

LIGHT INTERNATIONAL SCHOOL SYSTEM

24th Street Airfield Shortcut, Sinkor

Monrovia, Liberia



STUDENTS HANDBOOK

“Working as partners for success”

Table of Contents

<u>1. POLICY OF ADMISSION</u>	Page
<u>2. GRADING SYSTEM</u>	
<u>3. ACADMIC REPORTS</u>	
<u>4. DIPLOMA</u>	
<u>5. REPORT CARDS, CERTIFICATES, and AWARDS</u>	
<u>6. ATTITUDE TOWARDS SCHOOLWORK</u>	
<u>7. EXAM RULES</u>	
<u>8. TESTS AND QUIZZES</u>	
<u>9. EXPECTATIONS</u>	
<u>10. APPAREL AND GROOMING</u>	
<u>11. COMPUTERS AND ELECTRONICS</u>	
<u>12. GENERAL RULES</u>	
<u>13. CLASSROOM RULES AND PROCEDURES</u>	
<u>14. RECESS</u>	
<u>15. ILLNESS, INJURY, AND MEDICATION POLICIES</u>	
<u>16. HALLWAYS, STAIRWELLS, AND LAVATORIES</u>	
<u>17. FIELD TRIPS</u>	
<u>18. EXTRA CURRICULAR ACTIVITIES</u>	

- 19. PUBL RELATIONS – PHOTOGRAPHS/VIDEOS.....**
- 20. TEXTBOOKS AND SUPPLIES.....**
- 21. PARENT – TEACHER MEETINGS.....**
- 22. VISITORS.....**
- 23. FUND RAISING.....**
- 24. EMERGENCY PROCEDURES.....**
- 25. ATTENDANCE.....**
- 26. EARLY DISMISSAL FROM SCHOOL.....**
- 27. WITHDRAWAL POLICY.....**
- 28. DISCIPLINARY CODE.....**
- 29. PROHIBITED ITEMS.....**
- 30. OFFENCES AND CONSEQUENCES.....**
- 31. STUDENTS RIGHTS.....**

PREAMBLE

Welcome to the 2017 – 2018 school year! This school year means a new beginning and a new future. Our team is excited about this coming year, and the staff at the Light International School System (LISS) is caring, competent, dedicated, and ever assisting. We are still working very hard to provide the best possible learning atmosphere for students.

As education is a shared responsibility, the successful operation of the school depends on the cooperation of all concerned parents/guardians, students, and staff. The unwavering mission of LISS is to prepare our students for leadership roles and to provide them with opportunities to be successful professionals, responsible citizens, productive employees, and effective community members.

We also aim at cultivating generations who are able to speak English, which is the most commonly used language in the world. Additionally, we prepare the youth to become skilled in their specialized fields, with advanced capabilities and moral conviction in order for them to possess academic, religious, and social values. The youth, equipped with the appropriate knowledge and skills, will be proud representatives of their countries in international competitions in the areas of Science, arts, sports, etc.

At LISS, we also focus on each student's social and emotional development. Our program fosters a positive school environment for each child to build necessary skills to face challenges in the world.

We promote a friendly and caring school environment through our Code of Conduct and welfare programs. Accordingly, the guidelines and procedures herein are designed to promote international standards for staff and students at LISS. Behavioral standards are included in the Code of Conduct that delineate the rights and responsibilities of all members of the school community; including the students, parents, trustees, employees, volunteers, and visitors to the school thereby ensuring a safe and secure school setting.

The LISS stresses the joint responsibility of all school members particularly that of students, to focus on the root causes of behavioral problems and to devise problem solving strategies for the prevention and minimization of disruptive and otherwise unacceptable conduct.

Because of the nature of her mission, LISS does not discriminate against any member of her community on the basis of sex, race national origin, ancestor, creed, pregnancy, marital or parental status, sexual orientation; or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

11.POLICY OF ADMISSION

Our school is proud to welcome children of all nationalities, race, and creed seeking to be inclusive. The school promotes equal opportunities for all by applying the regulations on admission fairly and equally to all wishing to attend. Our policy of admission is illustrated in the chart below:

Student Age	Year	Liberian, US, Turkish System	French System
2 to 5	1	Pre-Primary	Anne 3
6	2	Grade 1	CP
7	3	Grade 2	CE - 1
8	4	Grade 3	CE - 2
9	5	Grade 4	CM 1
10	6	Grade 5	CM 2
11	7	Grade 6	6 ^{eme}
12	8	Grade 7	5 ^{eme}
13	9	Grade 8	4 ^{eme}
14	10	Grade 9	3 ^{eme}
15	11	Grade 10	2 ^{eme}
16	12	Grade 11	1 ^{eme}
17	13	Grade 12	Terminal

11.1 TESTING FOR REGISTRATION/ADMISSION

All applicants seeking admission from 2nd to 10th grade must take the LISS ENTRANCE/PLACEMENT EXAM in English and Mathematics. It is very important for children to be with peers in a similar stage or social maturity as changes made earlier on may have negative consequences later. It is therefore important to adhere to the policy of keeping children in their correct age range except in the following circumstance:

If parents feel that child would benefit from being placed out of stage, the school will assess the child, and talk to the child's parents and former teachers to ascertain the best position. In general, it is much more advantageous for a child to be older than to be younger in a class.

11.2 ENTRANCE PLACEMENT / PLACEMENT EXAMS

- A. Applicants must take and pass the LISS Entrance/Placement Exam in LANGUAGE ARTS (English) and MATH. There will be No Entrance Examinations for 1st graders.
- B. Results from the exams will be communicated within two days, if not immediately after the exam has been taken.
- C. Candidates who do not pass the exams have an option to retake the exam. (Only once more)

D. All successful entrance candidates/applicants MUST sit for an admission interview immediately after the exam or on a date and time that will be specified by the administration.

SUCCESSFUL APPLICANTS MUST FILL IN AND SUBMIT:

- Application/Admission Form (given by the school)
- Two passport size photos (red or blue background)
- Original transcripts/report cards from previous school
- Letter of attestation recommendation from previous school
- Birth certificate (for Liberian nationals)

12. GRADING SYSTEM

Our grading system is in accordance with the standard grading policy of Education. Students are promoted each year on a grade level basis. All students must complete a full year of study in order to be promoted to the next class of the next academic year. End-of-term grades are compilations of students' marks which are issued three times a year. Teachers keep records of students' performance in class and homework each term, in which the average mark for each subject is calculated.

