



YOUNG MEN'S CHRISTIAN ASSOCIATION OF LIBERIA
(YMCA-LIBERIA)

EDUCATION POLICY

June 2019

"EMPOWERING YOUNG PEOPLE FOR THE AFRICAN RENAISSANCE"

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Education System Policy of the YMCA of Liberia

1.0 Introduction

The Education Policy of the Liberia YMCA is a strategic policy document designed to construct an institutional framework as an approach to integrating a major human development program among its signature (traditional) programs for youth development. This document is prepared cognizant of the existing policy instruments of the YMCA of Liberia.

Accordingly, the document seeks to capture and internalize the national education policy, the Teachers Code of Conduct; and the vision, mission, philosophy and core values of the YMCA with the intent to inform and support staff within the Liberia YMCA School System (LY-SS) in their endeavors to render professional and ethically acceptable services. This is the purpose of this YMCA Education Policy Document: providing the basic directional guidelines, thus enabling Teachers within the system to achieve effective communication and efficient classroom management within an environment that is supportive of learning, delivering academic excellence, imparting Christian leadership and creating community development consciousness.

It provides an opportunity for all stakeholders to have a shared vision and common mission in appreciating and advancing education as the most potent model for the cultivation of a wholesome person, working with children, the youth and persons of interest in education.

It is believed beyond the fact that education is a process involving teachers and learners to produce an expected incremental change of human behaviors toward social stability and economic productivity. Over time, nation states and communities demand for quality education as an essential instrument for nation building and human development has challenged the commitment and creativity of learning-service providers to keep striving for value addition in a competitive way.

Taking note of the potential that education provides to expanding and making greater impact in its youth development drives, the YMCA of Liberia transformed its feeding, literacy and recreation program into a full scale education program to take formal learning opportunity to young people within their respective communities. This community focused and student-centered service delivery is made unique by three interlinking principles of accessibility, affordability and quality. The objective is to help students achieve academic excellence and the capacity to lead a productive life. This teaching and learning-based service is best delivered through a deliberate structured framework best referred to as a system that links resources and actions to deliver a desired product. Consequently, the YMCA of Liberia has developed its own education system that is reflective of its vision that is inclusive and a mission that is youth-driven. The system consists of both technical know-how, material, financial and policy resources to provide academic excellence and build capacity that is informed by the principles of accessibility, affordability and quality. The YMCA education system as described above shall henceforth be referred to as the **YES-2AQ [YMCA Education System-Accessible, Affordable-defined by Quality]**; it is aimed to guide the governing of the YMCA of Liberia education services initiatives.

2.0 Aims and Objectives of the YMCA of Liberia Education System

1. Establish, build, conduct, and facilitate educational activities in Liberia. The educational activities shall include, but not limited to:
 - i. Academic,
 - ii. Vocational, and
 - iii. Professional.
2. Provide quality, affordable, and accessible education to the needy; especially less-privileged;
3. Partnership with other entities [governmental and non-governmental entities] to provide needed educational/learning facilities and education [teaching and learning] to its target audience;
4. Ensure quality and competence of teachers, and also seek the employment of qualified teaching and administrative staff for quality delivery.

YMCA Vision

"Empowering young people for the African Renaissance".

YMCA of Liberia Mission

The YMCA of Liberia seeks to unite, develop and empower young people and others, thereby strengthening communities as an extension of the Kingdom of our Lord and Savior, Jesus Christ.

3.0 YMCA Core Values

The Liberia YMCA subscribes to the following which are inherent in its core values:

- | | |
|------------------|--------------|
| ❖ Respect | ❖ Initiative |
| ❖ Integrity | ❖ Community |
| ❖ Responsibility | |

4.0 Affiliation:

4.1 The YMCA is a membership organization that is youth centered, community focused and faith driven. This is why the Liberia YMCA is an affiliate of the Africa Alliance and the World Alliance of the YMCAs.

5.0 Governance and Leadership:

5.1 The YMCA is a Not-For-Profit and a Non-Governmental Organization. The Association is divided into two levels of functioning bodies:

1. The Lay Leadership (consists of National Council, National and Local Boards) and
2. The Secretariat (consists of National Secretariat and Local Branch staff).

5.2 The Lay Leadership is headed by an elected corps of officers, supervised and coordinated by the National Chairperson, who is supported by two Vice Chairpersons (Administration and Programs). The Board's primary responsibility is policy formulation, monitoring compliance and lending support for the growth and advancement of the Association. It reports to the General Assembly, which is held once every four years.

