conduct that meets one or more of the following criteria:

It may include, but is not limited to, the following: inappropriate verbal or written communication (i.e., sexual jokes, derogatory comments, name-calling, using words to attack, threaten, or insult, verbal racial taunts, extortion of money or possessions). Some of the acts of bullying and their effects include:

- Asking younger/junior students/pupils to exchange their meals with older/senior students/pupils;



- Engaging in trade-by-barter activities with junior/younger students/pupils using their snack provisions;
- Collecting/forcefully borrowing a younger/junior student's/pupil's clothing, shoes, etc. and depriving same of the use of such wears/items;
- Punishing a younger/junior students/pupils by withholding his food;
- Depriving younger/junior students/pupils of the use of legitimate facilities under any guise;
- It may be directed at one or more student(s)/pupil(s);
- Substantially interferes with educational or spiritual opportunities, benefits, or program of one or more students/pupils;
- Sometimes it inflicts physical hurt or injury on the victims;
- Adversely affects the emotions and psychological being and may be so severe, pervasive, and objectively offensive as to inflict negative effect on the victim's educational and spiritual life.

Whether or not you accept the above description or definition, the School reserves the right to determine what constitutes bullying or harassment.

11.2 Sexual Harassment" may include, but is not limited to;

- a. Verbal harassment or abuse;
- b. Pressure for sexual activity;
- c. Repeated remarks with sexual or demeaning implications;
- d. Holding or touching sensitive parts of the body;
- e. Sexual jokes, images, posters, cartoons etc.;



- f. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of duties.

11.3 Our Approach

We understand that it can be hard for school leadership to pinpoint some specific acts of bullying as they usually take place beyond direct supervision. Most bullying is done between classes, in hallways, on our playgrounds, at lunch, and at times in the schools. This will require vigilance by staff especially school staff and the support of parents in a compassionate pursuit of truth.

School leadership will partner with parents to bring out the truth of each situation and correct unacceptable behaviour, such as participating in any bullying act. The development of an atmosphere that encourages students/pupils to grow in self-discipline and the demonstration of genuine respect for all people must be pursued cooperatively between the school and the parents.

11.4 Reporting and Response

- a. All bullying incidents should be reported immediately to a staff member. Any students/pupils who believes he/she has been or is the victim of aggressive or harassing behaviour should immediately report that situation to the teacher, House parent, playground supervisor, or Head Teacher. These reports will be treated seriously.
- b. If the situation warrants, parents of both victim and perpetrator may be informed and summoned to the school for a meeting about the problem.
- c. There may be a range of punitive responses up to suspension or expulsion for the perpetrator.



Consequences for students/pupils who commit acts of violence, including, but not limited to, harassment and/or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behaviour, the developmental age of the students/pupils, and the student's/pupil's history of problem behaviour and performance at Africa Community School or from any discipline record prior to enrollment. Consequences will be consistent with the Student/pupil and Parents Handbook. Responsive measures are designed to correct the problem behaviour, prevent another occurrence of the behaviour, and protect the victim of the act.

11.5 False Reports

Intentionally false reporting of aggressive behaviour, made to get someone into trouble is prohibited and will result in disciplinary action. The one "who cries wolf" must learn that his behaviour cannot be tolerated.



12.0 DINING HALL/MEAL PERIODS

Students/pupils are expected to sit at assigned tables and eat. Good manners and respect for the facility is expected of all students/pupils. Staff will be present to maintain a safe and orderly Dining hall and to communicate various procedures, which are expected of all students/pupils during break period. No student/pupil will be allowed to remain in the classroom during break, even if the student/pupil is not interested in eating during break period.



13.0 FIELD TRIPS

Field trips are planned to match a stated education objective and must be planned according to the procedures established by the School and approved at least 3 weeks prior to the trip. The mode of transportation is school-owned vehicles or scheduled airlines.



14.0 SPECIAL ACTIVITIES POLICY

The following school board policies guide all extra-curricular and co-curricular activities:

- a. All activities related to, or sponsored by, Africa Community School during school hours must be directly related to the purpose of the school, unless otherwise approved by the school authority.
- b. Events scheduled on a school night should be scheduled so the participants/parents are released home as early as possible, preferably no later than 7:00pm.
- c. All co-curricular activities should be self-supporting through fund-raising, donations, participation fees, or other means approved by the school authority. Such funds shall be used only for the activity for which it was designated, unless otherwise approved by the school and accounted for through separate accounts for each activity.



15.0 STUDENTS/PUPILS' COUNCIL

The students/pupils council may be established to teach and model leadership to our students/pupils. A designated number of students/pupils will be elected to represent each of the classes. The student/pupil council activities are organized in line with approved guidelines of the School.



16.0 RESPECT FOR OTHERS

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message [unless you need to disclose illegal, inappropriate, or harassing language to your teacher].
- b. You will not post or type information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- c. You agree not to send hate mail or messages.
- d. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.
- e. You will not post private information about yourself or another person.



17.0 CONSEQUENCES FOR FAILURE TO OBSERVE RULES ON USE OF ICT FACILITY

The use of the computer systems and equipment is a privilege, not a right. This privilege may be revoked, if abused, and may subject the individual to discipline, civil penalties, and/or criminal penalties. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. A good rule to follow is to never view, send, or access materials which you would not want teachers, parents or supervisors to see.

The range of consequences for misuse is as follows:

- Verbal and/or written warning.
- Loss of privileges for a period of time, determined by the administration and appropriate to the offense.
- Progressive disciplinary action according to the code of students/pupils conduct for students/pupils, including possible suspension and/or expulsion.
- Appropriate disciplinary action for staff members, including suspension or dismissal.
- Criminal prosecution or civil penalties.

Users, or their parents/guardians, will be personally charged and held responsible for any costs related to damages caused by intentional misuse, lack of care and/or reasonable precautions.



18.0 EXPECTATIONS FOR PARENTS

Africa Community School's educational mission is a partnership between the School and the families of our students/pupils. As part of this shared responsibility, the School expects parents to:

- Read and sign the Parent Student/pupil Handbook;
- Notify the School of any absences with proper-documentation;
- Complete the medical information form and timely notify the school of any changes;
- Attend parent-teacher conferences at the request of the School;
- Make timely payments of all fees on or before resumption of each term;
- Should a concern arise, endeavor to resolve the matter in accordance with Biblical principles as follows:
 - First contact and meet with the Head Teacher/Principal to resolve the issue;
 - If a meeting with the Head Teacher does not resolve the matter, then contact the higher authority through the Parents Relations Office.

We ask parents to support the School with their prayers and with positive attitude. Please observe the Matthew 18:15-17 principle, and refrain from lodging complaints or making negative comments to students/pupils, other individuals, or via social media.

While we do not expect this to happen, if at any time administration determines that a parent's actions do not support our mission or that they reflect a lack of cooperation in this partnership, the School has the right to request the withdrawal of your student(s)/pupil(s).



19.0 PARENT VOLUNTEERS

Parent volunteers are a very valuable resource at Africa Community School and volunteering is an important way that parents can partner with Africa Community School in their child's education. Parents may help in the computer laboratory facility management, at sporting events, in the library, tutoring or in the office. They will be asked to sign in and out at the front office and wear a nametag for security reasons. This period shall not be used as visiting hours for supplying of prohibited items or food to the school.



20.0 PAYMENT OF FEES

The school fees are charged per term and parents are expected to make full payments in the prescribed format on or before the resumption day of each term.



21.0 LOCKERS/DESKS

Lockers will be assigned to students/pupils at the beginning of the school year. No student/pupil is to change this assignment without approval from the School. Students/pupils will be asked to remove items that the administration deems inappropriate. No open containers of candy, food, or drink may be stored in lockers. Africa Community School will not assume responsibility for items left in School lockers. All students/pupils are encouraged to lock their lockers at the end of each school day.



