



REPUBLIC OF LIBERIA

MINISTRY OF EDUCATION

EARLY CHILDHOOD, BASIC AND SECONDARY EDUCATION



2017 – 2018 ACADEMIC CALENDAR

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- Bureau of Early Childhood Education
- Bureau of Basic Secondary Education
- Ministry of Education Hotline
- Ministry of Education Website

“SHOW THE LIGHT, THE PEOPLE WILL FIND THE WAY”

MISSION STATEMENT

The mission of the Ministry of Education is to provide quality education for all and prepare future leaders who are capable of handling the task of nation building, protecting our national heritage and enhancing the socio-economic growth and development for the sustenance of the Liberian state.

- ❖ *Each private, mission, faith-based and parochial school is required to submit its instructional Academic Calendar and information sheet to the Office of the District Education Officer for approval by the County Education Officer.*

PHILOSOPHY OF THE EDUCATION SYSTEM OF LIBERIA

1. We believe that the 21st century Liberian Education System will provide equal access to quality education for all residents, regardless of race, ethnicity, color, creed, gender, special needs, religious, or political affiliation.
2. We believe that the foundation of this educational system is based on the following 'Core (central) values'; Accountability and Commitment to duty, Commitment to excellence of performance. Transparency, Diligence and Moral rectitude.
3. We believe that the 21st century Liberian Education will subscribe to the Liberian Constitution and the Universal Declaration of Human Rights which considers education as a fundamental human right.
4. We believe that the 21st century Liberia Education will promote the health and well-being of its people to be technologically literate and life-long learners.
5. We believe that the 21st century Liberia Education will provide a caring, nurturing, safe, and secured learning environment.
6. We believe that the 21st century Liberia Education will prepare its people to become productive contributors to nation building through workforce development.
7. We believe that the 21st century Liberia Education will function on decentralized administrative structures to ensure effective and efficient delivery of quality education for residents and citizens.

The Ministry of Education is working towards achieving full adherence to age appropriate enrolment as reflected in the chart below by 2021.

GRADE	Beginners	Nursery	KG	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6
AGE	3	4	5	6	7	8	9	10	11
GRADE	GRADE 7			GRADE 8	GRADE 9	GRADE 10	GRADE 11	GRADE 12	
AGE	12			13	14	15	16	17	
Alternative Education (AE) Program									
PROGRAM	ACCELERATED LEARNING PROGRAM			ALTERNATIVE BASIC EDUCATION			ADULT EDUCATION		
Age	8-14 years			15-35 years			15-above		

The Education Law calls for a **minimum of two hundred instructional days**. Early Childhood Education schools will operate from **September 4, 2017 to July 20, 2018**. All Basic and Secondary Schools (Grades 1-12) shall operate within the time period from **September 4, 2017 to July 20, 2018**.

OPENING ACTIVITIES

- ✓ August 7-31, 2017 - Registration
- ✓ August 24, 2017 - National Flag Day
- ✓ August 31 - September 1, 2017 - Orientation
- ✓ September 4, 2017 - First Day of School

FIRST SEMESTER: SEPTEMBER 4, 2017 - FEBRUARY 9, 2018– 103 DAYS

FIRST MARKING PERIOD	
SEPTEMBER 4 – OCTOBER 20, 2017 – 34 DAYS	
September 4	First Day of School
September 8	National Literacy Day (Working Holiday)
September 29	Education Day (Working Holiday)
October 3-7	National Teachers Week
October 10	National Elections Day (National Holiday)
October 11	International Day of the Girl Child (Working Holiday)
October 24	United Nations Day – (Working Holiday)
SECOND MARKING PERIOD:	
OCTOBER 23– DECEMBER 8, 2017 – 33 DAYS	
November 2	Thanksgiving Day – (National Holiday)
November 10	International Day of Science and Technology
November 29	W.V.S Tubman’s Birthday (National Holiday)
December 5	International Day of Disabilities (Working Holiday)
THIRD MARKING PERIOD AND EXAMS	
DECEMBER 11, 2017– FEBRUARY 7, 2018 – 36 DAYS	
December 22, 2017 - January 2, 2018	Christmas Vacation/Break
January 3, 2018	Classes Resume
February 8-9	Semester Break / CPD activities encouraged
Second Semester: February 13- July 6, 2018 -103 DAYS	
FOURTH MARKING PERIOD:	
FEBRUARY 13 – April 4, 2018 – 35 DAYS	
February 11	Armed Forces Day (National Holiday) - to be celebrated on Monday February 12, 2018
March 1	African Child Feeding Day (Working Holiday)
March 14	Decoration Day -Celebrated Every Second Wednesday in