5.3 The Secretariat is appointed to implement the programs and projects of the YMCA mindful of the policies guiding the operations of the Association. It is supervised and coordinated by the National General Secretary, as Chief Executive Officer. He/she is supported by three principal managers (Operations, Program, and Finance). The National General Secretary is primarily responsible to manage with commitment, creativity and integrity, the day-to-day administration and management of the programs and projects of the Association.

5.4 The Secretariat is reflected at the community levels through its local Branches, which are run by Coordinators; as the extension of the Secretariat. They serve at the behest of the National General Secretary.

6.0 Liberia YMCA Education Program

6.1 The Liberia YMCA has resolved to integrate academic education and life-skills development in its core programs. It has opened six grade schools in four Counties, with the intention to expand. Pursuant to this determination to create system and consolidate the education program, the Office of Education, managed by the Education Officer has been established.

6.2 The Liberia YMCA Schools shall be known as the YMCA Community Schools (Y-CS), and the schools shall be named after their respective communities, and shall consist of all schools and/or colleges or tertiary schools established in various communities in partnership with those communities and coordinated and managed by YMCA. The grade schools shall comprise the Nursery/Day-Care, Elementary, Junior High and Senior High Schools. It shall include personnel ranging from Janitorial Technicians, Security Watch Agents, Administrative Assistants, Teachers, and Principals.

6.3 The Y-School System shall work in straight adherence to approved Curriculum/curricula of the Ministry of Education of the Republic of Liberia and where applicable, that of the West Africa Examination Council (WAEC/WASSCE) and including skills relevant curricula that will help to deliver academic excellence and competence.

6.4 The System shall encourage all of its school Administrators and Teachers to promote relevant extra-curricular programs and activities to help students develop civic competence, self-confidence and inter-personal relationship skills.

6.5 Special attention shall be placed on supporting students across all classes to develop Writing, Reading and Speaking skills. This will be complemented by moral and citizenship education classes which shall be intermittently offered.

6.6 The Education Office shall work along with school Principals and Branch Coordinators to tailor the schedule of life skills courses sensitive to community needs and student's career path preferences.

6.7 The Education Office shall also, until otherwise, supervise and coordinate post-secondary school specialized training programs to empower out-of-school youth with livelihood skills whereby they may become active and visible social agents right from their communities.

6.8 The system shall ensure an effective central consolidation that is backed by a consistent regiment of policy and centrally monitored by Secretariat to ensure uniformity of programs contents, delivery efficiency, quality outputs and attractive visibility.

6.9 Students of the Y-School System shall be introduced to basic technical/vocational skills development in strategic career areas. Emphasis shall be placed on Information Communication Technology (ICT); Electricity, Electronics and Agriculture for students from 7th Grade to 12th Grade.

6.10 The driving force for the Y-School System shall include accessible, affordable and quality education, which shall be captioned henceforth, as “YES-2AQ” ... and is characterized by **Excellence, Competence and Integrity.**

7.0 Administration of YMCA School System

There shall be created in the YMCA of Liberia the office of Education which shall develop and roll out system, structure and administration, educational services delivery on a competitive basis. And there shall be appointed an Education Officer to supervise the administration of the Education System as well as programs and projects development and implementation at all levels of authority and service. In principle, he/she shall be the focal contact on education in the YMCA of Liberia. He/she shall be accountable to the Operations Manager of YMCA National Secretariat.

7.1 Education Officer

The Office of the National Education Officer shall be responsible to administer and manage the day to day operations of the Y-Education System and plan, supervise and coordinate its programs and projects; and shall account to the National General Secretary through the Operations Manager.

7.2 School Principals/Administrators

7.2.1 Each YMCA Community school shall be headed by a Principal and Administrative leadership staff [(Vice Principals for Administration and Instructions, Registrar, Dean of Students) and Instructional Staff] as the case may apply for the smooth and effective running of the school.

7.2.2 The Principal shall be responsible for the day-to-day running of the school, and shall be held accountable for administrative and financial management effectiveness and efficiency. The

Principals in the LY-SS shall be directly responsible to the head of the branch and the Education Office of the National Secretariat.

7.2.3 The Principals shall coordinate with the Branch Coordinators to ensure effectiveness, community support and compliance with the institutional policy provisions and program objectives of the YMCA at the community levels.

7.2.4 The Principals shall submit terminal/semester report, attested to/approved by the Branch Coordinator, to the office of the Education Officer; such report shall reflect/contain all aspects of the school activities, ranging from classroom instructions to financial activities for the period under review.

