

WORLD HARVEST VOCATIONAL INSTITUTE

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BOARDING, REFORM, REGULAR DAY AND ACCELERATED LEARNING PROGRAM

GOYAH TOWN, KLEEMU - TODEE DISTRICT

MONTERRADO COUNTY- LIBERIA

Email: worldharvestcm@hotmail.com

INFORMATION BOOKLET

Academic 2017/2018



MOTTO: "DEVELOPING HOPES AND DREAMS"

Information for the Boarding, Reform, Regular Day, and Accelerated Learning program

The regular boarding program

The **regular boarding program** takes in regular students from grade 7 to grade 12. The students live in dormitory rooms monitored and supervised by the school's administration through its deans of students and other staff. The program provides spiritual, physical, and academic guardian for the students.

The reform program

Our concepts

The **reform program** takes in school-going young teen (grade 7 to grade 12) who struggle with drugs, anger, violence, theft, lack of motivation, troublemaking behavior, depression, anxiety, and lack of respect for parent or authority and bring them into spiritual, physical, environment where they can gain mastery over their deep-rooted bad habits and behaviors instilling into them foundational attitudes and behaviors that will prepare them to lead responsible godly lives.

Our Programs

Spiritual

Students are taught to establish the disciplines of personal devotions, Scripture memory and Bible study. Students receive Biblical counsel on a daily basis as it pertains to their struggles along with weekly worship at school's chapel. Students are to learn what true discipline entails and how to be a follower of Christ.

Physical

Since students in this program might have some problems, especially with drug use, violent, and body draining acts, physical fitness training will be provided in classroom lectures and sport pitches where the students can learn self control and mastery over their physical body. Students will perform basic fitness exercises daily, in the following: Team volleyball, soccer, and track and field. In addition to fitness there will be trainings in the school's agricultural program, at the dormitories, and the school yard in the form of **chores** and work projects each day. A strong work ethic will be fostered and modeled. Basic good hygiene, gentlemanly manners and proper use and wearing of clothing will be emphasized.

Academics

Students will take regular school subjects and sign up compulsory vocational courses in the accelerated program to prepare them for their college life and the greater life ahead. They will be required to attend counseling classes every week.

Medical First Aid

The school provides a medical first aid for students on the boarding program. In an event of serious illness, the child will be sent to the parents for further treatment.

Feeding

The school provides three meals (breakfast, dinner, and supper). Students supplementary feeding can be purchased in the schools canteen. These shall include food stuffs like biscuits, juices, corn flakes etc. For the health and safety of the program, no feeding or supplementary feeding from outside is allowed at the school. However students in both boarding program can not possess money while the program; so money for supplement or recess can only be received

and stored by the school and expended responsibly for the so purpose at the request of the student.

The non boarding regular day program

The regular day program takes in students (grade 7 to grade 12) who live in communities around the school who might not afford the boarding fees.

The accelerated program

The accelerated program provides vocational skills to high school graduates, school dropouts and non goers who want to have technical skills.

Junior High /senior High

Information booklet----- \$275.00LD

Entrance examination/ placement interview fees

Junior high----- \$ 300.00

Senior high ----- \$ 350.00

| <u>Entrance exam/ Test</u> | <u>Date</u> | <u>Time</u> |
|-----------------------------------|--------------------|--------------------|
| 1 st entrance | August 2017 | 10:00 am |
| 2 nd entrance | August 2017 | 10:00 am |
| 3 rd entrance | August 2017 | 10:00 am |

The entrance exams will be administered at both World harvest vocational institute campus in Goyah Town, Todee District Montserrado County and world Harvest Ministries ELWA, Monrovia at 10.00am for all students in the **Regular Day, Accelerated Program, the Reform and Boarding** programs.

All students sitting the entrance exam/ test are required to bring two sharpened pencils and two blue or black pens.