	March (National Holiday)
March 15	J. J. Roberts Birthday(National Holiday)
April 16	National Fast & Prayer Day (National Holiday)
March 29-April 2	Easter Break
FIFTH MARKING PERIOD:	
APRIL 5 – May 22, 2018 -- 34 DAYS	
April 25	World Malaria Day (Working Holiday)
May 14	Unification Day (National Holiday)
May 25	African Liberation Day/National Culture Day (Working Holiday)
SIXTH MARKING PERIOD & FINAL EXAMS:	
May 23-July 6, 2018 – 34 DAYS	
June 11	World Population Day (Working Holiday)
June 16	Day of the African Child (Working Holiday)
June 26	World Drugs Day (Working Holiday)
GRADUATION DATES PENDING THE RELEASE OF WAEC/WASSCE RESULTS	

GRADE ONE ADMISSION

- ❖ No Entrance Examinations. **Placement tests** should not hinder a child's admission to **Grade One**.
- ❖ This policy holds for all schools – public, private, mission or faith-based.

GRADES 9, 11 & 12 ENROLLMENT

- ❖ **No admission for new students.** For continuity, 9th graders and secondary school students should remain at the same schools until completion. However, 9th graders from exclusively Junior High Schools would be exempted. Consideration could be made in extreme cases. In such case, the Ministry of Education shall be fully involved in the transfer of the student(s) concerned.

PERIOD TESTS

- ❖ Period tests should last for four to five days in a marking period.
- ❖ Semester exams should be scheduled for the last four to five days of the respective semester.
- ❖ **All schools are encouraged to use WAEC answer sheet format for 9th and 12th graders marking period tests.** (No fee should be charged to students for using this format).

TEACHER REFRESHER AND CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

- ❖ Mandatory teacher refresher prior to school opening during August 7-31, 2017
- Recommended topics for Refresher are:

- a. Lesson Planning
- b. Classroom management
- c. Testing and evaluation
- d. Policy review
- e. Teaching methods and approaches
- f. Textbook review,

- g. Teacher record and reports, etc.

Note: School based Continuous Professional Development is mandatory at the end of each marking period for all teachers and school administrators periodically.

REQUIRED LENGTH OF SCHOOL DAY

- ❖ A school day for a Basic and Secondary Education school consists of a **minimum** of six instructional periods of forty-five (45) minutes excluding lunch, devotion and planning time.
- ❖ **SCHOOL DAYS** - Monday through Friday are full school days. **There are no Super Fridays.**
- ❖ **School Administrators will be penalized (including the imposition of fines to be paid into Government Revenue) for students being out of school before the prescribed dismissal time.**

MINIMUM TEACHING LOAD: ALL SCHOOLS (PUBLIC, PRIVATE, MISSION, FAITH BASE, ETC.)

- ❖ Civil Service Standing Order requires eight working hours per day.
- ❖ The minimum teaching load for a full time teacher is **five (5) hours daily**, five days a week.
- ❖ **Public school teachers are full time teachers, and should therefore work full time. This accounts for a minimum of 30 hours weekly.**
- ❖ **Teachers who do not meet the required teaching load will be given other academic responsibilities by the Principal to compensate for the lost hours.**

STUDENT HANDBOOK

- ❖ The student handbook of each school must be reviewed and approved by the Ministry of Education through the District and County Education Officers before it is used.
- ❖ **Corporal punishments (beating/spanking) or any form of punishment that will cause physical and moral injury to the students is not allowed**

PTA ENGAGEMENT

- ❖ School administrators should have periodic engagements with the parents, guardians and community members. Students' academic and moral performance should be discussed with parents at the end of each marking period.
- ❖ Effective and functional PTA structure is encouraged in each school.
- ❖ Education Officers (EOs) must monitor these meetings.
- ❖ Regular School Board meeting is encouraged.

LATENESS

- ❖ The Ministry of Education does not encourage lateness. However, **for the safety of the students, those who are late should be allowed to enter the campus and not to hang around outside** the gates or school premises. The school administration should be creative in discouraging lateness. Parent engagement is highly encouraged.

READING

- ❖ Reading should be taught **daily in ALL schools at all grade levels. Available texts and other related books should be made available to teachers and students.**

INTERRUPTIONS AND MISUSE OF SCHOOL PROPERTY

- ❖ Market days, bereavement etc. must not stop schools from operating.
- ❖ Public School Principals must desist from giving out school furniture for use by the community.
- ❖ Principals will be accountable for all furniture and other supplies provided.
- ❖ **Absolutely, no public school building** should be used to operate a church/mosque.
- ❖ **The Principal of such school in violation will pay into Government revenue a fine of LD \$10,000.** One month suspension for second offense. Third offense—dismissal. This applies to all public schools.

SAMPLE MINIMUM INSTRUCTIONAL SCHEDULE FOR SHIFT-OPERATED SCHOOLS

MORNING SESSION AND AFTERNOON SCHEDULES

TIME	PERIOD	TIME	PERIOD
7:30 --8:00	ARRIVAL/DEVOTION	1:10-1:25	DEVOTION
8:00--8:45	FIRST PERIOD	1:25 –2:10	FIRST PERIOD
8:45 –9:30	SECOND PERIOD	2:10-2:55	SECOND PERIOD
9:30 –10:15	THIRD PERIOD	2:55 –3:40	THIRD PERIOD
10:15 –10:45	R E C E S S	3:40-4:10	R E C E S S
10:45 –11:30	FOURTH PERIOD	4:10-4:55	FOURTH PERIOD
11:30 –12:15	FIFTH PERIOD	4:55-5:40	FIFTH PERIOD
12:15 –1:00	SIXTH PERIOD	5:40-6:25	SIXTH PERIOD

WAEC/WASSCE

The Liberia National Junior and Senior High School Certificate Examinations are administered by the West African Examinations Council (WAEC).

- ✓ To be eligible to sit the exams, a student must make a pass in the school.
- ✓ Only students who have made a pass at the end of the first semester will sent to participate in the WASSCE/LJHSCE.
- ✓ **A 9th Grader must** pass the Liberia Junior High School Certificate Examination.
- ✓ Pass in the WAEC Examination is a **pre-requisite** for promotion to **Grade 10**.
- ✓ A **12th Grader must** pass the National Examination administered by the West African Examination Council.
- ✓ Pass in **West African Senior High School Certificate Examination (WASSCE)** is a **pre-requisite** for graduation.
- ✓ **The Government of Liberia pays the WAEC fees for all 9th Graders in public schools.**
- ✓ **There is absolutely no flexibility fee.**
- ✓ **No camping is allowed.**

REGISTRATION : October 31, 2017 – January 12, 2018

Submission of 7th and 8th grade records for 9th graders- January 17, 2018

Submission of 10th and 11th grade records for 12th graders- January 17,2018

Deadline for submission of all grades-February 2-March 2, 2018

WAEC REGISTRATION Grades 9 and 12

- ✓ `Payment of fees at the school
- ✓ Registration is done online

WAEC FEES

- ✓ 9th - LD\$2,350.00
- ✓ WASSCE: US \$60.00 (LD Equivalent based on prevailing rate)

Deadline: January 12, 2018

Note: There will be absolutely no registration after the deadline.

WAEC EXAMS

LJHSCE: May 28-29, 2018

WASSCE: March 28-April 30, 2018

ACADEMIC COMPETITIONS

- ✓ The Ministry of Education encourages all Basic Education Schools to participate in the National Spelling Bee. The Spelling Bee begins with the School Bee, then the District Bee, the County Bee and finally the National Bee. This activity is intended to improve Reading through vocabulary development.
- ✓ Other forms of competition such as: Math Bee, Science Fair, Essays, Academic Debates, etc. should be carried out in schools to help improve learning outcomes.

STANDARD GRADING SYSTEM

The following should constitute the minimum components of a student grade for the marking period: (Not mandatory at all grade levels)

- ✓ Class Participation

- Period Test**
- ✓ Attendance --- 5 points
- ✓ Class Participation -- 5 points
- ✓ Project -- 10 points
- ✓ Quizzes -- 15 points
- ✓ Classwork -- 10 points
- ✓ Homework/Assignments – 5 points
- ✓ Test/Exams -- 50 points
- ✓ The grades accumulated before the period test is averaged, the result is then added to the Test grade. The average of the grades forms the final period grade per subject.
- ✓ The average of 1st, 2nd and 3rd marking periods' grades plus the exam grade make-up the semester average.
- ✓ **The minimum passing grade is 70%.**

SUPPLEMENTARY CURRICULUM AND LEARNING MATERIALS

Supplementary curriculum and learning materials used by schools to determine students' promotion and retention must be reviewed and approved by the Ministry of Education through the District and County Education Officers before they are used.

MINIMUM QUALIFICATION FOR TEACHING

Grade Level	ECE	Lower Basic Grade	Upper Basic:	Secondary	Voc. & Tech.
		1-6	7-9	10 - 12	
Qualification	"C" Cert.	'C' Cert	'B' Cert.	BSc	Relevant Voc/Tech.Cert.

SCHOOL HEALTH & SAFETY

- ✓ All school administrators must ensure full compliance to practices in **School Safety Protocols**.
- ✓ **Hand-Washing should be the hallmark of each school day.** Teachers and caregivers should demonstrate proper hand washing.
- ✓ Students, teachers and **guests** must wash their hands upon arrival at the school, before and after meals and after the use of the toilet.
- ✓ Safe water supply
- ✓ Gender-friendly toilets must be at every school.

GENERAL INFORMATION

- ✓ **National songs** such as **the Lone Star Forever, the National Anthem and other songs** should be taught and sung during devotion time, closing and other programs.
- ✓ The **Pledge of Allegiance** should be taught likewise.
- ✓ Standard English should be spoken by all in school, especially by the teachers.
- ✓ In full compliance with the Code of Conduct, no profanity, rudely behaviors, improper conduct, etc. are allowed in schools.
- ✓ All schools should ensure that female students wear their hair in natural braids
- ✓ Boys hair should be simply cut. No designs.
- ✓ **Weaves** or **Attachments** are not allowed in school.
- ✓ **No make-ups (lip stick, false eye-lashes)**

- ✓ Boys and girls should wear their uniform pants or skirts respectively around their waists.
- ✓ No skinning (skin tight shirts, blouses, trousers and pants are not allowed).
- ✓ A girl's skirt waist band should not be more than two and half inches wide.
 - ❖ **Gala Day celebration must be limited to two school days. Celebration on weekends is encouraged.**
 - ❖ **All schools are encouraged to participate in the national school census**

GIRLS EDUCATION

- ❖ School administrators are encouraged to be supportive to every child's education, particularly the girl child. There should be no segregation because of gender.
- ❖ Romantic or sexual relationships between students and teachers (including school administrators) are absolutely prohibited, regardless of a student's age.
- ❖ Romantic or sexual relationships between students are inappropriate. Absolutely no romantic relationship between students and teachers (school administrators) and between students and students at any level of formal education.

FEES for PUBLIC SCHOOLS

- ❖ **BASIC EDUCATION (GRADES 1-9) is free and compulsory.**
- ❖ **SECONDARY SCHOOLS (10th -12th) REGISTRATION FEES**

Item	Amount (LD)
Tuition	Free
Activity Fees	\$450.00
Maintenance Fee	250.00
ID Card	200.00
PTA Fee	100.00
Total	\$1000.00

PAYMENT PLAN

- ✓ 1st Semester - \$500.00
 - ✓ 2nd Semester - \$500.00
- \$1,000.00**

GRADUATION

- ✓ **Graduation program for KG, 6th and 9th graders is encouraged.**
- ✓ **No graduation before WAEC/WASSCE results for 12th graders.**
- ✓ **Schools are encouraged to charge minimum fees.**
- ✓ **Graduation fee for 12th graders is LD 2500.00**

SUBJECT: SCOPE AND SEQUENCE

LOWE R BASIC (Grade s 1-6)	Basic Education UPPER BASIC (Grades 7-9)			SECONDARY EDUCATION (Grades 10-12)		
	7 th	8 th	9 th	10 th	11 th	12 th
Reading & Comprehension.	Math	Math	Math	English	English	English
	English	English	English	Literature	Literature	Literature
Math	Reading & Creative Writing	Reading & Creative Writing	Reading & Creative Writing	Reading & Creative Writing	Reading & Creative Writing	Reading & Creative Writing

Science & Health	Literature	Literature	Literature	History	History	History
English Grammar & Composition	General Science	General Science	General Science	Biology	Physics	Physics
Handwriting	Social Studies	Social Studies	Social Studies	Chemistry	Chemistry	Chemistry
Social Studies	-	-	-	Economics	Biology	Biology
Moral & Religious Edu.	French	French	French	Math (Geometry, Algebra & Trigonometry)	Math (Geometry, Algebra & Trigonometry)	Math (Geometry, Algebra & Trigonometry)
Spelling & Phonics	Religious & Moral Education	Religious & Moral Education	Religious & Moral Education	-	-	-
-	Citizenship Education	Citizenship Education	Citizenship Education	Geography	Geography	Geography
PE	Physical Education	Physical Education	Physical Education	Physics	Economics	Economics

Every school should provide learning opportunities in at least one of the vocational skills listed below:

ELECTIVES

Grades 1-3	Grades 4-6	Grades 7-9	Grades 10-12
Bead Art	Bead Art	Bead Art	Bead Art
Computer Science, Agriculture Science	Computer Science, Agriculture Science	Computer Science, Agriculture Science	Computer Science, Agriculture Science
Music, drama & dance	Home Economics	Hospitality skills	Hospitality skills
	Crocheting	Home Economics	Home Economics
	Hair Dressing	Entrepreneurship	Entrepreneurship
	Graphic Arts	Carpentry	Carpentry
	Auto repair & Maintenance	Masonry	Masonry
	Sculpture Arts	Sewing	Sewing
	Music, drama & dance	Crocheting	Crocheting
		Hair Dressing	Hair Dressing
		Graphic Arts	Graphic Arts
		Auto repair & Maintenance	Auto repair & Maintenance
		Sculpture Arts	Sculpture Arts
		Music, drama & dance	Accounting
**THIS IS ALL INCLUSIVE			

The Academic School Year for Early Childhood Education runs ‘All Year’ Round. (see ECD Academic Calendar). This is intended to allow children to learn through play. It is important to keep them in a clean and safe learning environment throughout the year.