2.1 SENIOR HIGH DIVISION (Grades 10 – 12)

Students in this division must successfully pass the following major subjects: Mathematics, English, Literature, Chemistry, Physics, Biology, History, Economics, and Geography, including electives. With regards to electives, the administration will decide on the number of passes for promotion.

2.2 JUNIOR HIGH DIVISION (Grades 7 – 9)

Students in this division must successfully pass in the following major subjects: Mathematics, English, Literature, Geography, History, Science, and certain electives. With regards to electives, the administration will decide on the number of passes for promotion. At the end of grade 9, all students are expected to successfully complete the WAEC (West African Examination Councils Exam) for promotion to high school. This exam is administered by WAEC and is mandatory according to the Liberian Law.

2.3 PRIMARY DIVISION (Grades 1 – 6)

Students in this division must successfully pass in the following major subjects: Mathematics, Grammar, Science, Social Studies, and certain electives. With regard to the electives, the administration will decide on the number of passes for promotion.

2.4 PRE-PRIMARY DIVISION (Daycare – Pre-first)

Students in this division must successfully pass in the following major subjects: Language Arts, Mathematics, and electives. With regards to the electives, the administration will decide on the number of passes for promotion.

2.5 GRADING SCALE

The following is the grading scale for all academic work recorded in all three divisions (Pre-Primary **through** Senior High School)

Grade Percentage	Letter Grade	Remarks
95% to 100%	A+	Exceptional Performance (High Honor-Principal's List)
90% to 94%	A	Excellent Performance (Honor Roll)
85% to 88%	B+	Great Performance (Honorable Mentioned)
80% to 84%	B	Above Average Performance
74% to 78%	C	Satisfactory /Average Performance
70% to 73%	D	Below Average Performance (Needs Improvement)
68% and below	E	Failed (Needs Serious Improvement)

The following is the performance indicator for a student's ATTITUDE TOWARD HIS/HER SCHOOL WORK. Additional comments may be made by the class teacher/sponsor in regards to both the student's academic performance and moral conduct.

Scale	Remarks
10	Exceptional
9	Excellent
8	Great
7	Good
6	Significant Improvement

Scale	Remarks
5	Fair (Average)
4	Work in Progress
3	Needs Much Improvement
2	Regressing
1	Not at this time

2.6 CRITERIA FOR GRADING

The following is a summary of the grading system used at LISS. The variables/activities herein constitute both an effective and comprehensive criteria for grading students within the Pre-Primary through Senior High Division.

- a. Final Exams
- b. Midterm and Term Exams
- c. Quizzes
- d. Classwork
- e. Homework
- f. Notebook inspection

The lowest grade that can be given to any student for any work prescribed is 50%. All grades with fractional parts of 0.5 or higher should be rounded up. If the fractional part is less than 0.5, it shall be omitted.

For Example: The following are raw grades recorded in a teacher's grade book. As you can see, there are fractional parts in the raw averages. These raw averages have been rounded to whole numbers not only for easier computations but also to eliminate borderline grades that could be misinterpreted.

Student	Homework			Classwork			Quizzes		RAW	ROUNDED
	#1	#2	#3	#1	#2	#3	#1	#2	AVERAGE	AVERAGE
A	85	65	90	50	83	91	60	72	74.5	75
B	74	78	82	70	77	83	94	87	80.6	81
C	61	52	80	65	77	58	67	88	68.5	69
D	85	81	80	70	72	60	63	92	75.4	75
E	83	81	80	68	72	90	71	88	79.1	79
F	64	52	81	65	77	58	67	82	68.3	68
G	99	98	99	98	99	98	99	98	98.5	99

If any calculated grade reaches, 59%, 69%, 79%, or 89%, that grade should be rounded-up to the nearest tenth, unless there is extreme justification to not round-up the grade. For example: Behavioral problems from student. Because 100% means perfect, 99% should not be rounded-up to 100%.

Student	ROUNDED AVERAGE	Exam	RAW GRADE	ROUNDED Grade	Scale Variable	FINAL GRADE
A	75	80	77.5	78	5	83
B	81	96	88.5	90	3	93
C	70	65	67.5	68	0	68
D	75	62	68.5	70	2	72
E	80	77	78.5	80	4	84
F	68	50	59	60	1	61
G	99	98	98.5	99	0	99

The final grade is calculated by taking the average of the **ROUNDED AVERAGE** and the **EXAM GRADE**. Then, notebook inspection points may be added onto the rounded grade to act as a scale variable to boost grades. This scale is discretionary on the part of the teacher but must not exceed 5 points overall.

A student who fails in any one of the major subjects must attend remedial classes in vacation school to clear up that deficiency before promotion. A student who fails in more than one major subject generally must repeat the class. However, if the faculty believes that vacation school can remedy the student's deficiencies, he/she may be given an opportunity to prove himself/herself. A student who fails four or more subjects overall must repeat the class.

2.7 VACATION SCHOOL/ENRICHMENT PROGRAM

The vacation school/enrichment program is an accelerated learning program. Inasmuch as parents of promoted students may desire to have their children sit in their promoted grades during the vacation period, the following terms apply:

1. Any student that shall attend the vacation school/enrichment program must sit in the grade level of which he/she was promoted from if he/she:
 - a. Has failed any major subject.
 - b. Has a cumulative grade average of 78% or below.
 - c. Has failed the entrance/placement exam and is preparing for a retake. (incoming students)
 - d. Has been recommended by his/her class teacher/sponsor to repeat the class in vacation school (subject to approval by the administration)
2. Any student that shall attend the vacation school/enrichment program may sit in the grade level of which he/she was promoted to if he/she:
 - a. Has not failed any major subject.
 - b. Has a cumulative grade average of 80% or above.
 - c. Has passed the entrance/placement exam. (incoming students)
 - d. Has been recommended by his/her class teacher/sponsor to try the next level in vacation school (subject to approval by the administration)

13. ACADMIC REPORTS

Parents and guardians are advised to pick up their children/wards' progress report cards for each period or term (from Pre-primary through Senior High). Parents and guardians are also encouraged to discuss the academic affairs of their children/wards with the respective sponsors; such discussions with sponsors/teachers are meant to enhance student discipline and academic performance.

Note: The report card is an evaluation of the student's total academic performance as well as the assessment of his/her moral comportment.

13.1 ACADEMIC ACHIEVEMENT

LISS strongly believes in and encourages high academic achievements. A periodic honor roll roster is published to recognize good work of students in order to enhance their motivation.