22.0 RESTRICTED AREAS

For the safety of all, the following rooms, among others, are restricted to authorized personnel only: Mechanical areas (electrical rooms, storage, and supply rooms), chemical storage rooms and school workrooms etc. Student's/pupil's are not to visit the restricted areas without permission. Any student/pupil or visitor found in restricted areas will be appropriately dealt with or handed over to the security.



23.0 FAMILY VACATIONS/CELEBRATIONS

Africa Community School strongly encourages families to schedule trips, vacations and celebrations around the School calendar if our student/pupil is to be involved. No approval will be granted for requests to travel or family celebrations while the school is in session. Absence from school during exam weeks will result in zeroes for any missed exams, particularly if absence is a deliberate attempt to subvert our rules. The final consequence may be expulsion.



24.0 STUDENT CONDUCT

The mission of Africa Community School is to “Cultivate quality godly Leaders.” To “cultivate” is to educate, school, train, or foster the growth of something. It is our goal to train our future leaders with care appropriate and godly virtues. God’s Word is the foundation for these character qualities and is the framework to guide a culture of godly character to serve Africa and the world at large.

The qualities set forth below are not intended to be an exhaustive list, but will be used as common guidelines for all students/pupils in the school. The Scripture will direct all interaction with the student/pupil in matters of conduct. It is in learning and living our lives in the light of God’s Word that we will see the growth of quality Christian leaders.



25.0 BASIS OF STUDENT CONDUCT

25.1 Love

All students/Pupils are expected to honor others by their words and actions, treating others the way they would want to be treated, and seeking to meet others' needs unselfishly.

John 15:12; Matthew 7:12; Philippians 2:3

Other attitudes that represent this character quality include, but are not limited to:

Respect – Romans 12:10

Compassion – Colossians 3:12

Forgiveness – Colossians 3:13

25.2 Responsibility

All students/Pupils are expected to be self-controlled, seeking to make Godly choices. And taking full responsibility for their own choices and conduct.

2 Timothy 1:7; 2 Corinthians 8:21; Romans 14:12

Other attitudes that represent this character quality include, but are not limited to:

Obedience – Hebrews 13:17

Honesty – Ephesians 4:25

Integrity – Proverbs 10:9



25.3 Humility

All students/Pupils are expected to conduct themselves with an attitude of modesty gratitude, and a willingness to serve others.

Philippians 2:3; Thessalonians 5:18; 1 Peter 4:10

Other attitudes that represent this character quality include, but are not limited to:

Seeking Counsel – Proverbs 18:15

Honoring Authority – Hebrews 13:17

Modesty – Romans 12:1

25.4 Commitment

All students/Pupils are expected to work hard to accomplish tasks, seeking to do their best, and to honor God and their parents with all of their efforts.

Ecclesiastes 9:10; Colossians 3:17; 1 Corinthians 10:31

Other attitudes that represent this character quality include, but are not limited to:

Diligence – Galatians 6:9

Excellence – Colossians 3:23 – 24

Faithfulness – James 1:12



26.0 STUDENTS/PUPILS DISCIPLINE

In our commitment to create an effective, engaging, and loving environment for our students/pupils, any actions that detract from this type of environment violate our standard of conduct and may result in disciplinary action.

With students/pupils discipline, it is important to understand that no two situations are alike. Many factors enter into decision made by the school authority. Our goal is to produce a desired outcome, and for the students/pupils to understand his/her wrongdoing and want to change. Students/pupils and parents are encouraged to focus on their own situations and spiritual growth, not to compare or judge other student's/pupil's actions or discipline.

26.1 Discipline Policy

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:11)

Discipline is established and maintained at Africa Community School with the intent to train and build into lives of students/pupils. Our goal is to see students/pupils grow toward maturity. We are motivated to employ discipline here at Africa Community School for that goal. The School management, despite its human limitations, endeavor to discipline in the context of Christian love and for the betterment of the individual student(s)/pupil(s) and our community.

At times, the School rules will be applied for behaviour that occurs away from the school premises and outside of School time, such as criminal activities, cheating, stealing, illegal substance abuse, any other illegal activity, or sexual immorality, because those form of behaviour have impact on the school. In severe circumstances, students/pupils who have established a lifestyle



inconsistent with the standards of behaviour at Africa Community School may be withdrawn from the School.

26.2 Exemplary Character

The fundamental goal of Africa Community School is to present a Christian educational programme to our students/pupils and an exemplary model to the community. In light of these goals, lifestyle is an important consideration. Students/pupils enrolled at Africa Community School and the staff members who work here are considered to be representatives of Africa Community School twenty-four hours a day, seven days a week. Therefore, the administration of this school will not hesitate to assert discipline in areas where a student's/pupil's or staff member practice a lifestyle or engages in activities antagonistic to the policies, goals, and character of the School, whether those activities occur on or off campus.

26.3 Infractions

26.3.1 Reprimand and Warning

- Many infractions of an intentional or unintentional nature or infractions of a minor nature can and should be handled by gentle reprimand. Only when such infractions become repetitive or defiant should they be handled in a firmer way.
- A warning is not only a reprimand, but also a formal notice of consequences to follow should the inappropriate behaviour not be corrected. These shall be recorded by the school authority as a written warning on a student/pupil behavioral record and could result in more serious consequence.



26.3.2 Corporal Punishment

Africa Community School allows the use of corporal punishment to discipline students/pupils. This is only done by the designated officer(s) and after the school's due process is complied with.

26.3.3 Hard Labour

Some disciplinary procedures may result in the student/pupil being sentenced to carry out hard labour such as cutting of grass, cleaning of toilets, sweeping, cleaning the dining hall or other physical work or exercise

26.3.4 Suspension

How suspensions are served:

- a. Suspensions may be served in the School premises during regular school hours or the student/pupil is sent home for a number of days/weeks.
- b. Students/pupils will be placed in isolation for the duration of each school day of the suspension period, under the supervision of an adult monitor.
- c. Student's/pupil's are expected to invest their time during suspension in completing assignments for all of their courses.

26.3.5 Probation

Types of probation

Behavioural probation: gives students time and opportunity to correct serious behavioural problems. Some conditions that result in behavioural probation include but not limited to:

- a. Continued deliberate disobedience.
- b. Attitude or expressed desire not to remain at Africa Community School.



- c. A rebellious and/or blatantly negative spirit.
- d. An overall negative influence on other students/pupils.
- e. Engaging in combinations of behavioral infractions expressly forbidden in the Parent Student Handbook.

26.3.6 Expulsion

In some situations, the school authority may request that parents withdraw their child from Africa Community School. Such a request may occur when the student's/pupil's conduct warrants expulsion. If the parents or legal guardians refuse to withdraw their child upon request, the Police will be contacted after 24 hours of the parents' failure to comply. Once a student/pupil is expelled, he/she is not permitted on school grounds or at any school activities.

Expulsion is the last resort and when invoked would hardly be reversed. Parents and students/pupils should do all things possible to avoid this situation.

Conditions and implications of expulsion:

- a. An expelled students/pupils must be taken home by his/her parent within immediately.
- b. Expelled students/pupils are prohibited from attending school sponsored or sanctioned activities,
- c. School fees paid will be forfeited.
- d. Expulsion is the most serious disciplinary step, imposed when infractions are severe and/or repeated and any students/pupils can be expelled at any time.
- e. The School authority's decision is final.



26.4 Disciplinary Actions

- Verbal warning;
- Loss of privileges;
- Notifying parents of behaviour (written or verbal notice);
- Notice of correction Write Up; public apology;
- Lunch detention or after School detention;
- Removal from class and being sent to serve any appropriate punishment;
- Restitution (pay for damages);
- Hard labour for hours or days;
- Suspension –in – School or Out-of-School;
- Corporal punishment in the public;
- Withdrawal or Expulsion from School.