TUITION & FEES: LD\$ 3,500.00

OPENING ACTIVITIES

- ✓ August 7-31, 2017 -Registration
- ✓ August 31- Sept 1, 2017 Orientation
- ✓ Aug.24,2017 National Flag Day

COUNTY EDUCATION OFFICERS (CEOs)							
N O	NAME	COUNTY	PHONE #	NO	NAME	COUNTY	PHONE #
1	Mrs. Cecelia T. Reeves	Montserrado	0886593933	9	Mr. Moses Dologbay	Nimba	0886406938
2	Mrs. Gorma M. Minnie	Margibi	0886520864	10	Mr. Malayee S. Cheyard	Sinoe	0886-612858
3	Mr. Edwin Kwakpae	Grand Bassa	0886426540	11	Mr. Samuel Y. Koenig	Bong	0886-295516
	MR. Samuel G.S. Bondo	Rivercess	0886815845	12	Mr. Harrison Danwolor	Grand Gedeh	0886-441991
5	Mr. J. Seo Davis	Bomi	0886-961046	13	Mr. Tehneseo P. Brohdonyen	Grand Kru	0886774337 0777048071
6	Mr. Dwight Harvey	Cape Mount	0886-771922	14	Mr. Harry D. Doe	River Gee	0880-268462
7	Mr. Danwolon Catakaw	Gbarpolu	0888842083	15	Mr. David V. Boakai	Maryland	0886403865
8	Mr. Nya D. Twayen	Lofa	0886-325992				

NATIONAL ELECTIONS COMMISSION INFORMATION

Note: Absolutely, no national political campaigns are allowed on school campuses.

PERIOD	ACTIVITY
Feb. 1-March 24, 2017	Voter Registration Period
June 10-June 20, 2017	Exhibition of the Provisional Voter Registration Roll
July 1, 2017	Release of Final Voter Registration Data/Figure
July 2- July 24, 2017	Registration of Candidates for the 2017 Representative and Presidential Elections
August 8- October 8, 2017	Period for Presidential and & Representative candidates Campaign
August 15- September 30, 2017	Candidate Debate Period
October 10, 2017	ELECTION DAY
October 25, 2017	Announcements of Final Results of Elections

****NOTE: ALL DATES AND ACTIVITIES ARE SUBJECT TO ADJUSTMENTS DEPENDING ON PREVAILING CIRCUMSTANCE(S).**

THE PLEDGE

I pledge allegiance to the flag of Liberia
and to the Republic for which it stands,
one nation indivisible, with liberty and

NATIONAL ANTHEM

**All hail, Liberia, hail! (All hail!)
All hail, Liberia, hail! (All hail!)
This glorious land of liberty,
Shall long be ours.
Though new her name,
Great be her fame,
And mighty be her powers,
And mighty be her powers.
In joy and gladness,
With our hearts united,
We'll shout the freedom,
Of a race benighted.
Long live Liberia, happy land!
A home of glorious liberty,
By God's command!
A home of glorious liberty,
By God's command!**

**All hail, Liberia, hail! (All hail!)
All hail, Liberia, hail! (All hail!)
In union strong success is sure.
We cannot fail!
With God above,
Our rights to prove,
We will o'er all prevail,
We will o'er all prevail!
With heart and hand our
country's
cause defending,
We'll meet the foe with valour
unpretending.
Long live Liberia, happy land!
A home of glorious liberty,
By God's command!
A home of glorious liberty,
By God's command!**

**Words by: Olmstead Lucas
Music by: Edwin J. Barclay**

THE LONESTAR FOREVER

When Freedom raised her glowing
form
On Montserrado's verdant height,
She set within the dome of night,
Midst lowering skies and thunder-
storm,
The star of Liberty!

And seizing from the waking morn,
Its burnished shield of golden flame,
She lifted it in her proud name,
And roused a nation long forlorn,
To nobler destiny!

REFRAIN

The lone star forever!
The lone star forever!
Unfurled in the currents of heaven's pure
breeze,
O long may it float o'er land and o'er seas
Desert it? No! Never!
Uphold it? ay, ever!
O shout for the lone-starred banner,
Hurrah!

Then speeding in her course, along
The broad Atlantic's golden strand,
She woke reverb'rant through the land
A nation's loud triumphant song,
The song of Liberty!
And o'er Liberia's altar fires
She wide the lone-starred flag unfurled,
proclaimed to an expectant world,
The birth, for Africa's sons and sires,
The birth of Liberty!

**Words & Music by:
Arthur Barclay**