AN ACT TO REPEAL AN ACT TO ADOPT THE EDUCATION LAW OF A. D. 2001, APPROVED JANUARY 8, 2002 AND ALL LAWS AMENDATORY THERETO, TO AMEND CERTAIN PROVISIONS OF CHAPTER 26 OF THE EXECUTIVE LAW, AND TO ENACT IN THEIR STEAD A NEW EDUCATION REFORM ACT OF 2011, TITLE 10, LIBERIAN CODE OF LAWS REVISED.

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REPUBLIC OF LIBERIA
AN ACT TO REPEAL AN ACT TO ADOPT THE EDUCATION LAW OF A.D. 2001,
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TO ENACT IN THEIR STEAD A NEW EDUCATION REFORM ACT OF 2011, TITLE
10, LIBERIAN CODE OF LAWS REVISED.

It is enacted by the Senate and the House of Representatives of the Republic of
Liberia in Legislature Assembled:

PREAMBLE

WHEREAS the Constitution of the Republic of Liberia, recognizing the vital role
assigned individual citizens for the social, economic and political well-being of
Liberia, enunciates as one of the General Principles of National Policy of the
Government of Liberia that there shall be “equal access to educational
opportunities and facilities for all citizens and residents to the extent of available
resources” and that “emphasis shall be placed on the mass education of the
Liberean people and the elimination of illiteracy”; and

Whereas the Government of Liberia realizes that education facilitates poverty
reduction and is essential for the development of individual citizens and national
growth, and that education, especially Basic Education, equips people with the
relevant skills to participate in essential economic and social activities of the
nation; and

Whereas the Government of Liberia acknowledges that there is an increasing need,
consistent with the constitutional directive, to ensure access to and availability of
high quality educational opportunities for all citizens and residents, without
prejudice; and

Whereas the Government of Liberia believes that education promotes teamwork
and national unity, and allows for the development of patriotism and national
aspirations of the nation’s citizenry; and

Whereas the Government of Liberia recognizes that education has become more
relevant and important in the current technological age and the increasing
complexities of the Liberian society and its interaction with the international
community, all of which require a new educational philosophy; and

Whereas the Government of Liberia is convinced that the dissemination of
educational programs is essential to the development of the total individual and a
literate society; and

Whereas the Government of Liberia believes that education contributes to the
development of national capacity for good governance and the development of a
system that promotes equity, relevance, quality and universality of opportunities;
and

Whereas the Government of Liberia believes that education motivates in the learner
respect and appreciation for the dignity of every human being, enables the
development of appreciation for the dignity of labor, and instills in each individual
the desire to attain self-reliance and self-actualization; and

Education Reform Act of 2011
Whereas the Government of Liberia maintains that, there is a continuous need for improvement in the management and coordination of the education system of the nation.

Now therefore, in order to meet the aspirations outlined above, a new Education Law is hereby enacted as follows:

CHAPTER-1: GENERAL PROVISIONS

1.1 Enactment of a New Education Reform Act:

There is hereby enacted a new Education Law, to be known and titled The Education Reform Act of 2011, and constituting Title 10 of the Liberian Code of Laws Revised.

1.2 Short Title and Name:

This Act constitutes and shall be cited as The Education Reform Act of 2011.

1.3 Repeal of the Education Law of 2001 and all Laws Amendatory Thereto:

The Education Law of 2001 and all Acts amendatory thereto are hereby repealed and in their stead shall be the Education Reform Act of 2011. Further, Chapter 26 of the Executive Law and all laws amendatory thereto, in so far as they are at variance or inconsistent with the Education Reform Act of 2011, shall be deemed amended and superseded by the new law to the full extent of the variance or inconsistency. Hence, Section 26.1 of the Executive Law and which specifically retains the existence of the Ministry of Education as an agency within the Executive Branch of Government, and to be headed by a Minister, is expressly retained and Section 26.2 thru Section 26.64 of the Executive Law are hereby superseded and amended by this Act.

1.4 Scope and Application of the Act

1.4.1. This Act shall apply to and cover the establishment, management and supervision of all schools within the Republic of Liberia. Without any prejudice to the broadness of the scope and application of the Act, stated herein, the Act shall specifically apply to:

a) All Public schools;
b) All private schools;
c) All faith based schools;
d) All boarding schools;
e) All partners involved in the field of education;
f) All vocational institutions;
g) Teacher training colleges and institutions, except where specifically excluded by this Act.
h) All universities and colleges;
i) Maritime and Forestry institutions
1.4.2. Notwithstanding the application of the Act stated in sub-section 1.4.1 above, the Act shall not apply to the following institutions:

a) Military Training Centers;

b) Police/Security Training Institutions.

1.5 Objectives of the Act.

The Objectives of this Act are to govern and regulate the educational system and the delivery and management of that system, and shall encompass the following:

a) Ensure the provision of quality education to all citizens at every level of the educational strata;

b) Promote equal access to educational opportunities for all Liberians, without discrimination of any kind;

c) Promote and sustain public confidence in the educational system;

d) Decentralize the educational system so that it has maximum effect throughout the country;

e) Promote and protect the concept of human rights for all Liberians, both with respect to access and opportunities for quality education;

f) Reduce the high rate and level of illiteracy in the country;

g) Promote gender equity and equality throughout the educational system and opportunities for education;

h) Produce good citizens possessing the necessary skills for the reconstruction and development of the country;

i) Ensure the proper and adequate governance and management of the education sector consistent with the national education philosophy and the education development goals.

1.6 Definitions

In this Act, the below terms and phrases shall have the meaning established for each in this section unless otherwise expressly indicated herein; and, unless the context otherwise requires, words and phrases used in this Act and defined in this section, or any definitions contained in other parts of this Act, shall have the meanings ascribed to them herein:

a) "Assistant Minister" refers to all of the Assistant Ministers that head the technical bureaus of the Ministry;

b) "Basic Education" refers to education from grades one through nine and includes continuing or adult education. Grades one (1) through six (6) will constitute "lower basic education" or "primary education", while grades seven (7) through nine (9) constitute "upper basic education" or "junior secondary education";
c) "Chairperson" refers to the head of the Education Advisory Board and the heads of school boards, the heads of School Boards of the counties, the Monrovia Consolidated School System, and Boards of private and faith based schools;

d) "Comprehensive Tuition" means and covers school fees, boarding fees (restricted to boarding schools), textbooks, two-sets of uniforms and all other fees such as laboratory, student activities, library, West African Examination Council (WAEC) exams, and sports;

e) "County Education Officer" refers to the senior education administrator in each of the counties and other consolidated school systems;

f) "Deputy Minister" refers to the Deputy Ministers of Education for Administration, Instruction and Planning;

g) "District Education Officer" refers to the senior education administrator in each of the educational districts of the counties;

h) "Early Childhood Education" (ECE) refers to children's education from ages three to five;

i) "Faith-Based" schools refer to schools that are administered by religious institutions;

j) "Full Tuition" means and covers only school fees, boarding (restricted to boarding schools), WAEC exams, and textbooks;

k) "Government" refers to the Government of Liberia;

l) "House" refers to the House of Representative of the Republic of Liberia (the lower House of the Liberian Legislature);

m) "Minister" refers to the Minister of Education;

n) "Ministry", "Ministry of Education" or "MOE" refers to the Ministry of Education or any of its component administrative units or agencies;

o) Nine-three-four or 9-3-4 refers to the structure of the education system as defined in Chapter 4, Section 4.1 of this Act;

p) "Parent" means: the parent or guardian of a child or the person legally entitled to custody of a child; or the person who undertakes to fulfill the obligation of a parent or guardian.

q) "President" refers to the President of the Republic of Liberia;

r) "Principal" refers to the senior education administrator of an early childhood education, elementary, junior, or senior high school;

s) "Rural" refers to an area or locale, town, village or otherwise in a non-urban area and with a population of less than 2,000;
"School" means an approved licensed and accredited or accreditation-eligible entity that provides education in accordance with the requirements of the Ministry. The Minister is empowered to provide such other definition to the term as the judgment of the Minister meets the standard set by the Ministry regarding a learning institution;

"Secondary Education" refers to education from grades ten (10) through twelve (12) and constitutes "senior secondary education";

"Senate" refers to the Senate of the Republic of Liberia (the upper House of the Liberian Legislature);

"Special Education" refers to the education services provided for those who are highly gifted and those who are physically and mentally challenged;

"Superintendent" refers to the education administrator of the Monrovia Consolidated School System or to the education administrator of any other similar consolidated school systems established in other counties of the Republic;

"Teacher" refers to all licensed facilitators of learning throughout the entire education system;

"Tuition" covers and refers to only school fees;

"Urban" refers to a city and or town with a population of 2,000 and above as defined by the Ministry of Internal Affairs and the Liberia Institute for Statistics and Geo-Information Services (LISGIS).

