

1.0 **Our Vision**

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 **Our Mission**

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

3.0 **PREAMBLE**

Congratulations on joining the staff team of Africa International College/Africa Community School!

As a staff, you have been entrusted with a position of responsibility. To maintain and merit the already established respect, it is essential that you are aware of your position at all times and conduct yourselves in an appropriate manner in order to sustain the confidence reposed in you.

Every school has its own ethics which is reinforced by a set of shared values. You are expected to share these values and feel proud of being part of this School where you have voluntarily chosen to work. You should strive to uphold the school's good standards and follow the school's code of practice to ensure uniformity. You should familiarize yourself with the vision and mission and allow same to reflect in your conduct, within and outside our premises.

The Principal as Head of the School's academic Programme and by extension, a key Officer of the School who serves to direct the academic and spiritual well-being of our students, should be accorded utmost respect and support.

As a staff you ought to realize that all students must be recognized as individuals. All students must be encouraged to develop a moral conscience if they are to fulfill their potential and integrate effectively into the society. As such they should never be called names, ridiculed or belittled.

4.0 RESPONSIBILITY OF THE SCHOOL

- a. As the employer of all staff of the School, the school authority is committed to ensuring a sound, creative, safe, progressive and enabling environment to all the personnel to function in accordance with the terms of their employment.
- b. As indicated in each staff's letter of engagement, the agreed emolument shall be paid promptly at the end of each month.
- c. The School shall identify with the staff in all circumstances, provided that their actions and conduct conform to the school's guidelines and policies.
- d. Career progression shall be offered to all deserving staff and all personnel will be encouraged to undertake capacity building programmes relevant to their duties in the School under prescribed guidelines.

5.0 STAFF REGULATIONS

5.1 Introduction

The work schedules, expectations, dress code and other conducts expected of teaching staff shall be applicable to non-teaching staff as they relate to their specific functions.

All staff are important, both teaching and non-teaching staff, and shall be treated fairly, equally and with the fear of God. However, the sensitivity, peculiarity or specialty of each officer's work will determine to a large extent the expectations and professional best practices expected of him or her.

Some specific professions will be guided by their professional code of ethics in addition to the school's policies and guidelines.

There are other functional guidelines on areas such as maintenance, security, medical etc. that would be published and applied from time to time. All staff are therefore, required to familiarize themselves with these guidelines and follow the procedures at all times.

5.2 Code of Ethics

It is imperative that you familiarize yourself with and practice our code of Ethics. The lists are not exhaustive.

Staff responsibilities to the Students in their care:

- a. All teaching staff and non-teaching staff shall give foremost consideration to the students' well-being.
- b. The staff shall direct their professional effort to assisting the students to develop their whole personality including their ability to work.

- c. All staff shall inculcate in their students, honesty, integrity, and consideration for others and shall do nothing, either by precept or example, to discredit these qualities.
- d. All staff shall act, and shall be seen to act, with fairness and justice.
- e. All staff shall exercise authority in accordance with the laws of the land and recognizing the existing needs and rights of the students.
- f. All staff shall recognize that each child is an individual and that children can differ in what is required for the promotion of their education.
- g. All staff shall recognize that they have an obligation to assist all students under their care to develop their talents to the fullest.
- h. The staff shall recognize that they should work with parents to promote the welfare of their children.
- i. The staff shall make reasonable effort to protect the students from conditions detrimental to learning, health and safety.
- j. The staff shall not intentionally expose the students to embarrassment or disparagement.
- k. All staff must not use professional relationship with students for private advantage or business.
- l. The staff shall not disclose information about students obtained in the course of professional service unless such disclosure serves a compelling professional purpose and is approved by the School.

5.3 The Staff's Responsibilities to Colleagues

- a. The staff shall respect the professional standing and opinions of their colleagues and shall maintain in their relations with them the highest standards of professional courtesy.

- b. All staff shall be prepared to help junior colleagues and those in training, in all possible ways.
- c. The staff shall accept the authority of senior professional colleagues while retaining the right to express professional opinion.
- d. The staff shall recognize their obligation to advance the cause of education and hence, the cause of the mission of this School.
- e. Our staff shall recognize their obligation to improve their effectiveness (as teaching or non-teaching staff) in every possible way.
- f. The staff shall, at all times, accept their responsibility for their own actions and shall be prepared to stand by the consequences.
- g. The staff shall recognize their duty to manifest responsibility, initiative and integrity in their work within guidelines laid down by the School.
- h. The staff shall not, willfully or knowingly, make any false statement(s) concerning the qualifications and competence of a candidate applying for admission or employment in the School.
- i. The staff shall not accept any gratification, gift or favour that might impair or appear to influence professional decisions or actions.
- j. No staff shall be allowed to censure other staff or to criticize their work in the hearing of students, parents and/or the general public.
- k. No staff shall be allowed by public or private statement to bring the School or their colleague into disrepute.
- l. The staff shall appreciate that, as professionals they must accept responsibility for their actions and shall have the right to protest against

instructions that are either illegal, or against the school's ethics, through the approved channels.

