

# Kingdoms Temple International Orphanage Mission & School (KTI) Student Handbook 2025–2026

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## Cover Page



## Kingdoms Temple International Orphanage Mission & School Student Handbook 2025–2026

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### 1. Welcome Letter

Welcome to Kingdoms Temple International Orphanage Mission & School! We are delighted to partner with you in providing your child with a **Christ-centered, academically excellent, and character-driven education**. At KTI, our mission is to nurture each student spiritually, academically, and socially so they thrive in life and service to God.

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### 2. Mission, Vision & Core Values

- **Mission:** Provide quality Christian education and holistic development for every student.
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- **Vision:** Raise students who excel academically, grow spiritually, and serve with compassion.
  - **Core Values:** Faith, Integrity, Excellence, Respect, Service
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### 3. Academic Programs & Curriculum

- Grades K1–6
  - Subjects: Theology, Religious & Moral Studies, English, Phonics, Math, Science, Social Studies, Writing, Agriculture, Computer, French, P.E., Arts
  - Lessons are **45 minutes daily**, Monday–Friday
  - Curriculum blends **Liberian national standards** with **Kingdoms Temple Christian identity**
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### 4. Daily Schedule

- 6 periods per day, 45 minutes each
  - K1–3: Self-contained classroom
  - Grades 4–6: Subject-specialized
  - Includes **devotional/prayer time, Bible study, and academic lessons**
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### 5. Homework & Classwork Policy

At KTI, we believe that **learning continues beyond the classroom**, and homework is an essential tool for reinforcing skills, encouraging discipline, and promoting independent study habits.

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#### Classwork Expectations

- Students are expected to **actively participate in all classroom activities**.
  - Classwork may include:
    - Written exercises
    - Reading and comprehension tasks
    - Group projects and presentations
    - Practical activities in Science, Agriculture, and Arts
  - Completed classwork should reflect **effort, neatness, and understanding**.
  - Teachers provide **feedback regularly during lessons**.
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#### Homework Expectations

- Homework is assigned **daily for all grades K1–6**, aligned with the curriculum.
  - Typical frequency:
    - **K1–K3:** 15–20 minutes of reading, phonics, or math practice
    - **Grades 4–6:** 30–45 minutes, including reading, writing, math exercises, and project work
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- Purpose:
    - Reinforce daily lessons
    - Encourage independent learning
    - Promote preparation for upcoming lessons and exams
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### **Submission & Review**

- Students must **submit homework on time**.
  - Late or incomplete homework may result in:
    - Verbal reminders
    - Written record and reflection
    - Parent notification for chronic issues
  - Teachers will **check homework daily or weekly**, depending on subject and grade
  - Homework contributes to **student assessment and grading**
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### **Parental Role**

- Parents should ensure their child completes homework in a **quiet, distraction-free environment**
  - Check that assignments are **completed neatly and accurately**
  - Communicate with teachers if students have difficulty completing tasks
  - Strong parent-school partnership ensures that **students develop good study habits and academic discipline**
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### **6. Admissions & Enrollment Policies**

- Students in K1–6 eligible
  - Admission requires **online application**
  - Placement may include **entrance assessment**
  - Enrollment confirmed after **submission of required documents and tuition agreement**
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### **7. Tuition & Financial Responsibilities**

- Tuition covers:
    - Teacher salaries
    - Instructional materials & textbooks
    - Classroom supplies
    - School meals
    - Facility operations
  - Tuition must be paid per term or monthly (if approved)
  - Non-payment may result in **restricted access to classes, exams, or report cards**
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## 8. Tuition Assistance & Sponsorship Programs

- Limited tuition assistance available for families demonstrating need
- Families complete the **Tuition Assistance Application Form**
- Submission **does not guarantee approval**
- Admin reviews applications and communicates next steps

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## 9. Student Rights & Responsibilities

- Right to a safe, respectful, and Christ-centered learning environment
- Responsibility to respect teachers, peers, and school property
- Uphold academic honesty and integrity

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## 10. Discipline & Restorative Practices

At KTI, discipline focuses on **accountability, restoration, and spiritual growth.**

### Behavior Expectations

- Respect teachers, staff, and peers
- Follow school rules consistently
- Treat school property and others' belongings with care
- Uphold academic honesty
- Participate in spiritual, academic, and community activities responsibly

### Disciplinary Process Table

Step	Action	Examples
1	Verbal Warning	Talking in class, minor disruption
2	Written Warning / Record	Repeated disruption, disrespect
3	Parent Contact	Continued minor infractions
4	Restorative Action / Counseling	Counseling, reflection, restitution
5	Suspension	Fighting, cheating, property damage
6	Expulsion	Severe harm, repeated defiance

## Step Details

- **Verbal Warning:** Minor infractions, immediate correction
- **Written Warning / Record:** Documented, reflection/apology
- **Parent Contact:** Involves parent/guardian, corrective partnership
- **Restorative Action:** Counseling, reflection, reparative work
- **Suspension:** Serious or repeated violations, complete restorative work
- **Expulsion:** Last resort, severe harm or repeated defiance

**Note:** Every step focuses on **learning, reflection, and restoration**. Parents are partners in guiding behavior.

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## 11. Attendance Policy

- Students must attend all scheduled classes
  - Absences must be reported by parent/guardian
  - Chronic absenteeism triggers administrative review
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## 12. Dress Code & Uniform Policy

- Students must wear the **KTI uniform** daily
  - Hair, shoes, and accessories must follow school standards
  - Non-compliance may result in **warning or corrective action**
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## 13. Parent Engagement & Communication

- Attend parent-teacher meetings
  - Receive school updates via email or SMS
  - Support homework and reading at home
  - Volunteer for school events and programs
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## 14. Health, Safety & Feeding Programs

- Nutritious meals provided during school day
  - First aid available on campus
  - Safety and security enforced at all times
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## 15. Technology & Computer Use

- Responsible use only
  - School-approved educational materials only
  - Misuse may result in loss of privileges
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## 16. Spiritual Growth & Bible Study

- Daily devotionals and prayer time
  - Weekly chapel services
  - Bible study, memory verses, and journaling encouraged
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## **17. Extracurricular Activities**

- Sports, arts, music, gardening, agriculture
- Leadership and service opportunities
- Promotes holistic student development

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## **18. Contact Information**

- **Address:** Boys Town, Margibi County, Liberia
- **Email:** Info@ktilib.org
- **Phone:** +231777042600/+231880957655
- **Website:** www.ktilib.org