CHAPTER-2: THE MINISTRY OF EDUCATION

2.1 CONTINUITY AND FUNCTIONS AND POWERS OF THE MINISTRY

2.1.1 Continuity of the Ministry

The continuity of the Ministry, established in the Executive Branch of the Government under the Education Law, 1956 Code of Laws, and continued under section 26.1, Chapter 26, of the Executive Law, Title 12, Liberia Code of Law Revised (1973), and reaffirmed under the Education Law of A. D. 2001, and charged with the supervision of the nations' educational system and the implementation of the Education Law, is further recognized in that status.

2.1.2 Functions and Powers of the Ministry

The Ministry shall have the following functions:

a) Provide and ensure the provision of quality education to all citizens and residents without discrimination;

b) Develop and sustain an education system that allows all students to realize their talents and capabilities irrespective of gender, race,
religion, social or economic status or background;

c) Reduce illiteracy by providing quality, realistic and practical education at all levels for all citizens and residents without discrimination;

d) Enhance the rights and uplifting the status of all citizens and residents in society through well-designed and directed quality education programs;

e) Improve or cause to be improved the management and delivery of education efficiently with respect to process, policy, and procedures;

f) Coordinate the education programs administered by the Government, the private sector and faith based educational institutions to ensure uniformity and affordable access and opportunities to education;

g) Facilitate and ensure accountability in the education sector, in line with recognized and Government-approved management and administrative practices and procedures;

h) Promote, accentuate and implement Government’s interventions and policies in the education sector as an enabler, provider and or manager;

i) Develop and implement, in coordination with the Ministry of Information Culture and Tourism, the Ministry of Internal Affairs, and other relevant Government agencies, a Liberian study (local language and cultural policy and program) to be pursued in the schools and to form part of the education curriculum;

j) Develop and implement uniform academic and administrative standards in the education sector throughout the nation;

k) Establish and enforce a minimum level of learning requirement for each level of the education system below that of the universities/higher education;

l) Develop and implement, in coordination with the Ministry of Youth and Sports, a well-defined sports and athletics program in all schools to develop in the nation’s students a sound mind and a healthy body;

m) Develop and facilitate the advancement of level-specific curricula, and guidelines for textbooks development and/or acquisition and distribution;

n) Develop and facilitate the expansion of an appropriate and level-specific teacher-training curriculum, including guidelines, processes, standards and institutional arrangements;

o) Develop and implement the nation’s public scholarship programs based on pre-determined national manpower needs, identified in consultation and collaboration with the relevant agencies of the Government;

p) Develop the appropriate guidelines for sustainable manpower
development through a scholarship program focused on the development of the skills, technical and scientific knowledge required for development and progress in a complex global environment;

c) Develop prototype designs of school furniture and the construction of public school buildings at all levels of the education system;

r) Develop and construct public libraries and public school libraries and sports arenas for greater learning and extracurricular activities; and

s) Certify, license, and accredit teachers, school administrators and support staff.

2.2 ORGANIZATION AND STRUCTURE OF THE MINISTRY

2.2.1 Appointment of the Minister

Consistent with Chapter 26 of the Executive Law, Title 12, Liberia Code of Laws Revised, the Ministry of Education shall be headed by a Minister appointed by the President, with the consent of the Senate.

2.2.2 Departmental Composition of the Ministry

a) The Ministry shall comprise of three Departments, viz: the Department of Administration, the Department of Instructions and the Department of Planning, Research and Development, each of which shall be headed by a Deputy Minister appointed by the President, with the consent of the Senate. In addition to the functions stipulated in this Act, the Deputy Ministers shall exercise such other functions and duties as may be assigned or delegated to them by the Minister;

b) Each Department shall be organized into bureaus, each of which bureau shall be headed by an Assistant Minister appointed by the President, with the consent of the Senate;

c) The Ministry shall, within the framework of the overall education system, have the additional co-functional institutions:

i. The National Education Advisory Board, created herein to serve as an advisory body to the Minister; and

ii. Education Centers for Excellence required to be constituted by the Minister consisting of, but not limited to: the (1) Center for Certification and Accreditation; (2) the Center for Curriculum Development; (3) the West African Examination Council, and (4) such other centers as in the judgment of the Minister are necessary and critical to the promotion and achievement of an education system of excellence.

CHAPTER-3: PRINCIPAL OFFICES OF THE MINISTRY AND THEIR FUNCTIONS
3.1. OFFICE OF THE MINISTER

3.1.1 Minister as Head of the Ministry

The Minister shall be the head of the Ministry and, consistent with Chapter 26 of the Executive Law, Title 12, Liberian Code of Laws Revised, shall be appointed by the President, with the consent of the Senate.

3.1.2 Duties and Functions of the Minister

The Minister shall:

a) Have full supervision of all public, private, and faith based Basic and Secondary Schools, and Vocational Institutions to the extent provided by this Act and permitted by the Act establishing the National Commission for Higher Education and other such Acts. The power and supervisions stipulated herein shall include, but not be limited to formulation and standardization of curriculum and education programs and policies;

b) Assess the conditions and operations of all public, private, and faith based Basic and Secondary Schools and of other educational institutions and the general state of education in Liberia, and designing and implementing measures to cure any defects revealed from the assessment;

c) Be responsible for the conceptualization, formulation, design, development, and implementation of the nation’s education guidelines, regulations, plans, policies, programs, and goals for the conduct and governance of all schools within the Republic of Liberia;

d) Serve as chairperson or ex-officio member on relevant National Advisory Boards, Commissions, or Extra-Ministerial National Councils, Tribunals, and Committees;

e) Establish and supervise a National Scholarship Program focused on the manpower needs of the country as either an enabler, provider, or supervisor;

f) Any other functions necessary for the achievement of the goals stated in this Act.

g) Be a part of the inter-ministerial committee that has relevance to the establishment of education/school systems as it relates to mineral Development Agreements (MDAs) that are formed as the result of concession agreements.

3.2 DEPARTMENT OF EDUCATION FOR ADMINISTRATION

3.2.1 Reaffirmation of Existence of Department of Education for Administration

The existence and status within the Ministry of a Department for Administration, affirmed under Chapter 26 of the Executive Law, Title 12,
Liberian Code of Laws Revised, and as stated in section 2.2.2(a) of this Act, herein reaffirmed.

3.2.2 Functions of the Department of Education for Administration

The Department of Education for Administration shall be responsible for the fiscal affairs, human resources management, procurement, security, and supervision of construction, renovation, and maintenance of office facilities, expansion, and maintenance of schools and the general services of the Ministry.

3.2.3 Appointment of Deputy Minister for Administration

The Department of Education for Administration shall be headed by a Deputy Minister for Administration, appointed by the President with the consent of the Senate.

3.2.4 Duties and Functions of the Deputy Minister for Administration.

The Deputy Minister for Administration shall serve as the principal deputy to the Minister, and in the absence of the Minister from Liberia, or the death, disability, resignation, removal of the Minister from office, or other act rendering the Minister unable to perform the duties and functions of the office, the Deputy Minister for Administration shall serve as Minister pending the appointment of a successor Minister. The Deputy Minister for Administration shall also have the following duties and functions:

- a) Be responsible for the administrative, financial and fiscal affairs of the Ministry;
- b) Handle human resources management activities of the Ministry;
- c) Have supervisory responsibility for procurement, custody and distribution of supplies and equipment;
- d) Ensure the security of the Ministry and manage its properties;
- e) Be, in consultation with the Deputy Minister for Planning, responsible for the Supervision of construction, renovation, maintenance and expansion of schools;
- g) Act as Minister in the absence of the Minister;
- h) Perform all other tasks assigned by the Minister.

3.2.5 Technical Bureaus of the Department of Education for Administration

a) The Department of Education for Administration shall have the following Technical Bureaus: (1) the Bureau of Fiscal Affairs and Human Resources Development; and (2) the Bureau of General Administration. Each Bureau shall be headed by an Assistant Minister appointed by the President with the consent of the Senate.
3.2.6 (1) the Bureau of Fiscal Affairs and Human Resources Development.

