

REPUBLIC OF LIBERIA  
**MINISTRY OF EDUCATION**

**EARLY CHILDHOOD, BASIC AND SECONDARY EDUCATION**



**2018 – 2019  
ACADEMIC CALENDAR**

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- Bureau of Early Childhood Education  
- Bureau of Basic and Secondary Education  
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**“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 21<sup>st</sup> 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 21<sup>st</sup> 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 21<sup>st</sup> 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 21<sup>st</sup> century Liberia Education will provide a caring, nurturing, safe, and secured learning environment.
6. We believe that the 21<sup>st</sup> century Liberia Education will prepare its people to become productive contributors to nation building through workforce development.
7. We believe that the 21<sup>st</sup> 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 appropriateness by 2021. Therefore all are requested to adhere to the age per grade level chart below.**

<b>GRADE</b>	<b>Beginners</b>	<b>Nursery</b>	<b>KG</b>	<b>GRADE 1</b>	<b>GRADE 2</b>	<b>GRADE 3</b>	<b>GRADE 4</b>	<b>GRADE 5</b>	<b>GRADE 6</b>
<b>AGE</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>GRADE</b>	<b>GRADE 7</b>			<b>GRADE 8</b>	<b>GRADE 9</b>	<b>GRADE 10</b>	<b>GRADE 11</b>	<b>GRADE 12</b>	
<b>AGE</b>	<b>12</b>			<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	

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 3, 2018, to July 19, 2019**. All Basic and Secondary Schools (Grades 1 -12) shall operate within the period from **September 3, 2018 to July 19, 2019**.

### **OPENING ACTIVITIES**

✓ July 23,-August 31, 2018	Registration
✓ August 24, 2018	National Flag Day (To be observed by all schools with Education Officers playing vital role)
✓ August 30 – 31, 2018	- Orientation
✓ September 3, 2018	- First Day of School

### **NOTE**

- All schools open on September 3, 2018
- No school should open before or after the official opening day
- Any school opening before or after the official opening day will pay a fine of one hundred thousand (100,000. LD) Liberian dollars into Government Revenue (LRA) and submit flag receipt to the Ministry of Education through its Education Officers.
- If for any reason(s) a school will not opening on the official day as indicated in the Academic Calendar, the institution must notify the Ministry through its Education Officers one month prior to official opening of schools

### **REQUIRED LENGTH OF SCHOOL DAY**

**NOTE:** The school day for all non-shift or afternoon schools is 7:30 a.m. – 3:00 p.m. Mondays –Fridays.

- A school day for a Basic and Secondary Education school consists of a **minimum of** six instructional periods of fifty-five (55) minutes excluding lunch, devotion and planning time.
- Monday through Friday must be operated as full school days.

## **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, 9<sup>th</sup> graders and secondary school students should remain at the same schools until completion. However, 9<sup>th</sup> 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.

### **FIRST SEMESTER: SEPTEMBER 3, 2018 - FEBRUARY 8, 2019– 104 DAYS**

<b>FIRST MARKING PERIOD</b>	
<b>SEPTEMBER 3 – OCTOBER 19, 2018 – 35 INSTRUCTIONAL DAYS</b>	
September 3	First Day of School
September 8	National Literacy Day (Working Holiday)
September 29	Education Day (Working Holiday)
October 3-6	National Teachers Week
October 11	International Day of the Girl Child (Working Holiday)
<b>SECOND MARKING PERIOD</b>	
<b>OCTOBER 22– DECEMBER 7, 2018 – 33 INSTRUCTIONAL DAYS</b>	
October 24	United Nations Day – (Working Holiday)
November 1	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)
<b>THIRD MARKING PERIOD AND EXAMS</b>	
<b>DECEMBER 10, 2018– FEBRUARY 8, 2019 – 36 INSTRUCTIONAL DAYS</b>	
December 21, 2018 - January 2, 2019	Christmas Vacation/Break