In addition to inappropriate behaviour at School, students/pupils misconduct outside of School hours and off of School property will be addressed and may result in disciplinary action if it adversely affects the School community.

26.5 Cases resulting to expulsion

The following, without limitation, constitute acts and offences that may result in expulsion:

- Examination malpractices;
- Arson;
- Engaging in secret societies/club/blood covenant;



- Sneaking out of School or jumping fence;
- Cooking in the hostel or self-catering in the School;
- Possession, use, and/or transfer of dangerous weapons (i.e., guns, knives, mace, pepper spray, etc.);
- Physical violence/assault; bullying;
- Attempt to incite panic (i.e., bomb threats, reporting a false emergency, etc.)
- Possession, use, and/or transmission of any pornographic materials or sexual immorality.
- Possession, use, and/or distribution of any drugs, alcohol or tobacco.
- Any other misconduct that the School considers to be harmful to our community or objective.



27.0 SPIRITUAL DEVELOPMENT

The purpose of the fellowship at Africa Community School is to lead the students/pupils in worship, instruct them in the Word of God, and encourage their daily walk in the Christian life. The fellowships are designed to broaden, expose, and challenge students/pupils via a wide range of speakers and a variety of experiences during the course of the year.

- All Christian students/pupils must attend all fellowship activities.
- Non-Christian students/pupils are to be in a designated classroom observing prep.



28.0 MISSIONS, SUPPORT AND SERVICE PROJECTS

Students/pupils are encouraged to participate in missions, ministry, and community service. The school often organizes projects of this nature. In addition, cash may be donated for a particular mission's project or a collection of items to send to missions or needy groups may be facilitated.



29.0 TEXTBOOK AND PROPERTY DAMAGE

At the beginning of each school year, each students/pupils will be issued all textbooks and supplemental material needed to complete his/her coursework. All non-consumable textbooks must be covered. Students/pupils will be charged for the replacement of any book that is lost or damaged. Any students/pupils who damages, defaces, or destroys School/Chapel property will be charged for the repair and/or replacement of such property. Destruction of property can result in expulsion from Africa Community School. Failure to pay any fines levied will result in transcripts and/or diplomas being held until all fines are paid in full.



30.0 SECURITY MATTERS

Security of life and property has assumed the most critical issue of concern both locally and in the international community. Africa Community School will not go to sleep on this all important matter. Accordingly, the following security measures will apply:-

- The school will continue to work closely with the Law enforcement Agencies in the interest of our safety;
- Our school has established a School Intelligence Unit (SIU) to be appropriately manned and will handle all issues of intelligence gathering within and around the school premises. It will also handle all enforcement and compliance matters;
- Visiting of students/pupils while in the School will be controlled and restricted;
- Vehicle and contents of personal bags coming into the premises will be screened without notice;
- Except on resumption or closing days for holidays, all vehicles will be limited to restricted areas or outside the main gate;
- No parent/visitor may be allowed into the premises after 5.00pm on the approved days except on emergencies or special invitation by the school authority;
- Parents/Visitors attending school programme will not be allowed into the premises after the programme is concluded or at anytime it is considered too late by the school authority. Parents are to ensure they attend programme for which they are invited on or within time, to avoid being turned back at the gate;
- All messages or items dropped for students/pupils at the gates must be registered and signed for by the security.
- All disallowed items seized will be confiscated and donated to the needy (non staff and non students/pupils s);



- All visitors to staff must be registered at the gate and are to park their cars in designated areas only. Contents of bags may be screened without prior notice;
- All cases of suspicious movement or items left unattended to must be promptly reported to the security;
- All visitors must be issued visitors tags to be hung conspicuously on their dress and shall be restricted in movements within the premises..

The measures above are inexhaustible. The school will continue to evolve more ways and means to ensure that all members of our community are safe. Staff, parents and students'/pupils' commitment and cooperation are required and will be highly appreciated.

A number of inconveniencies go with attempts to secure lives and property but disasters caused by security breaches are more grievous and may lead to permanent disability or cessation of lives. Above all, God will preserve us as we apply common sense and take responsibility.



31.0 CHANGES AND AMENDMENTS

The school reserves the right to make changes to this Handbook at any time. Any changes or additions to this handbook and discipline policies will be published, circulated to all concerned and explained to students/pupils. The above procedures may vary or steps may be skipped in situations of extreme actions, defiance, or rebellion. The school authority reserves the right to take all necessary action in any situation in order to protect our community. The inability of the School to follow the process of amendment or changes in this Handbook shall not in any way invalidate the changes or amendments so made by the school authority.



32.0 AGREEMENT FORM

PLEASE DETACH THIS PAGE AND RETURN TO THE SCHOOL OFFICE ON OR BEFORE THE FIRST DAY OF SCHOOL.

Student Name (Please print):.....Class:.....

PARENT / GUARDIAN AGREEMENT

As the parent or guardian of the above-named students/pupils of Africa Community School, I have read the Parent Students/pupils Handbook; I understand and agree that my child will be held accountable for the rules listed. I will at all times do my best to support and cooperate with the school authority in training my child to be the best for my family and his generation.

.....
Signature of Parent or Guardian: Date:

.....
Full Name:

STUDENT AGREEMENT

I understand and will abide by the terms of the Parent Students/pupils Handbook. I further understand that any violation of the regulations listed is unethical and should I commit any violation, my access and privileges may be revoked and the school’s disciplinary and/or appropriate action may be taken. I will do my best at all times to cooperate with the school authority and my parents to bring out the best in me to fulfill my destiny.

.....
Full Name: Signature: Date:



Admission, Promotion and Withdrawal Policy

AIC/ACS-PD014



1.0 VISION STATEMENT

To be a leading institution of learning where both staff and students strive to fully discover and develop their God-given potential to impact the world.

2.0 MISSION STATEMENT

To give boys and girls from different backgrounds the opportunity to obtain the most thought-out quality education founded on Christian principles.

3.0 ADMISSION

3.1 General Principles Regarding Admission

The selection of students and pupils into Africa International College (AIC) and Africa Community School (ACS) shall be determined by the appropriate authority in each School within the general framework of our vision and these Policy statements. The Senior Management headed by the Principal in each School shall exercise the approval authority for all admissions.

The admission into our Schools for all classes shall be conducted in a professional manner while maintaining the integrity of the schools.

Our Schools are opened for all pupils and students irrespective of race, ethnic or social origin, gender, religion provided the parents of the students and pupils consent to our schools' mandate, policies, regulations and philosophies.

We believe in providing an educational environment that nurtures the whole person, cultivating academic excellence alongside moral and spiritual development. As an institution founded on Christian principles, we expect all



members of our community, including parents, to actively support and uphold these principles in all aspects of our educational and communal life.

Our commitment to Christian values guides our curriculum, policies, and practices. We seek to instill in our students a strong moral compass, grounded in love, compassion, integrity, and respect for others. Through the teachings of Christ, we aim to cultivate a community where every individual is valued, supported, and encouraged to grow in their faith and character.

By seeking admission to our schools, parents acknowledge and agree to actively participate in fostering an environment that upholds our Christian values. This includes promoting an atmosphere of kindness, understanding, and inclusivity, and encouraging behaviors that reflect the teachings of Christ in both our school and the wider community.

We invite all parents who share our commitment to these principles to join us in our mission to provide an educational experience that not only prepares students for academic success but also equips them with the moral and spiritual foundation to become compassionate and responsible members of society.