The Assistant Minister for Fiscal Affairs and Human Resources Development shall act as Deputy Minister for Administration in the absence of the Deputy Minister from Liberia, or in the event of death, disability, resignation, removal of the Deputy Minister from office, or other acts rendering the Deputy Minister unable to perform the duties and functions of the office, the Assistant Minister shall served as Deputy Minister pending the appointment of a new Deputy Minister. Under the direction of the Assistant Minister, the Bureau shall be responsible for:

a) Management of the budget and finances of the Ministry;

b) Management of the personnel and human resources of the Ministry;

c) Develop and strengthen the human, structural and other capacity of the Ministry;

3.2.7 (2) the Bureau of General Administration

The Bureau of General Administration, which shall have the following functions, shall be headed by an Assistant Minister appointed by the President, with the consent of the Senate.

a) Supervise the directors within the Bureau

b) Procurement of materials and/or logistics for use by the Ministry and the education system, as determined by the Minister on recommendation of the Bureau through the Deputy Minister;

c) Oversee and direct supervision of the warehouses of the Ministry;

d) Oversee, coordinate and direct the distribution of consumables required for the smooth operations of the Ministry and the programs of the Ministry, including textbooks and curricula for all levels of the education system;

e) Oversee, direct and coordinate activities leading to the construction, renovation and expansion of public schools, and provide such assistance of the same to private schools and other educational and learning institutions as considered necessary and affordable by the Ministry;

f) Ensure that the Ministry's properties, including its buildings, schools and other facilities are secured, and ensure the provisions for such security as deemed necessary;

f) Provide and coordinate transportation for the Ministry and its components, including and where determined to be affordable, for students and schools for which the Government is responsible;

g) Keep record(s) of all transactions of the Ministry and institutions (including schools) responsible to, or affiliated with, or having a relationship with the Ministry;
3.2.8 In addition to the foregoing, the Assistant Minister for General Administration, as head of the Bureau, shall perform and exercise in respect of the Bureau, the following duties and functions:

a) Supervise the directors within the Bureau;

b) Perform such other duties and functions as may be assigned from time to time by the Deputy Minister for Administration or by the Minister;

c) Report and be responsible to the Deputy Minister for Administration.

3.3 DEPARTMENT OF EDUCATION FOR INSTRUCTIONS

3.3.1 Reaffirmation of Existence of the Department of Education for Instructions

The existence and status within the Ministry of a Department for Instructions affirmed under Chapter 26 of the Executive Law, Title 12, Liberian Code of Laws Revised, and as stated in section 2.2.2(a) of this Act, is herein reaffirmed.

3.3.2 Functions of the Department of Education for Instructions

The Department of Education for Instructions shall be responsible for the development and supervision of all instructional programs at all levels of education, including training programs in vocational and technical institutions, and shall be responsible to ensure that standards of instruction established the Ministry covers adhered to by all schools and educational institutions under this Act. The mandate of the Department shall include:

i. Development and implementation of programs for Early Childhood Education;

ii. Development and implementation of programs for Basic and Secondary Education;

iii. Development and implementation of programs for Teachers Training Education;

iv. Development and implementation of programs for the teaching of Liberian study (language, culture, customs, etc.)

v. Development and implementation of programs for the teaching of Vocational and Technical Education and a comprehensive career development program, in collaboration with the Department of Planning Research and Development of the Ministry, and the Ministry of Youth and Sports.
a) Collaborate with the Department of Planning, Research and Development in ensuring that the content, materials and pedagogy of the various levels of the national education system are in consonance with the policies, programs and standards of the Ministry;

b) Guide dialogue on the conceptualization, design, and development of a national education philosophy, and ensure that all curricula reflect the norms of that philosophy;

c) Have responsibility for the rational decentralization of the management and administration of the nation's educational programs aimed at improving the efficiency and effectiveness of the education system; and

d) Provide leadership to the County's Education Systems to ensure a coherent and comprehensive educational program that reflects uniformity in the curricula designed by the Ministry.

3.3.3 Deputy Minister of Education for Instructions: Appointment

The Department of Instructions shall be headed by a Deputy Minister for Instructions who shall be appointed by the President with the consent of the Senate.

3.3.5 Bureaus within the Department of Education for Instructions

The Department of Instructions shall have four (5) technical bureaus each headed by an Assistant Minister appointed by the President with the consent of the Senate:

1) The Bureau of Early Childhood;

2) The Bureau of Basic and Secondary Education;

3) The Bureau of Teacher Education;

4) The Bureau of Science, Technical, Vocational and Special Education; and

5) The Bureau of Student Personnel Services

3.3.6 Mandate and Core Function of the Bureau of Early Childhood Education

The mandate and core function of the Bureau of Early Childhood Education shall include, but not limited to the following:

a) Design, develop, implement, coordinate, monitor and review all early childhood education programs, in line with national policy developed by the Ministry and endorsed by the Government, and in conformity with the Ministry's stated objectives and priorities for such level;

b) Ensure that the early childhood education programs are in line with national policy objectives and the priorities of the Ministry of Education for such educational level;
c) Develop and maintain a professional relationship with teachers, administrators and other officials of public, private and faith-based early childhood development institutions;

d) Issue permits, subject to approval of the Deputy Minister for Instruction and endorsement by the Minister, for the operation of early childhood programs in the country;

e) Ensure effective monitoring and review of content, pedagogy, access, gender equity, management and control of the early childhood program;

f) Help facilitate well-designed and managed early childhood development institutions

3.3.7 Mandate and Core Function of the Bureau of Basic and Secondary Education:

Basic and secondary education as referred to in this Act shall include primary education, junior secondary education and adult education; each of which, headed by a Director, shall be under an individual within the Bureau. The mandate and core function of the Bureau of Basic and Secondary Education shall include, but not limited to the following:

a) The design, delivery, coordination, monitoring and review of all Basic Education programs covering primary education, junior, secondary and adult education, in line with the national policy designed by the Ministry and endorsed by the Government, in harmony with the Ministry's stated objectives and priorities for the stated levels;

b) Develop and maintain, through the office of the Assistant Minister, a professional relationship with institutions engaged in education programs supervised by the Bureau;

c) Ensure effective monitoring and review of content, pedagogy, access, gender equity, management and control of the programs of basic education in the country;

d) Develop, design and implement all Basic and Secondary Education programs and policies in consonance with the changing needs of the society;

e) Ensure that the educational programs meet the required skill[s] and high education quest of the society and prepare graduates to either enter the workforce with the appropriate vocational skill or trade, or for higher education in post-secondary educational institutions;

f) Initiate, design, develop and implement appropriate policies for the attainment of well-defined educational goals of the Basic and secondary education level;
g) Issue permits, subject to approval of the Deputy Minister for instructions and endorsement by the Minister for operations of basic and secondary education programs in the country.

3.3.8 The Bureau of Teacher Education

The mandate and core functions of the Bureau of Teacher Education, which shall be headed by an Assistant Minister appointed by the President, with the consent of the Senate, shall include, but not limited to the following:

a) Develop, design and execute all policies, guidelines, plans and programs for the pre and in-service training of teachers for all levels of education under the jurisdiction of the Ministry;

b) Initiate and lead activities required for the effective development and coordination of teacher education programs;

c) Initiate procedures and guidelines for ensuring information monitoring, evaluation, linkages, budget, personnel, and facilities for teacher education programs;

d) Recruit personnel for teacher training institutions and ensure that such institutions are operated smoothly and are been fully and properly accredited;

e) Ensure the provision of quality education for teachers at teacher training institutions;

f) Ensure the timely provision of selected materials to teacher training institutions;

g) Design policies for the governance of teacher training institutions, subject to the advice and approval of the Minister through the Deputy Minister for Instruction.

3.3.9 The Bureau of Science, Technology, Vocational and Special Education.

The mandate and core function of the Bureau of Science, Technology, and Vocational and Special Education shall include, but limited to the following:

a) Develop, design, implement policies and guidelines for the management, financing and supervision of the technical and Vocational education programs for Liberia, as well as, and the monitoring of the nation's science, technical and vocational programs;

b) Ensure the development of trained science and mathematics students, and middle level manpower for the nation;

c) Initiate and lead the development of appropriate structural and institutional capacity and capability needed for producing adequately trained science and mathematics students, and well-trained middle level manpower for the nation;
d) Facilitate the development of policies and procedures as well as suitable guidelines for linkages and operations of programs in the science, mathematics, and technical and vocational sector.

e) Develop, design and implement programs that will facilitate the accelerated education of the gifted through specifically designed programs, and, pursuant to Section 6 of the otherwise challenged to develop the appropriate skills and knowledge at their own pace without prejudice;

f) Initiate, develop and manage special programs that allow individuals to maximize their potential for intellectual development as would enable them to contribute to national development.

3.3.10 The Bureau of Student Personnel Services.

The Bureau of Student Personnel Services shall be headed by an Assistant Minister appointed by the President, with the consent of the Senate. Under the direction of the Assistant Minister, the Bureau shall undertake the following duties and functions:

a) Design activities that will enhance student performance in the school system, including supervising guidance and counseling programs in the schools;

b) Ensure the teaching of sports and physical education;

c) Encourage students' participation in sports (football, basketball, volleyball, track and field, etc.) and other extra-curricular activities at all schools;

d) Ensure the teaching of health education and make provision for ensuring access to good health and health facilities by the school community;

e) Supervise the career development of students;

3.3.11 The Bureau shall establish and administer a National Service Program that will:

a) Ensure that the national service will be a pre-requisite for full time employment;

b) Ensure that students participate in a national service program during the school vacation period immediately preceding their graduation from secondary school;

c) Ensure that students graduating from universities and colleges perform a one (1) year postgraduate national service;

d) Ensure that each student completing the national service program receive a certificate of national service completion;

e) Ensure that students performing national service are not assigned to counties of their origin.
3.3.12 In addition to the functions listed above, the Assistant Minister for Student Personnel Services shall perform the following duties and functions:

a) Supervise the Directors within the Bureau;

b) Such duties and functions of office as may be assigned or directed by the Deputy Minister for Instructions or by the Minister;

c) Report and be responsible to the Deputy Minister for Instructions.

3.4. THE DEPARTMENT OF PLANNING, RESEARCH AND DEVELOPMENT

3.4.1 Reaffirmation of Existence of the Department of Planning, Research and Development:

The existence within the Ministry the Department of Planning, Research and Development, affirmed under chapter 26 of the Executive Law, Title 12, Liberian Code of Laws Revised, and as further stated in section 2.2.2(a) of this Act, is hereby reaffirmed.

3.4.2 Core Functions of the Department of Planning, Research and Development

The Department for Planning, Research and Development, which shall be headed by a Deputy Minister for Planning, Research and Development appointed by the President, with the consent of the Senate, shall have the following mandate and core functions:

a) Design, development, management and coordination of policies, procedures and activities for reviewing and updating national education plans;

b) Ensuring that developed plans are in consonance with the national development priorities and objectives;

c) Facilitating the development of the plan, design, and construction schedules of all public, private and faith based education facilities, whether directly financed by the Government or the development partners;

d) Facilitating the development and implementation of a management information system that will include, but not be limited to, educational statistics, national demographics records, etc.;

e) Spearheading the development, review, revision, pilot testing and updating of the national curriculum at all levels, in coordination with the Department of Instructions;

f) Cause the developed, either by the staff of the Department, in coordination with the Department of Instructions, or through requests appropriately advertised, for proposals for writing, printing and distribution of textbooks for the Liberian school system;
g) Be the principal liaison, (acting through the office of the Deputy Minister), between the Ministry and the Ministry of Planning and Economic Affairs, development partners, donor community, domestic, and external institutions involved in education;

h) Be the arm of the Ministry principally responsible for the preparation of the Ministry's annual report and budget;

i) Develop prototype designs for educational facilities for all levels of education and in that connection maintain a technical and professional staff for the promotion of its work;

j) Serve as the clearinghouse for education development activities.

k) Be, in consultation with the Deputy Minister for Administration, responsible for the supervision of construction, renovation, and expansion of schools, and other education facilities.

3.4.4 Bureau of Planning, Research and Development

The Bureau of Planning, Research and Development, which shall be headed by an Assistant Minister appointed by the President with the consent of the Senate, shall have the following mandate and core functions:

a) Development, in coordination with the Bureaus of Instructions and Administration, short, medium and long term plans to adequately address the educational needs of the nation;

b) Facilitate the development and maintenance of an appropriate communication system that guarantees internal and external data flow, as well as horizontal and vertical information exchange;

c) Facilitate the monitoring and evaluation of projects under the auspices of the Ministry.

3.5. THE EDUCATION CENTERS FOR EXCELLENCE

3.5.1 Establishment and Institutionalization of Centers of Excellence

The Minister is hereby given authority to formally establish and institutionalize, with the approval of the President, and under the supervision of the Ministry the following Education Centers of Excellence:

a) The Center for Curriculum Development and Research;

b) The Center for Educational Accreditation and Certification;

c) The West African Examination Council, which currently exists.

d) Notwithstanding the foregoing, the Minister, under the same stated hereinabove may establish such other Centers of Excellence as may be deemed necessary and appropriate. Each of such Centers named herein or subsequently established by the Minister shall be
headed by a Director appointed by the Minister, with the consent and approval of the President. Each Center shall have an Advisory Board whose membership shall comprise a sub-group of the National Education Advisory Board (NEAB) or such other professional group established by the NEAB.

3.5.2 The Center for Curriculum Development and Research: Functions and Responsibilities.

The Center for Curriculum Development and Research shall have the following duties and functions:

a) Develop a National Curriculum for all levels of schools and the educational strata of Liberia, from early childhood education through senior high school levels, vocational-technical instructions, as well as special education instructional programs;

b) Assist in the development of curricula for all teacher education programs;

c) Conduct research and assist or facilitate the conduct of research for textbook and other reading and instructional materials development;

d) Develop policies, guidelines and curriculum for Liberian study leading to the teaching of national languages, human rights, citizenship and civil responsibilities, health and hygiene, agricultural, and other educational programs in the country;

e) Develop and maintain instructional assessment programs for students within the context of the curriculum development process;

f) Report to the Deputy Minister for Instructions.

3.5.3 The current Bureau of Curriculum, Research and Textbook shall evolve into the new Center.

3.5.4 Center for Education Management

The Center for Education Management shall:

a) Develop standards for training programs;

b) Provide technical assistance in the management of the education system;

c) Make research information easily accessible to the public;

d) Mobilize resources, develop criteria and procedures for school finance, supervision, personnel management and facilitates design of a system for the delivery of educational services;

e) Develop programs and policies that will lead to the creation of a learning environment that promotes quality education;

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3.5.5 Center for Educational Accreditation

The Center for Educational Accreditation, established herein, shall perform the following duties and functions and have the below listed responsibilities:

a) Work with the National Councils in the spheres of higher education, technical and vocational education, school improvement, etc.;

b) Establish minimal requirements for the accreditation of institutions and the licensing of teachers to provide the quality educational services and performance outputs consistent with the standards set by the Ministry;

c) Organize short courses on staff appraisals, performance assessment and testing for teachers and students;

d) Evaluate the educational training quality of schools in various aspects and forms to ensure the enhancement teaching and learning effects and to promote quality education;

e) Report to the Deputy Minister for Instructions.

3.5.6 Notwithstanding the foregoing establishing the Bureaus and other offices of the Ministry, the Minister shall have the authority to review, and with the approval of the President, revise any Bureau within the Ministry to ensure the most efficient and effective delivery of educational services.

3.6. OTHER PRINCIPAL OFFICES OF THE MINISTRY

3.6.1 Office of the Legal Counsel: Creation and Functions of the Office and Appointment of the Legal Counsel.

3.6.2 There is hereby created in the Ministry an Office of the Legal Counsel, headed by a licensed counselor-at-law, appointed by the Minister, whose functions shall include the following:

a) Perform all legal works required by the Ministry and its auxiliary bodies. These include providing legal opinions to the Minister, the Deputy Ministers, the Assistant Ministers, and the various Departments of the Ministry, as well as representing the Ministry in any litigation, in association with the Ministry of Justice and any lawyer engaged by the Ministry for that purpose;

b) Provide direction to the Ministry in the drafting of laws and regulations required by the Ministry, including ensuring that such laws are consistent with the Constitution of Liberia and in harmony with other laws. The legal counsel shall ensure that laws relating to the functions and activities of the Ministry are available to the authorities of the Ministry as well as are easily accessible to the public;
c) Provide an annual report to the Minister on the activities of the office for inclusion by the Minister in the Ministry’s Annual Report, as well as such other reports as may be required by the Minister or any of the departments of the Ministry in connection with the duties, responsibilities and activities of the office:

d) Be responsible and report to the Minister.

3.6.3 Director of Scholarship: Appointment and Functions

There is hereby created in the Ministry a Division of Scholarship to be headed by a Director who shall be appointed by the Minister. The duties and functions of the Director shall include the following:

a) Coordination of the scholarship program of the Ministry;

b) Work with the various Departments of the Ministry regarding the capacity needs of the nation and of any of such departments and how the scholarship program may assist in meeting those needs.

3.6.4 Auditor: Appointment and Functions

There is hereby created in the Ministry the Office of Internal Auditor to be headed by a Certified Accountant who shall be appointed by the Minister. The functions and responsibilities of the Internal Auditor shall include the following:

a) Assist in the preparation and updating of the Ministry's financial records, be the chief reviewer of all financial and other records to ensure accuracy and transparency in both financial transactions and the records;

b) Perform periodic and spot audits of all financial and system transactions and records;

c) Provide audit reports and recommendations from findings to the Minister;

d) Assist in the preparation of the Ministry's budget;

e) Perform other duties incidental to the office of internal auditor;

f) The Internal Auditor shall be responsible and report to the Minister.