January 3, 2019	Classes Resume
February 11	Armed Forces Day (National Holiday)
<b>February 12-15</b>	<b>Semester Break / CPD activities encouraged</b>
<b>Second Semester: February 18- July 19, 2019 -103 DAYS</b>	
<b>FOURTH MARKING PERIOD: FEBRUARY 18 – April 12, 2019 – 38 INSTRUCTIONAL DAYS</b>	
March 1	African Child Feeding Day (Working Holiday)
March 13	Decoration Day -Celebrated Every Second Wednesday in March (National Holiday)
March 15	J. J. Roberts Birthday(National Holiday)
<b>FIFTH MARKING PERIOD: APRIL 15 – May 31, 2019 -- 30 INSTRUCTIONAL DAYS</b>	
April 12 (Second Friday)	National Fast & Prayer Day (National Holiday)
<b>April 18 – 22</b>	<b><i>Easter Break</i></b>
April 25	World Malaria Day (Working Holiday)
May 14	Unification Day (National Holiday)
May 25	African Liberation Day/National Culture Day (Working Holiday)
<b>SIXTH MARKING PERIOD &amp; FINAL EXAMS: June 3 - July 19, 2019 – 35 INSTRUCTIONAL DAYS</b>	
June 11	World Population Day (Working Holiday)
June 16	Day of the African Child (Working Holiday)
June 26	World Drugs Day (Working Holiday)
<b>🇳🇮 GRADUATION / THANKSGIVING programs will be held AFTER THE RELEASE OF WAEC/WASSCE RESULTS.</b>	

## **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 9<sup>th</sup> and 12<sup>th</sup> graders marking period tests.** (No fee should be charged to students for using this format).

### **TEACHER REFRESHER AND CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)**

1) Mandatory teacher refresher prior to school opening during August 7 -31, 2017

Recommended topics for Refresher trainings include but not limited to the following:

- Lesson Planning
- Classroom management
- Testing and evaluation
- Policy review
- Teaching methods and approaches
- Textbook review,
- Teachers and School Administrators Code of Conduct
- 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.

### **SUPERVISION**

- All school administrators must ensure that the students are in school for the full length of a school day.
- School administrators will be held liable for students found loitering around during school hours. 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. **VIOLATORS WILL PAY A FINE THAT HURTS!!!!**
- There are no Super Fridays. All school administrators must ensure that students' academic must be in school.

### **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 se workload do not meet the required teaching load, will be given other additional responsibilities as deemed necessary by the administrators to make up their full teaching load.

### **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.
- ❖ **VIOLATORS WILL BE PENALIZED AS DEEMED NECESSARY BY THE MINISTRY OF EDUCATION. (THIS INCLUDES, BUT NOT LIMITED TO A FINE TO BE PAID INTO GOVERNMENT REVENUE)**

### **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 hang around outside** the gates or school premises. The school administration should be creative in discouraging lateness. Parent engagement is highly encouraged on this matter.

### **READING**

- ❖ Reading should be taught ***Mondays –Fridays as a standalone subject. 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 P rincipal of such school in violation will pay into Government revenue a fine of LD \$ 10,000.** One month suspension for second ~~offe~~re  
Third offense—dismissal. This applies to all public schools.

### **SAMPLE MINIMUM INSTRUCTIONAL SCHEDULE FOR SHIFT-OPERATED SCHOOLS**

<b>MORNING SESSION</b>		<b>AFTERNOON SESSION</b>	
<b>TIME</b>	<b>PERIOD</b>	<b>TIME</b>	<b>PERIOD</b>
<b>7:30 --8:00</b>	<b>ARRIVAL/DEVOTION</b>	<b>1:10-1:25</b>	<b>DEVOTION</b>
<b>8:00--8:45</b>	<b>FIRST PERIOD</b>	<b>1:25 –2:10</b>	<b>FIRST PERIOD</b>
<b>8:45 –9:30</b>	<b>SECOND PERIOD</b>	<b>2:10-2:55</b>	<b>SECOND PERIOD</b>
<b>9:30 –10:15</b>	<b>THIRD PERIOD</b>	<b>2:55 –3:40</b>	<b>THIRD PERIOD</b>
<b>10:15 –10:45</b>	<b>R E C E S S</b>	<b>3:40-4:10</b>	<b>R E C E S S</b>