13.2 HONOR ROLL

The Honor Roll is published every term and showcases pupils who have achieved high scholastic and behavioral standards. The rating for the Honor Roll is set out as follows:

Grade Percentage	Letter Grade	Remarks
95% to 100%	A+	Exceptional Performance (High Honor-Principal's List)
90% to 94%	A	Excellent Performance (Honor Roll)
85% to 88%	B+	Great Performance (Honorable Mentioned)

Furthermore, in order to qualify for the Honor Roll, a student must pass in every subject and must have the requisite averages. In order to be eligible for the Honor Roll at the end of the year, the student must have incurred **NO** failing marks during the year in addition to what is stated above.

14.DIPLOMA

- A. In addition to the certificate awarded by the West African Examination Council (WAEC) to 12th graders who have passed the national exams, the LISS issues successful students school diplomas and their school report cards and transcripts.
- B. 12th graders shall not graduate and shall not receive their transcripts and diplomas from the school without clearance from the LISS and WAEC/WASSCE.

C. 9th graders shall not be permitted to enter senior high school (10th) grade without clearance from WAEC.

15.REPORT CARDS, CERTIFICATES, and AWARDS

All students must receive a grade sheet at the end of each term. The grade sheet gives information on the pupil's academic performance for the term, his/her behavior and attendance, and any comments by the class teacher/sponsor. In certain instances, such as late tuition payment, the grade sheet will be withheld until the issue is resolved. A student may also receive a certificate based on academic achievement for the term as long as he/she does not have any disciplinary record on file for that academic year. The giving of awards in whatever form, at least annually and not only for academic excellence, is an integral part of the LISS.

Certificate	Required mark average for semester
Certificate of Excellence	95% – 100%
Certificate of Merit	90% – 94%

To receive a grade sheet, a student must be enrolled and be in attendance for a minimum of 30 school days prior to the issuance of these reports. Individual awards are also given periodically to recognize and appreciate excellence in academic work, service, attendance, and specific skills or talents as demonstrated in extracurricular activities. As it is specified in the calendar, parents are occasionally provided with a progress report. Parents are required to meet with teachers to receive the progress reports. Final grades (the average of the 1st, 2nd, and 3rd term grades are part of a student's permanent record.

16.ATTITUDE TOWARDS SCHOOLWORK

These marks are based upon the pupils' classroom behavior and application to their studies throughout the term. The class teacher/sponsor will consult with the pupils' other teachers and take completion of homework and other project work into consideration when these marks are being calculated.

CODE OF CONDUCT

17.EXAM RULES

Failure to observe any of the following rules may result in disqualification and a disciplinary action taken against you.

- Make sure that you are prepared for the exam. Have your pen(s), pencil(s), pencil sharpener, extra lead or refills, and your eraser available and ready.
- You will not be allowed to leave the exam room/hall until you are told to do so.
- You may be asked by the teacher or exam administrator to place a barrier between you and the person(s) sitting beside you.
- Open your exam booklet only when you are told to do so.
- Make sure you write your name, surname, and date on the exam paper. (Points may be deducted if you fail to do this.)
- Keep the exam paper clean and flat.
- If you have any difficulty with the exam paper, raise your hand and wait for an examiner to respond. He/she may help clarify exam directions but may not give any hints on how to answer a question.
- Only stationery necessary for the exam should be kept on the desk.
- Keep your exam paper on the desk at which you are sitting.
- Keep silent during exams.
- Be careful that you mark multiple-choice answers properly. Failure to follow instructions properly may lower your mark.
- If you have finished the exam with time to spare, check your answers. Then, turn over the page(s), raise your hand and wait. Do not disturb others.
- When the exam administrator calls “TIME”. PENS, PENCILS DOWN,” put your pencil or pen down immediately, and wait until your paper is collected.

7.1 CHEATING

Cheating is a serious issue as it represents a breach of trust between students and teachers. Subsequently, any student caught cheating should expect serious consequences for his/her actions. If you are caught cheating during an exam, you will receive a zero mark and further consequences if necessary. If caught cheating during a test/quiz/classwork, you will automatically be referred to the Dean of Student Affairs. No spying or copying, sign language, etc.

Cheating includes:

- Plagiarism...the act of using another person’s ideas or expression in your writing (or in your oral presentations) without acknowledging the source. Plagiarism involves copying another’s sentences verbatim, repeating someone else’s particularly apt phrase without appropriate acknowledgement, paraphrasing another person’s argument as your own, and presenting another’s line of thinking as though it were your own.
- Using illicit materials not permitted by the teacher during a test, quiz, or classwork.
- Copying someone else’s work, or allowing someone to copy your work.

18. TESTS AND QUIZZES

There will be absolutely no talking during any written evaluation. If you make any unnecessary noise or talk without permission, 5 - 10 points will be deducted from your grade for each offense. If you talk with any other student for any reason, it will be considered cheating, no matter what the subject of the conversation is. Refer to Section 8.1 of this handbook regarding cheating.

When papers are graded, the parent/guardian and student can see them. If requested, the teacher may provide a note to the parent/guardian regarding a student's grades. However, test and quiz papers must be retained by the teacher to be packaged with the grade sheet at the end of the each term.

19. EXPECTATIONS

The manner in which everyone at LISS behaves should reflect our mission statement. To support this, we have certain expectations of our pupils, which are communicated to them in a variety of ways.

9.1 RESPECT YOURSELF AND OTHERS

What does this mean?

Students should:

- Speak kindly and politely to one another, including teachers and fellow students.
- Respect the property of others-do not steal, break, mark, damage, or pollute public or private property.
- Respect the emotions and physical space of one another. Do not bully, harass abuse, indecently or inappropriately touch, or injure others.
- Respect the rights of one another to learn. Do not disrupt classes or distract fellow students from learning. Move about the school peacefully, calmly and quietly showing consideration for others using the building.
- Respect and assert your own need to learn. Do not come late to class, skip classes; lose focus; do incomplete, low-quality, or late work.
- Respect and assert your right to a clean and kind environment. Follow the proper procedures to make sure others are not ruining your environment, harming you and others or depriving you of your right to learn.

9.2 STRIVE FOR EXCELLENCE

What does this mean?

Student should:

- Do all of their academic work.
- Be punctual.
- Maximize their opportunities for learning by doing extra research.