- m. The Management shall give staff all necessary support and motivate them to be effective at work. Every staff shall have the opportunity to consult the Management on matters affecting his/her work and the school authority shall treat all staff with justice and dignity, at least when it becomes necessary, in the interest of students and other colleagues, to attain greater efficiency and more ethical professional behavior.

5.4 **The Staff's Responsibilities to the Parents and to the Community**

- a. The staff shall recognize the right of parents to consult them, through the approved channels, on the welfare or progress of their children. The staff shall recognize the right of a parent to be consulted about any matter which concerns the future development of their children.
- b. A staff shall *do* nothing to undermine lawful parental authority, but shall be prepared to give advice which, in their professional view is in the best interest of the students.
- c. The staff shall make every *effort* to encourage parents to involve themselves actively in the education and welfare of their children.
- d. No member of staff shall serve as private courier of contraband or disallowed items between parents and students.
- e. All staff shall act within the community in a manner which enhances the prestige of their profession and the School.

6.0 DUTIES OF TEACHING STAFF

6.1 Overall Purpose of Position

- a. To teach and educate according to the prescriptions of the approved Minimum Curriculum and the directives of the school authority;
- b. To guide and assist the students entrusted to their care to develop and maximize their potential, taking cognizance of individual differences.

6.2 Main Responsibilities of the Teacher

- a. Draws schemes of work for the whole session at the beginning of the school year;
- b. Plans each lesson on weekly basis, using the format for Lesson Notes preparation, and submits to the Head of Department for checking;
- c. Goes to the class at the stipulated time and delivers the lesson applying appropriate teaching methods;
- d. Makes use of appropriate instructional materials (improvising where necessary) in order to make his/her lessons interesting and to facilitate learning;
- e. Assigns work, marks and corrects regular work carried out by his/her students and ensures that students do corrections;
- f. Assesses, records and reports on the development, progress, attainment and behaviour of his/her students;
- g. Provides or contributes to oral and written assignments, reports and references relating to individual students or groups of students.
- h. Participates in arrangements within an approved framework for the appraisal of the student's performance.
- i. Promotes the general progress and well-being of individual students, groups of students or classes entrusted to him/her.

- j. Provides guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of improved expert advice.
- k. Communicates, consults and co-operates with other members of the school staff, including those having posts of special responsibility, and parents, in the interest of students.
- l. Adopts and applies latest teaching tools, including ICT techniques, to promote effective service delivery.
- m. Participates in meetings held in the interest of the students, as may be demanded by the school authority.
- n. Reviews and evaluates his/her methods of teaching and learning Programme(s) within the approved Curriculum.
- o. Advises and co-operates with the School's Principal, Head Teachers, the Heads of Department and other staff in the preparation and development of courses of study, instructional materials, staff programmes, methods of teaching and assessment and pastoral care arrangements.
- p. Participates in seminars, workshops and other training causes organized by the school or other organizations, for self-improvement and professional development.
- q. Maintains good order and discipline among students and safeguards their health and safety at any time and place when students are under his/her care.
- r. Participates in staff, group or other meetings for the better organization and administration of the school.
- s. Contributes to the professional development of new staff and/or student according to arrangements agreed upon with the school authority.

- t. Provides the necessary information and advice and makes the necessary requisitions and arrangements for the subject(s) assigned to him/her.
- u. Ensures the safe custody of equipment normally used by him/her during lessons and sees to its regular servicing and maintenance.
- v. Attends school assemblies.
- w. Registers the attendance of students under his/her care.
- x. Shares in any possible and reasonable way, in the proper management, organization, order and discipline of the students.

6.3 Lesson Preparation

While preparing lessons, it is appropriate to consider the following points:

- a. What added value are you giving to the level of the student's educational achievement?
- b. How can you create ways of adding value to the students' education?
- c. How do you intend to test what has been achieved?
- d. What are your remedial plans?

