

## 1.0 GENERAL COLLEGE INFORMATION

Address: **Plot 1120, Kaura District, Opposite Sun City Estate Abuja Nigeria**

**P.M.B. 7141, Wuse, Abuja**

Website: [www.aicabuja.com](http://www.aicabuja.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 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**

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 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 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 (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 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 and found**

Items found unattended to within the premises will be placed in the College's "lost and 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'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:

- 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 hostels.
- f. No pushing, tripping, sliding on the railings, or other dangerous behaviour on the stairs.
- g. No sitting on window sills.

#### **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 this Agreement:**

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**

### 26.4 **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.

### 26.5 **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.

### 26.6 **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.

### 26.7 **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.

## 26.8 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.

## 26.9 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.

### 26.10 **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.

### 26.12 **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 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 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:**