- Encourage one another to strive for excellence.
- Listen carefully, and be attentive in class.
- Use time judiciously and constructively; complete work punctually.
- Keep all equipment necessary for lessons organized and all personal property tidy.
- Be supportive of one another's attempts for accomplishment or performance by offering positive comments and words of encouragement.
- Communicate only in Standard English except in foreign language lessons when requested to do so.
- Be healthy and safe. Take good care of your body, eat well, exercise for fitness, and follow both laboratory and common sense rules for safety at all times.
- Take care of the environment. Place litter in correct bins, care for trees and plants, etc.
- Respond immediately to help anyone hurt or upset, informing a staff member on duty.

9.3 BE OBEDIENT AND TAKE INSTRUCTIONS

What does that mean?

Student should:

- Listen to and follow instructions from LISS Staff.
- Abide by rules and regulations spelled out by each teacher or the administration.
- Remain in assigned seats at all times, except when a teacher changes it.
- Not leave the class for any reason without the permission of the teacher.
- Report your condition immediately to your teacher/sponsor or the Dean of Student Affairs if for any reason you are indisposed or not feeling well during school hours.
- Not write, scribble, scratch or erase anything written/printed on a sheet of paper that is placed on the bulletin board.
- Not write on the following objects: The white board in classrooms, desks, chairs, windows, in the lavatories, walls, floor, etc.
- Inform your parents whenever you are sick before coming to school.
- Make sure you are well organized and prepared in regards to your notebooks, pens, pencils, erasers, and other relevant stationery, and check that you have brought them to school/class.
- Not eat and chew gum on campus.
- Not bring cell phones or any electronic gadgets to school. The one exception is an ordinary calculator – for high school students only.
- Not sit on the teacher's desk or in his/her chair.

20. APPAREL AND GROOMING

- Students must always look smart and neat in their appearance and attitude. They should always wear the approved school uniform unless instructed otherwise.
- Hats, caps, sunglasses, and other head gear should not be worn on campus. Outerwear such as windbreakers and jean jackets must not be worn on the campus.
- Jewelry and accessories should be appropriate for school and not attract attention.

20.1 BOYS

- Must keep their hair properly cut low and combed/brushed at all times, except in extreme cases allowed by administration.
- Must not grow moustaches, beards, sideburns, etc.
- Must wear a black belt with the school uniform.
- Must wear black dress shoes with the formal uniform.
- Must wear mild colored sneakers with the PE uniform.
- Must wear an undershirt under the school's uniform.
- PE pants and uniform slacks must fit properly, not tight, baggy or sagged.
- Must not wear any form of metal or hard material jewelry, or rubber bands.
- Must not wear any form of earrings or show visible body piercing(s).
- Must not show any tattoo(s) or drawing(s) on the skin.

20.2 GIRLS

- Must have their natural hair plaited and/or neatly tied with a simple ribbon or hair clip.
- Skirts must be modest in length at or below the knee;
- PE pants and uniform skorts must fit properly, not tight or form fitting.
- Must wear black dress shoes and white anklets with the formal uniform.
- Must wear mildly colored sneakers with the PE uniform.
- Pre-primary through Senior High must have their hair plaited or held in a simple bun. No weave or extensions!
- 12th grade girls can style their hair as they wish but in a very modest way appropriate to school standards and environment.
- Must not paint finger/toe nails.
- Must not wear lipstick, eye shadow, or any facial makeup.
- Must wear modest bracelets or necklaces; not ostentatious ones.
- Must wear only ear studs; not hanging or swinging earrings.
- Shall not be permitted any visible body piercing-tattoo etc.

11. COMPUTERS AND ELECTRONICS

Personal laptops, tablets, radios, cell phones, tape recorders/players, and MP3/CD players are not permitted for use in school. Any other gadget that interferes with classroom management, learning, the overall safety of children, or with the operation of the school will also be confiscated. Parents may make appropriate arrangements to pick up these items from the office at the academic year or at a time deemed necessary by the administration.

12. GENERAL RULES

- a. Always be in possession of your identification card while at school and at formal events outside the school.
- b. Be punctual and regular to morning assembly, classes and other activities. In the event of inability to adhere to this rule, a formal report should be made to the principal or any authorized person(s).
- c. Always follow the proper channel of communication by first reporting to a class teacher/sponsor, Dean of students, Disciplinary Committee Chairman, or any other person as may be determined by the School Authority.
- d. Always seek your class teacher or sponsor's advice whenever in doubt.
- e. Use proper and decent language at all times.
- f. Be courteous and polite both in and out of school.
- g. Be honest at all times.
- h. Obey the laws of the Republic of Liberia, respect moral values and set good examples to Liberian and other national students.
- i. Respect your teachers, administration, support staff, visitors etc.
- j. Love, appreciate, and respect your school mates.
- k. Protect school property as if it were your own property.
- l. Report anyone seen breaking the rules.
- m. Notify the school of any change of permanent address of your parents/guardians.

13. CLASSROOM RULES AND PROCEDURES

GENERAL RULES:

- Be respectful to yourself and others.
- Be prepared (Have prescribed learning materials).
- Raise your hand before you speak during a classroom lesson.
- Actively listen when the teacher is speaking.
- Keep your hands, feet, and object to yourself.
- Neatly copy notes in your copybook and complete prescribed work.
- Respect school property and materials.

Procedures:

What is a procedure? A procedure is a series of actions done in a certain way or order. To be successful in learning, we need students to follow some simple procedures.

13.1 ENTERING AND LEAVING THE CLASSROOM

Students need to walk quietly when entering the classroom. Make sure you have all the necessary materials, including notebooks, binders, pencils, and papers

with you before you enter the classroom. If you have to borrow materials from classmates or leave to go buy one, you will be counted as tardy. Waiting outside the door and rushing in with the bell will also be considered as tardy. After you enter, go directly to your assigned seat, and start doing your work quietly.

Now let's talk about leaving the classroom. When are the students dismissed?

Not when the bell rings but when your teacher gives you the permission to leave. You are responsible for the cleanliness of the area around your seat. The teacher will dismiss you by rows. The cleanest and quietest row will wait and leave last. When you are given the permission to leave, push in your chair, and walk out of the room quietly.

13.2 HOMEWORK

Homework is an essential part of the educational program at LISS. Doing homework will help students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area.

As just stated, homework is an integral part of our regular evaluations for all students. It is your responsibility to complete and turn in homework **on time**. If you or your parents have questions about any homework given, immediately contact the teacher who assigned it. Submit your homework as soon as you enter the class.

