**BURUNDI YOUTH FOR CHRIST**

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**FOUNDER OF**

**ACADEMY HANDBOOK**

**2017-2018**

**Table of Contents**

[I. General Introduction 3](#_Toc428868658)

[II. GIA Statement Of Faith 3](#_Toc428868659)

[III. Crest And Symbolism 4](#_Toc428868660)

[IV. School Description 5](#_Toc428868661)

[V. Responsibilities And Qualifications Of Staff 13](#_Toc428868662)

[VI. Curriculum 20](#_Toc428868663)

[VII. Extracurricular Activities 22](#_Toc428868664)

[VIII. Code Of Conduct 24](#_Toc428868665)

[IX. General Procedures 34](#_Toc428868667)

[X. Other Arrangements And Closing Remarks 39](#_Toc428868673)

# **GENERAL INTRODUCTION**

Many Burundians move abroad or send their children to boarding schools in foreign countries in an attempt to secure the greatest level of education.

* The Burundian education system has been handicapped by a reliance on French as a second language, which has alienated our country from the East African Community.
* We cannot achieve high education standards when students do not learn to think critically and are only expected to earn a 50% average while learning in extremely large classes where cheating and a lack of discipline are rampant.
* Our countries need intelligent, effective leaders with integrity, creativity and motivation, in order to boost national development.

It is therefore against this background that in 2010, Burundi YFC began to hatch the idea of setting up Gitega International Academy so as to deal with these challenges.

# **GIA STATEMENT OF FAITH**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of our Lord Jesus Christ (John 10:33), in His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), in His sinless life (Hebrews 4: 15, 7:26), in His miracles (John 2:11), in His vicarious and atoning death through His shed blood (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9),His Resurrection (John 11:25, 1 Corinthians 15:4), in His bodily resurrection, in His Ascension to the right hand of God The Father (Mark 16:19),and in His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God’s grace and through faith alone are we saved. We believe that for the salvation of lost and sinful people regeneration by the Holy Spirit is absolutely essential (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).

# **CREST AND SYMBOLISM**

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* The color Wrought Iron Green symbolizes hope, strength, self-respect, balance, well-being, learning, growth, and harmony. Green represents the desire to change, expand education and leadership, while maintaining harmonious relations with the local community and our global neighbors.
* Grey is the complimentary color symbolizing intelligence, friendship, warmth, security, maturity, and dependability. It represents our responsibility to the people of Burundi, and the desire to develop intellectual, collegial, mature and accountable students. It also alludes to our mascot, the African Grey Parrot.
* Red, the third color, represents life, vitality, prosperity, and joy, which we find through the blood of Christ Jesus.
* White represents peace, purity and integrity.
* The Cross in the middle of the logo represents the dedication to Jesus Christ as the center of everything that we do.
* The Shield symbolizes steadfast principles, commitment, loyalty and protection, which are afforded us by taking up the spiritual “Shield of Faith” in Christ.
* The Three Stars of the Burundi flag represent the Burundian national motto of “Unité, Travail, Progrès,” or “Unity, Work, Progress.”
* The Book represents our commitment to scholarship as well as to the Bible.
* The Key is an active symbol that represents “The Key of Hope,” or the dedication to providing the key to a better future for the students, the community, the nation, and the continent, through education.
* The Torch is an active symbol for the enlightenment of individuals through both learning and the Lord. A torch represents life, truth, and the regenerative power of flame. The torch symbolizes the willingness to be purified through Christ, and the responsibility to pass the torch to others, providing future generations the knowledge, skills, and leadership qualities necessary to encourage and to continue the positive growth throughout Burundi and the world.
* The modern representation of the Wreath of Olive Branches symbolizes peace and friendly relations with our neighbors. Traditionally, brides wore olive branches around their neck, so as “the bride of Christ,” it is fitting to have the olive branches around the outer portion of the logo.
* The Circle enclosing the logo represents eternal life with the Lord.

**GIA’S PHILOSOPHY OF CHRISTIAN EDUCATION.**

At GIA, our primary goal is not only to bring a child to the knowledge of God, leading to saving faith and then to help them grow in their trust in Christ and His good news, but also to impart practical academic knowledge and skills to enable them meet societal needs and improve their environment. The teaching of good character qualities and moral principles provide a framework for successful life skills, social wellbeing, and protection from certain behavioural consequences. We, therefore, seek to create an environment of grace and acceptance; a nourishing environment where learners are actively encouraged to pursue integrity, excellence and leadership- our core motto, and that allows full trust that the righteousness of Jesus is sufficient to save us and transform us. (Rom. 3:21-26; Gal. 3:24; Col. 2:20)

To us at GIA, true education, is teaching about God's creation and His providence. Each area of study: science, math, literature, history, etc. leads us to a greater understanding of God's creative power, order, providential work in man and the universe, and His attributes. Integrated within each area of study is God's general revelation of Himself. God has given man the ability to gain knowledge through general observation, reason, intuitive insight, and scientific observation (Rom 1). When these truths, however they are gained, are brought into the light of God's special revelation, the Bible, by the help of the Holy Spirit, we are able to see that all ‘truth’ as found in these subject areas points to and brings glory to the Lord Jesus Christ- the Ultimate truth. We eventually see that truth is indeed a person. And, our response to Him is the ultimate test of whether or not we are aligned with truth or error. God is referred to as the God of truth, Jesus spoke of Himself as the Truth, and the Holy Spirit guides us into all truth. Therefore to be fully and truly educated, a person must come into a living, saving relationship with Jesus Christ. (Rom. 1:19, 20; Col. 2:3)

If we educate students to the exclusion of Biblical truth, we have failed in true education. We educate not only to impart skills and information about how our world and culture works, but to also teach a worldview that includes God in everything with no divide between secular and spiritual. Christ is all in all. (Jn. 1:3; Eph. 1: 22, 23; Col. 1: 15-18) As students recognize this truth, they will also recognize the worth God has placed on them and how they can live in a manner worthy of the gospel. As Christian educators, we desire to be faithful in our generation to communicate a Godly vision that inspires our children to walk in the freedom and openness of the gospel, and in so doing, influence their world for Christ.

# **SCHOOL DESCRIPTION**

***IV.1. School Name***

Gitega International Academy (GIA).

***IV.2. School founder***

Gitega International Academy is fully owned, controlled, and operated by Burundi Youth for Christ (BYFC).

***IV.3. Location***

Africa, Burundi-Gitega Province, Gitega City, Karera II.

***IV.4. Vision***

To raise up a generation of Godly leaders to transform societies.

***IV.5. Mission***:

To offer an exemplary education within a Christian environment.

***IV.6. Motto (core values)***

Integrity. Excellence. Leadership

***IV.7. Enrollment***

Gitega International Academy is a secondary school for young men and women with a projected maximum occupancy of 384 students for the 2017-2018 academic year. GIA only accepts registration for boarding students and entering students may not be over the age of 18. Each grade level can hold up to 64 students and the maximum number of students in each class shall not exceed 32.

Student admission for grade 7 takes into consideration the following elements: age, primary school leaving certificate, national examination results, and annual average percent grade on the report card. All applicants to any level have to undergo a rigorous screening assessment before being admitted. Admission is handled by a BYFC selection committee.

Upon admission, all new students are required to pay a non-refundable registration fee of 100, 000BIF.

Continuing students confirm their return by paying a deposit of 50 000BIF deductible from the total term fees payment.

***IV.8*. *Non-discrimination policy***

Gitega International Academy does not discriminate based on race, colour, religion, nationality, ethnicity, gender, or regional, political and socio-economic background in administration of its educational polices, scholarship, athletic, and other school administered programs. All students admitted to GIA are equally entitled to the rights, privileges, programs, and activities made available at the school.

**IV.9. *Accreditation***

Gitega International Academy was fully accredited in June 2017 by the National Association of Private Schools (NAPS). GIA is an ACSI member School (Association of Christian Schools International) schools. Duly registered, GIA is undergoing the accreditation process by ACSI.

***IV.10. Staff***

The GIA staff includes the administration, teaching faculty, and auxiliaries. Our staff are missionary teachers, experienced and knowledgeable in their subject areas. Currently, GIA has majority of its staff from Kenya and Uganda. Other teachers come from Cameroon, Nigeria and volunteers from Western countries and Europe.

***1. Administration***

The administration includes the Headmaster, the Deputy Headmaster, the Residence Director, the Academic Dean, and the Accountant, . The GIA administration assures the effectiveness and functionality of the school and manages curriculum, schedules, events, employment, sports competitions, trips, and boarding arrangements.

The *Headmaster* is responsible for leading the entirety of the staff.

The *Deputy Headmaster* assists the Headmaster in all his assignments.

The *Academic Dean* organizes academic teaching section and supervises teachers’ activities.

The *Residence Director* organizes and supervises auxiliaries, supplies, and dormitories.

***2. Faculty***

The teaching staff includes course instructors, specializing in one or more subjects, as well as Chapel Leaders, Guest Instructors, Coaches, Club Leaders, Lab Assistants, Mentors and some BYFC Volunteers. The faculty is primarily responsible for the education of the students, as well as their intellectual, physical, and moral well-being.

***3. Auxiliaries***

The auxiliary staff members include House Parents, School Secretary, Librarians, Counselors, Pastors, Nurses, kitchen staff, cleaning personnel, construction workers, and other assisting employees. Auxiliary personnel are responsible for the well-being and supervision of students and materials, the maintenance, functionality, and support of facilities, as well as preparing meals, sustaining cleanliness, and providing assistance and guidance.

***IV.11 School Calendar***

The academic year starts in August, ends in June, and is divided into two terms with holidays over Christmas and Easter.

**SEMESTER 1**

|  |  |  |
| --- | --- | --- |
| **No** | **Day and date** | **Activity** |
| 1 | Sunday, August 27th, 2017 | Arrival/Students’ Registration |
| 2 | Monday, August 28th, 2017 | Orientation OF NEW Students and a review of the revised student code of conduct |
| 3 | Tuesday, August 29th, 2017 | Classes Begin |
| 4 | Monday, September 8th, 2017 | Late Registration Ends |
| 5 | Monday, December 4th to Friday, December 12th, 2017 | Exams  |
| 6 | Friday, December 15th, 2017 | Last Day of School |
| 7 | Saturday, December 16TH to Saturday, January 6, 2018 |  Christmas Holidays |

**SEMESTER 2**

|  |  |  |
| --- | --- | --- |
| **No** | **Day and date** | **Activity** |
| 1 | Sunday, January 7th, 2018 | Arrival/Students’ Registration |
| 2 | Monday, January 8th, 2018 | Classes Begin |
| 3 | Monday, January 15th, 2018 | Late Registration Ends |
| *4* | Friday, March 30th to Sunday, April 15th, 2018 | Spring Break Holiday |
| 5 | Sunday, April 15th, 2018 | Students arrive |
| 6 | Monday, April 16th, 2018 | Classes Begin |
| 7 | Friday, June 8th to Friday, June 15, 2018 | Exams  |
| 8 | Saturday, June 22nd, 2018 | Last Day of School  |
| *9* | Saturday, June 23rd, 2018  | Summer Holidays Begin |
| *10* | Saturday ,August 25th , 2018 | End of Holidays  |

***IV.12. Academic Organization***

In the 2017-2018 academic year, Gitega International Academy shall be offering education from grades seven through twelve .

At the completion of 12th grade, successful candidates receive a High School Diploma and Transcript, giving them the right to higher education at the university level. It is our goal that every graduating GIA student will have the opportunity to choose to attend a university anywhere in the world. In order to accomplish this, Gitega International Academy uses a six subject, hexagonal core of studies consisting of: **Languages, Sciences, Math, Information and Communication Technology, Humanities, and Spiritual Leadership.**

In addition, GIA uses a Grade Point Average (GPA) system similar to universities in the USA to help with future university admissions. Students must retain a cumulative GPA of at least 1.0 in grade 7 at the end of each school year to transit to grade 8. Grade 7 students scoring between 0.7 and 0.9 GPA may be promoted with probation on a case by case basis. Students from grade 8 to 11 must attain a 1.0 GPA to transit to the next level. Failing students may be advised to repeat or requested not to come back again the following year. Students who drop below a 1.0 after any term will be put on academic probation and will lose privileges such as competing in athletic events. We have high expectations of our students and marks below 60% are considered failing grades in all classes.