6.4 Effective Classroom Style

In developing your style, it might help you to consider the following points:

- a. Try to be as well-organized and efficient as you can.
- b. Show by your approach that you are looking forward to teach the class and that you do not expect any problems.
- c. Make clear to the class what is expected and valued.
- d. Praise good work; review the balance between your positive and negative comments about students work and behaviour.
- e. Always be vigilant - never ignore misbehaviour or it will get worse;

- f. Use bold gestures and positive facial expressions to reinforce your style of teaching.
- g. A calm, relaxed facial expression is characteristic of an effective teacher.
- h. Resist any temptation to use physical contact as a means of controlling disobedience or unruly students.
- i. Be sure to control your anger by dealing with students in a positive and assertive manner.
- j. Any act of rebellion or repeated bad conduct must be reported immediately to a higher authority for further action.

6.5 Homework (Assignment) and Study

Regular, effective homework/assignment is an essential part of school work for all students. The type and amount of assignments that a staff issues will vary from class to class. However, it is essential to ensure that the assignment given is compatible with your school's homework guideline. Homework should consolidate the work done at school.

6.6 Schools Co-curricular Activities

By getting involved in the school's activities you will be contributing to the whole school programme rather than just the regular aspect. School activities will give you the opportunity to develop relationships with other members of staff and with students across the school. These relationships have a beneficial effect on your students through the mutual respect and trust gained from participating in an activity.

6.7 Dress Code

As a person who students look up to, you should dress as befits the dignity of your profession. You are expected to set an example to your students through the way you dress.

6.8 Accountability (Teachers)

As a teacher you are expected to:

- a. Be punctual and put in a full day's work;
- b. Be prepared for all lessons;
- c. Keep all students occupied and interested;
- d. Mark all work constructively;
- e. Monitor students' progress and keep an accurate record of it;
- f. Access relevant educational websites and other relevant websites regularly as this keeps you informed about latest developments taking place.

7.0 GENERAL GUIDELINES

7.1 Absence

If you are unable to attend to your duties owing to illness, you are to get the School informed at least a day before your scheduled lessons. In emergencies, the school authority must be informed immediately. A medical certificate or notice of illness must be sent to the school the same day. Where the illness occurs within the school premises, the school's medical team must be contacted for first treatment and/or referrals. The school authority will treat each case on its own merit, but a case of persistent illness for 10 working days and more will be dealt with as the school considers fit.

7.2 Internal Circulars and updates

A generic handbook comprising all circulars and procedures concerning the school will be issued from time to time. In addition, each department of the school might have its own internal procedures. It is important that you familiarize yourself with such procedures since they would give you a clear picture of all aspects of the school's life and policies.

7.3 Data Protection

All information and any other material holding information about students shall remain the property of the School even when these are taken out of the school premises. All staff are bound by the regulations related to such matters, whether the data or information is in soft or hard copy and shall take all the measures normally taken by the school to secure such information and materials. All unauthorized release of materials to outsiders, competitors or any other person shall constitute gross misconduct and breach of contract.

7.4 Staff Support Service

A support service for all teaching and non-teaching staff will be offered to those that are:

- a. Experiencing difficulties related to managing behaviour in the class or hostels;
- b. Having personal emotional difficulties that affect their performance in class;
- c. Encountering hardship in integrating into the school system;

- d. Passing through difficult times due to events that have happened elsewhere or in school which are leaving a negative impact on their lives and
- e. In need of advice on administrative, spiritual or family issues.

Usually, the service is offered in the form of one-to-one sessions. Any personal and non-personal information divulged during the sessions with the counselor will be kept under strict confidence unless consent is given by the person receiving the service. No information will be used for reporting issues neither verbally or in writing.

7.5 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.

8.0 POLICY AND PROCEDURE

8.1 Work Day

Except those on shift duties, all the admin office staff will report to school by 7:15 am, sign in at the front desk and report to their classroom or office immediately. The teacher's workday is from 8:00am until 4:00pm, Monday through Friday and any other day that staff services are required including weekends and public holidays.

When teachers are not teaching classes, their time should be spent in a constructive manner. Teachers should be planning, updating records etc. All staff are expected to remain on campus until the end of the school day. Permission to leave will only be granted for emergencies and/or school business and must be secured from the Principal. The movement register is located in the Admin or Head of department's office as considered appropriate.

8.2 Sick Leave

Each member of staff is eligible to receive sick leave with full pay computed on the basis of one working day for each completed month, in the case of injury, maternity, or other temporary disability, or necessitated by exposure to contagious disease in which the health of others would be endangered by the staff's attendance, or for illness or death in the staff's immediate family.