13.3 INSTRUCTION

The procedures during instruction are vital for your success in the school. During instruction, listen to the teacher with full attention; talking or whispering is not allowed. You are only allowed to have course related materials in front of you during the lectures. All other materials will be confiscated. Take notes only when the teacher tells you to do so.

If you have any question relating to the lesson, raise your hand and speak only after the teacher gives you the permission to do so. Other questions unrelated to the lesson are not allowed during instruction. Right after the instruction, make sure you understand the concept. If not, don't hesitate to ask, but, be specific by mentioning which part you didn't understand.

13.4 TARDINESS

When you are late for class, knock on the door and wait for your teacher to ask you in. Then state your excuse, and give your tardy pass. Go directly to your seat after you are permitted to do so. When you are late, you will not be excused from the work you missed. Take it from your friends, and do it at home.

13.5 ABSENTEEISM

If a student is absent from a lesson, he or she must ask each teacher(s) about a time and place to complete missing work. The responsibility for making up work lies solely on the student. Class activities will not be counted against students with excused absences. You will get a 50% if you miss work because of unexcused absences.

13.6 HALL PASS

Students cannot be in the hallway during class time without a hall pass. No hall pass will be given during the first and the last 10 minutes of a lesson, and the first and the last periods except for extreme cases or emergencies. Only one student at a time will get a hall pass.

13.7 AFTER YOU ARE DONE

When you complete any classwork early, never say aloud, “I am done” or “I have finished!” Double and triple check your work. Raise your hand, and the teacher may direct you to another activity, which includes quietly working on an unfinished assignment, reading the notes from your text book, or meditating on the subject matter. During a test/quiz, simply put down your pen/pencil, and raise your hand. The teacher will tell you to do.

13.8 CALL TO ATTENTION

When you hear your teacher start to count down, “**5, 4, 3, 2, and 1**”, you must stop whatever you are doing and follow the steps mentioned below before the teacher reaches “**1**.”

1. Quiet.
2. Eyes on the speaker.
3. Listen.
4. Hands free, and be still.

Warn your classmates who still haven’t seen/heard that the teacher has started counting down. Face the teacher, and wait silently. There should be no talking and no whispering. All attention should be on the teacher.

13.9 CLASSROOM CLEAN-UP

Each student is responsible for the cleaning of the area around his/her desk. Please pick up anything you find on the floor, and put it into the garbage can on your way out. You will be dismissed based on the readiness and cleanliness of each row.

14. RECESS

All students will remain at school during recess. You can bring your own food, or you may buy your snacks at the school's canteen. You are not allowed to buy food outside. You will be expected to display good table manners and courtesy. You must eat your lunch only in the lunch area. Additionally, you will be expected to clear your place and dispose of all your trash appropriately. Teachers on duty during the recess period will hold you responsible for your behavior.

Parents are asked to consult the school regarding possible allergies or dietary restrictions of their child. Recess ends when the bell rings for the next lesson.

15. ILLNESS, INJURY, AND MEDICATION POLICIES

LISS has a school nurse, professionally trained in first-aid, available to discuss or assist with medical problems or concerns.

15.1 ILLNESS OR INJURY DURING THE SCHOOL DAY

If you become ill or injured during the school hours, always report to a teacher or the main office. Do not just leave the building or stay away from class. If you do not inform school authority and simply miss class, it will be counted as an unexcused absence.

15.2 HEALTH AND MEDICATION POLICY

A pupil who shows symptoms of fever, chills, sore throat, and other serious health problems should not be sent to school. Such symptoms may indicate the beginning of a contagious disease or serious illness, and it is advised that the pupil stay home, for it would be more beneficial for the pupil who is ill and to the other persons with whom he/she comes in contact. Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- ❖ The medicine to be administered by the designated school personnel must be sent directly from the pharmacy or physician's office or brought to school by the student's parent/guardian.
- ❖ The school must receive medication administration directions from and signed by the student's physician, parent/guardian.
- ❖ On the medications container must be clearly printed the following:
 - Student's Name
 - Name of the medication
 - Dosage
 - Time the medication must be taken
- ❖ In the case of prolonged use, parents should send in the quantity for a clearly specified period such as one week or one month. Extra medication will not be sent home with the student.

- ❖ All medications will be kept in a secure location. If it is warranted by a potentially life-threatening condition, a medication self-administration form will be on file in the office, signed by the student's parent, physician, and the principal.

16. HALLWAYS, STAIRWELLS, AND LAVATORIES

Hallways, stairwells, and lavatories are areas used by all members of LISS. Since everyone uses these areas, there are rules of conduct that all students must follow. In these areas, students must:

- a) Not loiter.
- b) Not eat.
- c) Not run, roughhouse, push, or wrestle.
- d) Not yell, scream, or otherwise make deafening noise.

During class time, students are not allowed to be in the halls, stairwells, or lavatories without a hall pass from their teacher.

17. FIELD TRIPS

Field trips offer exciting ways to learn. Students will have the opportunity to go on field trips at various times throughout the school year. Field trips are a privilege and participation may be denied for behavioral or academic reasons. The safety of students is very important to LISS, so for all trips, students will be expected to abide by the following rules:

All students must:

- a. Wear their formal uniform on educational fieldtrips.
- b. Wear their PE uniform on recreational fieldtrips.
- c. Bring a Field Trip Permission Slip signed by a parent/guardian on or before the specified date of the trip.
- d. Adhere to the LISS students Code of Conduct while on a field trip.

17.1 CHAPERONES

Only teachers and approved chaperones are permitted on field trips. The principal shall approve all chaperones.

17.2 RETURN TO SCHOOL

Please plan to meet your child at the scheduled time of return. If a field trip returns prior to dismissal time and school is still in session, pupils may be sent to their appropriate class.

17.3 OVERNIGHT FIELD TRIPS

Overnight field trips have a separate set of guidelines. They will be issued by the principal if such an event is scheduled.

18. EXTRA CURRICULAR ACTIVITIES

There is no better way for students to enrich their education than by taking part in clubs and extra-curricular activities. These opportunities will allow you to explore things more deeply that you have already enjoyed and to try other areas that sound interesting. If you participate in extra-curricular activities, your parents must arrange transportation to pick you up promptly at the end of the activity. A full list and description of after school clubs and extra-curricular activities will be posted on the bulletin board, and students will have the opportunity to explore other areas that look interesting.