The grading scale is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Percentage** | **GPA** | **Comment** |
| **A** | **93-100** | **4.0** | **Outstanding** |
| **A-** | **90-92** | **3.7** |
| **B+** | **87-89** | **3.3** | **Above Average** |
| **B** | **83-86** | **3.0** |
| **B-** | **80-82** | **2.7** |
| **C+** | **77-79** | **2.3** | **Average** |
| **C** | **73-76** | **2.0** |
| **C-** | **70-72** | **1.7** |
| **D+** | **67-69** | **1.3** | **Pass** |
| **D** | **63-66** | **1.0** |
| **D-** | **60-62** | **0.7** |
| **F** | **59 or below** | **0.0** | **Failing** |

***IV.12.1. Education Level***

 GIA endeavours to provide a learning environment that integrates life-changing biblical principles with rigorous academic subject matter to prepare our students for a life exemplified by high moral character through an active relationship with Jesus Christ.

It is expected that GIA students will:

* Be critical/complex thinkers who apply academic knowledge to real life situations through the development of independent investigative skills and problem-solving processes;
* Be a self-directed learner who takes responsibility for academic success by setting achievable goals and demonstrating higher order thinking skills to locate, organize, and evaluate information in order to reach those goals;
* Become a life-long learner who analyzes, prioritizes, applies, and evaluates information from a biblical worldview.

The GIA college preparatory curriculum is by design expecting that the majority of GIA graduates will pursue post-secondary education.

***IV.12.2*. *Student profile***

It is the goal of Gitega International Academy to graduate individuals who are consciously developing their whole being. As the students approach the threshold of their lives, they will be intellectually and spiritually prepared for the challenges and responsibilities that lie ahead. They will demonstrate character, self-worth and a commitment to life-long learning. Their faith in God and awareness of gospel values will be manifested in their social awareness and service to others. Gitega International Academy graduates will possess the skills and knowledge to think critically, communicate effectively, respond creatively, and compete successfully in our ever changing society. They will become the spiritual and visionary leaders needed to enrich our world for the betterment of all .Thus, a GIA graduate will be expected to demonstrate the following attributes:

1. Academically brilliant
2. Spiritually mature
3. Emotionally balanced
4. Lifelong-learner
5. Critical thinker
6. Effective communicator
7. Altruistic
8. Global minded
9. Inspired servant leader
10. Outstanding morality

GIA is a college preparatory institution and expects that 100% of our students will attend universities. All marks from grades nine through twelve are recorded on the Official Transcript that universities worldwide request to determine a candidate's admission.

**Grades 7 and 8:** GIA is an English language secondary school. As such, students in grades seven and eight focus heavily on English language courses during their first term. Computer and Integrated Communication Technology is also stressed in grade seven, giving our students adequate tools for discerning and analyzing the complex global strategies and communication trends of our modern world. English courses continue to be taught each term throughout all years a student is enrolled.

**Grades 9-12:** Starting with Grade 9, all marks given remain on each student’s Official Transcript to be used for application to universities. Students continue with a well-rounded education that includes GIA’s hexagonal core of studies. In addition, students begin to take electives according to their interests and ambitions. A key focus during these years is preparation for university studies, including taking appropriate international exams.

***IV.12.2 Class Schedules***

The schedule of classes for each term is established according to the number of hours in each subject. Students take 40 classes each week. The duration of each class is 45 minutes and classes begin at 7:30am, after assembly. Classes conclude at 3:30pm. Afternoon clubs are mandatory and include sports, music, drama, art, debates, technology, film and other activities.

***IV.13. Committees***

Gitega International Academy organizes and operates nine committees designed and oriented to increase efficacy and determine the direction of the school. They are:

* Board of Directors
* Discipline Council
* Student Council
* Student General Assembly
* Parents' Council
* Parents’ General Assembly

***IV.13.1. Board of Management***

It consists of the Headmaster, as well as YFC Legal Representative, GLO Director, and the Sponsorship Coordinator.

The Board of Directors discusses and provides guidance concerning large and overarching decisions at GIA. The Board of Directors is the ultimate authority for the school and is responsible for the continued well-being, spirituality, and excellence of the education available to our students.

***IV.13.3. Discipline Council***

It is summoned and chaired by the Deputy Headmaster. It consists of the Headmaster, Deputy Headmaster, Residence Director, and Academic Dean,Two House Parents and two teachers representatives appointed by the management. Once scheduled, the Discipline Council shall be announced to the YFC National Office with a briefing on the discipline case(s) to be analyzed.

The Headmaster shall announce the decisions taken by the Discipline Council to the YFC National Office immediately after the resolution(s) have been made.

The role of the Discipline Council is to:

* *Ensure the application of the school rules and regulations.*
* *Solve misunderstandings that may happen between staff and students.*
* *Analyze and assess discipline issues in accordance with school regulations.*
* *Prepare GIA for increased discipline as the school continues to expand.*

***IV.13.4. Student Council***

Therepresentatives are elected from the student body and each class during leadership courses, and are the only students allowed to raise concerns directly to the school administration. They are responsible for communicating on behalf of the student body or their class.

The Student Council is summoned and chaired by the Student Body President. It is made up of the Student Body President and Vice President and a representative from each class. Its mission is to give opinions on all the school issues concerning academics, discipline and school management.

The Student Body President and Student Body Vice President are two wise students (one young man and one young woman) elected by the Student General Assembly. Their role is to help in school organization, to advise students, to encourage good behavior and hard work, and to listen to student concerns and take them to the administration for solutions.

Class Presidents are wise students elected to represent each class. They help to keep order and cleanliness in classrooms and encourage good behavior hard work. They chair short class meetings, listen to student concerns and convey them to the Student Body President and Vice President to bring to the attention of administration.

***IV.13.5. Student General Assembly***

It isheld at least once a term, and is preceded by a Student Council meeting. This assembly is summoned and chaired by the Headmaster or Deputy Headmaster with the Residence Director and the Academic Dean in attendance. It aims at treating student concerns on academics, discipline, dormitories and meals, and to provide advice to students.

***IV.13.7. Parents’ Council***

It is summoned and chaired by the Headmaster. It is made up of the Headmaster, Deputy Headmaster, Residence Manager, Academic Dean, the Gitega regional Coordinator, the Teacher Representatives, the Legal representative of BYFC, the Sponsorship Coordinator, and five elected Parent Representatives. This council allows parents, administration, and teachers to communicate and discuss concerns, to prepare the Parents’ General Assembly, celebrations and visitations, and coordinate sports and extra-curricular events. The Residence Director organizes the council and manages an announcement system for parents. The Parent council will meet twice every semester –the first in the beginning of the semester and a month before the Parents’ general assembly.

***IV.13.8. Parent General Assembly***

Itis chaired by the Parents’ Council President. The Parents’ General Assembly consists of the Parent’s Representatives, the Headmaster, the Deputy Headmaster, the Gitega regional Coordinator, the Legal representative of BYFC, the Sponsorship Coordinator, Residence Manager, Academic Dean, Student Body President and Vice President, Teacher Representatives, and parents. The Residence Director organizes the assembly and manages an announcement system for parents.

The Parents’ General Assembly is to be summoned at least twice a year (once every semester) and discuss about the life at school in general, including academics, discipline, finances, school projects and miscellaneous necessary information. Parents should give suggestions to Parents' Council Representatives before the Parents' General Assembly. An emergency meeting of this assembly may be called if need arises.

***IV.13.9. Deliberation Council***

Itis summoned and chaired by the Headmaster at the end of every academic year and includes all the HOD, the Academic Dean, Residence Manager, and Deputy Headmaster. This council analyses the results of students and decides on the future of those who will have performed poorly at GIA.

 ***IV.13.10***. ***Promotion and retention policies***

Promotion to the next grade is based on a student’s daily performance, test results, recommendations of teachers, and the student’s ability to complete work successfully on a more advanced level.

***a. Promotion conditions***

Promotionto the next grade requires a student to have scored at least 1.0 GPA. Grade 7 students scoring 0.7 GPA may be promoted with probation to grade 8 on a case by case basis. Students scoring less than 0.7 in Grade 7 and lower than 1.0 in grade 8-11,may be required to repeat or be requested never to come back in the following academic year.

***b. High school finals***

Finals are cumulative tests over the subject matter taught during the previous semester. They are given at the conclusion of each semester. Final exams account for 40% of the semester grade, whereas continuous assessments account for 60%. No teacher is allowed to give a term paper as a final semester or annual exam. All exams must be set, reviewed by the Academic Dean and his heads of department before eventual printing and admission to students.

***c. Summer school program***

GIA intends to run a yearly summer school program. This gives an opportunity to the newly enrolled students (Grade 7) to acquire Basic English Skills, begin to experience the first touches of community life and help the continuing students to make great use of their vacation time learning instead of exposing themselves to the negative societal influences.

***d.* *Graduation***

Upon completing High School, successful candidates will be awarded High School Diplomas. Students invited for the graduation ceremony must meet the following requirements:

1. Pass all required courses

2. Have the required number of credits for graduation.

3. The student’s account must be paid in full

4. Comply with the school regulations.

Other GPA and credit related requirements are contained in other policy documents.

# **RESPONSIBILITIES AND QUALIFICATIONS OF STAFF**

***V.1. Employee Hiring***

GIA employees are exceptional leaders, administrators, teachers, parents, and guides who are moral, healthy, experienced, fully qualified, with a sound knowledge of English and computer technology. GIA maintains extremely high expectations for all staff. Working conditions and contracts are included under Burundi Youth For Christ staff by laws. Employees must undergo a rigorous interview process before being hired. Presenting false credentials will result in disciplinary action stated in the staff Code of conduct

***V.2 Administrative Personnel***

Administrative personnel includes the Headmaster, Deputy Headmaster, Residence Manager, Academic Dean, Accountant, and Accountant, who are expected to both exemplify and encourage Godly leadership.

***V.2.1. Headmaster***

The Headmaster (HM) must be prepared and qualified to direct and oversee the functionality and efficacy of Gitega International Academy. In collaboration with BYFC, the Headmaster is responsible for the recruitment and release of staff, public relations, academic planning and management, the wellbeing of the students and staff, improvement of the facilities, compliance with the Board of Directors, the general functionality of facilities, and the instruction of leadership classes. The Headmaster retains authority to make unambiguous disciplinary verdicts without convening the Discipline Council and owns final decision making rights for matters specific to GIA.

The Headmaster is appointed by the BYFC Legal representative after a thorough recruitment test and is expected to have a background in education, preferably with some formal university graduate level education on the subject. A university level Bachelor’s degree is expected, preferably a Masters level. The Headmaster must have at least three years of teaching experience at the secondary or university level and be a strong leader with good moral character and spiritual values. The Headmaster is expected to be an example for the students and staff at all times and must have a solid grasp of the English language and computer technology.