In the case of death, 'immediate family' shall refer to spouse, child, mother, father, brother, sister, or any relative living in the household of the staff. The definition of immediate family shall also extend to grandmother, grandfather, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.

A physician's certificate may be requested if the staff has been absent for three or more consecutive days or exhibits chronic absenteeism.

8.3 Policy on Harassment

- a. Africa Community School prohibits and forbids sexual, racial, and other harassment of all members of staff and students at all times and during all occasions at school, or at any school event or activity. Any act of harassment of students or staff shall result in prompt and decisive action, which could include termination of the appointment of the offending staff, suspension or expulsion of students found guilty of harassment. The following are the procedures to implement a complaint:
 - b. The Principal is primarily responsible for the reporting and investigation of all complaints on incidents occurring at the school. Other resource personnel such as Counselors, Chaplain or Head of the School Intelligence Unit (CIU) may be involved, as deemed appropriate, to assist in the handling of any specific complaint or investigation.
 - c. In any situation in which an officer is accused or suspected of harassing a student or another staff, this shall be reported to the appropriate superior officer. The Senior Officer, Head of department or any other designee of the Executive Secretary shall investigate, together with the Principal, the complaint(s). In any situation in which a student is accused or suspected of harassing another student or staff, the Principal or the designated officer shall be primarily responsible for investigating and shall report to the appropriate authority as outlined below.
 - d. In each case, the investigation will include as detailed an interview with the complainant(s) or suspected victim(s) as is possible. Under all circumstances detailed interviews of the alleged harasser, as is possible,

would be with adequate witnesses and evidence to satisfy the investigator that the facts have been fully explored and to determine factually what happened.

- e. The investigation will begin as quickly as possible to determine what happened and the steps that should be taken. In most circumstances, an investigation should be completed within two to seven days. The results of the investigation should be reported within three working days of the completion of the investigation. In unique circumstances where it is not possible to meet these time frames, the documentation should include an explanation as to why additional time was needed.
- f. In cases to be investigated solely by the Principal or the higher authority in the school, written documentation shall be provided to the Executive Secretary portraying the Principal's explanation as to what happened, and the recommended course of action including corrective action or interim steps to be taken for the protection of the victim(s) and/or the school. This documentation may be in the form of student or staff discipline or may be more involved, as appropriate under the particular circumstances of the complaint and preliminary findings.
- g. All parties involved, including the victim and the alleged harasser, shall be notified of the results of the investigation and of the action taken. This may either be done verbally or in writing, depending upon the circumstance and the appropriateness of sharing with the different parties particular actions which may have been taken.
- h. Recommendations regarding changes to be made in this process or the policy implementation should be submitted to the Executive Secretary. Policy and procedures are constantly being assessed and reviewed.

8.4 Security

All Africa Community School staff must cooperate with the school authority and in particular, the security personnel in all matters relating to the safety of life and property either within the school or on any premises of the School. All breach of security procedure and abuse of security process shall be construed as gross misconduct that may lead to immediate termination or dismissal.

8.5 Visitors/Guest Speakers

Visitors who come to see a particular teacher must have a Visitor's Pass issued by the Admin. No officer or student is allowed to bring visitors to the school or to invite visitors to the premises at any time without a visitor's pass.

All guest speakers must be approved by the school authority before they are scheduled; the Security at the gate must be notified the morning a speaker is expected. Please, take a moment and send them a formal thank-you letter as well as having your students write one.

8.6 Accidents

All accidents resulting in injury should be reported immediately to the Clinic. The Accident or relevant report format should be filled out the same day the accident occurs.

8.7 Fire Drill Procedures

In case of a fire or a fire drill, the fire alarm will sound. If the alarm does not work, continuing short blasts of the class bell or voice instructions will be

given. When the fire alarm sounds, all teaching/office activity should stop. All persons should leave the building and remain outside until the drill has ended or the emergency controlled. Students should be made to follow designated exit instructions, keep in a single file, walk, refrain from talking and proceed to a distance of at least 100 feet from the building. The classroom teacher or hostel parent should be the last out of the room, take a grade/roll book, keys, close the door, and remain with his/her group. The teacher or House parent will take attendance once the group has reached its proper stance from the building. The regular class bell is the signal to return to class/hostel.

9.0 Staff resident on the premises

The following guidelines shall apply for staff allocated residential accommodation within the premises of the School, either in the main school compound or at other locations.