Registration and tuition breakdown for the Reform and Boarding Program

| Category | Junior High | | Senior High | |
|---|----------------------------|----------------------------|----------------------------|----------------------------|
| | 1st sem. | 2nd sem. | 1st Sem. | 2nd sem. |
| Registration | \$100.00USD | \$50.00 USD | \$ 125.00 USD | \$75.00 USD |
| Yearly tuition | \$ 250.00 USD | \$150.00 USD | \$300.00 USD | \$150.00 USD |
| Mandatory trade (senior) | \$150.00 USD | \$75.00 USD | \$200.00 USD | \$100.00 USD |
| Dormitory Uniforms | \$20. 00 USD | \$20.00 USD | \$20.00 USD | \$20.00 USD |
| Breakage and Campus | \$25.00 USD | \$25.00 USD | \$25.00 USD | \$25.00 USD |
| Feeding (soup kinds)& utensils | \$200.00 USD | \$200.00 USD | \$200.00 USD | \$200.00 USD |
| Recreation and activities | \$50.00 USD | \$50.00 USD | \$50.00 USD | \$50.00 USD |
| First aid | \$50.00 USD | \$50.00 USD | \$50.00 USD | \$50.00 USD |
| Student handbook | \$10.00 USD | -- | \$10.00 USD | -- |
| Project fee | \$20.00 USD | -- | \$30.00 USD | -- |
| PE T-shirt | \$10.00 USD | -- | \$10.00 USD | -- |
| Badge | \$5.00 USD | -- | \$5.00 USD | -- |
| ID card | \$10.00 USD | -- | \$10.00 USD | -- |
| Total | \$900.00 USD | \$620.00USD | \$1,035.00 USD | \$670.00 USD |
| Grand Total | \$1,520.00USD | | \$1,705.00USD | |

Payment schedule for the Reform and Boarding Program

| Month | August | December | April |
|--------------------|--------------------|------------------|---------------------|
| Junior high | \$760.00USD | \$440 USD | \$320.00 USD |
| Senior high | \$850.00USD | \$485 USD | \$370.00 USD |

All students on the boarding program are required to submit the following items before admission to the program:

- Transcript from last grade completed
- Four passport size photos
- Medical report/ health certificate from a **reputable health center**
- Filled in application form
- 3 bags of the 25 kg rice for each semester
- One dormitory mattress
- Two pillow cases
- Four blankets
- Two medium-size towers
- Two rubber tubs
- One wash board
- two bath buckets
- four dozen of Medicare soap
- a dozen of tooth paste

Boarding students will have to come with their personal stuff (cosmetics including sprays, detergents, hair grease, und underwear, slippers etc. These items will be inspected and kept at the school's store and delivered periodically to the students. Students luggage or suit cases will be inspected and kept in the school's store room. Only school regular uniforms, church suits, and dormitory uniform will be delivered to the students. The students' handbook provides the rest of the information.

Afternoon hours

Students on both the **boarding and reform** programs are required to sign up for one of the compulsory courses offered in the accelerated program of the school. Personal working tools for each of the signed up courses will be purchased by the student during the time of registration.

Agriculture is mandatory for all **Reform and Boarding** students in both the junior high and the senior high sections (in addition to the compulsory courses) and is tuition free except for the regular **day students** and the students in the **accelerated program**.

The Non boarding Regular Day Program
Registration and tuition breakdown in Liberian dollars

| Category | Junior High | | | | Senior High | | | |
|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | New student | | Old student | | New student | | Old student | |
| | 1 st sem. | 2 nd sem. | 1 st sem. | 2 nd sem. | 1 st sem. | 2 nd sem. | 1 st sem. | 2 nd sem. |
| Registration Fees | \$400 | \$200 | \$300 | \$200 | \$400 | \$200 | \$300 | \$200 |
| Yearly tuition fees | \$6,000 | \$4000 | \$5000 | \$4000 | \$8,000 | \$4000 | \$8000 | \$3000 |
| Recreation/activities | \$700 | \$300 | \$600 | \$300 | \$700 | \$300 | \$600 | \$300 |
| Campus maintenance | \$500 | \$300 | \$400 | \$300 | \$600 | \$400 | \$600 | \$300 |
| Tools /equipment | \$600 | \$400 | \$500 | \$300 | \$600 | \$400 | \$500 | \$300 |
| Basics First Aid | \$300 | \$200 | \$200 | \$200 | \$300 | \$200 | \$200 | \$200 |
| Students' Hand Book | \$300 | -- | \$300 | --- | \$300 | -- | \$300 | -- |
| Project fees | \$250 | \$250 | \$250 | \$250 | \$250 | \$250 | \$250 | \$250 |
| PTA | \$250 | \$250 | \$250 | \$250 | \$250 | \$250 | \$250 | \$250 |
| PE Shirt | \$450 | -- | \$450 | --- | \$450 | -- | \$450 | -- |
| ID card | \$600 | -- | \$600 | --- | \$600 | -- | \$600 | -- |
| Badge | \$250 | --- | \$250 | --- | \$250 | --- | \$250 | -- |
| Total | \$10600 | \$5900 | \$9100 | \$5800 | \$12700 | \$6000 | \$12300 | \$4900 |
| Grand Total | \$16, 500 | | \$14,900 | | \$18,700 | | \$17,200 | |