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).**

- ✓ Only students who have made a pass at the end of the first semester will be sent to participate in the WASSCE/LJHSCE.
- ✓ **A Pass in the WAEC Examination is the pre-requisite for promotion to Grade 10.**
- ✓ **A 12<sup>th</sup> Grader must pass the West African Secondary School Certificate Examination administered by the West African Examination Council.**
- ✓ **A Pass in West African Secondary School Certificate Examination (WASSCE) is a pre-requisite for graduation.**
- ✓ **The Government of Liberia pays the WAEC fees for all 9<sup>th</sup> Graders in public schools.**
- ✓ **The Government of Liberia also pays the WASSCE fees for all 12<sup>th</sup> Graders. (public, private, Faith-based and mission schools.)**
- ✓ **School administrators should not encourage the collection of FLIXIBILITY FEES.**
- ✓ **No camping is allowed.**
- ✓ **No school should deny a student from sitting the LJHSCE/WASSCE due to tuition arrears to the school.**

### **REGISTRATION: October 31, 2018 – January 12, 2019**

Submission of 7<sup>th</sup> and 8<sup>th</sup> grade records for 9<sup>th</sup> grader: January 18, 2019

Submission of 10<sup>th</sup> and 11<sup>th</sup> grade records for 12<sup>th</sup> grade: January 18, 2019

**Deadline for submission of all grades: February 1 - March 2, 2019**

### WAEC REGISTRATION Grades 9 and 12

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

### WAEC FEES

- ✓ 9<sup>th</sup> - LD\$2,350.00
- ✓ WASSCE: US \$60.00 (LD Equivalent based on prevailing rate)
- ✓ **Deadline: January 12, 2019**

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

### EXAMS SCHEDULE

**LJHSCE: May 28-29, 2019**

**WASSCE: April 1 -19, 2019**

## 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. These activities are intended to improve Reading through vocabulary development.

- ✓ Other forms of competitions such as Math Bee, Science Fair, Essays, Academic Debates, Quizzing, National song, 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)

#### **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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 with 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 corn row braids, all down.**
- ✓ 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**

- ❖ Gala Day celebration must be limited to two school days only. Celebration on weekends is encouraged.
- ❖ All schools are encouraged to participate in the national school census
- ❖ The ban on school parade still stands. Only authorized parades will be allowed.

## **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 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 (10<sup>th</sup> -12<sup>th</sup>) REGISTRATION FEES**

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

**PAYMENT PLAN**

✓ 1 <sup>st</sup> Semester	-	\$500.00
✓ 2 <sup>nd</sup> Semester	-	<u>\$500.00</u>
		<b>\$1,000.00</b>

**GRADUATION**

- ✓ Graduation program for KG, 6<sup>th</sup> and 9<sup>th</sup> graders are encouraged.
- ✓ 12<sup>th</sup> Grade graduation/Thanksgiving programs will be held after the release of the WASSCE results.
- ✓ Private schools are encouraged to charge minimum fees.
- ✓ Graduation fee for public school 12<sup>th</sup> graders is LD 2500.00

## **THE PLEDGE**

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

## **THE 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  
green 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!

All Hail Liberia Hail! (All hail!)  
All Hail Liberia Hail! (All hail!)

In union strong, success is sure  
we can not fail  
With God above  
our rights to prove  
We will o'er all prevail!  
We will o'er all prevail!

With hearts and hands, our  
country's cause defending  
We'll meet the foe with valor  
unpretending  
Long live Liberia, Happy Land  
A home of glorious liberty  
by Gods Command  
A home of glorious liberty  
by Gods Command

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

## **THE LONE STAR 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  
noble destiny!

### ***REFRAIN***

The lone star  
forever! The lone  
star forever!  
Unfur led 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 wok e  
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 Baclay**