3.2 Admission Process

S/N	PROCESS	MATERIALS NEEDED/ACTION	OFFICE RESPONSIBLE
1.	Admission Enquiries (Via Phone, email, face to face contact)	<ul style="list-style-type: none"> i. School Brochure ii. Parents Checklist iii. School information iv. Tour 	Parents Relations Office



S/N	PROCESS	MATERIALS NEEDED/ACTION	OFFICE RESPONSIBLE
		v. Visit with Principal, Vice Principal, Head Teacher, as applicable	
2.	Purchase of Forms	Forms can be purchased at school or downloaded online and validated by the Accounts office only.	Accounts Office
3.	Forms and supporting documents are returned to the Parents Relations Office only. The forms will not be collected without the supporting documents.	The supporting documents: <ul style="list-style-type: none"> i. Immunization cards ii. Passport photographs (2) iii. Birth Certificate iv. Previous results as applicable v. Receipt of Payment vi. Medical records vii. Transfer OR Recommendation letter as applicable. A temporary folder is created by the PRO.	Parents Relations Office
	Parents Relations Office sends the forms to the Vice		Parents Relations Office.



S/N	PROCESS	MATERIALS NEEDED/ACTION	OFFICE RESPONSIBLE
	Principal and the Head Teachers Office as applicable.		
4.	The Principal and the Head Teacher screen candidates.	i. Exam date is set ii. Results are compiled and approved by the Senior Management	Principal, Vice Principal, Head Teacher and Assistant Head Teacher and other selected Heads of Units.
5.	Screened and Successful Candidates List is prepared with classes assigned to the candidates. This list is to be countersigned by the principal.	<ul style="list-style-type: none"> The list is sent from the Vice Principal Academics and Head Teacher's office to the Parents Relations Office 	Vice Principal Head Teacher Parents Relations Office
6.	Admission Letters are prepared.	Admissions will be based on the approved list sent to the PRO. The PRO is the only officer to present the list and release of Admission Letters. The Principal and the Head Teacher are the only officers authorized to sign Admission letters.	Parents Relations Office Admin Office.



S/N	PROCESS	MATERIALS NEEDED/ACTION	OFFICE RESPONSIBLE
7.	Admission Letters and other documents are distributed.	<p>i. The Parents Relations Office alone is to call the parents of successful candidates.</p> <p>ii. Parents must go to the Accounts office to pay the acceptance fee for secondary school students only.(Accounts has the list).</p> <p>iii. They return to the Parents Relations Office and are given : ADMISSION LETTERS, PROSPECTUS, PARENTS STUDENT HANDBOOK, SCHOOL FEES SCHEDULE</p>	<p>Accounts Office</p> <p>Parents Relations Office</p>
8.	School fees and other related fees are paid. (Bus Fees as applicable)	Parents make payment to the Accounts office or submit bank tellers only; thereafter appropriate receipts will be issued.	<p>Parents Relations Office</p> <p>Accounts Office</p>



S/N	PROCESS	MATERIALS NEEDED/ACTION	OFFICE RESPONSIBLE
9.	School supplies are collected	Parents and new students are to go to the store to collect their materials (Books and Uniforms)	Store Parents Relations Office
10.	On Resumption	The Principal/Head Teacher assigns the duty of registration and welcome programme for all new students/pupils to a committee set up by him/her.	Academic Office Parent Relations Office

3.3 Age Criteria

The following age criteria shall apply as appropriate.

S/N	GRADE	AGE CRITERIA	OFFICE RESPONSIBLE
1.	Pre-School	2 years	Head Teacher/P.R.O
2.	Early Years	3 years	Head Teacher/P.R.O
3.	Primary	5 – 6 years	Head Teacher/P.R.O
4.	Junior Secondary	10 years by December of year of Admission.	Principal/P.R.O



S/N	GRADE	AGE CRITERIA	OFFICE RESPONSIBLE
5.	Senior Secondary	13-14 years by December of transfer in to SS 1.	Principal/P.R.O
6.	Other Classes	With regards to other classes not listed above the age criterion shall be derived from the class immediately below the entry point.	Principal/Head Teacher

3.4 Transfer into AIC/ACS

The following guidelines shall apply to Students and Pupils from other Schools seeking admission into Mid-Classes in our Schools. Transfer students and pupils may be accepted subject to availability of space in the desired classes. At any rate, transfers into SS 3 are prohibited. The process of admission via transfer from other Schools will be similar to fresh admission into beginning classes as stated in Section above.

Transfers between any of our Schools are simplified. However, request for transfer from any of our Schools to another shall be in writing. All outstanding fees must be settled and a clearance form duly completed before the academic transfer letter/record is released to the parent.

3.4.1 Transfer students into JS2 to SS2

3.4.1.1 For JS 2:



Placement tests will be conducted over two working days, at the minimum. A minimum of seven subjects will be covered during the placement tests. The subjects including the following:

- i. Mathematics
- ii. English Studies
- iii. Basic Science
- iv. Basic Technology
- v. Business Studies
- vi. Agricultural Science
- vii. Social Studies

3.4.1.2 For JS 3:

Admission of transfer students into JS 3 is not allowed.

However, on exceptional grounds, it may be considered reasonable to the school to accept transfer at the beginning of JS 3. The grounds for this consideration may include relocation, bereavement, unrest, disasters, complex crises, etc. When it is considered to be worthwhile, the placement tests into this class will also be administered over two working days, at the minimum.

The candidates would normally be tested on the following subjects:

- i. Mathematics
- ii. English Studies
- iii. Basic Science
- iv. Basic Technology



- v. Business Studies
- vi. Agricultural Science
- vii. Social Studies
- viii. Cultural and Creative Arts

3.4.1.3 SS1:

The placement tests into SS 1 will be conducted in one or two days and the following subjects will be covered in addition to the subject combination appropriate to the candidate.

- i. Mathematics
- ii. English Studies
- iii. General paper

The subjects to be applied in the placement tests will be communicated to the parents before the test dates.

Also, in all cases of transfers into our Schools, the candidates will be made to face a panel for oral interviews. The parents will also be invited to provide written or oral explanations as may be required.

3.4.1.4 Transfers into SS 2 is rarely allowed.

On highly exceptional grounds and where the candidates demonstrate extraordinary talents, the school authority may consider offer of Transfer admissions into SS 2. In this case, the principal will determine the number of subjects and subject combination for which the students will be tested.



3.4.2 Deadline for Admission and Transfers into AIC/ACS

The deadline for admission and transfer in will be as follows:

i.	JS 1 (New Admission/Transfers)	End of Mid-Term Break of 1 st Term
ii.	Transfers into JS 2	End of Mid-Term Break of 1st Term
iii.	Transfers into SS 1	End of Mid-Term Break of 1 st Term
iv.	Transfers into SS 2	End of Mid-Term Break of 1 st Term

3.5 When Admission/transfer is completed

Offer of admission will be made in writing and all necessary documents must be submitted.

Admission process is completed only after the appropriate fees are fully paid by the parents or guardians of the students or pupils before resumption of class.

3.6 Parent/Guardian Responsibility

The parents are to present their children/wards in the school on the test dates and arrange for their transportation to and from the schools.

It is the responsibility of the parents or guardians to provide correct and truthful documents and information to the school. If at any time, before or after the admission is offered, it is discovered that false documents or information have been submitted to the school by the parents, the admission will be cancelled immediately, and all fees paid shall be forfeited.



3.7 No Refunds of Fees

Acceptance fees and any other fees paid in respect of admitted students or pupils shall not be subject to part or full refund at any time.

3.8 Non-Transferability of Admission

Admission offered to any student or pupil is not transferable to another person. Each prospective student or pupil of the school must be assessed individually and go through the full process of the admission before he/she is considered.

3.9 Deferred Admission

This is rarely permitted, however if the grounds for the request are considered cogent, the Principal may, upon written request for deferral, approve in writing such request. No deferral shall be open ended. The approval letter shall indicate specific expiration date. The applicable fees shall be the most current rates at the time of actual resumption.