In the administrative domain, the Headmaster is expected to:

* *Ensure the implementation of school rules and regulations.*
* *Hold and chair school meetings and assemblies regularly.*
* *Ensure school progress.*
* *Maintain and update all school related documents and regulations.*
* *Make sure staff files are updated and well classified in the secretariat.*
* *Make sure student files are updated and well classified in the secretariat.*
* *Be the school representative to the public.*
* *Ensure the authenticity of living testimonies, certificates and diplomas given.*
* *Ensure the safe use of the school properties*
* *Make activity plans and set up term and annual reports*
* *Oversee appropriate strategies for providing excellent education and discipline*
* *Manage the staff of the school*
* *Initiate and strengthen friendships between GIA and American schools*
* *Promotion and marketing of the school throughout the world*

In the financial domain, the Headmaster is responsible for:

* *Budget planning and expenditures*
* *School financial management and necessary decisions*
* *Deal with school fundraising issues*

In the teaching domain, the *Headmaster* is expected to:

* *Organize all teaching activities.*
* *Approve all curricula related changes.*
* *Activate and coordinate the teachings.*
* *Improve and maintain close communication and relations with ACSI*
* *Ensure the accreditation and student evaluation process by ACSI.*
* *Initiate volunteers recruitment*
* *Instruct Leadership classes.*
* *Lead deliberation session at the end of the school year.*
* *Chair the Administration-Parent conference with the parent whose student is* facing *suspension or expulsion procedures.*

***V.2.2. Deputy Headmaster***

The Deputy Headmaster (DHM) is appointed by the BYFC Legal representative after a thorough recruitment test and is expected to have a background in education, preferably with some formal university graduate level education. A university level Bachelor’s degree is expected, preferably a Masters level. The Deputy Headmaster must have at least three years of teaching experience at secondary or university levels and be a strong leader with good moral character and spiritual values. He is expected to be an example for the students and staff at all times and must have a solid grasp of the English language and computer technology. The deputy headmaster shall take all delegations as may be reasonably delegated by the headmaster. He shall take over all the overall responsibilities of the headmaster in his absence as the key relieving officer.

 ***Main Responsibilities***

* *Liaise with the Residence manager and House Parents in creating and effectively managing :*
1. *School routines.*
2. *Oversee arrangements for major school events of the semester including celebration of National Holidays e.g. Rwagasore Day, Labour Day, Ndadaye Day.*

*● Supervise the Academic Dean and coordinate all teaching and learning activities including development and consistent management of:*

1. *The Academic Calendar.*
2. *The teaching timetable and deployment of teachers to be given classes.*
3. *Homework and Class work schedules.*
4. *Child support/ Remedial teaching timetable.*
5. *Class attendance diaries.*
6. *Monthly quizzes, End of semester exams, PSAT, SAT and End Year exam schedules in liaison with the headmaster and the academic dean.*
7. *Oversee and actively supervise the setting of exams, editing, dissemination, mark sheet compilation, report cards completion and final packaging by the Academic Dean to ensure the set academic and evaluation standards are met.*
8. *Checking on the weekly schemes of work, lesson plans and Lesson notes submitted by teachers in liaison with the Academic Dean.*

*● Coordinate pastoral care, welfare and guidance activities including:*

1. *Praise and worship in liaison with the chaplain.*
2. *Keeping an up to date monthly record of staff chapel attendance and reporting to the headmaster on monthly basis.*
3. *Schedule full semester list of key topics and key note speakers.*
4. *Coordinate Love in Action activities.*
5. *Developing and effectively managing a full semester Wednesday Staff Devotion Schedule; attendance records and monthly report.*
* *Development and active management of the staff attendance book; ensuring consistent sign in and sign out; Conferencing inconsistent signing cases and attending to absences and lateness cases.*

***Leadership & Management***

*● Be a member of the Senior Management team and to contribute to the development of policy and planning for the school.*

*● Play a major role under the overall direction of the Headmaster in formulating and reviewing the School Development Plan and the aims and objectives of the school by:*

*● internalising and implementing the vision for Gitega International Academy*

*● establishing the policies through which the vision shall be achieved.*

*● leading and managing staff and resources to that end.*

*● monitoring progress towards set targets.*

*● Maintain and develop the ethos, values and overall purposes of Gitega International Academy.*

***HR***

*● Have oversight of the school’s appraisal system for the purpose of informing personal*

*professional development and performance management.*

*● Plan and have oversight of the Staff Development Program.*

*● Have oversight of the school’s induction arrangements for newly qualified teachers,*

*supply teachers and others new to the school.*

*● Participate in the recruitment and development of teaching and non-teaching staff.*

*● Organize staff consultative meetings at least twice in a month and report accordingly.*

*● Be a member of the disciplinary committee and chair it in the absence of the headmaster.*

*● Participate in the budgeting process and advise the headmaster on school finances ●Together with the Residence Manager, the DHM regularly updates the Headmaster on House Parent reports, discipline, and the campus life in general.*

***Teaching and Learning***

*● Oversee the development, organization and implementation of the school’s*

*curriculum:*

1. *Ensuring that the learning and teaching provided by different teaching teams form a co-ordinated, coherent curriculum entitlement for individual pupils;*
2. *Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary information for curriculum review and development of weak student enrichment program.*

*● Oversee the planning and allocation of resources designed to facilitate the planned curriculum, including advising the Headmaster on current/anticipated needs for staff and other resources.*

*● Provide guidance and support to academic departments in implementing schemes of*

*work and ensure that statutory and school policies are being met.*

***Linkage***

*● Be a conduit between the Headmaster and staff and pupils for the communication of information and concerns.*

*● Promote links with other schools and agencies; government officials and immediate community.*

*This job description does not constitute a complete description of duties. The Deputy Headmaster shall carry out the professional duties of a school teacher, including those duties particularly assigned by the Headmaster as set out above but not restricted to them. The post-holder may be required to undertake other duties as reasonably be required by the Headmaster.*

***V.2.3. Academic Dean***

The Academic Dean is appointed by the Headmaster after a thorough recruitment test and is expected to have a background in education, preferably with some formal university level education on the subject. A university level Bachelor’s degree and at least three years of teaching experience at the secondary or university level is expected. The Academic Dean must have a strong understanding of the educational needs of secondary school students in an international college preparatory program, as well as a strong grasp of what is necessary to teach and what is not.

Under supervision and authority of both the Headmaster and the Deputy Headmaster, *the Academic Dean is expected to:*

* *Supervise the implementation of the curriculum.*
* *Manage the teaching staff.*
* *Supervise and coordinate class activities.*
* *Monitor teachers’ schedules as a leader and a supervisor.*
* *Grade teachers, who shall be visited in class at least twice per term.*
* *Supervise the teachers’ punctuality, regularity, and effectiveness.*
* *Supervise the management of the library and laboratories.*
* *Supervise student activities and their continuous improvement.*
* *Monitor and maintain academic integrity.*
* *Teach classes when necessary due to faculty absence.*
* *Assist the Residence Manager with discipline in classes and around the campus.*
* *Assisting with recruitment of the non-teaching staff.*
* *Regularly update the Headmaster on faculty reports, scholastic integrity, and academics.*

***V.2.4. Residence Manager***

The Residence Manager is appointed by the Headmaster after a thorough recruitment test and must have a background in education. A university level Bachelor’s degree and at least three years of teaching experience at the secondary or university level is expected. He/she must be a strong leader with good moral character and spiritual values and is expected to be an example for the students and staff at all time. The Residence Manager must have a solid grasp of the English language and computer technology.

Under supervision and authority of both the Headmaster and the Deputy Headmaster, *the Residence Manager is responsible for student discipline.*

*Thus, he is expected to:*

* *Coordinate discipline matters.*
* *Oversee student activities and behavior in dormitories, the cafeteria, and classrooms.*
* *Ensure students abide by the school rules and regulations.*
* *Coordinate House Parents’ activities.*
* *Supervise the House parents’ punctuality, regularity, and effectiveness.*
* *Grade House parents.*
* *Manage non-teaching staff in cooperation with other involved services.*
* *Ensure meals are well balanced in the Rice Student Union.*
* *Ensure students are given proper and timely health care.*
* *Ensure communication between the students and parents.*
* *Organize assemblies and manage an announcement system for parents.*
* *Manage leisure time activities.*
* *Assist with recruitment of the non-teaching staff.*
* *Effectively manage the school property and update the headmaster on areas that require immediate intervention.*
* *Forward extreme disciplinary cases to Discipline Council for analysis and decisions.*
* *Regularly update the Headmaster on House Parent reports, discipline, and the campus life in general.*

***V.2.5. Logistics and Public Area Manager***

The Logistics and Public Area Manager is appointed by the Headmaster after a thorough recruitment test. A university level Bachelor’s degree with professional experience of at least two years is expected. He/she must be a strong leader with good moral character and spiritual values and is expected to be an example for the students and staff at all times. The Logistics and Public Area Manager must have a solid grasp of the English language and computer technology.

Under the supervision of the Head Office, the *Logistics and Public Area Manager* has the following responsibilities:

* *Ensure school security in and around the campus.*
* *Housing and Equipment.*
* *Manage campus supplies.*
* *Manage non-teaching staff.*
* *Manage school logistics.*
* *Ensure the safe use of the school property.*
* *Ensure cleanliness and hygiene in and around the campus.*
* *Assist with recruitment of the non-teaching staff.*
* *General maintenance*
* *Transport Management*
* *Always keep updated an inventory of the equipment, vehicles, motorbikes, and all other logistics stuff of GIA (both on a soft and hard copy).*
* *Notice the Campus material needs and inform whom it may concern for supply*
* *Be flexible and ready for any other task assigned by the supervisors in a team work spirit.*

***V.2.6. Accountant***

The Accountant is the bookkeeper for the school who manages enrollment, finances, tuition, registration fees, uniforms, and salaries. The Accountant must have a strong grasp of business policies, mathematics, management, compatibility, and organization.

The Accountant is appointed by the Headmaster after a thorough recruitment test. At least two years of university level education and three years of accounting experience for a large organization are expected. He/she should be a strong leader with good moral character and spiritual values and is expected to be an example for the students and staff at all times. The Accountant must have a solid grasp of the English language and computer technology.

Under supervision and authority of the Headmaster, the Accountant is responsible for*:*

* *Assisting the Headmaster in budget projection and expenditure, and creating reports.*
* *Assisting the Residence Manager on the quantity and quality of supplies.*
* *Monitoring school financial activities and have specific accountability separated from all other school budgets.*
* *Registering accountable operations in accordance with public accounting regulations.*

***V.2.6. Secretary***

The duties of a secretary vary depending on their supervisors, but they are always responsible for taking the minutes of staff meetings. Only the Headmaster, Deputy Headmaster, Residence Manager, and Academic Dean are authorized to have a secretary who is expected to have a university level education, a high level of competency, and be generally organized. A secretary is expected to be an example for the students and staff at all times, should have good moral character and spiritual values, and must have a solid grasp of the English language and computer technology.

Under supervision and authority of the Headmaster, Deputy Headmaster, Residence Manager, and Academic Dean, a s*ecretary is responsible for*:

* *Managing student registration and maintaining student and staff files.*
* *Carrying out communication as instructed by supervisors.*
* *Creating reports as needed by supervisors.*
* *Executing typing tasks as required by supervisors.*
* *Managing school correspondence to parents, officials, and the public.*
* *Filing and keeping the students’ marks and records.*
* *Maintaining an updated record of sick students and the details about their medication, missed classes, and clinical visits.*
* *Ensuring that administrative supplies are available and sufficient and providing the Residence Director with a timely requisition schedule.*
* *Ensure internal and external communication is well carried out.*

***V.2.7 School nurse***

*Community**evolution is handicapped ,dwarfed and even condemned to failure wherever health care is neglected or not put ahead . Therefore , GIA being aware of all of this impact , has hired a school nurse under the supervision of the Residence manager , to be in charge of :*

* *The good health of the whole school community ( esp. Students )*
* *Ensure the whole community is sensitized about the different epidemic , pandemic and tropical diseases and preventions*
* *Ensure the nurse office is equipped with minimum medicine and tools for first aid .*
* *Ensure sick students are followed up to recovery*
* *Make sure complicated cases are urgently reported to the Residence manager to be communicated to parents and then transferred to other hospitals*
* *Make requisitions and accounting for medicine and other medical equipments*
* *Advise the administration and the whole community on the good health practices to keep the school population healthier .*

***V.3. Faculty***

The faculty is made up of all persons who are directly instructing classes throughout the day, with the exception of the Headmaster and Academic Dean.

***V.3.1. Teachers***

Teachers are responsible for having a strong grasp of the subject(s) taught. Applicants for teaching positions are strongly encouraged to have a university level degree. Teachers should have good moral character and spiritual values and are expected to be an example for the students at all times. Teachers are expected to have a strong grasp of the English language as all courses are taught in English except French and Kirundi.

Under supervision and authority of the Headmaster and Academic Dean*, Teachers are responsible for:*

* *Ensuring students intellectual, spiritual, physical, and emotional needs are met to encourage balanced growth.*
* *Upholding a Christ-oriented perspective in their academic leadership.*
* *Preparing the highest quality lectures and activities for classes.*
* *Stimulating students to learn and challenging them to achieve and excel.*
* *Ensuring high standards of discipline in class.*
* *Keeping proper records of student marks and providing them to the Academic Dean.*
* *Monitoring academic integrity and reporting dishonorable acts to the Academic Dean.*
* *Leading extracurricular clubs and/or remedial at least two days a week.*
* *Communicating any needs for supplies or assistance to administration.*
* *Giving a minimum of two hours verbal notice to the Academic Dean in cases of illness.*
* *Substitute teaching for other faculty in cases of illness.*
* *Performing duties with the highest degree of professionalism.*

***V.4 Auxiliary Staff***

Auxiliary Staff includes the House Parents, Librarians, Counselors, Pastors, Nurses, kitchen workers and cooks, janitors, construction crews, guards, and police.

***V.4.1. House Parents***

Under the supervision of the Residence Director, House Mothers and House Fathers are responsible for the dormitories and for the students while they are in the dormitories, at meals, and outside of class and clubs. House Parents are expected to properly exercise authority, to provide discipline when necessary, to assist students with personal or emotional problems to the best of their ability, to ensure that students wake and sleep at appropriate times, and ensure the general wellbeing of students.

House Parents are authoritative men and women, with a strong grasp of the English language and good moral character and spiritual values. They are expected to be an example for the students at all times and provide students with guidance as they grow and mature at GIA. A university level education is mandatory.

Under the authority and the supervision of the Headmaster, the Deputy Headmaster and the Residence Director, *the House parents will*:

* *Demonstrate ability to nurture each student entrusted to their care*
* *Protect the rights and dignity of individual students*
* *Attend to students' health care needs*
* *Attend to students' mental health needs*
* *Teach social, self-help, life-long learning, and basic life skills*
* *Attend to the moral, spiritual, and character development of students*
* *Facilitate student scholastic achievement*
* *Attend to students' personal safety*
* *Facilitate student leisure and recreational activities*
* *Teach students healthy life styles*
* *Maintain Food security and dining hall order*
* *Teach students to exhibit behaviours and values deemed appropriate for a member of the GIA community*
* *Establish and maintain a developmentally appropriate behaviour management system*
* *Establish and maintain a developmentally appropriate relationship management system*
* *Manage and maintain the student dorm facility*
* *Help students get sound understanding of the code of conduct, and check their level of understanding,*
* *Organize evening and week-end group discussions about campus life in general,*
* *Encourage students to be devout disciples of Jesus Christ,*
* *Encourage students to excel academically,*
* *Apply redemptive approach and strategies,*
* *Encourage students’ initiative,*
* *Help students get a positive view of discipline and discipleship,*
* *Give support to students with emotional issues,*
* *Give guidance to students experiencing adolescence turmoil,*
* *Give support to students with spiritual confusion,*
* *Create occasions to pray together with his/ her disciples,*
* *Strengthen the class president while organizing for classroom cleaning or any other activity,*
* *Enforce cleanliness and hygiene from classroom area to the rest of the campus,*
* *Organize monthly fire drills,*
* *Organize with the Residence Director off campus recreational trips and community works*
* *Keep in a good order the assigned class discipline monitors,*
* *Ensure no student has access to the cabinets during disciplinary actions,*
* *Check regularly if every single mark deducted is validated by a student ‘signature,*
* *Taking to the attention of the involved educator every case that needs a student’s signature,*
* *Check regularly if any student is reaching 70% and inform the administration for Administration-Student conference,*
* *Take to the administration all the cases of students falling under 60% for decisions,*
* *Elaborate discipline marks reports before every visitation day,*
* *Be responsible for the key to his cabinet and report the loss of the key or padlock on time.*

***V.4.2. Librarian***

He/she should have a university degree, preferably in Library Management or at least three years experience in library management. He/she must also have a solid grasp of the English Language and computer technology as well as a strong sense of organization. Librarians must also have a good moral character and spiritual values and are expected to be an example for the students at all times.

*Librarian* is responsible for*:*

* *Supervising students while in the library.*
* *Preparing, updating, and maintaining a practical Library Catalog.*
* *Monitoring movements of books in and out of the library and the campus.*
* *Regularly arranging books according to the Library Catalog.*
* *Undertaking books numbering.*
* *Custody and security of the library stamp.*
* *Ensuring that books are not vandalized in any way, are kept clean, and retain their original condition.*
* *Creating regular reports on damaged books for action and providing them to the Academic Dean.*

***V.4.3. Counselor***

A counselorshould have a university degree, preferably in Counseling or Psychology. He/she must have a solid grasp of the English Language and must also have good moral character and spiritual values. A counselor is expected to be an example for the students at all times and encourage students in their Biblical understanding and foundation.

***V.4.4. Chaplain***

A Chaplain should have a university degree, preferably in Ministry, Divinity or Biblical Studies. He/she must have a solid grasp of the English Language and must also have good moral character and spiritual values. A Chaplain is expected to be an example for the students at all times. GIA Pastor is expected to teach in Chapel and encourage students in their Biblical understanding and foundation.

***V.4.5. Nurse***

A nurseshould have a university degree, preferably in Nursing or a medical field. He/she must have a solid grasp of the English Language and must also have good moral character and spiritual values. Nurses are expected to administer medications and medical treatment, determine if ill students need clinical visitation, and must be an example for the students at all times.

***V.4.6. Kitchen Staff, Cleaners, Guards, Police and Construction Crews***

Theymust have the qualifications commonly accepted in the region. English is not necessary but is preferred. Applicants should apply through the Residence Director, and are selected based on availability and quality of work, and should have good moral character and spiritual values.

# **CURRICULUM**

***VI.1. Hexagonal Core***

Gitega International Academy embraces a hexagonal core – that is, an educational foundation with six sides, or foundational subjects. The knowledge, thinking strategies, and study skills gained from the six core subjects allow graduates of GIA to apply themselves to an untold variety of fields and prepare them for further education should the students choose to attend a university in East Africa or anywhere else worldwide. The six core subjects at GIA are as follows:

* Language
* Science
* Mathematics
* Information and Communication Technology
* Humanities
* Spiritual Leadership

In addition to the six core subjects, students also receive ample opportunity to train and develop in other courses, while community involvement serves the double purpose of empowering our young students with a sense of duty and responsibility and keeping our school and community clean and united. Finally, sports and extra-curricular clubs and events ensure a well-rounded student body that harvests the fruits of many labors and develops their creativity and individual personalities and mindsets through music, art, and drama.

***VI.2. Language***

Linguistic education is a key component of the curriculum at GIA. Our focus on the English language dictates that all students have a firm grasp of grammar, vocabulary, diction, composition, and literature. All subjects are instructed exclusively in English. Students may be given the opportunity to study french. Graduates of GIA are able to correspond effectively with the vast majority of the global community.

***VI.3. Sciences***

Our founding principles dictate that our curriculum prepares students for the future. For this reason, the hard sciences of physics, chemistry, and biology are part of the required core curriculum. A strong grasp and understanding of the physical and natural processes of the world around us allows our students to anticipate, innovate, and adapt in a changing world.

***VI.4. Mathematics***

Mathematics has been a hearth of knowledge since before the time of the ancient Greeks, and today is no different. Students are able to satisfy and surpass regional standards of mathematical proficiency. Understanding and applying mathematics are essential abilities, and our graduates are well prepared for tasks involving them. The six year course, students study Pre-Algebra, Algebra 1&2, Geometry, Pre-Calculus and Calculus.

***VI.5. Information and Communication Technology***

Communication determines relationships, while technology is our future – and GIA students are the foundation of the future of East Africa. It is only natural then, to focus heavily on communications and technology and the skills necessary to utilize and manipulate the tool of modern communication and information sharing. Graduates from GIA gain great experience with diverse communications, computers, audio/visual media, and the internet. We expect our students to be catalysts of East African modernization.

***VI.6. Humanities***

With strong focus on the hard sciences, math, and technology, it may be easy for students to forget other aspects of a holistic education. Humanities, including History, Geography, Business studies, Economics and Government, Arts, Psychology, and Philosophy, are critical for understanding patterns of human behavior, critical thinking, political and governmental structures, historical trends and conflicts, the processes and mechanisms of the Earth and our environment, and the consideration of the human condition and our place in the world.

Amongst the elements of the well-balanced education students receive at Gitega International Academy are the arts. Fundamental to the human condition is the expression of each individual's own imagination, emotions, ideals, and will. Music and arts taught at our school foster a sense of cultural belonging and pride as well as serving as a nurturing factor, encouraging students to develop and embrace their creativity.

***VI.7. Spiritual Leadership***

In order to raise up young leaders we edify students through inspired direction. The sixth element of our hexagonal core, Spiritual Leadership may be the most important. Our students begin with leadership classes during year seven, with every new year bringing fresh challenges and novel lessons. Upperclassmen at GIA have an increased focus on leadership education and all students have opportunities to participate in school leadership roles as well as become active in the community around us.

GIA seeks to develop Godly and righteous men and women to serve as a moral backbone and motivating force. Religion classes enrich and grow the spiritual life and Biblical understanding of students. These Biblical courses expand the foundation of Spiritual Leadership by teaching strong Christian morals, values, and beliefs, and fostering love for God and a great understanding of theological concepts, apologetics, and evangelism.

***VI.8.* *Physical education***

Physical education strives to provide a sound program that reaches the student in a physical, mental and spiritual manner. Of greatest importance is the development of individual abilities as well as students’ participation. While participating in physical education students will demonstrate development in the psychomotor, cognitive and effective domains as they pertain to a variety of activities and sport.

***VI.9. Upper classmen and Electives***

As students progress through the GIA program they receive increasing freedom in regards to their academic future. Beginning in year ten students are allowed certain choices in their course load, taking classes that differ from our standard core, called “Electives.” Through this process students may focus on various scholastic doctrines tailored to their interests or vocational goals. Electives include Economics, Geography, advanced Science and Math, and many other intriguing courses that provide useful knowledge.

Homework should be a purposeful extension of the school time providing the student with additional opportunities for the development and reinforcement of a course’s instructional objectives. It is expected that through Middle School and senior high, students will increasingly take personal responsibility for completing their homework. Make-up plans must be prepared and submitted to the office of the Academic Dean.

# **EXTRACURRICULAR ACTIVITIES**

***VII.1. Competitive Sports***

Gitega International Academy offers students the opportunity to compete with local and regional sports teams. The administration organizes and supports football, basketball, volleyball, and running teams dependent on the number of players and status of local leagues. GIA is represented by the African Grey Parrot, which is the most intelligent bird in the world and is native to Burundi. Therefore, we are called the “Gitega Greys.” Members of our competitive teams have specific codes of conduct to which they must consent as these students are principal representatives of our student body to non-school members.

***VII.2. Recreational Sports***

All students are expected to participate in recreational sports during the afternoons with the aim of promoting and maintaining physical fitness and health. While team sports are encouraged, individual sports clubs and non-competitive games are offered and students are welcome to participate as they please.

***VII.3. Extra-Curricular Clubs***

Gitega International Academy seeks to foster individualism and innovation, and therefore encourages students to explore their interests and hobbies. GIA provides mandatory extra-curricular clubs and student run organizations monitored by teachers or staff members. Clubs may be affiliated with academics, religion, music, film, arts, crafts, sports or hobbies.

***VII.4. Field Trips***

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.

2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.

3. A field trip is an educational experience and as such, it shall be compulsory to all students.

4. All grades do not always have the same number of field trips.

5. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity

6. No stops may be made on the way to or from an outing

7. No roadside shopping shall be allowed at any time.

***VII.5. Christian Discipleship***

Students are involved in an ongoing discipleship program that permeates every aspect of school life. Weekly small groups meet for prayer and spiritual encouragement. Students meet once a week with a staff member who is committed to encouraging spiritual growth in each student.

***VII.6. Christian Service***

Christian service and community outreach form one of the pillars upon which the GIA program is built. Under the supervision of the school chaplain, Students are required to commit part of their time to participating in a local church and community service. Christian service related activities shall be recorded and summaries kept in the chaplain’s office and the department of Biblical studies.

***VII.7. Spiritual retreats***

In accordance with our concern for spiritual development and Christian commitment of GIA and other YFC staff retreats are held each year in summer. These are times of refreshing, renewing of commitments, fellowship and spiritual empowerment. This camp is organized during break and all staff is expected to attend. Normally a guest speaker is invited to help conduct the retreat.

***VII.8. Homework and make-up work***

Gitega International Academy recognizes the educational value and importance of homework for students. As a boarding school, we believe that meaningful study hall is a necessary part of each student’s educational program and that it should be related to the educational philosophy and goals of the school.

# **CODE OF CONDUCT**

***VIII.0. Introduction***

At GIA, we attempt to understand and interpret all that we do from a Christian perspective. The conviction that God has created man and the world is fundamental to our Christian philosophy of life. Individuals, organizations, and communities accordingly develop rules as a guide towards their goals. Rules also help to put into practice our basic moral and social practices.

The necessity for rules, evident in everyday life, is rooted in the nature of man and society as creations of God. We adopt specific rules on the basis of our Biblical position and basic moral principles as well as social influences.

Beyond the general revelation about man and society, the genuine Christian regards the Bible as the specially revealed Word of God and as his final rule of faith and practice. The Bible identifies some things as right and some as wrong (Ex. 20:117; Ps. 19; Matt. 5:17-20;

Rom. 7:7 - 8:4; II Tim. 3:16, 17). Some of our rules have to do with unchanging moral laws.

The Bible also informs us that it is wrong to disobey government, except in the most unusual

Circumstances when civil obedience would conflict with obedience to God. Civil law is therefore binding on the Christian today, as it was in biblical times (Rom.13:7; 1 Peter 2:11-17).

Some of our rules have to do with civil law. The Bible instructs that it is wrong to do what is inexpedient or imprudent because of the damaging consequences, even though the action is not wrong in itself. Christian liberty must act wisely in these matters, going the second mile in love (Act 15:1-31; Rom.14; I Cor.8-10).

Some of our rules reflect judgments of prudence based on a consideration of the consequences to individual or the school rather than the right or wrong of a practice. Rules, then, are to be viewed not as legalistic impositions that degrade the person, nor as a means to self-justification, but rather as an attempt to do what is right, to act out of love, to consider the effect of what we do on ourselves and other persons, to pursue our goals in an orderly fashion, and so to glorify God in all that we do. For the Christian, God’s grace through the indwelling Holy Spirit enlivens and motivates this kind of life (I Cor. 6:15-20; Rom. 8:25).

***VIII.1. Gitega International Academy Integrity Pledge***

It is important for members of the Gitega International Academy community to collectively commit to integrity. All members of our community strive to live lives of honesty, respect, and responsibility. It is the expectation that all persons will conduct themselves with integrity in every endeavor. In honoring these inherent values and ideals of Gitega International Academy, it is with dignity and the highest commitment that I pledge to subscribe to them and support others in the same.

***VIII.2. Code of Conduct***

Gitega International Academy expects that all students, staff, parents, and visitors will abide by the Code of Conduct at all times. Students and Parents must both sign the Gitega International Academy Integrity Pledge agreeing to abide by the Code of Conduct in order for a student to begin matriculation.

Integrity, obedience, respect and responsibility are key virtues that students must develop.

Integrity is one of the values we want to see in our future leaders. We need people who will serve others with honesty, respect and justice.

Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51; Hebrews 5:8).

Respect is necessary for all successful and meaningful relationships (Luke 10:36-37; Romans 12:18), and the building of personal responsibility fosters a sense of achievement. As we seek to provide a balanced and disciplined learning environment for the students of Gitega International Academy, we realize that human wisdom falls short of God’s standards.

 We do not claim to be perfect in all of our decisions, but we do try to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and home work cooperatively for the student’s good.

 Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures.

As students and parents, your cooperation in that program is crucial. (**Please be aware that the administration reserves the right to make discipline decisions on an individual basis.**) Our goal should always be to obey the Scripture that says, “And whatever you do, in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father through Him” (Colossians 3:17).

In the best interest of the entire school community, students must strive to practice Christ-like behavior in their association with teachers, administrator, school employees, fellow students and visitors (Ephesians 4:28-32; Hebrews 13:17; 1 Thessalonians 5:12-13), both on and off campus, so that we might all live and work happily together. Thus, all school rules apply on all field trips and on all school-sponsored events both on the school campus and away from it.

***VI.3.1. Punishments Administered at Gitega International Academy***

GIA punishments include marks deduction, work assignments, suspension, and expulsion. Additional punishments specific to the offense may be given (Ex: losing T.V. privileges due to misuse). Corporal punishment is strictly prohibited. Marks shall be deducted from a total of 100 whenever a student displays a particular behavior violating the school Code of Conduct. Marks appear on report cards at the end of each term. Administration, Teachers, and House Parents may deduct marks for infractions when they feel it is necessary. Students exhibiting exemplary conduct may receive the GIA Integrity Award.

***VIII.3.2. Operational Framework and Implications***

Disciplining students at GIA shall follow a clear cut procedure of guiding and counseling, parent involvement, Class teacher input and an array of documentation.

***Level 1: Intra-classroom discipline***.

A conduct box shall at all times be used by every teacher. Students who go against the expected code of conduct in classroom shall have his/her name written in the conduct box. Continued infractions will attract not more than two verbal warnings. Any student getting two ticks on the conduct box in a single period shall need to see the teacher for documented guiding and counseling.

***Level 2: Continued Infractions.***

Students who fail to hid to the guiding and counseling given by the teacher, shall be given up to two penalty sheets and appropriate marks deducted, accompanied by community service of the staff’s choice. Any additional infraction, shall meet a Referral Paper which will be an immediate invitation of the parent concerned to come to the school and discuss on the student’s discipline.At any given time, no student should get more than two referral papers. The second referral paper shall imply that the student is not welcomed back in the following year. It should be noted that some infractions are so grievous that this process will not be followed. Such infractions are documented here in.

* Student behavior is graded as other subjects taken in class throughout GIA.
* Discipline marks will be on report cards with comments at the end of each term.
* Any student whose discipline marks reach 70% will be called for an administration-student conference.
* Any student who falls under 60% will be subject to a one week suspension.
* Any student whose discipline marks reach 0% will be expelled from GIA.
* Students who fall below 60% in discipline may not be allowed to come back to GIA.
* Every student shall have a record book in which violations are recorded on a day to day basis that shall be regularly checked by the parent or guardian on visitation day.
* A student’s signature is required each time marks have to be deducted.
* Refusal by a student to sign for marks deduction as deemed necessary by administration will call for a one week suspension.
* Only the Discipline Council and Headmaster have the right to suspend or expel a student. The Board of Directors shall offer advice for contentious cases.
* Discipline is incorporated into the curriculum, as academic performance is deeply influenced by student behavior. As such, the disciplinary aspect of student training is given relevancy equal to academic subjects within the GIA curriculum.
* Any conflict about marks deduction in discipline shall be settled by the GIA administration in collaboration with the educator involved. If this fails the case will be taken to the disciplinary council which will judge the student’s indiscipline and the educator will be asked to defend his/her stand.
* Once a decision to suspend or expel a student is taken the Headmaster will organize an Administration-Parent conference to discuss about the student’ discipline and his /her future at GIA.
* The school reserves the right to suspend or expel a student without prior notification to the parent.

***VIII*.*3.3*. *Behavioural probation***

A student will be placed on behavioural probation for disciplinary reasons if his /her behaviour results in administrative action, an uncooperative attitude persists, or little improvement in behaviour is evident. Parents will be asked to attend a conference when misbehaviour becomes an issue. The administrator will determine the length and terms of probation. If a student does not meet the terms of the probation within the required time, the student may be expelled from school after deliberations by the disciplinary council.

***VIII.4. Offenses and Corresponding Punishments***

***VIII.4.1. Academic Integrity***

Gitega International Academy is an academic institution where young men and women seek intellectual and spiritual growth. This community is founded on the motto **“Integrity, Excellence, Leadership**.” Therefore, in order to be excellent leaders of integrity all staff and students must adhere to certain ethical principles regarding academic integrity. Students are expected to study hard and complete all assignments given by the faculty.

* + 1. **Cheating is absolutely prohibited.**

Cheating includes notifying other students of quiz or exam questions, bringing written answers to quizzes or exams, writing answers on school property before quizzes or exams, looking at another student’s quiz or test, talking during quizzes or exams, and copying homework. Cheating is subject to severe penalties including suspension. Repeated cheating will result in the student being dismissed from the Academy forever. Any instance of cheating on homework or during a quiz will earn an automatic zero and a deduction of ten marks on the offending student's discipline record. Any instance of cheating during an exam will earn an automatic zero on the quiz and a deduction of forty marks on the offending students discipline record upon:

1. Availing of exhibit for cheating that is beyond reasonable doubt.
2. Notification of the Academic Dean who will constitute a meeting bringing together the exam team, the residence manager and the teacher concerned.
3. Signing of the penalty sheet and notification of the parent by the Headmaster.

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* + 1. **Collusion**

This is a secret agreement or cooperation especially for an illegal or deceitful purpose

Examples of collusion include but are not limited to:

* Allowing another person to look at your work during a test or quiz
* Assisting another person during a test or quiz in any way
* Doing another person’s work for them
* Allowing another person to copy your work and claim it as their own.

In such cases, the teacher concerned shall be obliged to seize the scripts of the two or so students colluding, compare and contrast their work and upon full conviction of collusion having taken place, order the concerned students to leave the exam room and follow the process as in (i) above.

* + 1. **Plagiarism**

It consists of the use of another’s expression or ideas as if they were one’s own, are strictly prohibited. To avoid plagiarism, students must acknowledge their sources. Students must be exceptionally careful when they are using material that is directly quoted. This material should be put inside of quotation marks. Paraphrased material should also be cited. Plagiarism is subject to severe penalties including suspension. Repeated plagiarism will result in the student being dismissed from the Academy forever. Any instance of plagiarism will earn an automatic zero and a deduction of fifty (50) marks on the offending students discipline record.

The responsibility for behaving with integrity lies with the student. If they are unsure about what constitutes academic dishonesty, it is their obligation to consult school staff for clarification. Honesty is not only a matter of rules and procedures; it is an opportunity to put personal responsibility and integrity into action.

***VIII.4.2. Alcohol and Tobacco***

No alcohol or tobacco is permitted on the campus grounds at any time. Possession or consumption of alcohol or tobacco on campus will result in an immediate suspension. The second offence will result in an indefinite suspension and may result in expulsion depending on the gravity of the case.

***VIII.4.3. Arson***

Starting any type of fire on campus or in any of the campus buildings is strictly prohibited for students. There will be no candles in the dormitories; flashlights are provided. Any type of arson will be punished with an expulsion and the student's parents will be required to restore any damaged property.

***VIII.4.4. Assault***

Fighting, pushing, striking, physically assaulting, or threatening any member of the staff, student body, or guests to the campus is strictly prohibited and will result in a deduction of ten marks in discipline . A second offence will result in a mandatory one week suspension and notification of the parents to discuss the future of the student at GIA. Continued or severe assault shall attract immediate expulsion.

***VIII.4.5. Curfew***

Students are to be in dormitories between 9pm and 6am. Other than for GIA sanctioned events, any student found outside of their dormitory during these hours will be subject to an automatic deduction of ten marks in discipline. A second offence shall attract an immediate suspension. Students are not allowed to leave the campus grounds unless signed out by GIA administration. Students who leave campus without permission are subject to expulsion. Students are not to be found loitering around the gate for any given reason at any given time. Students found loitering outside the gate area shall meet a 10 marks deduction in discipline. No student shall leave the campus for any other reason apart from:

* + - 1. Sicknesses.
			2. Funeral and mourning ceremonies.
			3. Very crucial activities that may largely impact the student’s future such as VISA applications etc.

For any other reasons, the Residence Manager, the Headmaster, the Academic Dean and the Deputy Headmaster shall convene an urgent meeting to discuss such exits. No one of these four can make independent decision to release students at any given time for any given reason.

***VIII.4.6. Damage to Property and Vandalism***

Vandalism or premeditated damage to property of the Academy, staff, students or guests of the Academy is prohibited. Offenders will be expected to repair or replace damaged property within a reasonable amount of time to be determined by the Residence Director, and receive an automatic deduction of ten marks in discipline and are subject to a one week suspension or expulsion depending on the severity of the misconduct. It is considered an act of vandalism for a student to write anywhere on GIA walls, window frames, desks, tables, or chairs, and offenders face an automatic deduction of ten marks in discipline or a one week suspension depending on the severity of the act.

A student who modifies the original shape of his/her uniform shall face a one-week suspension.

***VIII.4.7. Disorderly Conduct***

There shall be no reckless conduct that is unhealthy or unsafe to people and property. Any unruly behavior which infringes upon the privacy, rights, privileges, health, or safety of self, other persons, or property is prohibited. Offenders will face a three marks deduction or suspension depending on the severity of the misconduct.

Students using windows as doors, playing sports indoors, and running inside are considered disorderly and are subject to a deduction of two marks in discipline. Students in class or study hall who shout or disrupt are subject to a deduction of three marks in discipline.

**During class or evening study time, students are not allowed to enter the dormitory without permission from relevant GIA staff.** They are expected to bring all necessary materials before leaving the dormitory. Failure to do so will result in a deduction of **10 marks** in discipline. Other forms of disorderly conduct not specifically defined here are subject to punishment by administration or the disciplinary council.

During class students are not allowed to go out for to drink water. Offenders will face a three marks deduction with heavy community service. Every student is asked to have his/her water bottle full of water and use it in class properly. Students (one at a time) can get permission from a teacher to use the bathroom for a reasonable time and the teacher will regularly check on the time a student has spent outside. Any student receiving such permissions should at all times produce a **Hallway passport** when requested by any given officer.

Students are not allowed to remove any books, or any other material from the library, laboratory, or computer room without permission from a Librarian or the person in charge of the room. Students are strongly forbidden to write in GIA books or enter computer or science laboratories outside of class. A violation of academic integrity is an offence against the entire institution and it threatens the standards of the entire school. In exams, homework, laboratory work, and writing papers, students are expected to perform with honor.

***VIII.4.8. Respecting Others***

Every student must be characterized by respect and obedience at all times wherever he/she is. Respect towards classmates, roommates, all GIA staff and any other person inside or outside the campus is an expected at all times. This includes all kitchen staff and cleaners. Disobeying or disrespecting authority is absolutely prohibited and heavily punishable. Students are advised to always be mindful of language and gestures used. Offenders are subject to a deduction of ten marks in discipline and may face suspension or expulsion depending on the severity of the misconduct. Refusal to do school work as required by teachers will result in a deduction of five marks in discipline and the student will earn a zero on the assignment. Disrespecting the Student Body President, Vice President, or Class Presidents are considered to be in contempt of authority and will result in a deduction of two marks in discipline.

***VIII.4.9. Drug Free Campus***

Possession, consumption, or distribution of controlled, addictive, and/or poisonous substances and drugs (including marijuana, cocaine, ecstasy, amphetamines, heroin, opiates, hallucinogens, prescription narcotics, pain killers, etc.) will result in an indefinite suspension. Upon full discussion the student shall be expelled from school and handed over to the police.

***VIII.4.10. Gambling***

Student gambling is prohibited. Any student caught gambling will be subject to a one week suspension. Any second offence will result in an expulsion.

***VIII.4.11. Harassment***

Physical or verbal abuse of students or faculty is not tolerated, to include teasing, bullying, gossip, insults, slander, blackmail, and coercion. Offenders will receive a deduction of five marks in discipline and the possibility of suspension or expulsion depending on the severity of the misconduct. If a student feels provoked he/she should report the case directly to the Residence Director before taking physical action.

***VIII.4.12. Loss of Academy Material***

Students who lose school materials such as books, mattresses, mosquito nets, electronics, decorations, utensils, etc. must replace the property within a reasonable amount of time to be determined by the Residence Director, They will receive a deduction of 10 marks in discipline and are subject to suspension depending on the severity of the misconduct.

***VIII.4.13. Lost and Found***

Any items found in the school building or on the school grounds should be placed in the Lost and Found basket. Items placed in the Lost and Found remain there for the rest of the academic year. After end of this period, items are donated to charity.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy. GIA is **not responsible** for lost money at school.

***VIII.4.14. Off-Campus Conduct***

The opportunity for students to leave campus for events is a privilege and ought to be valued. While off-campus for any reason, students and faculty are expected to follow and abide all laws and regulations of the local area. Failure to do so may result in a deduction of marks in discipline, suspension, expulsion. Students are not allowed to buy goods without permission from GIA staff and offenders will receive a deduction of five marks in discipline. Any student who leaves the predetermined assigned location for any reason will receive a one week suspension and faces the possibility of expulsion.

***VIII.4.15. Organizing or Attending an Unsupervised Assembly***

Students must receive permission to assemble without supervision. Students holding or attending an unsupervised assembly are subject to an automatic deduction of five marks in discipline and the possibility of suspension or expulsion depending on motive and the possible danger to GIA security as an institution.

***VIII.4.16. Political Material***

GIA is a non-political area. Possession of politically related documents or items is strictly prohibited. Political material will be confiscated and offenders are subject to an automatic deduction of three marks in discipline and the possibility of suspension or expulsion.

***VIII.4.17. Possession of Food in Dorms***

It is strictly forbidden for a student to bring food and the like in the campus via parents, visitors, staff or from people outside of campus walls. Whoever violates this will receive an automatic deduction of five marks in discipline and face the possibility of suspension. Repeat offenders may be expelled. Parents should avoid bringing food to their children on visitation day and students are responsible for parental actions if they sneak food in.

***VIII.4.18. Prejudice***

GIA is a Christian school and friendship among students is expected. Students who show any form of discrimination whether racial, ethnic, gender, etc. will not be tolerated .Offenders will be subject to a one week suspension and the possibility of expulsion. Counseling services are available.

***VIII.4.19. Sexual Misconduct***

GIA is neither a place for laziness nor for courtship, it is rather a school for studious young men and women. It is severely prohibited for students to have friendship for erotic interests. Young men and women are not to enter the dormitory of the opposite gender at any time and offenders will be subject to immediate expulsion. Any sexual activity will be seen as deviant and misconduct, and will be punished by suspension or expulsion depending on the severity of the offense.

Students involved in masturbation practices will face ten marks deduction with possibility of suspension or expulsion. Students involved in homosexuality or lesbianism will face an immediate expulsion.

Young men and women are forbidden to be together in a clearly isolated place away from others such as an empty classroom, a corner, or a dark place. Once found, the culprits face a deduction of ten marks in discipline and may be subject to suspension or expulsion upon thorough investigation and parental involvement.

***VIII.4.20. Solicitation***

There is no buying or selling of goods or products on the GIA campus including, either from students or staff. The only authorized solicitation is in the form of the school store, which the students may use while not engaged in other activities. Violators receive an automatic deduction of five marks in discipline and face one-week suspension.

***VIII.4.21. Television***

Students may only watch television Monday through Thursday from 7:30pm to 8pm for National News and on Friday evenings and weekends during non-scheduled activities. Movies are shown in the Multipurpose Hall for Boys and the TV HALL for girls. Violators receive a deduction of two marks in discipline. All movies shown at GIA must undergo thorough scrutiny by a GIA staff. Students who behave in a rowdy way, shall be denied the access privilege for the whole semester.

***VIII.4.22. Theft***

Theft and the unacknowledged borrowing of property belonging to students, staff or the Academy is not tolerated. Offenders will be expected to replace the missing property or pay for its replacement. Theft will result in two-week suspension for the first offense and Expulsion for the second offence.

***VIII.4.23*. *Telling Lies***

Telling lies at GIA is not tolerated. Lying about a student, staff member, parent or visitor will result in an automatic deduction of five marks in discipline with a possibility of suspension. Repeated lies will result in suspension. Students pretending to be sick will receive an automatic deduction of five marks in discipline and a zero in any missed class assignments, quizzes, or exams.

***VIII.4.24*. *Mosquito Net Use***

Students at GIA are compelled to bring and properly use a mosquito net each time they go to sleep. Failure to do so will result in a deduction of ten marks in discipline. Recurrent offenders may be suspended or expelled.

***VIII.4.25. Hand-washing***

Students at GIA are required to wash hands with soap before and after meals and when coming from the bathroom. This way everyone around the campus will be protected from common communicable sicknesses. Offenders will face a ten marks deduction .No student will be allowed to enter the Dining Hall for meals without thoroughly washing their hands. It is the responsibility of the House parents on Meals Supervision Roster to ensure every student entering for meals meets this required health regulation.

***VIII.4.26. Walls and Fences***

No student is allowed to climb or sit upon any GIA fence. Any student caught climbing or sitting on campus fences will face an automatic deduction of three marks in discipline. Students found outside of the Rumpel Wall during daylight hours without permission will receive an automatic deduction of ten marks in discipline and may face suspension. A one week suspension is automatic for students found off campus from 6pm to 6am with possibility of expulsion.

***VIII.4.27. Weapons***

Weapons are strictly prohibited on campus grounds. This includes; firearms of any type, knives, machetes, clubs, swords, guns, spears, fireworks, throwing stars, daggers, slingshots, brass knuckles, knives, razors (except for shaving), whips, sharpened sticks, and ammunition. Any possession of weapons on campus will result in confiscation and suspension, with the possibility of expulsion or termination.

***VIII.4.28. Time-keeping***

Students are responsible for following the schedule and keeping track of time in order to be punctual for all activities. Arriving late for scheduled activities will result in a marks deduction and/or work assignment. Students who repeatedly disrespect authority by arriving late will face more severe punishment and possible suspension.

***VIII.5. General Conduct, Responsibilities, and Prohibitions for Students***

***VIII.5.1. Standards of Good Conduct***

Students at Gitega International Academy are expected to behave respectfully at all times towards the GIA staff and their peers and guests. Laziness, bad attitudes, poor academic achievement, prideful boasting, continued disobedience, general unruliness, and failure to participate in classroom discussions, are considered illicit for the purposes of a college preparatory academy such as GIA and will result in expulsion if the problems are recurrent. The Discipline Council has the authority to examine unforeseen cases of student indiscipline not provided for in the present code and take necessary action. In case of major misunderstanding between a student and a staff member, the Disciplinary Council shall be called for arbitration. Burundi Youth For Christ and Gitega International Academy reserve the right to expel any student at any time for any reason.

***VIII.5.2. Language Policy***

Given that GIA is an English language institution, students are expected to communicate in English at all times outside of French and Kirundi classes. Students may not speak any other language other than English on the GIA campus. Failure to do so will result in a deduction of two marks in discipline. Grade seven; students are given leniency for the first portion of their first term.

***VIII.5.3. Relationships***

In the judgment of BFYC and GIA, students are not prepared for the proper and Godly pursuit of romantic associations; therefore this type of relationship between GIA students is prohibited, as is abnormal physical contact among the young men and women of the Academy. Hugs between young men and women should be respectful and aligned with Burundian tradition for youth.

***VIII.5.4. Prohibited Possessions***

Students are asked to not bring or purchase any of the following items during their stay at Gitega International Academy: Laptop Computers, Cell Phones, iPads/Tablet Computers, iPods/MP3 Players, CD Players, CDs, flash drives, pornography, or outside food/drink. A television and radio are available for use in the Rice Student Union or Meeting Hall. Students may not have more than four pairs of shoes and four outfits of clothes outside of their school uniform. Offenders will be subject to deductions of marks in student discipline, suspension, or expulsion. Any student who shall be found to be in possession of cash in the dormitory will face suspension, and possibility of being expelled.

***VIII.5.5. Cleanliness***

As part of their education, students will practice discipline, accountability, and stewardship. Students are responsible for the cleanliness and tidiness of their rooms and dormitory hall, as well as the campus grounds. Beds must be made each morning before breakfast and students will be expected to wash their own laundry and clothes. Parents may not take students΄ clothes home for laundry. Students are expected to pick up their rooms daily, sweep and mop their dormitories, assist in the upkeep of the campus grounds, and clean up after themselves at meals. The House Parents, Residence Director, and Headmaster will make regular inspections as well as random spot-check inspections. Offenders will be subject to deductions of marks in discipline, suspension, or expulsion.

* Students whose clothes are taken home for laundry face an automatic deduction of five marks in discipline
* Students who leave clothes on the floor of their room or outside the dormitory will be subjected to a one mark deduction in discipline which may be increased depending on the level of carelessness.
* Students must respect others by cleaning up their spills and messes at meals, as well as wash tables and dishes according to the established schedule. Failure to do so will result in an automatic deduction of two marks in discipline.
* Cleanliness of the body is important. Students are required to take a shower daily. Failure to do so will result in an automatic one mark deduction in discipline.
* Any student whose bed remains unmade in the morning or afternoon will receive an automatic deduction of one mark in discipline.
* Every room resident will equally face an automatic deduction of one mark in discipline if their room is deemed to be untidy unless they have a schedule, in which case the punishment will be individual.
* Students are required to keep their books and class materials clean and organized. Failure to do so will result in an automatic deduction of two marks in discipline.
* Littering by dropping garbage or papers on classroom floors or outside on the ground instead of in trash bins and any other act compromising GIA environmental standards will result in an automatic deduction of one mark in discipline.
* Students are responsible for clean campus and should take the initiative to pick up trash or report poor cleanliness behaviors in order to keep GIA beautiful.
* Monthly, GIA faculty will choose the class which maintains the cleanest classroom and the students in that section will earn a prize for upholding their responsibilities.
* At the end of each term, House parents will select the cleanest rooms and all students residing in those rooms will get a special reward.

***VIII.5.6. Hair Styles***

All GIA students are required to keep their hair short as determined by the school and maintainable. Refusing to comb the hair will result in a three mark deduction in discipline. This rule applies for both young men and women. In grade 12, female students are allowed to keep their hair on condition that they keep it kempt and neat at all times.

All other students are required to have their hair either cut or trimmed as may be found to be appropriate by the person in charge of hair cutting activity. Cutting hair shall be conducted once every month. Hair cutting activity will be organized within the campus. A student who refuses to have hair cut as instructed by the school staff in charge shall face a ten marks deduction; suspension or expulsion. After suspension the student must return to GIA with a haircut that is acceptable. On registration days students with disorderly hair style will not be accepted.

***VIII.5.7. Dress Code***

We expect our students to look like the leaders that they will become. We want our students to look their best at all times. Dress at Gitega International Academy consists of the school uniform for students, excepting changes into more formal attire for special occasions, sportswear and leisure wear for activities after class time and weekends, and sleepwear which is only to be worn inside the dormitories. Any uniform or clothing violation will result in the deduction of two marks in discipline for each offense. Staff members are expected to dress respectfully, considering their responsibilities as leaders and educators.

1. ***School Uniform:***

All students are expected to wear their uniform from breakfast through the end of class on school days and for special occasions on the weekends as instructed. In class, students may wear an extra pullover or Jacket during cold weather but this will not replace the school uniform pullover. **Sport shoes and sandals will not be worn in class.** The school uniform is available for purchase through the Accountant or Residence Director. Any uniform purchased elsewhere will be confiscated and returned to the parent. The Gitega International Academy uniform consists of the following items:

 **Young Men**

* White Long-Sleeve Dress Shirt
* Grey Trousers
* Green Pullover Sweater (optional)
* Grey and Red School Tie
* Black Socks
* Leather, Black, Closed-Toe Dress Shoes
* Black Belt

**Young Women**

* White Long-Sleeve Dress Shirt
* Grey Skirt
* Green Pullover Sweater (optional)
* Grey and Red School Tie
* Grey Socks With Stripes
* Black, Closed-Toe Dress Shoe
1. ***How to wear clothing***

Students shall be smart, clean, and decent at all times. This means the uniform or other clothes are freshly washed, hair is combed, shoes are polished, etc. Any form of lewdness such as short skirts or shorts, very tight clothes, half-shirts, or tight pants ,exaggerated sunglasses, ornamental earrings, drug or alcohol related items, etc. are forbidden. Students must tuck in their shirts and wear pants above the buttocks. Offenders will face a two mark deduction in discipline. Students are not allowed to paint toes or fingernails and can have a maximum of two bracelets on a single wrist. Offenders will face a two mark deduction in discipline. Young men and women with prohibited clothing will have it confiscated and receive an automatic deduction of two marks in discipline.

1. ***Young Women's Clothing Prohibitions***

Female students should dress modestly and respectfully. Young women should wear their hair in a way that is natural, maintainable and clean and should not wear distracting makeup, jewelry, hats or shoes. Skirts must extend below the knee, with no slits.

 ***d. Young Men's Clothing Prohibitions***

Male students are also expected to dress modestly and respectfully. Young men should not wear sleeveless shirts without an over-shirt or cover unless playing sports, and should not wear distracting hats, caps, earrings or jewelry. Men should wear their hair in a way that is natural, short, maintainable and clean. Men must also take care to respect the modesty and integrity of women.

 **NB: The GIA administration withholds the right to administer appropriate punishments (not specifically listed in this handbook) at their own discretion.**

**SUMMARIZED PUNISHABLE INFRACTIONS.**

The corrective measures for students who violate the school rules and regulations vary depending on the gravity of an offense. They range from supervised community service for a specified amount of time to marks deduction in discipline, suspension and expulsion.

**I**. The following mistakes/offenses once made and facts established will lead to expulsion.

* Pregnancy
* Sexual harassment and sexual intercourse
* Theft
* Smoking
* Bullying
* Truancy
* Possession of pornographic materials
* Physical or verbal abuse of an authority
* Frequenting toilets belonging to the opposite sex
* Forging documents (Report card, exam or test paper...)
* Smuggling in the campus: Alcohol, drugs, food, etc..
* Conducting any form of trade while at school.
* Jumping the school fence either from inside or from outside.
* Practices of lesbianism or homosexuality
* Fighting and causing damages (injuries) on a member of the community.
* Incitement to ethnic hatred.
* Organising, leading and taking active role in a strike.
* Starting a fire anywhere within or around the campus without permission from the school authority.
* Involvement in corruption practices.
* Possessing any type of weapons in school.
* Secretly communicating with outsiders.

**II**. **Offenses/mistakes which lead to suspension.**

* Frequent skipping of classes
* Speaking any other language than English except during French or Kirundi classes.(x number of times.....)
* Forming a relationship between a girl-boy amounting to a couple.
* Chronic lateness
* Absenteeism in class
* Abusing the school uniform
* Vandalism of own property, property of the school and that of others.(Replacement +Fine will apply)
* A boy and girl found in a hidden corner or dark room or seated on one another’s lap.
* Secret correspondence between male and female students with dangerous or suspicious content.
* Nudity or behaviour that leads to it.
* Telling lies involving a parent or a guardian.

**III**. **Offenses which will result in deduction of marks in discipline.**

* Distraction during a lesson.
* Disrespect of the teacher/Houseparent or any other member of the community.
* Defying orders given by an authority of the school
* Interfering with the work of a houseparent, teacher or administrator of the school or support staff member.
* Writing on the wall, desk, chair, table...
* Wearing distracting jewellery, refusing to cut hair to acceptable standards, painting finger-nails, distracting lipstick, etc...
* Wearing dirty uniform, skipping shower, not combing hair, not tucking-in...
* Not using a mosquito net during night.
* Untidy bed and bedroom
* Dumping own clothes outside the dormitory, and any form of littering the school compound.
* Cheating during a quiz, test or exam
* Entering or being found in the dormitory during class time without permission.
* Disrespecting the orders given by the school prefects
* Carrying kitchen utensils in the dorm without permission
* Late reporting to school at the end of the semester or after Easter Break
* Withholding information being solicited by the school authority as a sign of solidarity with an individual or group of individuals.
* Inappropriate conduct towards visitors.
* Breaking the night curfew
* Making loud noise during the time when others are asleep.
* Fomenting lies against an educator or a friend or any other member of the community.
* Wandering outside the classroom during class hours.
* Disturbing others during study time
* Climbing the school fence, sitting or standing on it, any kind of climbing in the dorm using deckers, cabinets, etc...
* Tampering with electric installations in school.

**IV**. **Offenses which will lead to internal suspension with community service (With or without deduction of marks in discipline).**This will be determined by the members of the school disciplinary panel after a case has been examined and proofs of an offense established beyond doubt.

* 1. **Depriving a student of a particular meal** shall not be used as a form of punishment
	2. **Corporal punishment** such as beating (kicking, stabbing, slapping, spitting on the face, canning...) is prohibited.

VII. In case the school deems it necessary, the parent of the student will be called and a conference will be arranged between the school-student-parent.

**Note**:

1. **Expulsion** from the school follows a kind of behaviour which violates the core values of the school and threatens the very foundations of the school.

2. **Suspension** falls under the following categories:

a) Definite suspension

b) Indefinite suspension

c) Internal suspension.

1. A student cheating in a quiz, test or exam will get an automatic zero in the quiz or test and deduction of **40 marks** in discipline,
2. Reporting to the Academic Dean the offence committed
3. Availing of proof of cheating such as smuggling in material related to exams.
4. Comparing exam papers

b) Cheating in exam with proof will lead to a zero in that exam and a deduction of 40 marks in discipline. (If caught twice in the exam, he/she will be suspended or even expelled)

c) Showing one’s copy to a friend, talking ,using sign language, lending or borrowing tools that contain answers, writings on parts of one’s body i.e laps,...are forms of cheating.

d) Skipping a quiz/test without reason known to the school authority will lead to a zero in the quiz or test and will compel the school to invite a parent for a conference.

* The school reserves the right to use other forms of correcting deviant behaviours among the students community if there happens to arise cases of indiscipline not mentioned in the present manual.
* No one has the authority to delete or alter marks deducted by an authority without consulting the disciplinary council.

# **GENERAL PROCEDURES**

***IX.1.* *School Holidays***

1. September 9 : GIA Day
2. October 13 : Prince Louis Rwagasore Memorial Day
3. October 21 : President Melchior Ndadaye Memorial Day
4. December 25 : Christmas Day
5. February 5 : National Unity Day
6. March : Easter (Date may change)
7. April 6 : President Cyprien Ntaryamira Memorial Day
8. May 1 : Labor Day
9. Ascension Day: (Date may change)

***IX.2. Birthday Parties on Campus***

There shall be birthday party celebration at every end of a month for all students born in the same month. On this occasion the staff is greatly encouraged to be present and celebrate with students.