Payment Schedule for the Regular Day Program

| Month | August | | November | | February | |
|-------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | New students | Old students | New students | Old students | New students | Old students |
| Junior high | \$8,250 | \$7,450 | \$4350 | \$3650 | \$4900 | \$3,800 |
| Senior high | \$9,350 | \$8600 | \$5350 | \$4700 | \$4000 | \$3900 |

Students in the non boarding regular day program who want to sign up course in the accelerated program will have to pay fees charged in addition to their tuition

The Accelerated Program

The offered courses and their fees are given below. Students in the accelerated program are required to pay 50% of their tuition during the time of registration. The rest of the payment schedule will be given each student at the office of the registrar. ID card is **5USD**.

Personal working tools for each of the signed up courses in the accelerated will be purchased by each student during the time of registration.

General Building Trade

Masonry

12 months----- \$250.00 USD (or its equivalent in LD)

- Introduction to masonry
- Tools material Knowledge
- Trade mathematics
- Block laying
- Blue print reading
- Plastering
- Form works
- Blue ink red

Carpentry

12 months----- \$250.00USD (or its equivalent in LD)

- Introduction to carpentry
- Tools materials knowledge safety
- Basics Roof Construction
- Furniture & design
- Form work
- Blue print reading

Cosmetology

3 months ----- \$160.00USD (or its equivalent in LD)

- Introduction to cosmetology
- Tools, materials knowledge and safety
- Personal hygiene and customer service
- Types of hair styling
- Washing setting
- Natural braiding /extensions

Tailoring

12 months----- 300.00USD (or its equivalent in LD)

- Introduction to tailoring
- Tools, materials Knowledge and safety
- Basic step to steps to sewing
- The use of the machine
- Measurement
- Stitches and pattern cutting
- Zippers , button and hem
- Cutting, sew, joint, and finish

Information Technology (IT)

Phase I

9 months----- 150 USD (or its equivalent in LD)

- ICS/ introduction to Computer Science----- 3 weeks
- Microsoft----- 3 weeks
- Typing 101(keyboarding)----- 4months
- Introduction to word 2010----- 1month
- Introduction Microsoft PowerPoint ----- 1month
- Introduction to MS Excel ----- 2months

Phase II

Four months

Section I

- Internet Training, MS windows and graphic design----\$ **175 USD (or its equivalent in LD)**
- Internet concept
- Uploading file
- Creating email

Section II----- \$150.00 USD (or its equivalent in LD)

- Corel Draw X3
- Microsoft Photo Draw
- Print Artist ETC

Home arts----- **\$250 USD (or its equivalent in LD)**

Baking, pastry, cake, & Bread

- Introduction to confection and types of cakes and bread
- Tools, material knowledge and safety
- Variety of cakes
- Layering of cakes
- Decoration of cakes
- Wedding cake and baking and decorating
- Icing cake
- Marking roses with morsel
- Banking of all king of home breads
- Soap making
- Tie and dye

Regular school uniform

Boys

Black long trouser, a black pair of sock, a sky blue shirt and a black vest and black pair of shoe
 PE uniform: white T-shirt, short jeans pants, and a white pair of sneaker

- ❖ Boys on the reform and boarding program are required to wear gray suit (short trouser and a shirt) after school hours.

Girls

Black skirt worn below the knee, a black pair of sock, and a sky blue blouse, and black pair of shoe

PE uniform: white T-shirt, short jeans pants, a pair of white sock, and a white pair of sneaker

Accelerated program uniform

Black long jean pants and a sky blue collar shirt (The shirt is sold on campus) and a pair of black sock.

Students' Handbook

1.0 Background

The World Harvest Institute was found in 2015 by **Rev. Elwood Jangaba Jr. and Cllr. Weemoh Y. Jangaba** to ensure that spiritual, academic and vocational skills are taught to young Liberian.

1.1 Mission

The primary objective of the World Harvest Vocation Institute is to ensure that high quality academic and vocational educations are provided in a well managed environment (spiritual, physical and academic).

1.2 Vision

Our vision is to empower reform students to become professionals in vocational /technical skills including academic education.

2.0 Admission Requirement

New students in the regular day and boarding program

New students wishing to enroll at the World Harvest Vocation Institute must do the following:

- ❖ Sit an entrance examination or placement interview
- ❖ Submit two letters of recommendation (one from former school's principal and one from a religious leader / prominent community leader)
- ❖ Submit a transcript from last grade completed
- ❖ Two passport size photos
- ❖ Medical report/ health certificate (boarding student)
- ❖ Two passport size photos
- ❖ Filled in admission Form and Behavioral bond

Accelerated Program

- ❖ WAEC Certificate and Diploma for high school students desirous of attending the vocational program
- ❖ School dropouts and non-school goers do not need to submit diplomas.