- a. The School property must be handled and managed as if it is the personal item of the staff.
- b. All damages to the school property, including fittings or movable items must be promptly reported to the facility or maintenance officer.
- c. Any item carelessly or willfully damaged shall be fully paid for by the offending staff, and if the particular person involved is unknown, all persons that are reasonably connected to the use of the items shall be surcharged. This will promote communal responsibility.
- d. Defacing of the property by adults or children of occupants shall be fully paid for by the occupant.

- e. All staff concerned must keep their allocated areas clean at all times and share responsibility of cleaning and clearing common grounds or hallways.
- f. Damages caused by the visitors of any staff shall be paid for by the hosting staff.
- g. Visitors are not allowed beyond specified times and they must be registered in and out at the main gate. Visitors with cars may park them in designated areas only and must not drive to the hostels or other restricted areas.
- h. The Security reserves the right to check all visitors bringing consignments into the premises should they have any reasonable cause to do so at any time.
- i. Visitors, spouse or dependent relative of staff resident in the premises must not be allowed to serve as courier for illegal or banned items. Stolen items must not be stored in the premises.
- j. All staff resident in the premises must register any dependent relative staying with them. Friends and distant relatives are not allowed. For the avoidance of doubt, only a limited number of occupants will be allowed at any time. Dependants that qualify to be registered are spouse, children, aged mother or father, father in-law, or mother in-law, young siblings, of not more than secondary school age and house helps.
- k. Any illegal activity or actions deemed harmful to the school's mission shall result in immediate expulsion from the premises and, where applicable, the culprit will be handed over to the law enforcement agency.
- l. All staff shall take full and personal responsibility for the actions of their dependent relatives. The school shall be absolved of all and any responsibility arising from actions of staff's relations staying with them.

10.0 Disciplinary Process

10.1 Disciplinary steps would normally involve the following actions.

- a. Verbal or written query.
- b. Response from the accused.
- c. Investigation team (by a constituted panel).
- d. Search for further evidences.
- e. Recommendations to the school authority by the Investigating Officer or Panel.
- f. Decision by the school authority.

10.2 The decision to be taken may involve any one or more of the following actions:

- a. Verbal warning or reprimand;
- b. Written warning;
- c. Surcharge against salary or other entitlements, including officers' share of cooperative;
- d. Suspension for weeks or months from work either with half pay or without pay;
- e. Extraction of written and or public apology from the offender;
- f. Termination of appointment;
- g. Dismissal from the services of Africa Community School;
- h. Handover of the culprit to the Police where criminal offence is involved.

10.3 If gross misconduct detrimental to the mission of the School is determined, the school authority shall reserve the right to take immediate action to protect the School. The School may, in such circumstance, decide on summary dismissal or termination or stoppage of salary or handover of the

officer to the Police. Also, in such circumstance, the school may decide on the appropriate disciplinary procedure to adopt.

The following actions, among others, will constitute gross misconduct:

- a. Examination malpractice of any kind;
- b. Private business on educational services with parents or students of the School;
- c. Stealing or embezzlement;
- d. Sexual immorality or harassment and bullying (defined in the parent-student handbook);
- e. Fighting, particularly within the school premises;
- f. Secret society or occultic practice of any kind;
- g. Keeping contraband or outlawed items for students; serving as courier for parents on such banned items/food;
- h. Collecting any form of gift or cash from parents to influence due process or undermine the school's guidelines and rules;
- i. Negligence or professional recklessness capable of bringing the image of the school to disrepute;
- j. Any other action that the school authority deems to be at variance to the vision, mission and Godly principles adopted by the School.

11.0 Linkage with other manuals

This manual should be read and applied along with the relevant sections on security matters contained in other Manuals, Handbooks and Circulars published by the school from time to time.

12.0 Changes and Amendments

The school reserves the right to make changes to this Handbook at any time. Any changes to this handbook and discipline policies will be circulated and explained to all staff. 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 change or amendments so made by the school authority.



PLEASE DETACH THIS PAGE AND RETURN TO THE SCHOOL OFFICE ON ASSUMPTION OF DUTY

Staff Name (Please Print):.....

Staff Agreement

As a staff of Africa Community School, I have read this Handbook; I understand and agree with all contents of this document and other changes that may be made from time to time. I will, at all times, do my utmost best to support and cooperate with the school authority and be bound by the rules contained in this Handbook.

.....
Signature of Staff:

.....
Date: