

BURUNDI YOUTH FOR CHRIST



FOUNDER OF



ACADEMY HANDBOOK 2022-2023
ACADEMIC YEAR.

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ACADEMY HANDBOOK AND STUDENT'S CODE OF CONDUCT

REVISED
2022- 2023

I. GENERAL INTRODUCTION

Many Burundians move abroad or send their children to boarding schools in foreign countries in an attempt to secure the highest 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.
- The world needs intelligent, effective leaders with integrity, godly leadership skills and all-round excellence, in order to transform our society.

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.

II. 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).

III. CREST AND SYMBOLISM



- 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, Progress,” 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.

Biblical Worldview

We believe that the development of a biblical worldview – how one views reality – is the primary goal of a Christian Education. The Bible serves as the foundation, providing the principles of truth, from which the learner can apply reason to every subject and area of life. Understanding and wisdom are derived from the knowledge and application of God's Word.

Proverbs 1:7, 9:10; Colossians 1:9-10, 2:8; 2 Timothy 3:16; Romans 12:2

Parents Are Primary

We believe that parents have the primary responsibility to educate their children in the fear and admonition of the Lord.

The authority of the school is an extension of the authority of the parents. Therefore, the school must work in partnership with the home to instill the values of Christ, just as a mother and father must work in agreement to train up the child.

Deuteronomy 4:9; 6:7-9; Proverbs 22:6; Ephesians 6:1-4

Whole Child

We believe that Christian education serves to recognize the uniqueness of every child as made in God's image. Each child consists of four distinct parts – spirit, mind, and body, as well as social. Each is part of an integrated whole and cannot be dismissed or separated in the learning process. Matthew 22:37-40; Luke 2:52; Psalm; 139:13-16

Academic Excellence

We believe that academic excellence is an expression of worship of Almighty God as Creator and Lord. The dominion mandate is given to man to subdue (understand) the earth and all that is in it. All truth is God's truth and there is no dimension, nor subject that is apart from Him.

Genesis 1:26-31; Psalm 111:2; John 8:32; 2 Peter 1:3

Christian Faculty & Staff

We believe that those who would seek to disciple young people must themselves be disciples of Jesus Christ. Each relationship in the Christian school where faculty and staff are concerned serve to model a life worthy of emulation.

Because the student will resemble his or her teacher, only an authentic witness will serve to transmit a biblical worldview with credibility.

Luke 6:40; 1 Corinthians 11:1; Hebrews 13:7; Romans 10:14-17

Balanced Education

We believe that to maximize the potential of learners, a broad and balanced variety of curricular and extra-curricular opportunities must exist to enable students to achieve their God-given talents and abilities. A balanced education recognizes that students will enter all aspects of society and have a sphere of influence.

Matthew 25:14-30; Romans 12:3-8; 1 Peter 4:10-11; 2 Corinthians 10:13-16

Socially Relevant

We believe that Christian education should prepare students to live in the world, even while they are “not of the world.”

In this way, they will serve as ambassadors of reconciliation. To this end, Christian schools are cognizant of all governing laws and authorities and work within the framework of educational standards. Christian school graduates should be the best, not the least because they seek to glorify God in all things.

John 17; Romans 13:1-7; 1 Corinthians 10:31-32; 1 Corinthians 11

IV. 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 the society.

IV.5 Mission:

To provide high quality, Christ-centered education that yields a generation of God-fearing leaders.

IV.6 Motto (core values)

Integrity, Excellence, Leadership

IV.7 Enrolment

Gitega International Academy is a secondary Christian school for young men and women with a projected maximum occupancy of 384 students for the 2022-2023 academic year. GIA only accepts registration for boarding students of grade 7 not exceeding 13 years, and grade 12 not above 19 years. 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 proved by a birth Certificate, 2 Passport size Photographs, and annual average percent grade on the report card, a grade 6 annual 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 in consultation with GIA administration.

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

More details on admission are to be found in the GIA admission policy.

IV.8 Non-discrimination policy

Gitega International Academy does not discriminate based on race, color, religion, nationality, ethnicity, gender, or regional, political and socio-economic background in administration of its educational policies, 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 is fully accredited by the Association of Christian Schools International (ACSI July 2018). GIA is committed to pursuing other international accreditations such as MSA (Middle State Association) and Child Safety.

IV.10 Staff

The GIA staff includes the administration, faculty, and auxiliaries. Our faculty are missionary teachers, experienced and knowledgeable in their subject areas. Currently, GIA has teachers from all over Africa and volunteers from **other parts of the globe**.

1. Administration

The administration includes the **Head of School**, Academic Dean, Curriculum and Quality assurance Director (CQAD), the Residence Manager, the Accountant and the Bursar. The GIA administration ensures **the functionality and effectiveness** of the school and manages the curriculum, schedules, events, employment, sports competitions, trips, **School Finances** and boarding arrangements.

The **Head of School** is responsible for **running** the **entire school**

The **Academic Dean** organizes **the** academic **domain**.

Quality assurance and Curriculum Director oversees quality and standards of the daily running of the school

The **Residence Manager** *ensures students' discipline, supervises the work of the support staff, and he is in charge of communication with the parents and kitchen operations.*

The Accountant prepares budgets and ensures proper and effective accountability of school finances.

The Bursar is in charge of organizing and supervising the staff housing, and general welfare of the school. She is also in charge of school purchases and cash management.

2. Faculty

The teaching staff includes **all Teachers, Volunteer Teachers and Teaching Assistants, Laboratory Assistant.**

3. Support Staff

The **Support staff** includes House Parents, School Secretary, Librarians, Counselor, **Chaplain**, Nurses, and kitchen staff, cleaning personnel, construction workers, ICT Manager and other assisting employees. Support 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.

IVII School Calendar

The academic year starts in August, ends in June, and is divided into two semesters with holidays over Christmas and Easter. Revised dates will be communicated on the school website, Facebook, Whatsapp group and hard copy print on opening days.

SEMESTER 1

No	Day and date	Activity
	Mon August 15 th , 2022	Arrival of all GIA Staff
	Tue August 16 th -18 th , 2022	Staff Workshop
1	Sun August 21 st , 2022	Arrival/Students' Registration
2	Mon August 22 nd , 2022	Orientation
3	Tue August 23 rd , 2022	Classes Begin
4	Wed August 24 th , 2022	Late Registration Ends
5	Thur, December 6 th to Monday, December 9 th , 2022	Exams
6	Friday, December 17 th , 2022	Last Day of School

7	Saturday, December 18th 2022 to 6 th Friday, January, 2023	Christmas Break
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SEMESTER 2

No	Day and date	Activity
1	Sunday, January 8 th , 2023	Arrival/Students' Registration
2	Monday, January 9 th , 2023	Orientation
	Tuesday, January 10 th , 2023	Classes Resume
3	Friday, January 13 th , 2023	Late Registration Ends
4	Saturday, March 1 st to Saturday, April 16 th , 2023	Spring Break
5	Sunday, April 17 th , 2023	Students Resume
6	Monday, April 18 th , 2023	Classes Begin
7	Monday, May 22 nd - Monday, May 26 th 2023	Grade 12 Exams
8	Tuesday, May 30 th 2023	Grade 12 leave for Graduation Preparation
9	Monday, June 5 th to Monday June 12 th 2023	Exams for Grade 7 -11
10	Saturday, June 16 th , 2023	Last Day of School
11	Saturday, June 17 th , 2023	Summer Holidays Begin /Graduation
12	Saturday, August 19 th , 2023	End of Holidays

IV12 Academic Organization

Gitega International Academy offers a six-year secondary education program, running from grade 7-12.

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. **A student of G7& 8 to be promoted to the next grade must score a final GPA of 0.7 minimum and from G9-12, score of 1.0.** Any student **who scores below these GPAs** shall be advised to repeat the class.

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	
B	83-86	3.0	Above Average
B-	80-82	2.7	
C+	77-79	2.3	
C	73-76	2.0	Average
C-	70-72	1.7	
D+	67-69	1.3	
D	63-66	1.0	Pass
D-	60-62	0.7	
F	59 or below	0.0	Fail

IV.121 Education Level

GIA endeavors 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 analyses, prioritizes, applies, and evaluates information from a biblical world-view.

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

IV.122 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:

- a. Academically brilliant
- b. Spiritually mature
- c. Emotionally balanced
- d. Lifelong-learner

- e. Critical thinker
- f. Effective communicator
- g. Altruistic
- h. Global minded
- i. Inspired servant leader
- j. 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 require to determine a candidate's admission.

Grades 7 – 10: GIA is an English language speaking secondary school. As such, students from grade seven to grade 10 focus heavily on English language courses. Computer literacy (Information and Communication Technology – ICT) is **emphasized**, 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 **semester** throughout all years a student is enrolled.

Grades 9-12: **Beginning from Grade 9, all marks scored are recorded on the student's Official Transcript.** Students continue with a well-rounded education that includes GIA's hexagonal core of studies. Students begin to take electives according to their interests and ambitions **from Grade 11**. A key focus during these years is preparation for university studies, including taking ACT Tests.

IVI22 Class Schedules

The schedule of classes for each **semester** is established according to the number of hours in each subject. Students take 40 lessons each week. The duration of each class is 45 minutes and classes begin at 7:30am, after assembly. Classes **end** at 3:30pm. **Thereafter follows clubs as scheduled: debates, dance and drama, sports and athletics Fine Art, technology, radio program and other activities.**

IVI3 Committees

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

- Board of Management
- Discipline Council
- Student Council
- Deliberation Council.
- Student General Assembly
- Parents' Council
- Parents' General Assembly

IVI3I Board of Management

Burundi Youth for Christ, which serves as the steward of the founding Christian Mission, Vision and Philosophy of GIA, shall hold ultimate veto power over any board action which would cause GIA to depart from the founding Christian vision, mission and philosophy. The BYFC Board entrusts the day-to-day governance of the

school to the GIA Board of Management. The business and financial affairs of the School shall be managed by the GIA Board of Management who may exercise all such powers of the School and do all such lawful acts and things as are (by statute or by these Bylaws) directed or required to be exercised or done by the Administration.

IV.32 Qualification and Number.

Each person nominated and elected a Board Member of the School shall be a **practicing** Christian over the age of thirty (30) and subscribes to the GIA's Mission, Vision, Philosophy, and Statement of Faith. The number of Board Membership of the School is not to exceed 8 (8) or be below six (6). A maximum of 7 Board Members shall be voting members of the Board and elected and/or nominated pursuant to the provisions in the Board Policy Manual. The eighth Board Member shall be the Head of the School who shall serve as the Secretary to the Board (by virtue of his position) and shall serve as a non-voting member – ex-officio. The Board of Management discusses and provides guidance concerning large and overarching decisions at GIA. The Board of Management is the ultimate authority for the school and is responsible for the continued well-being, spirituality, and excellence of the education available to the students. A minimum of two-thirds ($\frac{2}{3}$) of the board members shall constitute a voting quorum.

IV.33 Discipline Council

It is summoned and chaired by the Head of School. It consists of the Head of School, Quality assurance and Curriculum Director (QAC), Residence Manager, The Academic Dean, Senior teacher, Class teacher and Two House Parents. Once scheduled, the Discipline Council shall be announced to the YFCB National Office with a briefing on the discipline case(s) to be **analyzed**.

The Head of School shall announce the decisions taken by the Discipline Council to the YFCB 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 and among 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.34 Student Council

The representatives are elected from the student body in an **organized** democratic election, 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

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

Class secretaries are wise students elected to represent each class. They help to keep order and cleanliness in classrooms and encourage good behavior and 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.

N.B: The school management have a full right to propose a change or change student leaders whenever they judge leaders are not fitting or fulfilling their duties properly.

IV.135 Student General Assembly

It is held at least once a semester, and is preceded by a Student Council meeting. This assembly is summoned and chaired by the Head of School with the Residence Manager and the Academic Dean and the (QAC) in attendance. It aims at addressing students' concerns on academics, discipline, health, dormitories, meals, and to provide advice to students.

IV.137 Parents' Council

It is summoned and chaired by the Head of School. It is made up of the Head of School, Residence Manager, Academic Dean, QAC, two Teacher Representatives, and the Legal Representative of BYFC, the BYFC National Director, the Liaison Officer, 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 Manager 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.138 Parent General Assembly

It is chaired by the Parents' Council President. The Parents' General Assembly consists of the Parent's Representatives, the Head of School, QAC, the Legal Representative of YFCB, the Liaison Officer, Residence Manager, Academic Dean, Student Body President and Vice President, all teachers, all house parents and parents. The Residence Manager 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 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.139 Deliberation Council

It is summoned and chaired by the Head of school at the end of every academic year and includes all the HODs, the Academic Dean, Residence Manager, Class Teachers, Two House Parent Representatives and QAC. This council analyses the results of students and decides on the future of those who will have performed poorly. **All discussions and decisions of the council are kept discreet (secret) strictly; that is no member /staff is allowed to communicate the outcome of the meeting until official announcement to the students. Violating this shall meet severe punishments, losing job included. All deliberation council meetings must be proved by serious minutes duly signed by attendants to be then filed or shared to whom they may concern.**

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

Promotion to the next grade requires a student to have scored at least 0.7 for G7&8 and from G9-12, 1.0 GPA and must have at least 5.50 credit units

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%. All exams must be set, reviewed by the Academic Dean and the Heads of Department before final printing.

c. 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 must have fully been cleared by the school.
4. Comply with the school regulations.
5. Must have completed contact hours, assignments and all examinations.

On the graduation day or eve, no continuing student is allowed to go home before the end of ceremonies unless v special permission proved by vivid reasons. All the report cards for regular students are given after the event.

GITEGA INTERNATIONAL ACADEMY GRADUATION REQUIREMENTS.

G.I.A. offers a core version of the standard American curriculum. In order to fulfill the graduation requirements, Gitega International Academy uses a six subject, hexagonal core of studies consisting of: Languages, Sciences, Mathematics, Information and Communication Technology, Humanities, and Spiritual Leadership. To graduate, a student must earn a minimum Cumulative GPA of 1.0 and 21.0 credits and a Maximum of 32.0 credits, in four years (Grade 9 – 12).

Besides the transcript and the Diploma certificate, the graduate must also be awarded a High school completion certificate, which indicates the combined GPA score based on the mainstream studies and the ACT performance.

GRADUATION REQUIRMENTS AT GITEGA INTERNATIONAL ACADEMY.

GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11	GRADE 12
MATHEMATICS	MATHEMATICS	ALGEBRA 1 (1.0)	GEOMETRY (1.0)	ALGEBRA 2 (1.0)	PRE-CALCULUS & CALCULUS(1.0)
ENGLISH	ENGLISH	ENGLISH LITERATURE (1.0)	WORLD LITERATURE (1.0)	AMERICAN LITERATURE (1.0)	BRITISH LITERATURE (1.0)
ICT	ICT	ICT (1.0)	ICT (1.0)	ICT (1.0)	ICT (1.0)
SCIENCE	SCIENCE	CHEMISTRY (0.5)	CHEMISTRY (0.5)	CHEMISTRY (1.0)	CHEMISTRY(1.0)
BIBLICAL STUDIES	BIBLICAL STUDIES	BIOLOGY (0.5)	BIOLOGY (1.0)	GEOGRAPHY (SCIENCES) (1.0)	GEOGRAPHY (SCIENCES) (1.0)
				GEOGRAPHY/HISTORY (HUMANITIES) (1.0)	GEOGRAPHY/HISTORY (HUMANITIES) (1.0)
GEOGRAPHY	GEOGRAPHY	PHYSICS (1.0)	PHYSICS (0.5)	BIBLICAL STUDIES (0.5)	BIBLICAL STUDIES (0.5)
HISTORY	HISTORY	BIBLICAL STUDIES (0.5)	BIBLICAL STUDIES (0.5)	LEADERSHIP& DISCIPLINE(0.5)	LEADERSHIP& DISCIPLINE(0.5)
LEADERSHIP & DISCIPLINE	LEADERSHIP & DISCIPLINE	BUSINESS STUDIES (0.5)	BUSINESS STUDIES (0.5)	FRENCH (0.5)	FRENCH (0.5)
FRENCH	FRENCH	GEOGRAPHY (0.5)	HISTORY(0.5)	BIOLOGY/PHYSICS (SCIENCES) (0.5)	BIOLOGY/PHYSICS (SCIENCES) (0.5)
				ART/PSYCHOLOGY (HUMANITIES) (0.5)	ART/PSYCHOLOGY (HUMANITIES) (0.5)
ART	ART	LEADERSHIP & DISCIPLINE(0.5)	LEADERSHIP & DISCIPLINE(0.5)	PHYSICAL EDUCATION (0.5)	PHYSICAL EDUCATION (0.5)
KIRUNDI	KIRUNDI	FRENCH (0.5)	FRENCH (0.5)	-	-
PHYSICAL EDUCATION	PHYSICAL EDUCATION	ART (0.5)	ART (0.5)	-	-
		PHYSICAL EDUCATION (0.5)	PHYSICAL EDUCATION (0.5)	-	-
--	--	TOTAL= 8.5 CREDITS	TOTAL= 8.5 CREDITS	TOTAL= 7.5 CREDITS	TOTAL= 7.5 CREDITS

NB: The graduation requirements especially in the area of electives offered may vary from year to another. Several adjustments have been employed along the way. The students and Parents are encouraged to liaise with the Gitega International Academy Head of School and Academic Dean, Career Guidance and college placement officers of the colleges they wish to join to find out on individual college requirements per state or region.

STUDENT ADMISSION TO GITEGA INTERNATIONAL ACADEMY

All the new students from English speaking countries that will be joining Gitega International Academy in the second semester from January, from schools with a different academic calendar, shall be given a month of settling in school, and then they will be subjected to tests in all subjects and the results from these tests will be the ones to be used as their first semester results. (Copy and paste to the chapter IV.7- Enrolment)

STUDENT TRANSFERRED TO ANOTHER SCHOOL

A student can move from GIA to another school for different reasons: either s/he not getting used to the milieu and health demands change, or indiscipline issues or has failed and gone to try elsewhere or has graduated to further the studies at University. None of these reasons can allow to withdraw a student file unless the school s/he went to officially requests it (with a letter written to GIA Headmaster).

MISSED TESTS OR EXAMS

All students that shall have missed any test/exam with genuine reasons will be given chance to do them but such tests/Exams will have to be scheduled and done in collaboration with the Academic Dean's office. No student shall be allowed to sit for the next test/Exam, when he/she still has pending tests/Exams. A student who misses end of year exams for convincing reasons(sickness especially) shall benefit mark computation of the whole works already done ,if average totals 1.0 s/he will pass to next grade like others. Otherwise s/he shall be advised to repeat.

V. RESPONSIBILITIES AND QUALIFICATIONS OF STAFF

V.1. Employee Hiring

GIA employees are born-again Christians, fully qualified, experienced with a sound knowledge of English and computer. GIA maintains extremely high expectations for all staff. Working conditions and contracts are included under Burundi YouthForChrist staff by-laws. Employees must undergo a rigorous interview process, with thorough background checks on past experience and spiritual uprightness before being hired. Presenting false credentials will result in disciplinary action stated in the staff Code of conduct.

V.2 Administrative Personnel

Administrative personnel include the Head of school Deputy Head of school, Residence Manager, Academic Dean, Accountant, and School Bursar, who are expected to exemplify and encourage Godly leadership.

V21 : The Head of school

The Head of school (HOS) must be prepared and qualified to direct and oversee the functionality and efficacy of Gitega International Academy. In collaboration with YFCB, the Head of school is responsible for the recruitment and release of staff, public relations, academic planning and management, the well-being of the students and staff, improvement of the facilities, compliance with the Board of Directors, the general functionality of facilities. The

Head of school retains authority to make unambiguous disciplinary verdicts without convening the Discipline Council and owns final decision-making rights for matters specific to GIA.

The Head of school is appointed by the GIA Board of Management 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 Head of school 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 may instruct a reasonable load of appropriate course. The Head of school 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.

In the administrative domain, the Head of school 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 Head of school is responsible for:

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

In the teaching domain, the Head of school 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 and other accrediting bodies.*
 - *Ensure the accreditation and student evaluation process by ACSI and other accrediting bodies.*
 - *Initiate volunteers 'recruitment*
 - *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.22 The Curriculum and Quality Assurance Director

- Is appointed by the **YFCB Management** and reports directly to the Head of school.
 - Holds a minimum of a Bachelor's Degree in Education with a minimum teaching experience of five years and at least three years as a school administrator in an international setting with preferably a good knowledge in curriculum design and curriculum development.
 - Liaises with the Academic Dean in monitoring and coordinating Academics in the school with the purposes of improving the instructional programs and curriculum.
 - Monitors and Advises the Residence Manager on the issues regarding the students 'welfare in school
 - Ensures that the available technology addresses the learning needs of the students and meets the standards of the established curriculum and formulates the needed recommendations.
 - Oversees and ensures that the school is compliant with the established standards of the ACSI Accreditation.
 - Provides direction, leadership and advice to faculty, staff and administrators on design, implementation and maintenance of assessment processes focused on program learning outcomes and other measures of institutional effectiveness.
 - Supervises the development of assessment plans by consulting with instructional, administrative and Student Services departments.
 - Supervises the technical aspect of assessment, including design of databases, data collection and analysis of data related to the assessment plan.
 - Provides direction to faculty, staff and administrators in gathering, storing, analyzing and interpreting assessment data for their specific units/areas.
 - Ensures that the Curriculum meets the required National and International Standards
 - Coordinates workshops, seminars and other activities for faculty and staff on teaching and assessment
 - Recommends program revisions, deactivations, and/or closure of programs.
 - Coordinate the systematic review and evaluation of the curriculum and assessment including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.

Teaching and Learning

- Oversee the development, organization and implementation of the school's curriculum:
 - (i) Ensuring that the learning and teaching provided by different teaching teams for coordinated, coherent curriculum entitlement for individual pupils;
 - (ii) 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.
 - Oversees the planning and allocation of resources designed to facilitate the planned curriculum, including advising the Head of school on current/anticipated needs for staff and other resources.
 - Provides guidance and support to academic departments in implementing and ensure that statutory and school policies are being met.

Linkage

- Be a conduit between the Head of school and staff and pupils for the communication of information and concerns.
- Plays 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:
 - Plans and have oversight of the Staff Development Program.
 - Participates in the recruitment and development of teaching and non-teaching staff.
 - Be a member of the disciplinary committee and chair it in the absence of the Head of school.

- Participates in the budgeting process and advise the Head of school on school finances
- Promotes links with other schools and agencies; government officials and immediate community.
- He is a member of the senior school leadership.
- Performs other duties as assigned.

V.23 Academic Dean

The Academic Dean is appointed by the **YFCB Management** 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 Head of school and the Deputy Head of school, *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 semester.*
- *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 Head of school on faculty reports, scholastic integrity, and academics.*
- *Perform any other duty assigned to him by the immediate supervisor.*
- *Ensure all the students report cards read no gaps in terms of tests and exams*
- *Follow up students with irregularities through teachers*

V23 Residence Manager

The Residence Manager is appointed by the **YFCB Management** 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 Head of school and the Deputy Head of school, *the Residence Manager is responsible for student discipline.*

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 healthcare.*
- *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 Head of school on areas that require immediate intervention.*
- *Forward extreme disciplinary cases to Discipline Council for analysis and decisions.*
- *Regularly update the Head of school on House Parent reports, discipline, and the campus life in general.*
- *Ensure school security in and around the campus.*
- *Manage the school Housing and Equipment.*
- *Manage non-teaching staff.*
- *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*
- *Always keep an updated inventory of the equipment.*
- *Note the Campus material needed and request for them*
- *Be flexible and ready for any other task assigned by the supervisors in a team work spirit.*

V24 Accountant

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

The Accountant is appointed by YFCB 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 knowledge.

Reporting line:

Report directly to the Head of school of GIA and with professional oversight by YFCB's Finance Manager based at Bujumbura National Office.

Responsibilities: The accountant will be part of the team that maintains the accounting, financial planning and budgeting in liaison with GIA Management, and treasury control at Gitega International Academy.

Specific duties:

All duties must be performed in compliance with YFCB policies and local laws. In particular, the accounting guidelines, Standards of Finances and Procurement, Logistics manual, Human resources manual.

1. Internal control

Ensure that all GIA's staffs are aware of financial procedures and comply with.

- a) Cash handling procedures
- b) Authorization procedures,
- c) Reconciliation procedures,
- d) Monitor financial controls and systems
- e) Ensure all procedures are always followed and advise the GIA Head of school and YFCB Finance Manager of any failures to comply.

2. Accounting and Reporting

- a) Maintain and update on regular basis Bank book (BIF) and regular Cash Book (BIF) controls,
- b) Prepare month end Bank and Cash reconciliation for all cash and Bank accounts in GIA,
- c) Ensure all payment requests are correctly authorized and coded before proceeding to make payment,
- d) Make sure that those who take float to be justified have cleared on time before month end as nobody is allowed to take float that long than a month,
- e) Assist the Finance Manager in month end and year end reports,
- f) Record all transactions in Quick books and ensure regular, concise information
- g) Maintain an Asset register of all GIA properties,

3. Cash procedures

- a) Responsible for regular cash controls between Cash book and Cash on hand and state a Cash reconciliation minute,
- b) Conduct cash counts on a two-day basis and approve the minute,
- c) Ensure that cash is replenished according to the needs in budget forecast,

4. Banking procedures

- a) Facilitate Bank transfers, deposits and cash withdrawals, ensuring Bank statement are obtained from the Bank for each account at the end of each month as promptly as possible and general day to day liaison with bank,
- b) Responsible for collecting new cheque books from the bank,
- c) Ensure cheque books and payments order books, when not in use are kept in safe,
- d) Ensure cancelled cheque are mutilated and attached to the stub, never destroy cancelled cheque or be disposed,
- e) Check if new cheques are complete, warn immediately the bank on any missing cheque, don't accept missing cheque,
- f) Ensure stale cheques (barred cheques) are written back to creditors,
- g) Writing payment cheque ensuring that the cheque stubs are completed as a way to keep trail,
- h) Ensure that bank accounts are not overdrawn under any circumstances,
- i) Ensure that any copy of cheque is stamped by the bank and classified,
- j) Ensure a copy of the cheque is attached to the payment documentation marked with proof of delivery,
- k) In case a cheque is lost, ensure immediately that the bank is notified by telephone to stop payment and a

letter notifying a loss of a cheque to stop payment should be sent as soon as possible,

- l) Ensure that the funds are ready, budgeted in order to make any payment (Cash or Bank payment)
- m) Conduct Annual inventories in Dec 31st to reconcile with the Asset register and record,
- n) Submit the monthly Financial Report (Bank and Cash), Annual Financial report

5. Administration

- a) Supervise the Bursar in Cash handlings and help if necessary,
- b) Work with the Bursar to make an inventory of all GIA properties according to the form in place,
- c) Ensure security of GIA's properties with the Resident Manager and the Bursar,
- d) Assure communication between GIA and YFCB coordination on Finance issues,
- e) Get approval of the Head of School of every transaction before payment and procedures,
- f) Take a lead role in asset management- inventory, labelling, updating and recording in an asset database,
- g) Coordinate with the Head of school office to ensure contractual agreements and fulfillments of the terms- House rents, fuel supply, Regideso, Onatel and others,
- h) Fill the gap where arise in other offices in absence of the Finance staff,
- i) Development and management of the administration budget, including revision, in liaison with the Head of school and BYFC Finance Manager,
- j) Custodian of both the internal and external audited reports.
- k) Performs any other duties that may be assigned from time to time.

V25 Bursar

General Function

The Bursar is under supervision of the Accountant of GIA, he/she is responsible of cash handling, receiving goods and items purchased, verify if quantity, quality, price and deadline comply with the Purchase order, work hand in hand with the Accountant and the Residence Manager in Assets inventories.

Report line:

Reports directly to the Head of school and financially to the Accountant

Duties

1. Cash Handling.

- a) Responsible for managing Cash in Safe,
- b) Responsible for the keys of the Safe,
- c) Record all physical movements in and out of the Cash Safe,
- d) Fills the Logbook register on a daily basis
- e) Check carefully all incoming cash for forgeries before putting the money in the Cash Box,
- f) Participates in recording transactions in Quick books,
- g) Ensure documentation and authorization to all invoices and procedures are followed and respected,
- h) Payment of suppliers.
- i) Prepares Cash payment to suppliers supported by appropriate backing documentation
- j) Participates in Budgeting forecast and the follow up,

2. Stock

- a) Ensures the supply of goods and services of GIA.
- b) Receives and controls of goods delivered if they are in good condition and respect the local market price and approve for good delivery,
- c) Prepare documentations to process for payment approval first by the Accountant and the GIA's Head of School.
- d) Verifies that the goods received are safe to be used or consumed (Expiry date)
- e) Controls and supervises the kitchen service contractor and ensures food served is cooked properly and served in time

3. Procurement

- a) Purchases all goods and services for the school apart from the contracted ones.
- b) Arranges for staff accommodation and dealing with the letting of property to school employees and third parties; ensuring that the appropriate leases and licenses to occupy are signed by the tenants.
- c) Ensure that the procurement manual is being respected,

4. Administration

- a) Report any failure that could arise to the Accountant and the Head of school whenever necessary in order to take timely decision
- b) The Bursar reports directly to the Accountant,
- c) Coordinate with the Residence manager to keep safe GIAAs sets
- d) Make sure Cash procedures are followed and authorized by the Head of school's office.
- e) Ensures that the school has adequate insurance that cover buildings and equipment cover, travel insurance and other relevant cover. Professional advice should invariably besought.

V26 Secretary

Secretary

The secretary shall perform confidential secretarial and clerical responsibilities, necessary for an efficient and effective school office, that assists the Head of school or designee and school staff, in the performance of responsibilities so that a safe learning environment and effective instruction are provided to ensure that all students meet and exceed the Core Curriculum Content Standards.

Nature of the job

Gitega International Academy being a Christian School with Integrity, Excellence and Leadership as its core values, shall require of the school secretary to exemplify these core values at all times. The secretary shall be required to be honest, polite, serve both the visitors and staff enthusiastically, be highly confidential and arrive in the office before the Head of school then leave the office upon notifying the Head of school. Since the secretary is the first person to meet visitors and the last person to see them off, she at all times must introduce a positive outlook of the school and leave the visitors with a life-long thought about the school. Therefore, the secretary shall at all times observe modest dressing, be clean and organized and provide the highest possible standards of hospitality.

School Environment

GIA is a Christian School. As such, the school has different spiritual programs in which all staff must participate. The incumbent of the secretary's office shall therefore participate fully in these programs. The school believes in the philosophy of Heart, Head and Hands which are founded on the core values of Integrity, Excellence and Leadership. A combination of the 3H's Philosophy and the core values is the driving force of the school's vision of raising up a generation of Godly leaders to transform societies, in its mission of providing exemplary education within a Christian environment

School Values

INTEGRITY, EXCELLENCE, LEADERSHIP

Role Purpose

A secretary may:

- Work as a member of the school's task committees in expediting various activities.
- Provide child support services in wellness, spiritual life, lifestyle, academics and sports.
- contribute to providing a safe, inclusive and supportive learning environment
- Teach students on the vital life skills and survival tactics.
- Participate in the chapel service and enhance godliness in the chapel.

Responsibilities

Under direct supervision by the head of School, the secretary shall perform the following functions:

1. Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school.
2. Perform secretarial and clerical tasks of a varied nature. Many tasks will require a thorough knowledge of the rules and regulations of the school and school system and the frequent exercise of independent judgment within the scope of the authority granted by the Head of school.
3. Distribute mail and handle correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
4. Type, reproduce and distribute notices to staff, students and parents.
5. Ensure that all communications from the office meet proper written and oral English standards.
6. Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.
7. Register new students, secure appropriate student records, maintain confidential student records, and transfer records for students moving to other schools.
8. Maintain a current school calendar of events and use of facilities.
9. Maintain efficient and well organized electronic and paper data collection and filing systems, including confidential student and personnel files.
10. Arrange appointments and maintain a schedule for the Head of school or designee and assigned staff.
11. Make announcements and operate the school communication systems (WhatsApp, Facebook).
12. Assist the Head of school or designee in the preparation of reports and documents by creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and distributing final products.
13. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required commune and provincial data collections, and the completion of the Head of school's or designee's responsibilities. Complete all required monthly and year end reports in a timely fashion.

14. Order and maintain office supplies.

15. Maintain inventories of books, materials, and equipment of the school.

16. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.

17. Recommend to the Head of school or designee improvements needed in office procedures or operations.

18. Communicate to the Head of school or designee any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.

19. Assist the Head of school or designee and staff in handling interruptions and emergencies, calling for assistance when needed.

20. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.

21. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.

22. Attend required staff meetings and serve, as appropriate, on staff committees.

23. Keep informed about school and commune activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.

24. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.

25. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.

26. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.

27. Adhere to the Ministry of Education policies, school regulations and procedures, and contractual obligations.

28. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Head of school or designee, and not otherwise prohibited by law or regulation

A secretary **must not**:

- take advantage of their privileged position to proselytize, evangelize or advocate for a particular religious view or belief.
- put themselves, or allow themselves to be placed in a compromising situation, recognizing that there are circumstances where confidentiality may be sought by the student.
- conduct themselves in a manner which impacts the delivery of their services, even in a private capacity
- perform professional or other services for which they are not qualified.
- Impersonate the school communication systems.
- Take individual decisions that may compromise the integrity, image and wellbeing of the school.

Qualifications

The recommended minimum qualification requirements for a secretary are:

- At least an undergraduate degree holder.
- Have a minimum of two years of successful experience in a related secretarial or office position,

or be a graduate of a recognized program of secretarial studies.

- Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
- Be proficient in the use of Microsoft Office or an equivalent computer program.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Demonstrate appropriate telephone etiquette, with proper voice inflection.
- Have excellent integrity and demonstrate good moral character and initiative.
- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.

Selection criteria

The selection shall follow the general GIA hiring procedures.

Other relevant information

The school secretary is not permitted to proselytize and must respect, accept and be sensitive to other people's views, values and beliefs. The secretary must comply with State legislation and policies in relation to child protection matters, as well as meet the recommended minimum qualification requirements.

V27 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 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 equipment's.*
- *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 Head of school and Academic Dean.

Teachers are expected to have a strong grasp of the subject(s) they teach. 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.

Under supervision and authority of the Head of school 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.*
- (Note that every teacher will receive an individualized JD depending on the added responsibilities by the immediate supervisor(s))*

V.4 Auxiliary Staff

Support Staff include the House Parents, Librarians, Chaplain, Nurses, kitchen staff, cleaners, construction crew, 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 well-being 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 Head of school, the Deputy Head of school and the Residence Manager, *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*

- *Teach social, self-help, life-long learning, and basic lifeskills*
- *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*
- *Maintain the dining hall order*
- *Teach students to exhibit behaviors and values deemed appropriate for a member of the GIA community*
- *Establish and maintain a developmentally appropriate behavior 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 monitor,*
- *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.42 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 Catalogue.*
- *Monitoring movements of books in and out of the library and the campus.*
- *Regularly arranging books according to the Library Catalogue.*
- *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.*

V43 Chaplain

A Chaplain should have a university degree, preferably in Theology, 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.

V44 Nurse

A nurse should 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.

VI. CURRICULUM

VI.1. Hexagonal Core

Gitega International Academy embraces a hexagonal core – that is, an educational foundation with six sides, or foundational subjects. The whole of the GIA’s curriculum is fully biblically integrated and perceives knowledge with a biblical worldview. The knowledge, thinking strategies, and study skills gained from the six core subjects allow graduates of GIA to apply for a 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, dictation, 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. During 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 and beyond. 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 sciences, math, and technology, it may be easy for students to forget other aspects of a holistic education. Humanities, including History& Government, Geography, Business studies, Economics, Arts, Psychology, 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 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. Upper class men 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 class- Main Subjects and Electives

As students' progress through the GIA program, they receive increasing freedom in regards to their academic future. Beginning in year eleven, 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 professional goals. Electives include Economics, Geography, History, Biology, Physics, Psychology, Art.

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.

EXTRA-CURRICULAR 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 fieldtrips.
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.

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.

VII. STUDENTS' CODE OF CONDUCT

VIII.1. 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. 20:11-17; 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 Peter2:11-17). 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.2. 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.3. 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. 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.

Continued Infractions.

Students who fail to heed to the guiding and counseling given, shall be deducted marks appropriately, accompanied by community service of the administration’s choice. Any additional infraction, shall call for 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 warning letters. The second warning letter 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 herein;

1. Student behavior is graded as other subjects taken in class throughout GIA.
2. Any student whose discipline marks reach 70% will be called for an administration-student conference.
3. Any student who falls under 60% will be subject to a two-week suspension.
4. Any student whose discipline marks reach 30% will be expelled from GIA.
5. Every student shall have a discipline record in which violations are recorded on a day to day basis that shall be regularly checked by the parent or guardian on visitation day.
6. A student’s signature is required each time marks have to be deducted.
7. Refusal by a student to sign for marks deduction as deemed necessary by administration will call for a one-week suspension.
8. Only the Discipline Council and Head of School have the right to suspend or expel a student, with the approval of YFCB Management.
9. 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.
10. 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.

11. Once a decision to suspend or expel a student is taken the Head of School will organize an Administration-Parent conference to discuss about the student's discipline and his /her future at GIA.
12. Should the parent/Guardian fail to come for the conference within 48 hours upon the notice, then the school shall expel the student without further appeal.

VIII.3.3. Behavioral probation

A student will be placed on behavioral probation for disciplinary reasons. The disciplinary council will determine the length and terms of probation. Upon the determination of the probation terms and length, the student in question shall have a disciplinary probation agreement. If a student does not meet the terms of the probation within the required time, he/she shall 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.

VIII.4.1.i. 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/ classwork. 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 (10) 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 (40) marks on the offending students discipline record upon:

- (i) Availing of exhibit for cheating that is beyond reasonable doubt.
- (ii) Notification of the Academic Dean who will constitute a meeting bringing together the exam team, the residence manager and the teacher concerned.

VIII.4.1.ii. 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 anyway
- Doing another person's work for them
- Allowing another person to copy your work and claim it as their own.
- Theft
- Drugs
- Strike
- Causing harm to self, colleagues and staff.
- Engagement in immoral or illicit activities such instituting or mediating sex.

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.

VIII.4.1.iii. Plagiarism

It consists of the use of another person'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 in quotation marks.

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 to an immediate two-week suspension & twenty (20) marks deduction in discipline. The second offence shall lead to expulsion.

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; Students are advised to bring their own flashlights. Any type of arson will be punished with an expulsion and the student's parents will be required to restore any damaged property.

VIII.4.3. 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 (20) marks in discipline. A second offence will result in a mandatory two-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.4.4. Curfew

- Curfew is understood to be the time when all students are to be inside their rooms, silent and sleeping. Loitering along the dorm corridors, outside the assigned rooms and from one room to another room amounts to breaking the curfew and therefore punishable.
- 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 (10) marks in discipline. A second offence shall attract an immediate suspension of one week.
- Students are not allowed to leave the campus grounds unless signed out by the residence manager. 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.
- No student shall be expected to access the dormitories of the opposite sex. The offenders shall be expelled from School.
- No student shall leave the campus for any other reason apart from:

- (i) Sicknesses.
 - (ii) Funeral and mourning ceremonies.
 - (iii) Very crucial activities that may largely impact the student's future such as VISA applications etc.
- For any other reasons, the Residence Manager, the Head of school, the Academic Dean and the

Deputy Head of school 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.4.5. 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 Manager, and receive an automatic deduction of ten (10) 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 (10) 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 and ten (10) deduction in discipline.

VIII.4.6. Disorderly Conduct

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 **five (5) marks** deduction and/or one week suspension depending on the severity of the misconduct.

Students using windows as doors, playing sports indoors, and running inside classrooms are considered disorderly and are subject to a deduction of two (2) marks in discipline. Students in class or study hall who shout or disrupt are subject to a deduction of **three (3) 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 to drink water without an exit permit. 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 an **exit permit** 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.

VIII.4.7. 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 expected at all times. This includes drivers, all kitchen staff, cleaners and security staff. 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 (10) marks in discipline and shall 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 in the assignment as well as notifying the parent.

VIII.4.8. 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 to expulsion from school. Upon full discussion the student shall be expelled from school and handed over to the police. Gambling is prohibited. Any student caught gambling will be subject to a one-week suspension. Any second offence will result in an expulsion.

VIII.4.9. Harassment

Physical or verbal abuse of students or staff is not tolerated, to include bullying, gossip, insults, slander, blackmail, and coercion. Offenders will receive a deduction of five (5) 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 Manager before taking physical action.

VIII.4.10. 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 Manager, they will receive a deduction of 10 marks in discipline and are subject to suspension depending on the severity of the misconduct.

VIII.4.11. 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.4.12. 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 are expected to follow and abide by all laws and regulations of the local area. Failure to do so shall result in a deduction of ten (10) marks in discipline, suspension or even expulsion depending on the severity of the infraction. Students are not allowed to buy goods without permission from GIA staff and offenders will receive a deduction of ten (10) 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.4.13. Organizing or Attending an Unsupervised Assembly

Students must receive permission from the administration to assemble but with supervision from the house parents on duty. Students holding or attending an unsupervised assembly are subject to

an automatic deduction of fifteen (15) marks in discipline and the possibility of suspension or expulsion.

VIII.4.14. 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.4.15. Possession of Food in Dorms

It is strictly forbidden for a student to bring food and the like in the campus via parents, visitors, and staff or from people outside of campus walls. Whoever violates this will receive an automatic deduction of ten (10) marks in discipline and face the possibility of suspension. Repeat offenders shall 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.4.16. 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 two (2) -week suspension and the possibility of expulsion. Counseling services are available.

VIII.4.17. Sexual Misconduct

GIA is not a place 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~~ 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 (10) marks in discipline and may be subject to suspension or expulsion upon thorough investigation and parental involvement.

VIII.4.18. Solicitation

There is no buying or selling of goods or products on the GIA campus including, either from students or staff.

Violators receive an automatic deduction of ten (10) marks in discipline and face two-week suspension.

VIII.4.19. 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 both Boys and girls. Violators receive a deduction of two marks in discipline. All movies shown at GIA must undergo thorough scrutiny by the Residence and Manager and the house parents. Students, who behave in a rowdy way, shall be denied the access privilege for the whole semester.

VIII.4.20. 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.4.21. 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 a one-week 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.

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.4.22. 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.4.23. 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 ten (10) marks in discipline. Students found outside of the wall during daylight hours without permission will receive an automatic deduction of ten marks in discipline and may face suspension.

VIII.4.24. 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.4.25. 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 five (5) 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. Youth For Christ Burundi and Gitega International Academy reserve the right to expel any student at any time for any reason.

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 10 marks in discipline. Grade seven students are strongly encouraged to practice using English as soon as they step on the campus.

VIII.5.2. Relationships

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. Students whose interaction has been fully established as being romantic in nature shall be:

- (1) Strongly advised to desist with immediate effect.
- (2) Deducted 10 marks in discipline.
- (3) Have both parents invited for a conference.
- (4) Suspended for two (2) weeks from school.
- (5) Have both students expelled from school if the behavior doesn't change.

VIII.5.3. Prohibited Possessions

Students are asked to not bring, possess 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 campus.

Students should 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 ten (10) marks in student discipline, or two weeks suspension. Any student who shall be found to be in possession of cash in the dormitory will face a two weeks suspension, and possibility of being expelled depending on the previous record of discipline.

VIII.5.4. 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 must not take students' clothes home for laundry.

Students are expected to pick up litter from 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 Manager, and Head of School will make regular inspections as well as random

spot-check inspections. Offenders will be subject to deductions of five (5) marks in discipline, suspension, or expulsion.

- Students whose clothes are taken home for laundry face an automatic deduction of five (5) marks in discipline
- Students who leave clothes on the floor of their room or outside the dormitory will be subjected to three (3)-marks 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 five (5) marks indiscipline.
- Cleanliness of the body is important. Students are required to take a shower daily. Failure to do so will result in an automatic five (5) marks deduction indiscipline.
- Any student whose bed remains unmade in the morning or afternoon will receive an automatic deduction of five (5) marks in discipline. Every room resident will equally face an automatic deduction of three (3) marks 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 indiscipline.
- 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 three (3) marks indiscipline.
- 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 the irresponsibility.
- At the end of each semester, House parents will select the cleanest rooms and all students residing in those rooms will get a special reward.

VIII.5.5. Hairstyle

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 five-mark deduction in discipline. This rule applies for both young men and women.

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.5.6. 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, except changes into more formal attire for special occasions; sportswear and leisure wear for activities after class time and weekends, and sleepwear which are only to be worn inside the dormitories. Any uniform or clothing violation will result in the deduction of five (5) marks in discipline for each offense.

a. 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.

Sport shoes and sandals will not be worn in class.

The school uniform is available for purchase through the Accountant or Residence Manager. Any uniform purchased elsewhere will be confiscated and returned to the parent. The Gitega International Academy uniform consists of the following items: All GIA students are strongly advised to always leave the school while going home or return to school from home in full, neat and clean uniform. No student shall be allowed to leave the campus or return into the campus in civilian clothes every time they return from or go at home.

Young Men

- White Long-sleeve Shirt
- Grey trousers
- Green pullover
- Grey ties with wide, red strips
- Black socks
- Official black leather shoes
- Black belt

Young Women

- White Long-sleeve blouse
- Grey skirt (below the knees)
- Green pullover
- Grey tie with wide, red strips
- Grey socks with white and green stripe at the neck.
- Official black leather shoes

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, 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 five-mark deduction in discipline. Students are not allowed to paint toes or fingernails. Offenders will face a five-mark deduction in discipline. Young men and women with prohibited clothing will have it confiscated and receive an automatic deduction of five (5) marks in discipline.

c 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 (Such a student will never be re-admitted in GIA)
- Sexual harassment and sexual intercourse
- Theft
- Burglary
- 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.
- Organizing, 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.
- Access to opposite sex dormitories
- Engagement in fully established romantic relationships.

II. Offenses/mistakes which lead to suspension.

- Frequent skipping of classes, chapel and other scheduled school activities.
- Speaking any other language than English except during French & Kirundi lessons. (3 times maximum)
- Forming romantic relationship.
- 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 'lap.

- Collusion.
- Nudity or behavior that leads to it.
- Telling lies involving a parent or a guardian.

III. Offenses which will result in deduction of marks indiscipline.

- 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 including student leaders.
- 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 jewelry, 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 decker's, 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 proof of an offense established beyond doubt.

IV. **Depriving a student of a particular meal** shall not be used as a form of punishment

V. **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 behavior 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.
 - a) 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,
 - (i) Reporting to the Academic Dean the offence committed
 - (ii) Availing of proof of cheating such as smuggling in material related to exams.
 - (iii) 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 behaviors among the student's 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.
- Discipline and Leadership are combined to form one subject named "Leadership & Discipline", with a total percentage score of 100 marks at a 50/50 percentage score.

IX. GENERAL PROCEDURES

IX.1. School Holidays

1. Sept 10th :GIA Day
2. October 13th : Prince Louis Rwagasore Memorial Day
3. October 21st : President Melchior Ndadaye Memorial Day
4. November 1st : All Saints Day
5. February 5th : National Unity Day
6. March 8th : Women's day
7. April 6th : President Cyprien Ntaryamira Memorial Day
8. May 1st : Labor Day
9. May 13th :Ascension Day
10. June 8th : President Pierre Nkurunziza Memorial Day

IX.2. 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.3. 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, break snack, lunch and dinner) that meet the students' wellness standard.

IX.3.1. Dining Hall Guidelines

The 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.
- 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.3.2. Meals Schedule and Menu.

6:15 am – Breakfast

9:45 – 10:15 Breakfast Snack.

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 Manager 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.4. Immunization

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

IX.5. 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.5.1. 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.5.2. 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 center 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 provide 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 Head of school. 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.5.3. Safety and Security policy

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

- Minimizes 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.5.4. HealthCare

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.5.5. 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 Head of School.

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.5.6. 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.5.7. 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.5.8. 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 labor 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.

a. 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.

b. 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.

c. 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.

VIII. OTHER ARRANGEMENTS AND CLOSING REMARKS***IX .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 Head of School 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 Head of School 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 monthly communicated scheduled days. 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 behavioral 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, rumor 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. YFC Burundi Duites and Responsabilités vis-à-vis GIA

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

- School infrastructure designs and construction implementation
- Head of school , Deputy Head of School , Residence Manager ,Academic Dean and accountant 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 compliance
- 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 Head of School, Residence Manager, 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 Head of School's files.

GIA appreciates the investment you have made into the academic, spiritual, emotional, physical 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 responsible and mature men and women who can confidently declare that they are Gitega Greys who demonstrate integrity, excellence, and leadership.

X.7 School visitation days: (copy and paste this to the school calendar)

Semester 1:*1st Visitation Day – 9th October 2022**2nd Visitation Day – 12th November 2022****Semester 2****1st Visitation Day – 11th February 2023**2nd Visitation Day -*