CHAPTER-4: STRUCTURE OF THE EDUCATION SYSTEM

4.1 Establishment of the Nine-three-four (9-3-4) Structure

The structure of Liberian Education System shall be the nine-three-four (9-3-4) structure and shall consist of the following stages:

a) Two years of early childhood education, followed by nine (9) years of Basic education;
b) Three years of Senior Secondary Education, or three (3) years of technical or vocational education in lieu thereof;

c) Four (4) years of University or other Tertiary under graduate education.

4.2 Categories of Schools in the Liberian Educational System

The Liberian Educational System, which shall comprise both regular and intermediate institutions, shall consist of the following categories of schools:

a) Early Childhood Education;

b) Basic Education – comprising primary, junior secondary, continuing and adult education;

c) Senior Secondary School – comprising academic and technical education;

d) Junior College and other post-secondary educational institutions;

e) Colleges and Universities;

f) Intermediate Institutions of Learning, which shall consist of:

i. Teacher’s Education;

ii. Adult Education;

iii. Vocational Training;

iv. Literacy Programs;

v. Non-Degree Theological Seminaries;

vi. Seminars, workshops and conferences.

4.3 Early Childhood Education

4.3.1 Basis for Early Childhood Education.

The basis for Early Childhood Education (ECE) shall be to provide the necessary opportunities for each child to develop the appropriate physical, mental, emotional and social skills, attitudes and habits to enable him or her to proceed to the primary level. Accordingly, the Ministry is mandated to encourage, support and require all counties and districts to establish facilities for early childhood education based on available resources. Support to the programs shall include, as may be affordable by the Government, assistance to teacher colleges and other accredited institutions producing teachers for the childhood education sector.
4.3.2 Ministry to Issue Guidelines and Requirements for Opening and Operating ECE Institutions

The Ministry is vested with the authority to develop, issue, and publish, from time to time, binding rules, guidelines and regulations for the opening, operation and maintenance of early childhood education schools or institutions. The Ministry shall have the further authority to prohibit any person or institution from opening or operating an early childhood education programs for which a license has not been granted by the Ministry, and to suspend or revoke the license of any school or institution failing to conform to or not meeting the requirements and guidelines of the Ministry for the operation of such programs.

4.3.3 Standardization of Early Childhood Education programs and curricula.

The Ministry, through the appropriate Department of the Ministry, is mandated to develop standardized curricula and sustainable programs in early childhood education, ensure that capacities are built for this level of the educational system, and those schools and institutions operating such programs conform to the curricula and standards. In this regard, the Ministry, through inter-sectoral collaboration with other Ministries and non-government partners shall ensure integrated services and delivery of educational components required to sustain the early childhood programs of the nation. Schools and institutions failing to adhere to or meet the curricula requirements or the standard developed by the Ministry are subject to suspension or revocation of their license.

4.3.4 Age Range for Early Childhood Education

The age range for attendance in early childhood programs shall be from three (3) to five (5) years, provided no child shall be denied attendance in early childhood education programs.

4.4 Basic Education

4.4.1 Primary Education or Lower Basic Education

a) This level of education, which consists of full-time formal schooling that is provided for children from age six (6) to age twelve (12), and constituting grades 1-6, shall be free and compulsory for all children of the age range for such school level, and shall be free for all pupils within the public school system;

b) Education at this level will continue to be provided by the Government, private individual, organizations and institutions, and faith based institutions;

c) Parental responsibility with respect to compulsory education:

i. Every parent shall cause every child for whom he or she is responsible to attend a school from the first school day of the year in which such child reaches the age of six (6) until the last school day of the year in which such child reaches the age of eighteen (18).
ii. If a child who is subject to compulsory attendance under this Act is not enrolled at or fails to attend a school, the circumstances of the child's absence from school shall be investigated and appropriate steps taken to remedy the situation by the nearest public school authority. Failing such a remedy, written notice shall be issued to the parent by the school requiring compliance with the free and compulsory education requirement of this Act.

iii. Any parent who, without just cause and after a written notice from the school requiring the compliance, fails to comply with the free and compulsory attendance requirement of the this Act, is guilty of a misdemeanor under the Penal Law of Liberia.

iv. A school may exempt a child entirely, partially or conditionally from free and compulsory school attendance if it is in the best interest of the child, especially those with disabilities. A register shall be maintained by the school of children exempted from compulsory school attendance; said register shall be readily made available by the custodian school to certified institutions with competence to attend to the educational needs of the disadvantaged child.

d) The Ministry, through its appropriate Department, shall have oversight and inspection responsibilities with regard to all schools falling within this level of the school system, whether they be public or private schools, to ensure that the national curriculum are being followed, that the guidelines, rules and regulations of the Ministry and the Government are being adhered to, and that the standards prescribed by the Ministry are being maintained;

e) The Minister shall have the power and authority to repudiate and, where considered expedient in the interest of the students, suspend the authority of a District School Board over a school, which falls delinquent, and in non-compliance with the institutional and academic standard set by the Ministry for enhanced performance of students and/or schools. The intervention of the Minister shall remain valid until such time that the suspended school is back into compliance with set standards and the District School Board proves capable of overseeing continued compliance.

f) The curriculum for this educational level shall be conceptualized, developed, disseminated, implemented, monitored and supervised under the auspices of the Ministry or its designated entity or representative. Private schools may, however, develop their own curricula, subject to the minimum standards established by the Ministry and to the approval of the Ministry;

g) Each school operating at this level of the school system shall have an administration headed by a principal, consisting of a vice principal, and teaching staff that meets the minimum qualification prescribed by the Ministry;

h) Each primary school shall have attached thereto a guidance counselor or a teacher trained in guidance and counseling to counsel students, and a physical education teacher or teacher trained in physical education and health science for the health and well-being of the students;
i) Any school within the primary level failing to conform to the minimum stipulated national standards or requirements, including the minimum curriculum prescribed by the Ministry, shall be closed and its license suspended or revoked by the Ministry.

4.4.2 Junior Secondary Education or Upper Basic Education

The Junior Secondary Education or Upper Basic Education, the final half of the Basic Education Program, shall have the following features:

(a) Education at this level, which comprises the first three years of schooling at the secondary level (i.e. 7th, 8th, and 9th grades), shall be compulsory for all children, and shall be free for all pupils within the public school system;

(b) Each county is required to have at least one public Junior Secondary School per district, established gradually on an incremental basis depending upon the availability of resources by the Government;

(c) The Ministry, through its appropriate Department, is vested with the authority to set the criteria and guidelines for the establishment, accreditation and operation of schools at the Junior Secondary level of the school system, to establish minimum standards for all schools at that level, and to monitor the school within this level to ensure that the established standards are maintained and continued. The Ministry shall suspend or revoked the accreditation of any school failing to maintain the required standards laid down by the Ministry;

(d) Each Junior Secondary School not housed in the same facility or in a facility attached or adjacent to the Lower Basic Education (the Primary School) or a Secondary School, is required to have its own separate administration with a principal, a vice principal and teaching staff that meet the minimum qualification requirements prescribed by the Ministry;

(e) All teachings with the schools at this level, whether public, private or faith based, shall conform to the standard National Curriculum conceptualized, designed, developed, evaluated, disseminated, implemented and being supervised and monitored by the Ministry;

(f) Each Junior Secondary School not housed in the same facility or in a facility attached or adjacent to the Lower Basic Education shall have attached thereto a guidance counselor or a teacher trained in guidance and counseling to counsel students, and a physical education teacher or teacher trained in physical education and Health for the health and well-being of the students;

(g) Students of Junior Secondary Schools, as part of their examinations for completion of their programs, consistent with the curriculum designed and approved by the Ministry, shall sit examinations conducted by the West African Examination Council (WAEC) or any other examination body designated by the Ministry. These exams shall be considered a common entrance examination for the Senior Secondary Education level;
(h) Any school within the Junior Secondary school level failing to conform to the minimum stipulated national standards or requirements, including the minimum curriculum prescribed by the Ministry, shall be subject to closure and its license suspended or revoked by the Ministry.