4.0 PROMOTIONS

Promotion is the vertical movement of Students or pupils from a lower class to the next higher class after the end of an academic year.

The minimum pass mark for each subject including the core subjects, must be achieved by each student or pupil before he/she can be promoted. Any student or pupil who fails to meet the minimum requirement for promotion will be advised in writing to repeat the class.

Decisions relating to promotions will be made at all times, in the best interest of the student or pupil, the parents and the schools.

The senior management team headed by the Principal of each School is the approving authority for setting the benchmark for promotions before the examinations are written.



5.0 WITHDRAWAL

Withdrawal of students from our Schools either by the parents or sanctioned by the schools is not desirable. We earnestly pray that each student or pupil that is admitted goes through the full course of studies and graduate successfully, preparatory to higher education and be a better person in all ramifications.

5.1 Conditions for Withdrawal

However, in the unlikely event that a parent decides to withdraw his/her child from the School, the following conditions will apply:

- i. A written application for withdrawal;
- ii. All outstanding fees must be paid;
- iii. Clearance letter is obtained and endorsed by the relevant departments or units.
- iv. An academic transfer letter and records will be prepared by the School for the student or pupil.

If the above conditions are not met and the parent chooses to promptly stop the child from coming to School, it will be considered as an abscondment and abandonment of the academic programmes in our Schools. This will be placed on record as such.

Where a student or pupil is properly withdrawn in line with the provisions of this policy, the parents may decide to reconsider their options. If in the course of time, there is a change of mind to return the student or pupil to our School, the full process of admission and transfers-in will be applied.



5.2 Mid-term Withdrawals:

For mid-term withdrawals, no part or full refund of fees paid shall be treated by the Schools.

5.3 Withdrawal Sanctions:

Withdrawal of students or pupils may be sanctioned by the school for various reasons, some of which include:

- i. Outcome of disciplinary process, persistent lack of interest in academic programmes, examination malpractices, gross misconducts, unmanageable behaviour and conducts injurious to other members of the school community or the student or pupil concerned, etc.
- ii. In all cases of withdrawal, the School would invite the parents for a conference to discuss the details before a formal letter of withdrawal is served except on emergency situations or matters involving government authorities.

6.0 Approving Authority

The Senior Management, headed by the Principal of each School will be the approving authority on all matters relating to admissions, promotions, transfers and withdrawals. The authority is exercised on behalf of the Executive Secretary (ES) who is the Chief Executive Officer of the Schools.



7.0 Amendments

These policies are subject to change by the School authority without notice. Changes made to these policies may be written and collated electronically or printed on hard paper or both.

.....

Signed Management

Effective from July 2023



Child Protection Policy

AIC/ACS-PD012



1.0 Introduction

This policy aims to provide all members of staff, children and young people, and their families with a clear and secure framework for ensuring that all children in the school are protected from harm while in School.

Stakeholders who work with children in this school will read this policy within the framework of the Parents Student Handbook.

As educational institutions, **AFRICA INTERNATIONAL COLLEGE (AIC) AND AFRICA COMMUNITY SCHOOL (ACS)** believe in supporting all aspects of children and young people's development and learning and keeping children safe.

We understand that emotional and social aspects of learning create a foundation for all academic learning. If a child has not been supported to understand, express and resolve their feelings, they may not have the ability to share with other children, resolve the small conflicts that arise in day-to-day classroom life, or concentrate on learning. Their frustrations may cause a range of antisocial, disruptive, overly compliant or withdrawn behaviour.

All staff will work to ensure that:

- Children and young people feel listened to, valued and respected
- Staff are aware of indicators of abuse and know how to share their concerns appropriately
- All staff are subject to rigorous recruitment procedures
- All staff are given appropriate support and training

Education staff play a crucial role in helping to identify welfare concerns, and indicators of possible abuse or neglect, at an early stage. **AIC and ACS** are committed to referring those concerns via the Designated Child Protection Officer (Guidance Counselling Office) to the appropriate authorities in school, contributing to the



assessment of a child's needs and, where appropriate, to ongoing action to meet those needs.

In order to ensure children are adequately protected, we will ensure that:

- We have a designated child protection officer (DCPO) and a deputy DCPO who attend trainings at least once every two years.
- All staff are trained in basic Child Protection awareness regularly.
- All staff have read and understand the Child Protection Policy and are aware of the indicators of child abuse and how to respond to concerns or disclosures of abuse by children.
- All students and their families are familiar with the Child Protection Policy
- The child protection policy is reviewed on a bi-annual basis by the DCPO and the School Board

Recognizing Abuse

In the Child Rights Act 2003, **a child** is anyone who has not yet reached their 18th birthday.

Safeguarding and promoting the welfare of children entails:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them



or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Significant harm is the threshold that justifies compulsory intervention in family life in the best interests of children and gives local authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development:

- It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. This can also occur when a child is a young carer for a parent who is disabled, has mental health problems or misuses alcohol or drugs.



- It may involve seeing or hearing the ill-treatment of another – for example where there is fighting or violence in the home.
- It may involve serious bullying (including via electronic media), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:



- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate caregivers); or
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Special Circumstances

These include:

- Bullying
- Domestic violence
- Fabricated or induced illness
- Female genital mutilation (FGM)
- Gangs, serious youth violence and violent extremism
- 'Honour'-based violence
- Information and communication technology (ICT)-based forms of abuse
- Missing from care and home
- Not attending school
- Parental lack of control
- Parental mental illness
- Parents with learning disabilities
- Parents who misuse substances
- Pregnancy
- Private fostering
- Self-harming and suicidal behaviour
- Sexually active children
- Sexually exploited children
- Spirit possession or witchcraft



- Trafficked and exploited children.
- Young carers

2.0 Roles and Responsibilities

The Designated Child Protection Officer

The designated child protection officer (DCPO) takes the lead responsibility for child protection, including support for other staff and information sharing with other agencies, developing policies and staff training. Usually, the DCPO is also the named person who responds to allegations made against members of staff.

The DCPO is a member of staff with the authority and seniority to carry out the functions of the role.

DCPO Responsibilities

- Refer suspected abuse and neglect to the School Authorities
- Report allegations made against members of staff to the School Authorities (Early Years / Play Providers / Childminders)
- Develop and update the Child Protection and other safeguarding policies, ensuring that staff and children/families/parents are aware of them.
- Provide support and advice to all members of staff within the setting regarding child protection concerns.
- Keep the Head teacher and Principal informed about any issues that arise.
- Ensure that cover is provided for the role when absent from the setting.
- Ensure that all staff receive appropriate Child Protection and Safeguarding Training and maintain training records.
- Cooperate with any requests for information from the local authority, such as Child Protection training returns and self-evaluative forms for safeguarding and child protection.



Other Staff's Responsibilities

It is the responsibility of all other members of staff to ensure that all safeguarding concerns, both minor and serious, are reported to the DCPO as soon as reasonably possible.

The DCPO may have other information regarding a child, young person or their family of which other staff may not be aware. Minor concerns may take on greater significance within the wider context of knowledge of a child or family that the DCPO may have.

3.0 Child Protection Procedures

1. You have a concern about a child / young person's wellbeing, based on:
 - a. Something the child / young person / parent has told you
 - b. Something you have noticed about the child's behaviour, health, or appearance
 - c. Something another professional said or did

Even if you think your concern is minor, the DCPO may have more information that, together with what you know, represents a more serious worry about a child.

It is never your decision alone how to respond to concerns – but it is always your responsibility to share concerns, no matter how small.

