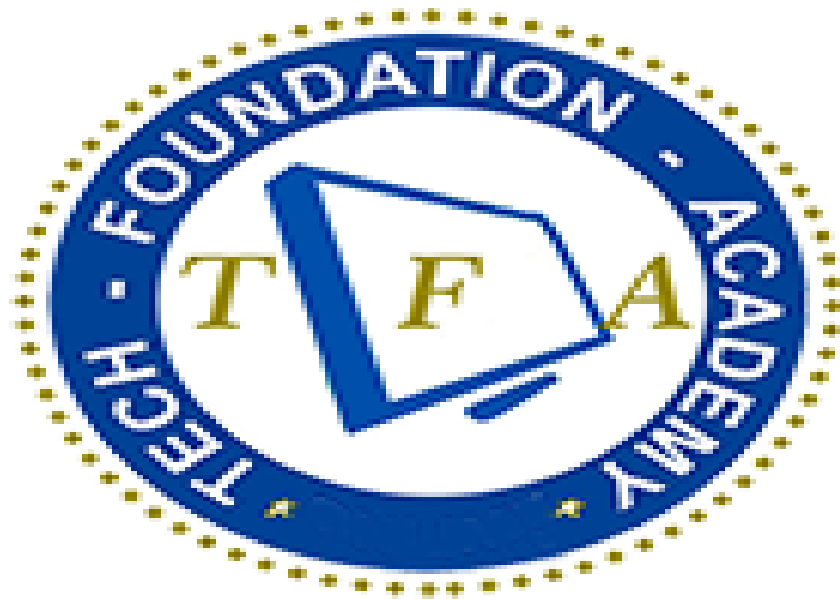


Tech Foundation Academy

Brewerville, Montserrado County



Students' Handbook
Version 1.0
September 2025

To the Students

Dear Students,

We welcome you to Tech Foundation Academy (TFA). Enrolling in TFA is a step in the right direction. Under our guardianship, we can assure you that you are on the right path to getting quality primary education. A foundation that will prepare you for all your future academic activities.

This handbook has been mainly developed for you. It has those directions that will help us keep the right environment that supports your learning. It has rules that will guide your moral, academic, and social activities as students of TFA, regardless of ethnicity, race, gender, or religion. We hope that this handbook will help you, our students, understand the school policies and regulations.

We are of the view that the rules herein will help you to remain disciplined as you traverse the academic walls of TFA.

With open arms, we welcome you again.

TFA Administration

Our Vision

Building our status as an outstanding international institution with a standard primary curriculum, along with modern facilities and Information Communication Technology (ICT) resources that support the learning process.

Developing a distinguished primary school that will serve as a model of decency, where children will develop in the following directions:

- Learning to be healthy, active, and stay safe.
- Enjoy learning and academic work to make positive contributions in society
- Building an early foundation in using Information and Communication Technology to learn
- Understanding and developing the skills of achieving economic well-being
- Growing together to become responsible adults in a wider community
- Developing an appreciation of oneself and respect for others

Our Mission

We are committed to the creation and sustaining of an international environment of learning, where Information and Communication Technology (ICT) at the early stage of learning will serve as a tool in transforming students academically.

Our Policies

Attendance

Regular attendance helps students' ability to achieve in school. A Student who is absent misses class lessons, presentations, discussions, audio-visual material, and student-teacher contact; all of which are difficult to make up after the absence. To encourage regular attendance, the following rules will be in place:

1. If a student is absent for two days, the parents may receive a letter or message of concern.

2. When a student is absent for more than five days, a truancy warning report may be filed.
3. If a student is absent for 25% of the total number of days in the school year, he or she is strongly considered for retention.
4. If a student is more than one hour late for the morning or afternoon without any excuse, they may be allowed in class and considered absent for the period. Three latenesses equal one day absent.
5. The school administration may require students to make up lost time when the student accumulates excessive tardiness beyond five.
6. Continuous absence for prolonged illness or a series of medical treatments may be counted as one absence. A note from the parent/guardian or physician may be required to substantiate.
7. All absences, including out-of-school suspensions, will count as an absence.

Planned Absences

1. The absent student, on returning to school, is required to bring a written excuse (if telephone contact has not been made) stating the reason for the absence.
2. The student is to obtain all missed assignments from their teacher(s) or classmates and complete all work promptly. In all cases of plan absences, the parent(s) must contact the office in writing or by telephone.
3. When considered necessary, the school may require the student to complete the work that will be covered during the period of absence in advance of the planned absence.

Celebrations

1. Birthday and religious celebrations are not allowed on campus. This is due to the diverse religious backgrounds of TFA. Therefore, party foods, treats, and gift bags related to such celebrations will not be allowed on campus.
2. Other secular parties and occasions will be hosted during the school year. The parents will be notified in advance concerning these celebrations.

Bullying

1. Bullying is a harmful behavior initiated by one or more persons and directed toward another person (Could be a student or teacher). Bullying in all forms is strictly not allowed.

Types of Bullying

- a. Physical - involves harmful actions against another person's body.
- b. Verbal – consists of speaking to a person or about a person in an unkind or hurtful way.
- c. Sexual – consists of singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances.
- d. Racial/Tribal – involves rejection or isolation of a person because of ethnicity.

Action for Bullying

1. Any student caught in the act of bullying or harming another student will be punished.
2. The punishment could include detention at school, with some work to do for the offense.
3. Short-term and long-term suspension or expulsion from TFA based on the level of severity of the incident.

Respect for Authority and School Property

1. A student is required to respect the school administration, staff, and fellow students. Disrespect to any teacher, staff, or administration will result in discipline, suspension, or expulsion based on the severity.
2. Students are not to deface or destroy school property. Any student found guilty of willfully damaging and defacing any school property will be held liable financially.

Use of School Facilities

Library

The school library is there to help students learning.

1. The following steps are to be followed when borrowing books and studying in the library:
 - a. Fill in a library card with the student's details, the materials to be taken out, and the date to be returned
 - b. If a borrowed book or material is lost or damaged, the student will make a settlement of the full cost.
 - c. Returned reference books when the assigned time of usage in the library expires
 - d. All books taken from the library should be registered by the caregiver (Librarian) and checked when returned.
2. To ensure the right conditions that support studying in the library, students are required to do the following:
 - a. There should be silence in the library. This means students are to read quietly to themselves.
 - b. Help keep books and magazines in their rightful places by following instructions regarding the arrangements of books and cooperating with the Librarian.

Science and Computer Labs

3. The Science and computer labs are important parts of our learning environment. They have equipment and resources that support the learning process. To ensure effective use and safety, these guidelines should be followed:
 - a. Students should not be in these labs without a teacher or lab demonstrator.
 - b. Students should ask permission before using these lab resources, or be asked to do so and guided.
 - c. There should absolutely be no eating or drinking of liquid in these labs.
 - d. Students should follow all safety steps provided by lab demonstrators and teachers.
 - e. Students will bear the financial cost of willful damage to lab resources and equipment.

Playground

Playing is an important part of children's growth. The TFA playgrounds have been developed to support this growth. Our playgrounds allow children to test the boundaries of their abilities as they learn and play, learn to make friends, work together, and solve problems. To ensure that these happen safely, all play sessions are being monitored, and students are required to do the following:

1. Obey the playground monitors by following safety tips on using the different playground toys.
2. Avoid activities that endanger oneself and others in the play.
3. Do not abuse or fight others in the playground.
4. No eating is allowed in the playground but anyone that is thirsty and would like to drink, should do so outside the playgrounds.
5. The toys in the playground are there for all students to use. Be reasonable with others by allowing them to also play with toys you have been playing with.

6. The willful damage to things in the playground will make a student responsible financially for the damaged item(s).
7. Use the playground that is assigned to your grade levels.
8. Not obeying rules: 1,2,3,4,5,7 could lead to disciplines like being banned from playing in the play for some time.

Grading Standards

1. The grading policy is based on standard grading guidelines of education. Below are the ratings:
90% -100% = A (Very good)
80%- 89% = B (Good)
70%-79% = C (Fair)
Below 70% = D (Fail)
2. Honor Roll
Principal List – All averages should be 90% and above
Honor Roll – All averages should be 80% and Above
3. For year-end promotion, students must have 74% yearly average in all subjects.
4. Students who average fall below the 74% marks in any two subjects will be maintained for retention.
5. Students who received below 74% average in one subject will be require to attend remedial classes. Any student who fails to attend scheduled remedial classes will remain in the same class.

Enrollment Requirements

1. All students must fulfill all requirements for enrollment as indicated in TFA's Brochure and Information Sheet.

Students Dress Code

1. All students must wear the prescribed uniform on campus daily, during all class sessions.
 - a. Uniforms Girls
Regular:
 - Skirt (sky blue, navy blue and light gray checker board) at need level
 - White short sleeves shirt with the school badge on the pocket

- Bow for the neck (sky blue, navy blue and light gray checker board)
- Black shoes with sky blue socks

Physical Education (P.E):

- Trouser skirt (sky blue, navy blue and light gray checker board) and blue-collar tea shirt with the school badge
- White sneaker with sky blue socks

b. Uniforms Boys

Regular:

- Short Trouser (sky blue, navy blue and light gray checker board) at need level
- White short sleeves shirt with the school badge on the pocket
- Bow for the neck (sky blue, navy blue and light gray checker board)
- Black shoes with sky blue socks

Physical Education (P.E):

- Trouser (sky blue, navy blue and light gray checker board) and blue-collar tea shirt with the school badge
- White sneaker with sky blue socks

2. All uniforms are to be bought from the school directly.
3. Any student without the prescribed uniform on campus who has not being excused by the school administration will be sent home.

Additional Grounds for Suspension or Expulsion

1. Leaving class or school campus without permission.
2. Failure to report to and complete assigned activity as discipline.
3. Brinking weapons, drugs or contraband substances on campus
4. Stealing TFA's, staff or other students' property.
5. Academic cheating
6. Constant misbehavior in class rooms

Dealing with students and parents' grievances with teacher

1. Students and parents are encouraging to first talk to the teacher concern
2. If the outcome is not favorable, the administration should be contacted.

Note: This hand book is subject to revision as may be considered necessary. However, other issues that may arise regarding students' behaviors that are not address in this handbook, will be handled on the basis of applicable national and international standards, laws and statutes.

ATTESTATION

Please Sign Below and Return to the Office of the Principal.

I, the undersigned have read and understood all the rules and regulations in Tech Foundation Academy (TFA) Students' Handbook, and hereby agreed to the terms and conditions in the Handbook.

Name of student: _____

Signature: _____

Name of parent: _____

Signature: _____

Date: _____