4.4.3 Senior Secondary Education

The Senior Secondary Education, comprising schools established at the senior level of the Upper Basic Education, shall continue and shall have the following features and be governed by the following basic rules and guidelines, in addition to those prescribed by the Ministry:

a) Education at this level, comprising the last three years of the secondary schooling level (i.e. 10th, 11th, and 12th grades) shall be conducted by schools established, owned and operated by the Government, private individuals, organizations or institutions, or faith based institutions and shall consist of two kinds:

i. General Senior Secondary Schools, which shall operate a comprehensive curriculum; and

ii. Specialize Senior Secondary Schools which shall cater to pupils whose interests and aptitude are for special subject areas, including science and mathematics, technology, agriculture, and nutrition.

b) A pre-requisite for entry at this level shall be passing of an examination administered at the end of Basic Education. This examination shall be regarded as a common entrance examination.

4.5. Age of Entry.

The ages of entry into the different levels of the school educational system shall be as follows:

a) Early Childhood Education shall be between (three) 3 years and five (5) years of age, provided children above five (5) years shall be eligible for special educational opportunities such as accelerated learning programs;

b) Basic Education (Lower Basic Education), which shall be free and compulsory, starts at age six (6), provided a child starting school above this age should be eligible for special lower basic education opportunities

c) Junior Secondary Education (Upper Basic Education) starts at age twelve (12);

d) Senior Secondary Education starts at age fifteen (15).
4.6 AUTONOMOUS/AUXILIARY BODIES

4.6.1 The Ministry, in its decentralization drives, shall establish the following autonomous/auxiliary educational bodies:

a) National Council for Adult Education

i. Functions and Responsibilities

The National Council for Adult Education shall have the following duties and functions:

(1) The development and implementation of programs for adult and non-formal education in Liberia;

(2) The development of policies for the administration of Adult and non-formal education programs in Liberia.

ii. Membership

The Council shall consist of the following members appointed by the Minister for four (4) years, and one of whom shall be elected as chairperson.

(1) The Head of the Department of Continuing Education at the University of Liberia;

(2) The Head or designated representative of the Liberian Association of Non-Governmental Organizations (LANGO), where one is in existence;

(3) The Head of the National Commission for Higher Education;

(4) One County Education Officer from each of the administrative regions of Liberia; and

(5) The Minister appointed representative, who shall serve as Secretary to the Council.

b) The National Education Advisory Board

i. Establishment

There is hereby established a National Education Advisory Board.

ii. Objectives

The Objectives of the National Education Advisory Board shall be:

(1) To promote national participation in the design, development and support of national education policies and programs;

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(2) To ensure that the education policies designed for the country incorporate local and regional inputs;

(3) To assemble public, private and faith based concerns, interests, and aspirations regarding policies, plans and regulations pertaining to the organization, location, distribution and functioning of educational institutions, programs, and support services;

(4) To undertake debates and facilitate dialogues to create consensus on vital issues regarding the direction and dimension of education, with emphasis on access, quality, relevance, standards at all levels, as well as costs and financing;

(5) To enhance transparency, accountability, and democratic tenets in the education sector such as would be transferable to other areas of nation building.

iii. Appointment of Members

The Minister shall appoint the members of the National Education Advisory Board, upon the approval of the President. The Board shall comprise the following individuals and institutions:

(1) Five (5) persons selected from the County School Boards of the fifteen (15) counties, done on a rotational basis as would ensure that all of the counties' boards are at different times represented on the Board. Membership of the County School Board shall rotate among the counties so that no County School Board chair shall serve on the National Education Advisory Board more than once in any three-year period;

(2) The Chairperson of the Council of the Monrovia Consolidated School System of Liberia;

(3) The President of the National Principal Association of Liberia, where one exist;

(4) The President of the National Teachers Association of Liberia, where one exist;

(5) The President of the Parent-Teacher Association of Liberia;

(6) One prominent Liberian Educator designated by the President;

(7) The Executive Secretary of the Association of Liberian Universities;

(8) One representative selected by the Federation of Labor Union;

(9) The President of the Liberian National Students Union (LINSU);

(10) One representative from the Civil Service Association;

(11) One representative from the Chamber of Commerce;
(12) One representative from the Association of Private School Operators;

(13) The national head of the West African Examination Council (WAEC);

(14) One representative selected from the Technical and Vocational Education Training Institute.

iv Tenure of members of the Board: Except for the institutional representatives, tenure of membership of the Board shall be for a term of three (3) years with eligibility for one re-appointment.

v. Rule Making Power of the Board: The Board shall set such rules, policies and regulations as shall be necessary for the governance of its operations.

c) County School System and Boards

i. Establishment of the County School System: There is hereby established a Consolidated School System in each County of Liberia to function and operate in a manner similar to that of the Monrovia Consolidated School System.

ii. Establishment of County School Boards: There is hereby established a County School Board for each county of the Republic, and whose offices shall be situated within the county headquarters. The model used by such Boards shall be patterned after the one that established the Monrovia Consolidated School System (MCSS), provided that the Minister is authorized to make such modification as may be needed to reflect changed situations in the Country.

iii. Functions of the County School Boards: The Functions of the County School Board shall be to:

(1) Facilitate, monitor and oversee the operation of all schools in the local county school system in accordance with the guidelines, policies and regulations promulgated by the Ministry. The County School Board shall work in tangent with the Chief Education Officer of the county who is charged with the management of the daily operations of the school system under contract with and direction of the Board;

(2) Ensure implement the Education Programs of the Ministry in accordance with the guidelines, policies, rules and regulations developed by the Ministry;

(3) Take responsibility for all educational activities within the borders of a given county or other prescribed area;
(4) Nominate or employ qualified professional and service personnel for the system, subject to the approval and confirmation of the Minister;

(5) Prepare and submit to the Ministry the budget and annual report of the operations of the schools within the respective domains;

iv. Membership of Each County School Board and Criteria for Appointment

(1) The membership of the County School Board shall be not less than seven (7) but not more than the number of education districts in the county, whichever is greater; provided, however, that the Ministry may determine such other limits as necessary, using the model of the MCSS;

(2) Each member of a County School Board must be a resident of the county and must possess knowledge and experience such as bring values and benefits to the operations of the local school system;

(3) Membership to the County School Board shall be a list prepared by the Minister of Education. Notice of the appointment to membership of the Board shall be by a letter duly signed by the Minister;

(4) Membership on the County School Boards shall reflect gender equity and balance in terms of the educational districts of the County.

v. The following categories of persons shall be precluded or disqualified from serving on the County School Board:

(1) Persons found guilty by a court of competent jurisdiction of a felony;

(2) Persons who are not citizens of Liberia;

(3) Persons who do not reside in the county;

(4) Persons who are members of the Legislature or who hold elected county offices; or are Presidential appointees.

vi. Appointment of Chairperson and Election of Vice Chairperson and other Officials

(1) Each County School Board shall have a Chairperson and a core of Officers elected at the first sitting of the Board. The CEO of the County shall serve as the Secretary of the Board. The Secretary shall cite the first meeting of the Board;
(2) Each County School Board shall have a vice chairperson who, along with other officials, shall be elected by the County School Board. The vice chairpersons shall act for the chairperson in the absence or disability of the chairperson, or where the chairperson is permanently disabled, dismissed or dies.

vii. Tenure of Members

(1) The members of the County School Boards shall each serve for a term of four (4) years, but may be reappointed for a second four (4) year term; provided, however, that no member shall serve on the Board for more than eight (8) consecutive years;

(2) For the purpose of continuity of institutional knowledge on the County School Board, the tenure of members shall be staggered such that four (4) of the seven (7) members appointed to the first Board shall each serve a term of two years; thereafter, each members appointed shall serve the term of four (4) year as provided in this Act.

(3) A member of a County School Board may be suspended or removed from office for proved misconduct, conviction of a misdemeanor or higher offense in a court of competent jurisdiction, sexual abuse or misconduct, gross insubordination and such other conduct as defined by the Civil Service Regulations.

viii. Guidelines and Rules to be set by Ministry: The Ministry is vested with the power and the authority to design and set such further guidelines and policies as may be necessary for the proper functioning of the County School Boards.

d) District School Boards: There is hereby established District School Boards within each County Consolidated School System of Liberia. The Ministry is authorized, in consultation with LISGIS and the Ministry of Internal Affairs, to establish the various districts constituting educational districts. The District School Boards, like the County School Boards, shall function in accordance with and be governed by the provisions above relating to the County School Boards, as to their functions, membership and tenure, except that these shall operate at the level of the districts. The District School Boards shall be responsible to the County School Boards and shall operate within guidelines, policies, rules and regulations developed by the Ministry.

e) Technical and Vocational Education

The Ministry shall design policies and guidelines for the establishment, management, financing and supervision of the Technical and Vocational Education Programs of Liberia.

f) Teacher Education

The Ministry shall design policies and guidelines for the establishment, management, training, supervision and financing of Teacher Education Programs for the country.
CHAPTER 5: ESTABLISHMENT OF SCHOOLS

5.1 Establishment of new Educational Facilities: Criteria:

The Minister shall establish policy guidelines and criteria regarding the establishment of new educational facilities for all categories of schools in the country.

a) Policy Guidelines for the establishments of schools

The Ministry shall establish policy guidelines regarding other requirements inclusive of schools now in existence but not in compliance with the land and other requirements. The Ministry shall also design policies to determine penalties for the unauthorized establishment of schools.

b) School Subsidies:

The Ministry shall establish policy guidelines regarding the provision of subsidies to all schools within the various classifications or categories of schools -- a, b, d, e and f.

c) Classifications of Schools:

The Ministry shall establish or cause to be established thru the Board of School Accreditation policy guidelines regarding the classification of schools into classes or categories a, b, c, d, e and f.