***IX.3. Student Information***

Please keep the office informed of any change in contact information so that your child’s records may be accurate. This includes a change of telephone number and the name of the person to be called in case of emergency.

Gitega International Academy will not be held responsible for errors found in any record that is kept currently by a parent or guardian.

***IX.4. Meals***

Gitega International academy students are given meals at the campus.We believe that a wholesome nutrition is an important factor for the healthy physical and psychological development of young people. Thus GIA Students are given three meals (breakfast, lunch and dinner) that meet the students’ wellness standard.

***IX.4.1. Dining Hall Guidelines***

**T**he following rules are to be observed during meal time:

* House parents will accompany students to the dining room and see that they are seated in an orderly manner and ensure good behaviors are observed by all students.
* Students must wash hands before entering the Dining Hall
* Every meal must be preceded by a prayer said by a student and it must be in English.
* The Dining Hall will be an orderly environment in which quiet conversation will be permitted.
* Students will sit with their GIA Family at an assigned table for the entire academic year.
* House parents on duty will be responsible for supervising the cleaning of tables and dishes after meals.
* GIA Family Advisors will regularly eat meals with their GIA Family. During these times, they are responsible for maintaining discipline and promoting good manners and cleanliness among their students.
* Table cleaning schedule after meals will be drafted and all students are without exception required to strictly go by it.

***IX.4.2. Meals Schedule and Menu.***

6:30 - Breakfast

12:30 - Lunch

7:00 - Dinner

Further information about the menu is available in the nutrition standard manual.

Students who intend to fast shall inform the Residence Director a day before. Fasting is allowed but may not exceed one day. The students fasting shall be allowed to skip breakfast and lunch but must take dinner.

***IX.5. Immunization***

Students are required to bring their immunization certificates for measles, polio, etc.

***IX.6. Child Protection Policy***

 As a school, Gitega International Academy is committed to:

* Valuing children and ensuring their safety in all locations and facilities where we are responsible to care for them,
* Ensuring strong partnership with students’ families,
* Ensuring that all staff involved with children are given support and training in child safety and protection,
* Complying with legal requirements in reporting as necessary.

We expect proper moral and ethical conduct toward all children who are in the care of Gitega International Academy. This expectation applies to all staff (expatriate and local), volunteers (regardless of their length of service), employees, associates seconded to Gitega International Academy and partner organization staff working with Gitega International Academy. It also applies to any visitors on the campus. Adult staff and volunteers assume the responsibilities of setting and maintaining clear and appropriate boundaries in all interactions with students.

 A Child Protection Policy Manual is available at school and accessible to all staff.

***IX.6.1. Child Abuse, Neglect, and Exploitation***

GIA staff members are required ethically, and under penalty of law, to report any suspected child abuse (physical, emotional, sexual, or neglect). As part of ensuring a child's health, safety and welfare Gitega International Academy staff are committed to protecting children under their care from all forms of abuse, neglect, and exploitation as required by GIA Child Protection Policy Manual. GIA staff are mandatory reporters of such abuse, neglect or exploitation to the school administration.

***IX.6.2. Relationship with Law Enforcement Authority***

Gitega municipal police is the primary law enforcement agency for the City of Gitega. Because Gitega International Academy is within the Republic of Burundi’s jurisdiction, all criminal activity is reported to the local area police. GIA’s administrators have constant telephone communication with the local area police dispatch centre and work closely with local authorities. Gitega municipal police receive their law enforcement authority through a Memorandum of Understanding agreement between GIA and the local area police. The municipal police provides policemen to ensure security on GIA campus during registration day, visitation days and during field trips.

The municipal policemen are well trained and have power to arrest while on duty. They enforce all campus and school policies, and provide other security services as required. Their authority is limited to the boundaries of GIA property, including land and structures. The municipal police department emergency telephone numbers will be dispatched to respond to incidents reported on campus. Police officers are authorized to carry firearms while on duty.

Gitega International Academy acts as in *loco parentis* while students are on school campus and is responsible for the safety and welfare of its students. Therefore while on the campus police officers will act under the authority of the school Headmaster. They cannot arrest a student without the consent of the school authorities unless they are subject to student attack. However policemen are not allowed to take a student or a staff out of the campus without the school authorities’ consent. Police officers on duty are not allowed to interact with students in any form unless under supervision by a school administrator.

***IX.6.3. Safety and Security policy***

Gitega International Academy is committed to providing a safe and supportive environment for both students and staff which:

* Minimises risk of harm and ensures all members of the school community feel safe and secure.
* Supports the physical, social, academic, spiritual and emotional development of students.
* Provides student welfare policies and pastoral care programs that develop a sense of self - worth and foster personal development.

***IX.6.4.* *Health Care***

It is our school policy to promote a safe and supportive environment for all students. Our pastoral care processes are carefully designed and reviewed regularly to provide support and health care for all students. Support staff and selected staff have regular first aid training. We have a designated Clinic which can be accessed by our students and staff as needed. A health care manual is available for all staff to read.

***IX*.*6.5*. *Communicable Diseases***

Gitega International Academy desires to maintain a healthful school environment by instituting controls designed to prevent the outbreak and spread of communicable diseases.

The term communicable disease shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A staff or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the Headmaster.

Students who exhibit signs of a communicable disease will be sent to the School Nurse for check. Parents will be notified about the situation and if necessary asked to withdraw the student.

GIA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

***IX*.*6.6.*** ***Campus Cleanliness and Orderliness***

To keep our campus looking neat, students are asked to walk on the sidewalks rather than taking shortcuts across the grass. Students are asked to help maintain a clean, neat and cheerful campus. Students are to keep their dorms and classrooms clean at all times and properly dispose of waste paper and other trash. Students are asked to help maintain the restrooms by observing the following rules:

* Place waste materials in their proper receptacles.
* Do not hang clothing in the restrooms.
* Do not mark on the walls or restroom dividers.
* Do not deposit paper towels on the benches.
* Do not damage the ceiling.
* Hang clothes in designated places.
* Do not put clothes in the toilet tank.
* Do not use copybook papers for toilet use.

The group involved in an activity is responsible to clean up and reorganize the areas used immediately following the activity. This includes homecoming, plays and other special events.

***IX.6.7. Music and dance policy***

The school may arrange occasional music and dance for the students for relaxation. However, it must be restricted to the context of the school Christian values. The music to be played must undergo censorship by a designated school staff.

***IX.6.8. School Property***

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone’s personal property will be obligated to pay the full amount of repairs and labour or replacement. Textbooks used by the student must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented. This applies also for school property stolen.

1. ***Library***

The library provides reading and reference materials for students, teachers and general staff. Students are allowed to check out 1 book at a time. If a book is lost, the student will not be allowed to check out any other books until the lost book is replaced. Parents/guardians should encourage their children to read & accept responsibility of caring for books.

1. ***Book agreement***

Students will be issued textbooks necessary for course completion. Students are expected to return the same textbooks they were issued in relatively the same condition in which they were received. If a book is lost, intentionally written in, or damaged, it is understood that the student is responsible for the cost of replacing the book.

1. ***Lockers***

Each student is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times (Before class or at breaks). The school reserves the right to inspect lockers at any time. Lockers may not be decorated on the outside.

# **OTHER ARRANGEMENTS AND CLOSING REMARKS**

***X .1. Chapel***

Each Sunday at 9:00 am, GIA hosts a Chapel for worship and Christian teaching.Chapel services are held weekly for spiritual enrichment of the student body, corporate worship, special music or drama presentations, and speakers or special programs. Parents are always welcome to attend chapel. Students participate on the worship teams.

Chapel is intended to be fun and beneficial for everyone involved. Guest speakers and Pastors must be treated with the same respect given to all members of the GIA community. All students, regardless of religion, must attend each Chapel, though participation in worship and prayer is not mandatory. Any tendency to disrupt or sabotage Chapel order and activities, however, will result in a deduction of two marks in discipline and may be result in suspension or expulsion depending on the severity of the offence, as students are expected to demonstrate a high level of discipline. Students are expected to dress appropriately for Chapel. Young men are required to wear trousers and a dress shirt. Young women are required to wear a dress or a skirt that goes below the knee and is loosely fitting with a nice blouse. Failure to do so will result in the deduction of two marks in discipline and repeated offenses may result in suspension. Any student who skips Chapel or pretends to be sick in order to miss Chapel will receive an automatic deduction of five marks in discipline and may face suspension.

***X.2. Permission for leaving school***

GIA is a boarding school and students need to stay at school unless they are participating in competitive sports, a special event, or on an official GIA field trip. Otherwise, permission is only given to students who are sick and show proof of medical care upon return. Those who have a necessary medical appointment shall show written proof of the appointment and parents can call to intercede for the student. Students may not receive haircuts or go to the barber’s shop while away from school under their parents’ supervision. Parents must give advance notice and request permission anytime they wish to take students off campus. We will not release students to anyone other than the parents and request that all students be picked up after classes end at 3:00pm or on weekends whenever possible. Non-medical cases will be assessed on an individual basis and the Headmaster has the final decision regarding any student leaving campus during the term. Parents are expected to act with honesty and integrity regarding permission to remove their children and students may face suspension or expulsion if their parents fail to act in this manner.

***X.3. Visitation***

Parents are only allowed to visit students on stipulated visiting days. No parent will be allowed to see his/her child on other days, unless granted permission by the Headmaster through a prior arrangement.

Parents of students at Gitega International Academy should visit their students on visitation days every time they are able – strong family ties are a key component of the upbringing and education of children and our students truly appreciate seeing their families when they can. However, students must also focus on their academics, and the staff must focus on instruction, discipline, and care of the students. As such, parental visitation days are only on the last Saturday of every month. In the event of a schedule change or special occasion, parents will be notified.

All immediate family members are welcome to visit students; however the staff of Gitega International Academy must insist that any gifts brought to the child not contain food, alcohol, electronics, or any other prohibited items. Parents also may not take dirty clothes from students to be washed. Parents are expected to act with honesty and integrity regarding visitation and students may face suspension or expulsion if their parents fail to act in this manner. Students are responsible for the possession of any items that their parents may bring.

***X.4. Parents’ contribution***

The students’ interest in receiving a quality, morally based education can be served if students, parents/guardian and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child. It shall be an expressed condition of enrolment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion.

These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioural expectations of the school.

2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumour driven, disruptive, threatening, hostile, or divisive.

**NB**: The above laws transgression may result in severe punishments such as student or staff suspension, expulsion, etc, depending on the severity of the offence.

***X.5. Burundi YFC Duties and Responsibilities vis-à-vis GIA***

As founder of GIA and legally representing it, BYFC is responsible for:

* School infrastructure designs and construction implementation
* School Headmaster and DHM recruitment
* School staff recruitment in collaboration with the school administration
* Oversee /follow up the school functionality and progress in the image of ACSI standards and compliances
* Organize regular visits on the school to ensure its dynamism and encourage the staff.

***X.6. Closing Remarks***

Gitega International Academy seeks to offer and encourage the best education possible. If you feel that in some way the experience at GIA can be improved, please bring your concerns directly to the attention of your Parent Representatives, the Headmaster, Residence Director, or Academic Dean.

Students, parents and staff are expected to abide and enforce the rules and guidelines set forth in this document. All members of the faculty and staff and all students and parents must sign both copies of Integrity Pledge – one copy to keep and one for the Headmaster's files.

GIA appreciates the investment you have made into the academic, spiritual, emotional, and moral development of the youth. We will continue to do our very best to encourage growth as we shape the future Leaders by raising up responsible and mature men and women who can confidently declare that they are Gitega Greys who demonstrate integrity, excellence, and leadership.