2. Decide whether you need to find out more by asking the child / young person, or their parent to clarify your concerns, being careful to use open questions: ...beginning with words like: 'how', 'why', 'where', 'when', 'who'?
3. Let the child / young person / parent know what you plan to do next if you have heard a disclosure of abuse or you are talking with them about your concerns. Do not promise to keep what s/he tells you secret. ...for example, 'I am worried about your bruise and I need to tell Mrs. ABC so that she can help us think about how to keep you safe'



4. Inform the DCPO immediately. If the DCPO is not available, inform their Deputy. If neither are available, speak to the Head or another senior member of staff.
5. Make a written record as soon as possible after the event, noting:
 - a. Name of child
 - a. Date, time and place
 - b. Who else was present
 - c. What was said / What happened / What you noticed ... speech, behaviour, mood, drawings, games or appearance
 - d. If child or parent spoke, record their words rather than your interpretation.
 - e. Analysis of what you observed & why it is a cause for concern.
6. The DCPO makes the referral to the School Management. The referral will note all previous intervention by the school with the child, any relevant history relating to the child, their siblings or the family.
7. The DCPO informs parent, if the parent does not already know, and if there is no reason not to let them know ...The School Management may suggest to delay informing the parent in cases of suspected sexual abuse, or where informing the parent might put the child at further risk, to prevent the child being harmed or intimidated (and retracting their disclosure) ...or in cases of suspected Fabricated or Induced Illness by proxy, the parent is not informed that this is being considered
8. The DCPO remains in close communication with other professionals around the child / young person and with the family, in order to share any updates about the child / young person • Work closely and collaboratively with all professionals involved in the investigation, to keep the child / young person safe.
 - Attend a child protection conference when invited and provide updated information about the child
 - Attend any subsequent child protection review conferences.



- Attend core group meetings and take an active role in the implementation of the protection plan.

If a child protection investigation is pursued, the DCPO and other key school staff will:

Safe Practice

Safer Recruitment

The Principal is responsible for maintaining a Safe Recruitment Policy.

Safer Recruitment processes aim to:

1. Deter potential abusers by setting high standards of practice and recruitment.
2. Reject inappropriate candidates at the application and interview stages.
3. Prevent abuse to children by developing robust policies and agreeing on safe practice.

4.0 Allegations Against Staff

Allegations of abuse can be made by children and young people and they can be made by other concerned adults.

All allegations against staff or volunteers should be immediately brought to the attention of the Principal.

The Heads of School should take the following actions:

- Ensure that the child reporting the allegation is safe and away from the member of staff against whom the allegation is made
- Make a referral to the Children's Protection Agency where the child resides, if appropriate
- Contact the parents/carers of the child
- Suspend the member of staff or review his/her working arrangements, pending the investigation



- Attend strategy meetings and act upon the decisions made at these meetings

Suspension should be considered when:

- There is a cause to suspect a child is at risk of significant harm or
- The allegation warrants investigation by the police or
- The allegation is so serious that it might be grounds for dismissal

Any disciplinary investigation should be carried out once the child protection investigation has been completed.

5.0 Child Protection Training

The DCPO will keep detailed records of all staff's child protection training and will issue reminders when training updates are required. It is good practice to include a safeguarding and child protection agenda item in all staff meetings.

All paid and unpaid members of staff undertake to attend basic awareness child protection training once every three years.

6.0 Implementation, Dissemination & Review Strategies

Visitors

- No visitors, including tradespeople, should be allowed to wander around the premises unaccompanied when children and young people are present
- Staff should be alert to strangers frequently waiting outside a venue with no apparent purpose.
- Children should not be collected by people other than their parents unless written notification has been received in advance;
- If a child is not collected after a session it is reasonable to wait approximately half an hour for a parent or carer to arrive. If the parent or carer cannot be contacted, staff should contact the Parent Relations Office.



Supporting School Provision

Many other aspects of school provision support the aims of this policy. Schools play an important role in making children and young people aware both of behaviour towards them that is not acceptable, and of how they can help keep themselves safe.

Discussions about personal safety and keeping safe can reinforce the message that any kind of violence is unacceptable, let children and young people know that it is acceptable to talk about their own problems, and signpost sources of help.

Other aspects of provision that support this policy are:

- Social and Emotional Aspects of Learning (SEAL)
- Sexual Health Initiatives
- School Nurse checks

Use of Force, Restraint and Positive Handling

The School forbids a teacher or other members of staff from using any degree of physical contact that is deliberately intended to cause pain or injury or humiliation.

Teachers are allowed to use reasonable force to control or restrain pupils under certain circumstances. In some circumstances, teachers and authorized members of staff can restrain pupils in order to protect them and others.

Any concerns or allegations that a member of staff may have acted inappropriately should be brought to the Principal immediately, in confidence.

Staff Conduct

In order to protect children, young people and members of staff, we encourage staff to follow our professional code of conduct. This covers appropriate dress, the use of appropriate boundaries, social contact outside setting (including on social networking sites), the receiving and giving of gifts and favoritism, and the safe use of technology.



- Being alone with the child / young person
- Physical contact / restraint
- Social contact outside setting / appropriate boundaries
- Gifts & favoritism
- Behaviour management
- Intimate care
- Safe use of technology (Security / Internet / mobile phones / digital images of children, etc.)
- Appropriate use of social networking sites

This policy is reviewed bi-annually by the DCPO and is approved by the School Management.

All members of staff read and agree to the child protection policy before the start of their employment.

All children, young people and their families will be made to read and agree to the policy before enrolment. It is important for families to be aware of actions staff may take if there are any concerns for a child or a young person's safety, and for them to understand that they might not be consulted before action is taken. Knowing about child protection procedures ahead of time helps parents to engage better in the process, meaning that change is more likely to take place.

Copies of this policy and supporting policies are easily accessible in the Parent Relations Office and the schools' website.

REVISED 2023



Guidelines on Offences and Prescribed Punishments

AIC/ACS-PD010



To our Esteemed Parents/Guardians,

NOTICE ON OFFENCES AND APPROPRIATE OUTCOMES

As part of our continuous effort to build and nurture our students in a conducive and decent atmosphere, it has become necessary to clearly spell out some unacceptable behaviour and their corresponding consequences.

1. This is with a view to ensuring that no student, parent or guardian is in doubt about what the school stands for and the actions that are considered inimical to the set objectives, safety of lives and property as well as the general wellbeing of our community.
2. The rules and regulations here will be applied alongside those clearly stated in the school's Parent-Student handbook.
3. The offences contained in the attached document are by no means exhaustive and the appropriate penalties will be applied as determined by the school authority on a case-by-case basis. In all situations, the school will apply the principle of fairness, equity, consistency and above all the fear of God in its decisions.
4. All parents/guardians and their children should note that they are bound by these guidelines as parents and students of Africa Community School.
5. Thank you for your corporation and God bless.

With regards as always.