19. PUBLIC RELATIONS – PHOTOGRAPHS/VIDEOS

There may be occasions when your child may be photographed or videotaped during school functions. If you do not wish to have your child photographed or videotaped, please advise the school principal in writing.

20. TEXTBOOKS AND SUPPLIES

LISS will provide students with the textbooks for each class. LISS will hold each student responsible for the condition of the textbook issued to him or her. Each student should take care and should make sure that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged. Students may keep textbooks they use during the year if they wish, provided that full payment has been made for the textbooks.

When textbooks are distributed, make sure you write your name in the appropriate place. Teachers will write down the number of the textbook you have and the condition of the book. When you return the book, its condition will be checked. If you have lost the book or have damaged it by writing in it or ripping it so that another student cannot use it, you will have to pay to replace the book. Many of the classes may use consumable supplies (materials and workbooks). Students will be required to pay for these consumable materials. If there is a special circumstance, parents/guardians should meet with the administration.

21. PARENT – TEACHER MEETINGS

Throughout the year, informal conferences between parents and teachers can take place via telephone, written messages, and scheduled meetings at mutually agreeable times. Parents are asked not to come to school expecting to meet with a teacher during the learning process.

No teacher can be contacted during the teacher's lesson hours. A formal PTA progress report meeting will be held two times per term. Parents/guardians will be informed two weeks ahead of time regarding each meeting date.

22. VISITORS

Visitors are welcome at LISS. Visitors must register with the office when they arrive. Parents also must check in at the office. Visitors are not permitted beyond the school offices to drop off

food, drinks, homework, materials, and notes, engage teachers or to accompany late pupils to a classroom, etc., except in consultation with school authority.

23. FUND RAISING

Advertising and selling approved school-related materials which include school newspapers, magazines, yearbooks, articles of clothing, and other fund-raising projects may be permitted. Advertising that promotes immoral acts is prohibited.

No person may solicit contributions or collect funds from students or school personnel on school property or at school-sponsored events unless he or she has the written permission of the principal.

24. EMERGENCY PROCEDURES

Fire, lock-down, evacuation, and other emergency instructions will be discussed with students. Students need to understand and follow these instructions. Periodic drills may be conducted throughout the year to reinforce these procedures. The instructions will be posted on the bulletin board in each teacher's class room, and students should be familiar with the assigned drill areas.

25. ATTENDANCE

The success of LISS' educational program is based on the daily presence of the students and requires continuity of instruction and classroom participation. In addition, the regular contact of students with one another in the classroom and their participation in well-planned instructional activities under the guidance of a competent teacher are vital to the success of the educational program. For these reasons, the administration, faculty, and staff of LISS will frequently stress the importance of students being in class and on time.

Promoting and fostering consistent student attendance requires a commitment from the administrators, teachers, parents, and students. No single individual or group can successfully accomplish this task. Members of LISS' professional staff will do all they can to encourage and support student attendance. This includes creating a pleasant and safe learning environment that fosters the provision of meaningful learning experiences in every class.

In addition, LISS staff will:

- a.** Keep accurate attendance records regarding absences and lateness.
- b.** Require accountability for students to complete the work that they missed while absent including homework, projects, quizzes, tests, and other assignments.

25.1 ABSENTEEISM AND TARDINESS

LISS recognizes two kinds of absenteeism and tardiness: Excused and unexcused. Please read through each of the definitions carefully so that you can understand what student's parents or guardians' responsibilities are. Also, you need to be aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences and tardiness.

25.1a EXCUSED ABSENTEEISM

LISS accepts only the following as excusable reasons for being absent from school. Under the Compulsory Education Law, parents or guardians must notify the school any morning their child is not attending school by 8:30 AM. Otherwise, the absence will be recorded as unexcused. The excuse shall be submitted to the office and be filed as part of the student's academic record. Any absence from school should be approved for the following reasons or conditions:

Appointments during school hours: Please schedule non-emergency doctor, dentist, and other personal appointments before or after school hours. Interruptions in the daily classroom instruction interfere with the learning process of your child and the other students in the classroom. If an appointment is inevitable, please send a note in advance to the teacher, and then notify the main office. Please be sure to sign your child out from the main office.

Absentee notes: Any pupil who is absent must present a letter which explains the reason(s) for his/her absence, signed by the parent/guardian, to the teacher on the first day of return. Be sure to phone the office on each day of an absence. If a student is ill, we need to know the nature of the illness and to watch for symptoms among other pupils and staff. The school may require a doctor's confirmation upon the student's return.

It is critical that parents call in for absentees by 8:30 AM on the morning that you are absent otherwise the absence will be recorded as an unexcused one. If the number of days that the student will be absent for is known, it must be reported on the first call. Late students must be accompanied into the main office by a parent/guardian.

25.1b MAKE-UP WORK FOR EXCUSED ABSENCES

An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days given to others to make up the missed work. To be eligible for make-up work, you must show each teacher the "excused absence slip." On the day you return to school, you must find out what work is required and when the work needs to be completed.

If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time. If you fail to do this, the teacher is not obligated to set another time for the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

25.1c UNEXCUSED ABSENTEEISM

An unexcused absence becomes part of a student's school record. You will be marked for an unexcused absence if you:

- Leave school without signing out of school at the office.
- Are absent from class without permission-including walking out of class.
- Get a pass to go to a certain place but do not report there.
- Are absent for reasons not acceptable to the administration.

If a student accumulates 15 unexcused absences, the student will fail in that grade. There will be no exceptions to this rule. It is very important for parents to take keen note of this aspect of absenteeism.

25.1d MAKE-UP WORK FOR UNEXCUSED ABSENCE

If you have an unexcused absence, your grade(s) in a class or classes will be greatly affected, since you may not be given make up work. Since teachers are not obligated to allow you to make up homework, quizzes, or tests, unexcused absence may result in an "F" or "50%."

25.1e TRUANCY

Truancy means that a student is absent from his or her assigned location without the permission of a parent/guardian. Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant,

- No credit will be recorded for work you missed as a result of truancy.
- A record of the truancy will be entered into your attendance record file.
- A conference with your parents/guardians will be held.

25.1f TARDINESS

Tardiness to school and to class, whether the result of oversleeping, missing the bus, car problems, baby-sitting, socializing, or loitering is unacceptable. You must have a parent or guardian call the office or write an explanatory note if you arrive late at school. When you arrive, go directly to the office. If you fail to do so, you will receive an unexcused tardiness. If you arrive at school late but without a note, report to the office to check in and get a "late slip" for admittance to class. Five unexcused tardiness will result in one day of unexcused absence. If you are late between classes, report directly to the office.