7.3 Parents-Teachers Association (PTA)

7.3.1 The schools' administrations shall work to ensure that each of the YMCA Community Schools set up and facilitate a very supportive PTA. The PTAs shall comprise of teachers and parents of students of the schools. The PTAs shall work with the schools to help in the provision of quality education for students.

7.3.2 All students shall pay a PTA's fee that shall be determined by the school administrations in consultation with the leaderships of the PTAs and approved by the National Education Office.

7.3.3 Every PTA in the LY-SS shall be independent but may collaborate to consolidate their contribution(s) to the overall system. Though each school PTA leadership shall be exclusive, but the structure and functions of the PTAs in the System shall be identical as follow: Chairperson, Vice Chairperson, General Secretary, Financial Secretary, Chaplain, and Treasurer. They shall each be elected democratically on the strength of the principle of **Secret Ballot** or **Consensus White Ballot**. Elected officials of the PTAs shall serve for a 2-year term and can be re-elected for another term of 2 years.

7.3.4 The PTA shall supervise its own budget managed by the school administration. All funds shall be saved in the account of the school. The PTAs shall have the right to request for financial update or statement on the PTA's fees from the school's administration. The PTAs shall develop proposals or activities to be financed by the PTAs' funds.

7.3.5 All projects proposed by a PTA must be reviewed and approved by the School and Branch leaderships, and such projects shall be geared towards the enhancement of educational processes for better infrastructures and facilities for learning. Payments will be made directly to vendors and contractors, no payment will be made to PTA officials for implementation of projects.

7.3.6 PTA's funds shall not be used by school administration without the consent of the PTA so concerned. There should be cordial working relationship between PTAs and school administrations.

7.3.7 All matters arising between PTAs and school administrations shall firstly be reported to the Branch Coordinators, where a Branch Coordinator is unable to handle or settle the said matter,

the Education Office shall be notified through written communication. The Education Officer shall ensure the existence of a cordial working relationship between the PTAs and the school Administrations.

7.3.8 All official business and operations of a PTA in Y-School, except otherwise advised by the School Administration shall be conducted on the campus of the same said school.

7.3.9 While each PTA may have its own constitution, it shall not contradict this education policy or any other policy documents of the YMCA. Such constitution must be approved by the Branch Coordinator and the Education Officer before being effected.

7.4 School Management Committee:

7.4.1 There shall be a School Management Committee (SMC) set up in each of the school based-communities to give adequate space to stakeholders in participating in advancing initiatives for the growth and development of the schools in the LY-SS.

7.4.2 The SMC shall be a seven (7) man committee comprising the Chairperson of the YMCA local Branch Board/board committee, the Branch Coordinator/leadership, the Chairperson of the School PTA, the school Principal and one consensus Teacher, and two (male and female) respected community leaders.

7.4.3 Each School's SMC shall be chaired by the Chairperson of the Board/board committee of the local Branch of the YMCA and co-chaired by the Chairperson of the said school PTA, while that school's Principal shall serve as its Secretary. The Branch Coordinator shall have oversight of the SMC to ensure that it operates within approved parameters.

7.5 Supervision

7.5.1 The YMCA Education Officer (Y-EO) shall be supervised by the office of the Operations Manager; in likewise, the office of the Y-EO shall supervise all school Principals and heads of the Centers for Professional Studies and trainings.

7.5.2 The office of the Y-EO shall work with the office of Branch Coordinators to help monitor the activities of the school(s) of jurisdiction to ensure consistency or effect timely interventions in cases of internal contradictions or external interruptions.

7.5.3 The Principals shall supervise and coordinate the administration and learning activities at their respective schools, ensuring that Teachers are on time, in class and in-line with their assigned duty functions.

7.6 Financial Management

7.6.1 The Accounts of each school shall be managed and coordinated by the local branch and the School Management Committee on behalf of the National Secretariat.

7.6.2 There shall be a Registrar appointed and assigned at each school who shall perform all duties as school the Accountant under the supervision of the Branch leadership. For

administrative and monitoring effectiveness, the School Registrar shall brief the Education Officer on financial activities in the schools. The Finance Manager of the YMCA shall ensure accountability, transparency and financial control. Each Registrar shall submit report to the School Principal for onward submission to the Education Officer at the end of every semester.

7.6.3 Henceforth, payments of tuition and fees shall be through the banking system and Mobile Money Transfer System. Except for extraordinary cases, which must meet the consent of the National Secretariat and or the Education Officer, Registrars are not authorized to collect tuitions and fees from any parent/guardian and student.