5.2 There shall be at least one (1) Multilateral Vocational School established in each county to provide training in vocational skill-development and job apprenticeship.

CHAPTER 6: TEACHERS AND EDUCATION ADMINISTRATORS

6.1 Recruitment

6.1.1 Every person to be employed or recruited as a teacher or administrator shall possess a teaching certificate or degree.

6.1.2 All recruitment shall be in line with the Civil Service Agency (CSA) recruitment procedures.

6.2 Qualifications and Eligibility Criteria

6.2.1 Teachers and Administrators

All teachers and administrators of schools, to be eligible to hold the positions enumerated herein, shall be licensed to teach and shall meet the following requirements:

a) For Senior Secondary School instructors and administrators, a minimum of a Bachelor's Degree in Education or its equivalent and an A- Certificate;
b) For Upper Basic Education (Junior Secondary) teachers and administrators, at least an Associate Degree from a recognized teacher training institute and a B-Certificate from the authority established under this Act that is empowered to issue Teachers' Certificates;

c) For lower Basic Education (Primary Schools) teachers and administrators, at least an Associate Degree for grades (4-6), and a high school diploma with at least one year of post-secondary teacher training at a recognized teacher training institution for grades (1-3); the person must also possess a minimum B or C Certificate.

6.2.2 Principals of Schools

a. Every public school within Liberia, having more than one teacher in its employ, shall be headed by a principal who, in the case of a public school shall be recruited on a competitive-merit basis by the local school board and then appointed by the Ministry of Education. In the case of private or faith-based schools, the recruitment and appointment shall be by the organization or institution, which owns the school;

b. Public school principals shall be subject to rules and regulations made by the Ministry and the local school boards, provided the local school board regulations and procedures do not contravene the national rules and requirements;

c. Principals of private and faith-based schools shall be subject to rules and regulations made by the Ministry.

6.2.3 Establishment of County Education Office

There is hereby established in each county a County Education Office that shall be located at the county seat of Government, to be headed by a County Education Officer. The County Education Office shall be the Central Education Office of the Ministry.

6.2.4 County Education Officers: Appointment and Tenure

a) Appointment

The Education Office of each county shall be headed by a County Education Officer (CEO) recruited on a competitive-merit basis and nominated by the County Education Board for appointment by the Minister, in line with rules, regulations and qualification criteria set by the Ministry, subject however to the qualification criteria set forth in section 6.3.3 below.

b) Tenure

The County Education Officer shall serve for a period of four (4) years and shall be eligible for appointment for a second four (4) year period; provided that no County Education Officer shall serve for more than two consecutive terms in the same County.
c) **Eligibility for Appointment**

The minimum eligibility criteria for appointment as a County Education Officer shall be:

i. a Master's Degree in Education with not less than two (2) years of active teaching, one of which may be principal of a secondary school; or

ii. A director of an education program either in the public, faith-based or private sector of the education system; or

iii. A Bachelor's Degree in education with a minimum of five (5) years in education, one of which shall be service as a District Education Officer or its equivalent in the private or faith based sector, and two of which shall be service as a high school principal or director of an educational program or project.

d) **Functions of County Education Officer**

The County Education Officer, as the head of the County Education Office, shall have the following functions and responsibilities:

i. Be responsible for the operations of the school system in the county, including responsibility for the personnel of the system and the education programs of the county;

ii. In coordination with the County School Board, prepare and submit to the Minister for approval the list of positions required to set up the County Education Office;

iii. Prepare the budget covering all aspects of operations of the County Education Office and all aspects of the school system, subject to the approval of the County Education Board, and submission to the Ministry for approval and inclusion in the annual budget of the Ministry;

iv. Supervise the implementation of all relevant national education policies, regulations, decisions, programs and development projects through District Education Officers, as directed by the Ministry;

v. To make regular quarterly and annual or special reports to the Deputy Minister for Instructions, with a summary of the monthly and annual reports received from District Education Officers for the reporting period;

vi. Serve as a member of the County School Board;

vii. Relay to private schools in the County the national education policies, decisions, development and training programs affecting their operations.
6.3. District Education Offices and Officers

6.3.1 Establishment of District Education Offices

There is hereby established in each county education or school districts, as defined and created by the Ministry, in consultation with the Ministry of Internal Affairs, a District Education Office.

6.3.2 Appointment of District Education Officer.

There is hereby created the position of District Education Officer to head each District Education Office. The District Education Officer shall be appointed by the County School Board, with the approval of the Minister, in line with rules and regulation established by the Ministry, and subject to the qualification criteria set forth by the Minister.

6.3.4 Tenure

A District Education Officer (DEO) shall serve for a period of four (4) years and shall be eligible for re-appointment by the Minister based on recommendation of the County School Board, provided that the sitting DEO shall have conformed to the same application process each time as everyone else.

6.3.5 Functions

The District Education Officer shall have and perform the following duties:

a) Prepare and submit to the County Education Officer and the County School Board for approval the list of positions required for the proper functioning of the District Education Office, as well as a budget covering personnel, office supplies, office furniture, fixtures and equipment, etc. required by the District Education Office;

b) Supervise the implementation of all relevant national education policies, regulations, decisions, programs and development projects through public and private schools located within the district, as directed by the County Education Office and the County School Board;

c) Make regular quarterly and annual or special reports to the County Education Officer and the County School Board, with a summary of the monthly and annual operations reports received from the authorities of all schools in the School District. Annual Reports from the District Education Officer shall be submitted to the County Education Office for inclusion in the County Education Office Annual Report;

d) Serve as an ex-officio member of the District School Board of the District;

e) Relay to private schools in the District the national education policies, decisions, development and training programs affecting their operations.
6.3.6 Licensing of Teachers

a) No person shall be licensed to teach, whether part-time or full time, within the education sector unless that person holds a professional or teaching certificate;

b) A full time teacher is required to teach a minimum of 65-70% of normal school hours, but such teaching time for a full time teacher shall not exceed 90% of normal school hours to allow time for preparation for lessons, record keeping, counseling, etc. All full time teachers must spend the entire school day on the school premises unless otherwise exempted by the principal;

c) A part-time teacher refers to an individual who teaches less than the 65% of normal school hours required of a full-time teacher.

6.3.7 Registration of Teachers

Every licensed teacher shall be registered within the teachers’ registry of the Ministry prepared in accordance with the procedures regulating the registration of teachers as prescribed by the Ministry.

6.3.8 Cancellation of Certificates

The Ministry shall have the right, authority and power to cancel, suspend, withdraw, revoke any certificate, or license if:

a) The certificate or license issued was obtained by fraud or mistake; or

b) The holder of a certificate or license violates the code of conduct developed and approved, and disseminated by the Ministry; or

c) The holder of a teaching certificate or license is found guilty of a misdemeanor or higher offense by a court of competent jurisdiction.

6.3.9 Annual Appraisal of Teachers.

Every teacher shall be appraised annually by the principal in keeping with the guidelines and procedures developed by the Ministry. The Principal of a school, in keeping with the guidelines and procedures developed by the Ministry shall, each year, appraise every teacher in his or her school, and those falling short of expected performance shall be subjected to retraining and where such retraining fails to enhance the performance the teacher shall be dropped from the system.

6.3.10 Appointments, Transfers and Dismissals of Teachers, Principals and Education's Officers

Appointment, transfers and dismissals of teachers, principals and Education Officers shall be governed by rules, procedures and guidelines set forth by the Ministry and the result of administrative hearing.
6.3.11 **Pensions:** A public school teacher or an employee of the Ministry shall retire and be entitled to such benefits as are provided under the Pension and Social Security laws of Liberia.