26. EARLY DISMISSAL FROM SCHOOL

Early dismissal from school is an important issue because LISS is particularly concerned with your safety and well-being. In all instances of early dismissal, the following precautions will be taken to ensure the safety of students.

- The Vice principal may release you before the end of a school day only upon presentation of a written or face-to-face request from your parent or guardian or for emergency reasons.
- You may be released only to a parent or guardian whose signature is on file in the school, or to a properly identified person, authorized in writing or pickup card by the parent or guardian to act on his/her behalf.
- You may be released “on your own” only with verified parental permission.
- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal except with the knowledge and approval of senior administrators and with the knowledge and approval of your parent(s) or guardian(s).

27. WITHDRAWAL POLICY

If a student is to be withdrawn from LISS, his/her parent/guardian should report to the office at least one week in advance stating, in writing, the reason(s) for withdrawal. A withdrawal form will be filled out and will be taken to each of his/her teachers and the business and finance office for “academic and financial clearance.” The withdrawal form will then be returned to the registrar for official release of the student’s academic transcripts and other related documents.

28. DISCIPLINARY CODE

One of the aims of LISS is to prepare our students to grow up with self-confidence, self-discipline, and high ethical standards, ready to communicate and operate within today’s global community. We encourage each child to explore his or her talent and help bring out the best in him or her. We also recognize the importance of our mutual responsibilities to each other. Goodness, generosity, tolerance, and honesty cannot be forced or ordered, but they can be modeled, studied, and taught. In light of this philosophy, we seek to do our best to teach and model good discipline, and we expect students to constantly strive towards self-control and high ethical standards.

With these goals in mind, we have put together some rules to help students learn and practice self-discipline and high ethical behavior. We expect students, parents, and teachers to discuss what it means to strive towards showing goodness, generosity, tolerance and honesty and to have self-control and high ethical standards that exhibit the best exemplary behavior.

28.1 DEALING WITH DISCIPLINARY ISSUES

Teachers will discuss rules and expectations with students at the beginning of the year and as needed throughout the year. These may include both rules in the handbook and any other rules that a teacher deems necessary for effective and safe learning. If there are failures, we believe it is important to address these in a respectful way; one-on-one if possible. If student misbehavior occurs, the faculty may be involved as follows:

28.1a Teachers/Sponsors will:

- Talk to the student.
- Explain consequences.
- Seek a solution agreeable to both parties.
- Require the student to write a letter promising to reform.

- Sign the letter and have the student sign it also.
- Provide a copy of the letter to the student's parent and retain a copy for student records.

While these are ideally done one-on-one, circumstances might call for it to be done publicly in class. For example, if a student is disrupting class by joking with a classmate during a lecture, the teacher may verbally reprimand a student in front of the class. Any LISS teacher has the authority to reprimand any student.

Likewise, if a student or parent believes that there is an injustice on the part of a teacher, that student or parent should first go and talk to the teacher about his/her concern (one-on-one) and seek a resolution.

If talking does not change the behavior, others should be involved. In the case of a student's wrong behavior, the teacher will contact the parents and inform the administration. In the case of a grievance by a parent or student towards a teacher, the parent or student should contact the administration.

If the student fails to follow his or her own guidelines to reform, the case should be referred to the Dean of Student Affairs.

28.1b The Dean of Student Affairs will:

- Talk/Counsel the student.
- Explore reasons for the persistent misbehavior.
- Seek a workable solution to the problem.
- Require the student to write a letter promising to reform.
- Sign the letter and have the student sign it also.
- Provide a copy of the letter to the student's parent and retain a copy for student records.

If the student still fails to follow his or her own commitment to reform, then the Dean of Student Affairs will:

- Require the student to:
 - a. Serve detention(s)
 - b. Undergo suspension(s)
 - c. Be expelled
 - d. Any other decision

Teacher-student conflicts, referrals from teachers, drugs, smoking, theft, weapons, and acts of violence are immediately handled by the Vice Principal and/or Dean of Students.

While we hope that all students will be at the best in their attitudes and behavior, we recognize that discipline is often one of the important lessons that students need to learn as they strive to be ethical individuals. Even a step as drastic as expulsion offers a student the opportunity to learn from his/her mistake and make a new start. Hopefully he or she will then make better choices.

29. PROHIBITED ITEMS

In order to assist in maintaining a safe, healthy, and friendly learning environment, students are not allowed to have the following items in their possession at school:

- a. Cigarettes/matches/lighters
- b. Alcohol or other narcotic substances
- c. Chewing gum
- d. Fireworks or any other dangerous products
- e. Weapons of any kind including any kind of blade
- f. Playing cards or any other games of chance
- g. Pornographic materials
- h. Toy weapons
- i. Personal stereo systems
- j. Electronic games/devices
- k. Video cassettes/discs
- l. Mobile phones, ostentatious jewelry, etc.
- m. Any other item considered by the administration to likely interfere with the running of the school or affect education in a negative way.

These items will be confiscated from pupils. Any pupil caught with any of the foregoing items will be disciplined accordingly. Items “a, b, c, d, e, f, g, and h” will be confiscated from pupils; they will be destroyed. Items “i, j, k and l” will only be returned to the parent.

The school will try to keep confiscated items secure but will not be held responsible if any item is lost. Mobile phones are strongly discouraged. Any mobile phone caught with a student in school will be subject to confiscation. Confiscated phones will be returned at a date decided by the Vice Principal. In the event of an emergency, students who need to use a phone should go to the main office. If your phone is stolen or damaged on campus, the school will not be held liable.

30. OFFENCES AND CONSEQUENCES

Penalties given by the Administration include written-up warnings, in school/after school detention, probation, suspension, and expulsion. The following tables outline behavioral violations along with punitive measures.

A student is automatically expelled after three suspensions in a school year. Some forms of unacceptable behavior will directly lead to suspension or expulsion, bypassing the initial steps. A student cannot receive a Certificate of Excellence or Certificate of Merit based on academic achievement if he/she has a disciplinary record on file for that academic year.