7.6.4 This provision shall in no way absorb the place of Branch Accountants whose role remain as facilitating for the management of the Branches' financial operations and reporting.

7.6.5 Registrar in each of the schools is to support the Vice Principal for Administration to manage the application of the school's financial transaction as shall as set up by the Branch Accountant. All financial decisions at the level of the school shall meet the consent of the local School Management Committee, which shall be chaired by the Chair/designated member of the local Board and approved by the Branch Coordinator in consultation with the National Education Officer.

7.6.6 All financial management procedures of the LY-SS shall take signals from the YMCA standing Financial Policy which shall take precedence in case of decisional or procedural limitations.

7.6.7 The financial management of the various schools shall be monitored by the Education Officer and the Finance Office of the National Secretariat for the purpose of accountability and transparent financial transactions.

7.6.8 Neither the Education Officer nor the Branch Coordinator shall directly handle and/or get involved in direct financial transactions of the schools (including receipts or payments of money for whatsoever purpose), except in an extreme case as directed by the National General Secretary.

7.6.9 The Branch Coordinator shall monitor, for the purpose of checks and balances, deposits and bank balances as he/she may deem necessary; and shall receive and approve financing requests and expenditure reports even as school Principals submit formal reports to the National Education Officer and the Finance Manager.

7.6.10 The National Secretariat reserves the rights to at all times demand financial inspection and/or order the conduct of audit in any school to ensure financial accountability, transparency and best practice.

7.6.11 Schools Operational Funds shall be withdrawn from the specific school account based on developed Cash-flows that have been approved by the National Secretariat. All withdrawals must be in line with the approved cashflow and any expense outside the cashflow must meet the

approval of the National Secretariat. The Branch Coordinators shall be fully responsible to supervise and account for the usage of the school funds.

7.7 Signatories to the Schools' Accounts:

7.7.1 The Signatories to the Schools Accounts shall include the National General Secretary, and Chairperson of the School Management Committee (Category A) and the Operations/Program Manager and Branch Coordinator/Officer (Category B). This provision is designated by the National Secretariat and National Board leadership to promote efficiency in the operations of the schools. As such, this can be adjusted as the National Secretariat and National Board deems necessary.

7.8 PTAs' Funds:

7.8.1 While the funds raised by the PTAs shall be deposited in the school's accounts across the System, such funds should not however be used without consultation with the leadership of the PTA concerned.

7.8.2 This fund shall be carefully managed and accounted for by the Principal through the School Management Committee of which the Chairperson of the PTA shall Co-Chair. The PTAs shall have the right to request statement on its deposits with the School Account.

7.9 Net Income Sharing Scheme:

7.9.1 In furtherance of the principle of fare share and inclusiveness, net incomes of break-even realized annually from the school(s) of a Branch's jurisdiction shall be segregated as follows:

7.9.1.1 That thirty-five percent (35%) of a school's net income shall be allocated to the Local Branch to finance that local Branch operations and programs. This payment will be made to the branch account on a quarterly basis.

7.9.1.2 That twenty five percent (25%) of net income annually of each school of the LY-SS shall be remitted to the National Secretariat's account for its over-heads and operations expenses. This payment will be made to the National Secretariat on a quarterly basis.

7.9.1.3 That Forty percent (40%) of net income shall be used to finance repairs, construction, equipment and essential supplies to ensure sustainability, growth and development of the Y-Schools and programs. This amount will be retained in the schools' accounts to finance such developments.

7.9.1.4 At the start of the school year, the national secretariat, local branch and school leadership will work out an agreed net income based on each school's projection and cashflow. Quarterly breakdowns of this net income as per the percentages mentioned above will be calculated for payment for the first three quarters. During the fourth quarter, a report will be produced based on the actual enrollment and income (showing possible losses or gains against what was projected). As such, the final quarter payment will be made against the actual the actual income. In the case

of a loss, payments will be made as per the priority order: 1-40% school development, 2-25% national secretariat and if there is a balance, 3-payment to the local branch.

7.10 School Facilities Development:

7.10.1 Notwithstanding the specific programs and management system developed to deliver quality education, all schools and their operating facilities and services are entirely owned by the Liberia YMCA under the governing authority of its National Board.

7.10.2 At such, it shall be the sole responsibility of the office of the National General Secretary with its authorized support of the Secretariat to undertake and implement all infrastructure development at all levels of the School System.

7.10.3 Because the offices of the Branch Coordinators are extensions of the office of the National General Secretary at the community level, no YMCA driven or receiving education related project(s) shall be implemented without due participation of the Branch Coordinator of jurisdiction. School Principals must at all-time coordinate with Branch Coordinators to ensure success, sustainability, development and the integrity of the YMCA.

7.10.4 The Secretariat shall formulate and strategize developmental plans for system and facilities improvement and quality delivery in the YMCA Education System. The Secretariat shall monitor and supervise all developmental initiatives to ensure the successful implementation of all projects and/or program initiatives.

7.10.5 Quality assurance and sustainable service delivery shall be guaranteed by commitment to due diligence, transparency and accountability across transactions. Branch Coordinators and School Principals, working with School Management Committees should consolidate and seek innovative and strategic approaches to advancing and expanding in scope and relevance, the opportunities of quality education accessible and affordable to all through the Y-School System.

7.11 Annual School Conference:

7.11.1 There shall be held a Y-School Conference every year in July and on the date, time and venue as shall be decided by the National Secretariat. It shall be under the auspices of the National Secretariat coordinated by the National Education Office.

7.11.2 The hosting of the Conference, which duration shall not exceed three (3) consecutive working days, shall rotate from one local Branch(with school) to another.

7.11.3 The principal delegates to the Conference shall include the executives of the National Board, the senior management staff of the national Secretariat, the Education Officer, Local Branch Coordinators and Accountants (where applicable), representatives of School Management Committees of schools within the LY-SS, leadership staff of the schools (Principals, Vice Principals and Registrars) and other guests as may be deemed necessary.

7.11.4 The cost covering the Conference each year shall be shared by the schools equitably, through the schools Conference running budgets. Where possible, the National Secretariat shall contribute to the funding of the Conference.

7.11.5 The Conference, when convened, shall focus on receiving performance reports, reviewing and making recommendations toward advancing the objectives of the Y-School System and shall be an opportunity for peer review.

7.12 Staff Development:

7.12.1 The National Education Office shall conduct periodic In-Service Training Sessions for Teachers within the LY-SS. There shall be one(1) session per semester or two (2) in each academic year and presenting the same course contents and the credit hours as prescribed by the Ministry of Education to qualify for a C and/B Certificates in Education.

7.12.2 Teachers benefiting from the program shall sign an undertaking with the Education Office to serve the LY-SS for a specified number of years as shall be required by the System.

7.12.3 Teachers who may have earned non-Education degrees from recognized Colleges or Universities will be encouraged to take advantage of the In-Service Training Programs. Teachers presently within the System but without any academic degrees and/or Certificates in Education shall be required to participate in the program or forfeit the opportunity to teach any further in the LY-SS.

7.12.4 Because the LY-SS shall be MOE compliant, qualification criteria for teaching at various levels in the System shall not be compromised; all instructional staff are urged to seize opportunities for career path self-development.

7.12.5 The National Secretariat through the Education Office shall liaise with a reputable Certificate granting Teacher Training Institute or Program to run the In-Service Training workshops and/ seminars to enable participating Staff to be awarded due Certificates.

7.13 Reporting Lines

7.13.1 The Operations Manager shall receive all reports from the Y-Education Officer. The Operations Manager shall report to the National General Secretary who shall report to the National Board of Directors on the state of the Education Program, the outcomes and the strategic vision; with its attending priorities.

7.13.2 The National General Secretary however reserves the right to request information or report(s) directly from the Y-EO, the Principal(s) or the Branch Coordinator(s), when necessary.

7.13.3 The Principals shall, with the attestation of the Branch Coordinators, prepare and submit periodic performance and financial reports or case brief to the office of the Y-Education Officer and deposit copies with the offices of the Branch Coordinators as the case may be.

7.13.4 The Principals are required to submit Projections for the Next Academic Year on or before the **15th day of August of each year**. The projections shall be preceded by the Year-End Report of the School, which should be received by the 31st of July, each year. Branch Coordinators are required to ensure the straight adherence to these requirements for timely preparations for the succeeding school year.

8.0 Professional Conduct

8.1 It is expected of all Teachers to conduct themselves consistent with the ethics of the teaching profession and standard practices. As such, no Teacher shall be found indulging in ethical malpractices, including but not limited to bribery, harassing students or parents for money, demanding sex for grades, use or sale of narcotic drugs on or off campus, gossips and fueling conflicts or supporting students' negative mass action(s).

8.2 All Teachers must at all times comply with the provisions of the Ministry of Education Code of Conduct as well as the Teacher's Handbook of the LY-SS. Violations of any sort shall instantly attract a letter of warning, a letter of suspension, immediate dismissal, or legal action against the violator(s), where and when necessary.

8.3 Consistent with the ethical and professional trends in the global education arena, Teachers of the LY-SS shall adopt learner's centered approach to teaching, thus helping the youth to transit from "Subjects to Citizens."

9.0 Partnership.

9.1 The LY-SS shall seek and work with all partners in the education sector to provide both academic and vocational technical education for the wholesome cultivation of our youthful human resource potentials.

9.2 The System shall work in partnership with Ministry of Education to supplement Government's efforts in providing quality education for all Liberian youth, regardless of status in society.

10.0 Membership

10.1 The YMCA is a membership Organization sustained by spirited volunteerism. Accordingly, to ensure true commitment and shared spirit of service, every person coming into the Y-School System, whether as an Administrator, a Teacher, a support staff or student must take on membership. Student's membership shall be included in the fees, while payment of membership fees by staff shall be coordinated at the Branch levels across the Country.

10.2 It should be noted that only Christians shall take on full membership according to its categories. Non-Christians may take on Associate membership per its categories.

10.3 Current card-holding members shall be given priority preferences for admission in the schools and related programs and facility use, where applicable. If such a member has more than

two children in a school or schools of the Y- School System, said member shall enjoy a ten percent (10%) discount on the sum total of the school tuitions at current.

10.4 The Secretariat reserves the right to terminate membership of any category if a current card holder is found to be an undesirable person: criminal-minded; drugs abuser and dealer; rapist; etc.

11.0 Motivation:

11.1. The delivery of learning products is essentially intangible and entirely human. Over the years, it has been proven that motivation is the best access to knowledge-based products. This is why it is necessary to incentivize teaching if school administrators are committed to deliver quality education with outcomes that speak excellence, competence and integrity.

11.2 **Teachers** in the LY-SS, staff may enjoy different categories of non-financial incentives contingent upon their levels of commitment and outputs. The three categories are as follows:

1. A Teacher who may have taught in the LY-SS for a period under three (3) years consecutively, but with distinction may enjoy a 25% (twenty-five percent) discount of tuition for a ward unto him for one academic year. The ward must have however paid the registration fees as may be required by the school concerned.
2. A Teacher who must have taught for a period of three (3) to five (5) years consecutively and with distinction shall be entitled to 50% (fifty percent) tuition off for a ward for one (1) academic year provided however that the ward must have paid the registration fees as may be required by the school concerned.
3. A Teacher who must have taught for five (5) years and plus consecutively and with distinction shall be entitled to a 100% (hundred percent) tuition off for a ward for one (1) academic year provided however that the ward must have paid the registration fees as may be required by the school concerned.

11.1.2 Academic Honors/Promotion:

11.1.2.1 Work toward achieving academic excellence shall be awarded at various levels. Students performing far beyond average (i. e), ninety one (91%) and plus, with record of proper behavior, within the first semester of an academic year shall be promoted to the next class in the following semester within the school (only applicable for elementary division).

11.1.2.2 Students qualifying for Honor Roll must have scored a minimum of eighty five (85%). The Honor Roll category shall be as follows:

1. Honor Roll Mentioned85% to 90%
2. Honored91% to 95%
3. Highest Honor96% to 100%

11.1.2.3 The end of the year academic awards shall be given to:

1. Dux of the School

2. Dux of Classes
3. Dux of Subjects

11.1.2.4 A dux is any student(s) who has scored the highest grade in either a subject, a Class or a school in a given academic year.

12.0 Admission:

12.1 No student is considered admitted in any of the LY-SS' schools except he/she must have:

1. Sat and satisfactorily passed the Entrance Exam
2. Completed the registration process

13.0 Registration Procedure:

13. 1 The Registration process begins by a student obtaining a bank or mobile money payment or deposit slip from the Office of the Registrar. The deposit slip is then taken to the bank or mobile money agent and payment made in the account appropriate, attested by a stamp of the bank or transaction code of mobile money on the deposit slip. The student then photocopies the deposit slip and returns the original deposit slip to the Registrar to obtain an official school receipt. All deposit slips will be validated by a bank statement or mobile money accounts statement before receipt is issued.

14.0 Revision

14.1 These policy guidelines are subject to periodic reviews and revisions to respond to changing realities and/or necessary to ensure institutional growth and development.