3.0 UNIFORMS

3.1 BOYS

- ❖ Black long cloth trouser with no double cuff, short sleeve sky blue shirt with black vest, black simple bugger belt, a Pairs of black shoes and a pair of black socks
- ❖ After regular school hours, boarding boys are to wear a gray suit uniform for the rest of the day

3.2 PE. Uniform

- ❖ Blue short jeans, with white T-shirt (sold at the school), a white pair of sneakers and a white pair of socks

3.3 GIRLS

- ❖ Black box pleat skirt with sky blue short sleeves blouse, a black pair of shoes and a black pair of socks

3.4 PE. Uniform

- ❖ Blue short jeans, with white T-shirt (sold at the school), a white pair of sneakers and a white pair socks

3.5 Accelerated Uniform

Long black jean with sky blue collar Shirt (sold at the School), black sneakers, shoes, or black safety boot and a black pair of sock

3.6 Attendance

All students are required to be on campus each day at 7:30 **am** to participate in the daily morning devotion and flag raising activities. Students coming in between 7:31 to 8:15 will be considered late and will be assigned punishment by the Dean of students. Students coming in after 8:15 will not be allowed on the school's premise.

3.7 Lateness

Habitual latecomers (3 lateness in a week) will be given three warning letters. Any student who fails to adhere to these warnings will be given suspension for a period. Further lateness after the suspension will lead to the expulsion (NTR) of the student at the end of the school year.

3.8 Class attendance

All students are required to attend classes each school day. Any student who stays away from school without an excuse will be assigned punishment by the Dean of students for the first offense. The second offense will lead to a warning served to the students. The third offense will lead to both a warning letter and invitation of the student's parents/ guardian to the office of the dean of student for a forum. Repeated class absences will lead to expulsion of the student at the end of the semester or school year as decided by the school's administration.

3.9 Excuses

An excuse for lateness should be communicated to the office of the dean of students before 7:30 **am** by phone call or letter in case of any unforeseen event that might cause such lateness.

Any parent /guardian wishing the school to release his or her child before the closure of regular classes for the day must send a written excuse to the office of the dean of students. Such excuse should also be forwarded to the Vice principal of instruction.

An excuse for an absence should be communicated to the office of the dean of student a day before the absence (except for emergency case) through phone or letter only the parents or guardian of the absent student. Such excuse can only be granted by the dean of students.

3.10 loitering

All students are to be in class during school hours. Students using the school latrine or any facility must be in possession of class from an administrator or class teacher. Failure to do so will lead to punishment the offender by the dean of students.

No student is allowed to hang around campus when he/she is asked to leave campus. Violators will be punished accordingly.

Any student leaving campus without permission from the administration will be suspended for three day for the first offense and must return with a parent or a guardian. Second offense may lead to expulsion.

4.0 Visitation

No student is allowed to receive visitors during school hours or after school hours (boarding and reform program) except for emergency or upon special request from parents /guardians. Such cases will be considered during recess in the school auditorium.

4.1 Parental visit

Parent visiting the children on the boarding program will need to notify the office of the dean of students a day before such visit. Such visit will be considered during the school's recess hour or afternoon break hour for the boarding and reform programs. Only registered parents are allowed to pay such visit. Visitors will be required to sign up a visitation card.

5.0 Feeding on campus

5.1 The regular boarding and reform program

The school provides three meals (breakfast, dinner, and supper). Students supplementary feeding can be purchased in the schools canteen. These shall include food stuffs like biscuits, juices, corn flakes etc. For the health and safety of the program, no feeding or supplementary feeding from outside is allowed at the school. However students in both boarding program can not possess money while the program; so money for supplement or recess can only be received and stored by the school and expended responsibly for the so purpose at the request of the student.

5.1 Regular non boarding day program

Day students are allowed to come with money for recess or lunch but they are to share or give money to boarding students. Violators will be severely punished as decided by the dean of students. Day students also allow purchase supplementary foodstuff from the schools

6.0 general rules and regulation

6.1 All students are required to equally respect members of the administration, instructional and support staff of the institution. Any disrespect in the form of disobedience, insult or assault, etc by any student recommends two weeks of punishment and an eventual suspension or expulsion for repeated violation as decided by the administration.