Signed

ACS Management



Rules and regulations & penalties

Section A

Part one: Gross misconduct	Outcome/Penalties
<p>Offences:</p> <ol style="list-style-type: none"> 1. Leaving the school premises without appropriate authorization 2. Examination malpractice /tampering with school records 3. Demonstration and rioting 4. Engaging in secret societies/clubs 5. Smoking/drinking (alcoholic beverages or drinks) 6. Possession of weapons e.g., firearms, knives etc. and pornographic material 7. Homosexual/lesbian relationships 	<p>The ultimate penalty for these offences is expulsion from the school, whether or not the student has registered for final examination in JS 3 and SS3.</p>

Section B

S/N	GENERAL OFFENCES	The outcome /penalties will include but not limited to the following
1.	Eating other students' food & snacks	Write a letter of undertaking, clean classes on the student's floor for 1 week at break time/ closing



S/N	GENERAL OFFENCES	The outcome /penalties will include but not limited to the following
2.	Leaving the class without provable permission, loitering around the school during class time	Miss break outside for 3 days, and sporting activities for 1 week, miss sporting activities for 2 weeks (should be on uniform), engages in spiritual activities for 1 day
3.	Eating outside break/ lunch time	Seizure, make and read out minimum 10 reasons he/she should be forgiven, clean the class for after school the same day.
4.	Improper handling of personal properties in class	Caution, 1 week of class arrangements.
5.	Using abusive or foul languages / rude behaviour to teachers	Write a letter of undertaking, holds a placard about his/ her offence for 3 days at break time, cleaning classes on his/her floor for 1 week, wearing of an apron indicating the offence committed, public apology and disciplinary sanctions as proffered by the disciplinary committee.
6.	Bullying	Write a letter of undertaking, holds a placard about his/ her offence for 3 days, public apology on the assembly ground, wearing of apron indicating the offence.
7.	Wearing unapproved uniforms and improper dressing	Students will be made to dress properly. Student will not be allowed in the school premises/ class, seizure,



S/N	GENERAL OFFENCES	The outcome /penalties will include but not limited to the following
	(students/parents). Sagging of trousers and ties, short skirts, flying of shirt, no tie, hairdo, wrong shoes, socks and sportswear,	community service (washing of toilets) for repeated offender.
8.	General noise making, class disorderliness, noise making during teaching periods, loitering during lesson periods.	Observe break time in class, floor mopping & cleaning at break time for 3 days, clearing other classes trash for 2 days
9.	Fighting	<p>Write a letter of undertaking, holds a placard or wear an apron about his/ her offence for 3 days, public apology on the assembly ground,</p> <ul style="list-style-type: none"> • 1 day working suspension for first offender. • 3 days working suspension for repeated offender and letter of commitment to be of good conduct by both students endorsed by their parents.
10.	Incomplete notes, assignments & continuous assessments	Reprimand, must do those assignments during break time for as long as it takes, out of sporting activities for 2 weeks, letter of commitment.



S/N	GENERAL OFFENCES	The outcome /penalties will include but not limited to the following
11.	Destruction of school or other people’s properties, defacing the classroom or school, littering the classroom or premises	Replacements & repairs with one or more days of community service.
12.	Stealing	Restitution for stolen item with letter of apology, wear an apron or hold a placard about the offence committed for minor items, community service (washing of toilets), and suspension for repeated act (at least 1 week).
13.	Lateness to school	The student will be made to return home for that day, clean the compound
14.	Boyfriend/girlfriend relationship or any other relationship (kissing, inappropriate touching of opposite gender and any form of romance)	<ol style="list-style-type: none"> 1. Week working suspension with letter of commitment to acceptable conduct endorsed by parents, corporal punishment, 2. Repeated offence leads to suspension or expulsion.
15.	Keeping of contraband items e.g. (cash, perfumes, alcoholic drinks, phones, laptops, games, dairy, make up	Routine checks of student’s bags, confiscation of items and not less than a day of community service.



S/N	GENERAL OFFENCES	The outcome /penalties will include but not limited to the following
	kits, novels, alcohol, mirror, jewelry)	
16.	Rudeness/ disrespect to constituted authority	Public apology, community service and disciplinary sanction as proffered by the disciplinary committee.



Conflict Resolution Policy

AIC/ACS-PD015



MISSION

To give young boys and girls from different backgrounds total quality education founded on Christian Principles.

VISION

To be a leading institution of learning and create an enabling and inspiring environment where both staff and students/pupils grow to totally achieve their God-given potential.

AFRICA COMMUNITY SCHOOL AND AFRICA INTERNATIONAL COLLEGE:

- Educates students from all over the world regardless of race, sex, religion, nationality, or ethnic background, and helps them to reach their fullest God-given potential intellectually, socially, and physically
- Provides highly qualified, motivated, caring teachers who support the school's philosophy and objectives.
- Offers a multi-national structured curriculum which ensures the students acquire the skills necessary to become lifelong learners and impact their world.
- Provides appropriate resources in a safe, challenging, adaptable and supportive environment in which the student is an active participant.
- Builds a team atmosphere, in which students, teachers, parents and administrators are partners in the learning and growing process.

Policy Statement

Africa Community School and Africa International College in pursuing its Mission and Vision, and adhering to the Philosophy and Objectives, prides itself on the quality of the teaching and pastoral care provided to its students.



All members of the ACS and AIC community should contribute to a respectful, inclusive and compassionate atmosphere where differences and even the most difficult challenges can be overcome using godly principles and scriptures (***Matthew 18 vs 15-17, Proverbs 15 vs 1, Ephesians 4 vs 26***).

The parent-school partnership plays an essential role in facing challenges and mastering problems, and an open dialogue between parents, staff and students is strongly encouraged. Through this partnership, all stakeholders (parents, students, staff and the school) can raise concerns about any issues and work together to resolve them. In rare cases where the issue cannot be resolved informally, an official written complaint can be registered with the school management.

PROCEDURE

This policy document describes how concerns and complaints from parents are dealt with in ACS and AIC in a thorough, documented and transparent process. This is a whole school policy and applies to the Early Years, Primary and Secondary Schools. This procedure can only apply to a parent's personal experience. It cannot apply to hear-say, rumors or on behalf of another person.

A flow chart at the end of this document gives an overview of how parents should proceed if they have concerns about their child's wellbeing or academic performance. The process for addressing concerns and resolving complaints has been divided into three stages:

- Stage 1 Informal
- Stage 2 Formal
- Stage 3 Appeal



STAGE 1 – INFORMAL RESOLUTION

It is hoped that most complaints and concerns will be resolved quickly and informally in the spirit of a good parent-school partnership.

If parents have a concern about their son/daughter's well-being or progress, they should contact the teacher through Parents Relations Office (PRO). The Teachers at ACS and AIC are responsible for the student's pastoral and academic care and should deal with the concern in a professional and responsive manner. The teacher will inform the Academic Office for records to be kept.

If the matter cannot be resolved, it may be necessary to consult as appropriate:

- Head Teacher
- Compliance Office
- Heads of Departments
- Vice Principal
- Guidance Counselors

If a resolution is still not found, then the matter will be referred to the Principal or School Management if appropriate.

Concerns raised directly to the Board of Directors, School Advisory Board, Executive Secretary or Principal will be referred back to the teacher involved, unless the Principal deems it appropriate to deal with the matter personally.

In case of a concern with non-teaching staff, the parent should contact the Administrative Office. If the matter is not solved, the parent should contact the Head of Administration.



The teacher, non-teacher or administrator will aim to resolve the issue within a reasonable amount of time and usually within one week. The parent will be kept informed of progress. After this time, and should the matter not come to a satisfactory resolution, then parents will be advised to proceed with a formal complaint in accordance with Stage 2 of this procedure.

STAGE 2 – FORMAL RESOLUTION WITH AN OFFICIAL COMPLAINT

If the complaint cannot be resolved on an informal basis, then parents should put their complaint in writing using the complaint form which is available from the Parents Relations Office. The PRO will discuss the matter with the complainant. If possible, a resolution will be reached at this stage. It may be necessary for the PRO to engage the Compliance Office to carry out further investigations. These investigations may be delegated, as appropriate, to one or more other senior members of staff.

The complaint must be made in writing using the official form within three months of when the issue first arose, or, where a series of associated incidents have occurred, within three months of the last of these incidents.

At each stage in the procedure, the Principal/Head Teacher will seek ways in which a complaint can be fully resolved within a reasonable amount of time. Complaints may be acknowledged as valid in whole or in part. Complainants are encouraged to state what actions they feel might resolve the problem at any stage.

Once the Principal/ Head Teacher is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision within a reasonable amount of time from receipt by the school of the official complaint form. The Principal/Head Teacher will also give reasons for his/her decision.



Written records of all meetings and interviews held in relation to the complaint will be kept. If parents are still not satisfied with the decision, they should proceed to Stage 3 of this Procedure.