❖ **The LISS Administration reserves the right to change any penalty at any time.**

OFFENSES	PUNITIVE MEASURES
Truancy	1 school day detention
Dangerous behavior	2 school days suspension
Bringing fire crackers and other dangerous products	3 school days suspension
Smoking cigarettes, bringing or drinking alcoholic beverages	5 school days suspension, a repetition warrants expulsion
Drinking alcoholic beverages before coming to school or drinking them at school	5 school days suspension; a repetition will warrant expulsion.
Having / using pornographic materials	5 school days suspension; a repetition will warrant expulsion
Constant disruption of classes (two attempts)	2 school days suspension
Verbal abuse, obscene language, threats, intimidation, or bullying of school mates	2 school days in school detention with work on campus, a repetition will warrant suspension.
Tampering with or destroying school property	3 school days suspension
Constant refusal to do homework or copy notes	3 school days suspension
Ordinary fighting	5 school days suspension
Fighting resulting in aggravated assault	15 school days suspension. A repetition warrants expulsion
Sexual harassment/touching private parts of the opposite sex, unwholesome advances towards the opposite sex, verbal or questionable written letters to the opposite sex	7 school days suspension; a repetition will warrant expulsion
Gross insubordination/mischief to teachers, staff, or any school authority	10 school days suspension; expulsion based on the gravity of the offence
Using narcotics	Expulsion

Theft	Expulsion
Bringing weapons to school	Expulsion
Verbal abuse, threats, or intimidation of staff	Expulsion
Gang fighting or beating another student	Expulsion
Immorality (sexual activity)	Expulsion
Failure to wear the prescribed uniform on the proper day - For Example: PE day	2 school days detention, a repetition will warrant suspension

31. STUDENTS RIGHTS

All students have rights and responsibilities at LISS. If a student feels that one of his/her rights have been violated, he/she can speak to any teacher or administrator (one-on-one) in a respectful way. If this does not resolve the grievance, speak to those in authority over the teacher or administrator involved, in the following sequence: Head Teacher/Sponsor of the grade, Dean of Student Affairs, Vice Principal, and Principal. Please give an opportunity for the grievance to be addressed before continuing to higher authority.

31.1 RECORDS

The school will not disclose any information from the student's permanent records except as authorized, or in response to a subpoena, as required by law. Any parent or guardian of a student under 18 years of age, or a student 18 years of age or older, is entitled to access his/her records by submitting a written request to the Principal.

31.2 FREEDOM OF EXPRESSION

Students may express their personal opinions orally, in writing, or using pictures. However, expression of such opinions shall not interfere with the rights of others. All forms of expression must be in compliance with the student Disciplinary Code and the school dress code, violations of which are punishable as stated in the Disciplinary Code. Any form of expression that involves libel, slander, the use of obscenity, personal attacks, or any act that would disrupt the educational process, is prohibited.

31.3 SCHOOL ACTIVITIES

Each student has the right to take part in all school activities regardless of race, sex, national origin, creed, or disability. Similarly, all students are bound by the same rules for exclusion from school activities. Student participation in the publication of school sponsored student newsletters, yearbooks, literary magazines, and similar publications is encouraged as an educational experience. These publications, if any, shall be edited by qualified faculty advisors and shall strive to meet the high standards of journalism. In order to maintain consistency with the school's basic educational mission, the school authorities will monitor and control the content of such publications.

Consequently, no person shall distribute any printed or written materials on school property without the prior permission of the Principal. The Principal may regulate the content of such materials to be distributed on school property to the extent necessary in order to avoid substantial interference with the requirements of appropriate freedom of expression. The Principal may also regulate the time, place, manner, and duration of the distribution of these materials.

31.4 SEARCH AND SEIZURE

Each student has a right to privacy. However, a student and/or the student's belongings may be searched by a school official if the official has suspicion that a search of that student will result in evidence that the student has violated a school rule. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process may be removed from the student by school authorities. Students' lockers and desks remain the property of the school, and the school is not responsible for books, clothing, or valuables left in lockers, desks, classrooms, or anywhere on the campus.

THE LIBERIAN NATIONAL ANTHEM

1st Stanza

All hail Liberia, hail!

All hail Liberia, hail!

This glorious Land of Liberty shall long be ours.

Though new her name, green be her fame; and mighty be her powers. (3x)

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. (2x)

2nd Stanza

All hail Liberia, hail!

All hail Liberia, hail!

In union strong success is sure, we cannot fail.

With God above, our rights to prove; we will o'er all prevail. (3x)

With heart and hand our country's defending; we'll meet the foe with valor unpretending.

Long live Liberia, happy land, a home of glorious liberty by God's command. (2x)

THE LONE STAR FORVER
Words and music by Edwin James
Barclay – President, 1930-1944

1st Stanza

When freedom raised her glowing form
On Montserrado's verdant height,
She set within the doom of night,
Midst lowering skies and thunderstorms
The star of Liberty!
And seizing from the waking morn
Its burnished shield of golden flame,
She lifted it in her proud name.
And roused a nation long forlorn
To nobler destiny!

REFRAIN

The Lone Star forever!
The Lone Star forever!
O long may it float
O'er land and o'er sea!
Desert it! No never!
Uphold it! Forever!
O shout for the lone star'd banner—all hail!

SCHOOL ODE

1st Stanza

Thy name is great, O Light International, shining in the darkest night;
you shape our minds with knowledge unparalleled, making our future bright.

2nd Stanza

We come to thee, O Light International, to refine our minds each day;
we grasp each day the knowledge so cardinal, that will put us on our way.

Chorus

Thy staff are great, thy precepts are perfect, making our pathway bright;
thy rules are right, thy system is perfect, teaching us to do the right.

2nd Stanza

The speeding in her course along
The broad Atlantic's golden strand,
She woke reverb' rant through the land
The nation's loud triumphant song
The song of Liberty!
And o'er Liberia's altar fires
She wide the Lone star flag unfurled
Proclaimed to an expectant world.
The birth for Afric's sons and sires,
The birth of Liberty!

Then forward, sons of freedom march!
Defend the sacred heritage!
The nation's call from age to age
Where're it sounds 'Neath heaven's arch.
Whenever, foes assail
Be ever ready to obey
Gainst treason and rebellious front
Gainst foul aggression. In brunt
Of battle lay the hero's way!
All hail, Lone star, all hail!

Chorus

O Light, we love thy name,
O Light, we'll sing of thee;
O Light International,
The school with a difference!

NOTE: ALL PARENT(S) OR GAURDIAN(S) MUST SIGN THE BEHAVORIAL BOND ATTACHED TO THE SCHOOL HANDBOOK AND SUBMIT IT TO THE OFFICE OF THE DEAN OF STUDENT AFFAIRS FOR ONWARD SUBMISSION TO THE VICE PRINCIPAL.