6.2 No student is allowed to bring or use electronics devices such as cell phones, CD players, MP3, etc. All calls from and to parents or others can only be done through the administration. Student shall not be in possession cell phones.

6.3 Stealing, fighting, bullies and using indecent language on campus is strongly prohibited. Violators will receive punishment for the first offense followed by a warning letter. Continuous violation may lead to suspension or eventually expulsion.

6.4 The possession of pornographic materials and engaging in sexual activities while on campus is strictly prohibited. Violation ranges from warning (first offense), suspension or expulsion (second offense) and an expulsion for a third offense.

6.5 Smoking and the use of narcotic drugs and alcoholic beverages while on campus or coming to school under such influence is strictly prohibited. Violation will lead to warning, suspension, and expulsion respectively.

6.6 Gambling and the possession of playing card on campus or any mal-practice are forbidden. Violators are liable for suspension or expulsion.

6.7 No student is allowed to visit places of entertainment including bars, night clubs, video centers, etc.

6.8 No student is allowed to bring extra clothing to school except by permission by the administration. Violators' clothing will be seized and parent invited for to a forum.

6.9 Uniform worn must be properly ironed or pressed and clean. No student will be allowed in class with an unkempt attire.

6.10 All male students are required to wear a regular haircut. No extraordinary hair style is allowed.

6.11 All female students are required to wear a minimum of four (4) hair plaits at school. The wearing of attachments, hair decorations, hair dots, and cut while in school is strictly prohibited

6.12 No student is allowed to wear necklace, sweater, blouses and T-shirt in addition to the regular uniform while in school.

6.13 The wearing of make-ups, nails polish, necklace, bracelet, chains, rings, earnings, etc is strictly prohibited. All such items when confiscated will not be returned to the student.

6.14 Any student who wears for any reasons wearing anything other than the official school uniform on campus and at all school related functions, must present a letter of excuse.

7.0 ACADEMIC

All academic matter must be channeled through of the office vice principal of instruction.

7.1 Grading System

Academic evaluation of students at the World Harvest Vocational Institute is done in the ways for each period for 100marks: Class attendance ----- 10marks, Assignment-----10marks, Compulsory Reading -----10marks, Quizzes-----30marks, Test -----50marks

7.2 70% is considered the minimum required grade point to make a pass. Any grade lower 70% is considered a failing grade. However, 60% shall be lowest grade to be place on a report card.

7.3 In a given semester, evaluation of a student is as follows: marking periods average added to the semester's exam grade divided by two(2).

7.4 Any student between 7 and 8 who maintain an average of 90% or above without any failure in the first semester will be promoted to the next class.

7.5 Any student obtaining an average failing mark in any one of the major subjects(math, science, English, history and bible) or two minor subjects in the junior high section will attend a vacation school. Average failing mark in two major subjects or three minor subjects will lead to retention of the class.

7.6 Any student obtaining an average failing mark in any of the major subjects(math, science, English, history and bible) or two minor subjects in the senior high section will fail. Average failing mark in two minor subjects will lead to retention of the class.

7.7 Any student with incomplete in a given period must settle the same period before the end of the next period. Failure to do so, the student will get 60% automatically. Make-ups must be done a week after the exam.

7.8 All make-ups must be authorized by the vice principal of instruction upon the presentation of a valid excuse by the student(s).

7.9 Stealing of test, cheating during test/examination is not allowed. Penalty ranges from other disciplinary actions determined by the administration to suspension or expulsion.

8.0 Religious Activities

All students are required to participate in all religious activities including devotions, chapels services, Week of Prayer and attendance of church services once a month for the regular day students. All reform and boarding students are required to attend all morning and evening devotions, and regular Sunday church services.

9.0 Extra curriculum

9.1 The institution exists to help the students develop not only their intellect but also the spiritual, social, moral and psychological capacities. Hence, the need for extra curricula activities which do not and must not take precedence over academics must be emphasized. The activities are not limited to sports only, but also include reading and bible club. Others include: Dramas, choir, quizzing, debates, etc. special care should be taken to help student develop their talents fruitfully in whatever direction.

9.2 Students with poor academic records will not be allowed to participate in sporting activities. Students with bad moral conduct will not also participate in sporting activities

9.3 All students are to participate in extra curriculum activities in accordance with their areas of interest.

9.4 Each class shall elect a prefect (class president) based upon academic performance. The minimum average required is 75%. Student with poor academic record and moral conduct will not be allowed to hold position in the student government.

9.5 The school will celebrate gala day, field trip, science fair, and department exhibition sale etc.

9.6 The Gala day shall be held the last week in March of each year.