STAGE 3 – APPEAL HEARING BY THE COMPLAINT PANEL

If parents seek to invoke Stage 3 (following a failure to reach a resolution in stages 1 and 2), they will be referred to the Secretary to the Board of Directors, who has been appointed by the Board of Directors to call hearings of the Complaints Panel. They must register that wish, in writing, to the Secretary to the Board of Directors within five working days of receiving the Principal/Head Teacher's decision. The matter will then be referred to the Complaints Panel for consideration.

The Secretary to the Board of Directors will convene a meeting of the appropriate committee. The Secretary to the Board of Directors, on behalf of the Panel, will then acknowledge the complaint and schedule a hearing that includes the complainant to take place as soon as practicable. This will usually be within ten working days of receipt of the complaint by the Secretary to the Board of Directors.

The Complaint Panel will consist of at least three persons not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the school. Each of the Panel members shall be appointed by the Board of Directors.

The Panel will be provided with all documents from Stage 2. The complainant may be accompanied to the appeal hearing by one other person. Legal representation will not normally be appropriate.

After due consideration of all the facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within five working days of the Hearing. The decision of the Panel will be final. The Panel's decision,



findings and, if any, recommendations will be sent in writing to all relevant parties within five working days of the appeal hearing.

CONDUCT AND RECORDS

Parents can be assured that all concerns raised and complaints made will be treated seriously and confidentially, and that the act of making a complaint does not have any negative consequences. The school staff and parents are required to conduct themselves in a professional manner at all times and with mutual respect.

A written record of all formal complaints will be kept by the Principal/Head Teacher including the dates of attempted informal resolution, formal resolution and, if relevant, Complaint Panel resolution.

Correspondence, statements and records will be kept confidential except where any other legal obligation prevails.

August 2023



All children need a positive and supportive partnership between the home and school. The Home/School Partnership must be seen as a real and active relationship, promoting the highest expectations between school, parents and pupils, and setting the standards for the future.

Pupil and parent expectations of the school:	School expectations of parents and pupils:
A safe, well-ordered, caring environment in which learning can take place.	A safe, caring home environment which allows pupils to develop positive attitudes towards school.
The pupil valued as an individual.	To support the school's behavior and homework policies.
Planned programs of teaching providing opportunities for pupils to achieve their potential.	A supportive attitude which compliments the work of the school and will allow the child to benefit from education.
Early warnings of problems concerning work, behavior or relationships.	Early contact with the school to discuss matters relating to pupil's progress, behavior or happiness.
Information about academic and social progress	Attending parent/teacher meetings to discuss pupils' progress and support them in attaining their own individual targets.
To be listened to and respected.	Positive support of the teachers' role.

We, the parents and the school, have a shared commitment to:

Help our children become happy, capable and confident, encouraging respect and care for other people and property. Provide mutual support for young people as they grow up in today's society.

We, as parents, read, understood and accept this policy which will work alongside the signed Parent Student Handbook.



Ability Grouping Policy

AIC/ACS-PD021



Africa Community School and Africa International College are committed to providing a Christ-centered, inclusive, and academically excellent education. Our ability grouping policy is designed to recognize and nurture the unique gifts and abilities of each student while fostering an environment of love, acceptance, and support.

Principles:

1. Individualized Education:

The importance of recognizing and nurturing each student's unique abilities and talents as part of a Christian commitment to valuing each individual.

2. Inclusive Approach:

An inclusive environment that reflects Christian values of love, acceptance, and support for all students and pupils, regardless of their academic abilities.

3. Biblical Foundation:

This ability grouping policy is grounded in biblical principles, such as the parable of the talents, to emphasize responsible stewardship of the gifts and abilities given to each student.

4. Christian Character Development:

Incorporate the development of Christian character traits, such as humility, compassion, and patience, into the curriculum and teaching methods, regardless of ability grouping



5. Parental Involvement:

Encourage parental involvement in the educational process, fostering a partnership between parents, teachers, and the school community to support students at all levels.

6. Differentiation Strategies:

Implement differentiated instruction within ability groups to meet the diverse learning needs of students. Provide opportunities for students to excel and challenge themselves academically, regardless of their initial placement.

Ability grouping can be defined as an instructional practice with three key features, namely,

- i. It involves placing students into different classrooms or small groups based on their initial achievement skill levels, readiness, or abilities;
- ii. The main purpose of such placement is to create a more homogeneous learning environment so that teachers can provide instruction better matched to students' needs and so that students can benefit from interactions with their comparable academic peers;
- iii. Such placements are not permanent school administrative arrangements that lead to restrictions on students' graduation, destination, or career paths.

Ability grouping results in students with similar abilities being aggregated into smaller groups or classes. The purpose is to provide instruction that is better aligned with students' current levels of knowledge and skills. This can lead to a more customized learning experience for students. It plays a significant role in shaping the educational experience of students. It equally helps teachers to provide repetition and reinforcement as necessary for lower-achieving students and an advanced level of instruction for higher achievers.



The Ability grouping types adopted by both schools are stated below:

- i. **Between-class ability grouping**, which involves assigning students of the same grade/set into homogenous groups based on their prior achievement or ability levels. This is the type of ability grouping done in Africa Community School/Africa International College, Abuja. This is however not done for JSS1 and SS1 students because they are introduced to a new curriculum.
- ii. **Within-class ability grouping** (small-group instruction) involves teachers assigning students within a class to several small homogeneous groups for instruction based on student's prior achievement or learning capacities. This type of grouping is done in our Early Years classes in Africa Community School

CLASSES AND THEIR NAMES

CLASS	NAMES
JSS1	TOPAZ
JSS2	ONYX
JSS3	SAPPHIRE
SS1	EMERALD
SS2	DIAMOND
SS3	GOLD

How are the Students Assigned to Ability Groups?

There are various methods we use to assign students to ability groups. These methods include standardized test scores, teacher evaluations, previous academic performance, or a combination of these factors. The classes are divided into the Graceful and Dynamic classes except JSS1 and SS1 classes. Our goal is to ensure that students are placed in groups that align with their current skill levels and learning needs.



What Type of Instruction Happens in an Ability Group?

When students are grouped by ability, instruction can be planned to meet their specific needs. Common instructional approaches we have in the schools' ability-grouped settings include:

- i. **Pacing:** Groups can progress through the curriculum at different speeds, allowing advanced learners to move more quickly and struggling students to receive additional support.
- ii. **Differentiated Instruction:** Teachers can adapt teaching methods and materials to align with the abilities and learning styles of each group.
- iii. **Peer Interaction:** Students in similar ability groups can collaborate and learn from each other, fostering a supportive learning environment.

Benefits of Ability Grouping

Ability grouping can bring about many positive effects for both students and teachers. Some of the potential benefits of this educational practice are:

- i. **Targeted instruction:** Ability grouping permits teachers to plan their instruction to the needs of a group of students with relatively similar levels of knowledge and skills. Instead of trying to meet the diverse needs of students in a full-sized classroom, teachers can focus on delivering instruction that is specifically designed for the abilities and learning styles of students with similar or almost similar needs. This targeted approach can lead to more effective teaching and improved student outcomes.
- ii. **Individual attention:** Students with similar needs often receive better attention from teachers compared to students with different needs and levels of knowledge and skills. This is because teachers can provide personalized support and address the specific needs of the students more effectively instead of trying to meet different levels of knowledge and needs in the same



classroom at the same time. This kind of individualized attention can enhance learning and promote academic growth.

- iii. **Increased participation:** When students are grouped based on similar skill levels, they may feel less intimidated and more comfortable participating in discussions and sharing their work with others in the group. This can create a supportive and inclusive learning environment where students feel encouraged to actively engage in the learning process.