6.3.12 **Sick leave and Maternity Leave:**

a) **Teacher:**

i. A sick teacher shall be given fourteen (14) days of sick leave with full salary;

ii. A certificate from a licensed physician stating the nature and length of illness shall be required;

iii. A teacher being treated traditionally shall show proof of illness;

iv. Additional sick leave shall be granted a teacher upon application to the teachers’ immediate supervisor supported by recommendation from a medical doctor.

b) **Pregnant Teacher**

A teacher who becomes pregnant shall be entitled to three (3) months maternity leave with full salary and benefits as provided for under the Civil Service Act and the Civil Service Regulations.

6.3.13 **Salary and incentives for teachers and administrators**

Salary for public school teachers and administrators shall be commensurate with their qualifications and experiences with due consideration to the location of the assignment whether rural or urban and to the subject matter to be taught. The Minister after consultation with the national budgetary authorities is authorized to issue and promulgate regulations to govern such salaries and incentives.

6.3.14 **Scholarship for Teachers and Administration Personnel**

Scholarships for teachers and administrative personnel shall be awarded in line with rules and procedures governing scholarship programs of the Ministry.

**CHAPTER SEVEN: OFFENSES**

7.1 **Administrative Offenses**

The following shall constitute administrative offenses under the Act and are punishable in accordance with the Civil Service Act and the Civil Service Standing Orders. In the absence of specific reference to an offense in either the Civil Service Act or the Standing Orders, the Minister in consultation with the Director-General of the Civil Service shall issue and promulgate the punishment for the offense:
a) Insubordination to superior;
b) Dereliction of Duty;
c) Absence without leave;
d) Fighting or disturbing at work places;
e) Falsification of grades documents and signature;
f) Soliciting or offering bribes;
g) Soliciting money that is unauthorized by school administrators from students or parents.

7.2 Administrative Hearings

7.2.1 Hearings and investigations in administrative and sexual offense cases or complaints shall first be conducted by a Board of Inquiry empanelled by the District School Board. All complaints shall be filed in writing to the Chairman of the District School Board who, in consultation with the members of the Board shall empanel an ad-hoc Board of Inquiry and Discipline. All hearings and investigations into complaints within the county school system shall be governed by the principle of due process. Decision of a Board of Inquiry and Discipline shall be appealable to the full membership of the District School Board whose decisions are appealable to the County School Board, whose decisions are appealable to the Minister of Education.

7.2.2 A party may appeal from the decision of the County School Board to the Minister who, upon receipt of the appeal, appoints an Administrative Panel of Inquiry headed by the legal counsel of the Ministry to hear and decide on the appeal. Decisions of the Minister's Administrative Panel of Inquiry shall be appealable to a statutory court of competence jurisdiction within the legal system of Liberia.

7.2.3 Administrative Penalties

Penalties for administrative offenses shall be in line with the Civil Service Act. Administrative penalties shall include suspension, dismissal or other actions of an administrative nature.

7.3 Other Offenses

7.3.1 Sexual Offenses

The below listed offenses shall be considered as sexual offenses which criminalized under the Penal Law of Liberia shall be prosecuted in a criminal court of competent jurisdiction and be governed by the Criminal Procedure Law, and the penalty shall be as prescribed by the Penal Law:

a) Sexual coercion, intimidation or blackmail;
b) Sexual assault;
c) Sexual abuse;
d) Impregnating student;
e) Rape & Gang Rape.
7.3.2 Immediately upon learning of any of the enumerated offenses, which are criminal in nature, as defined by the Penal Law, the school authority shall inform the appropriate governmental authority so that the matter can be expeditiously addressed with the minimum interruption in the school's programs.

CHAPTER EIGHT: OTHER REGULATIONS

8.1 Language of Instruction

8.1.1 The primary language of instruction for all grade levels shall be English, along with such local language as may be determined by the individual County School Boards.

8.1.2 A local language shall be taught in each county beginning at the Basic Education level.

8.1.3 The teaching of French in all schools as part of the school's curriculum shall be required for all secondary students.

8.2 Education Day

8.2.1 The last Friday in September of each year shall be observed as Education Day and shall be a working holiday day.

8.2.2 Educational instructors and educators shall execute appropriate programs in observance of the day.

8.3 School Days

8.3.1 The Ministry shall prepare the school calendar for the conduct of schools.

8.3.2 (a) The annual school year shall consist of six (6) marking periods, a number of tests, and two semester examinations as shall be determined and published by the Ministry of Education.

(b) Each school year shall have a minimum of two hundred (200) school days exclusive of holidays.

(c) Each calendar year shall be divided into two (2) semesters, each of which shall consist of a minimum of one hundred (100) days.

(d) The Minister of Education is hereby authorized and empowered to prescribe, promulgate and publish regulations governing instructional standards to be maintained and codes of conduct, including appropriate dress codes, in respect of the administration of all early childhood, primary, secondary, technical and vocational schools within the Republic of Liberia.

8.3.3 Classes shall be held a minimum of five (5) days a week, a minimum of five (5) hours per day and a minimum of 200 teaching days per year.
8.4 Class Size

8.4.1 The Minister shall set and publish guidelines and regulations from time to time as to the pupil-teacher-ratio (PTR) for all categories and levels of classes and schools.

8.4.2 Notwithstanding the above, the Minister shall have the authority to make such downward adjustment of the Pupil to Teacher Ratio (PTR) per class as may be deemed necessary for the enhancement and quality output of students.

8.5 Transfer of Pupils

The transfer of pupils from one school to another shall be regulated by policy guidelines prescribed by the Ministry.

8.6 Conduct of Pupils

Pupils conduct shall be regulated by the policy guidelines prescribed by the Ministry.

8.7 Suspension of Students

8.7.1 Each school shall have a handbook, which shall stipulate the conduct of students, which constitute misconduct punishable by suspension. The provision in the school handbook shall be in harmony with that stated by the Ministry.

8.7.2 The handbook of each school shall stipulate conduct which, defined as grave or severe, shall warrant the expulsion of the student.

8.7.3 The suspension or expulsion of a student shall be based on the result of a hearing conducted in line with the concept of due process.

8.8 Teacher Records and Reports

8.8.1 Each public, private and faith based school shall keep adequate records of their pupils, which shall include admission, drop-outs, graduation, attendance, tuition, fees, student standing in each subject and conduct. Records, which are not of a confidential nature, shall be open for inspection by all upon request.

8.8.2 Each school shall be required to keep a copy of the Education Law and other educational, regulatory documents and guidelines promulgated by the school as well as by the Ministry.

8.9 Courses and Textbooks

Specified courses and textbooks prescribed by the Ministry shall be used by all schools within the Republic. Any other course or textbook added by a school to the officially prescribed courses or textbooks shall not prejudice compliance or burden the normal advancement of the student.

Education Reform Act of 2011
8.10 Sports, Athletics and Physical Education

8.10.1 Sports, athletic and physical education shall constitute an integral part of the nation’s school curriculum and programs at all levels.

8.10.2 All schools shall be required to construct, as part of their physical infrastructure, fields, courts, gyms and other facilities for the promotion of athletics, gymnastics, football, basketball, and other psychological, bodybuilding and skill-development activities.

8.10.3 Home economics, basic agriculture and computer literacy shall be included in the national curriculum of Liberia.

8.11 Patriotic Observances in School

8.11.1 The flag of the Republic of Liberia and that of the County shall be displayed daily before each school building within the Republic.

8.11.2 The hoisting of the National Flag and pledge of allegiance to the Republic of Liberia shall be raised and recited at the beginning of each school day.

8.11.3 The National Anthem and the “Lone Star Forever” shall be sung at every school assembly.

8.12 West African Examination Council (WAEC)

8.12.1 West African Examination Council (WAEC) shall be the examination body designated by the Ministry to administered promotional examinations of the students in the 9th and 12th grades.

8.12.2 Candidates who pass in division 1(one) in senior secondary exam administered by WAEC shall be eligible for admission to any tertiary institutions without sitting for entrance exam.

8.13 Loan

Teachers and administrators shall be entitled to loan from any reputable financial institutions and the Ministry shall as directed by the employee undertake the stipulated salary deductions and make payment directly to creditor.

8.14 Tertiary Education

The Ministry shall deal with tertiary institution via their Act and the National Commission on Higher Education Policy.

8.15 Insurance

8.15.1 Teachers and administrators within the public school system shall be entitled to group medical and health insurance of their choice. The Ministry and the National Teacher Association of Liberia shall jointly select the insurance company/companies. All payments of such insurance shall be effected through salary deductions from the employee’s monthly salary.
8.15.2 Insurance Policy education awareness shall be conducted by the company/companies selected to provide the coverage.

CHAPTER NINE: FINANCING EDUCATION

9.1 Government as Primary Financier of Public Education

As part of its responsibilities, the Government shall be the primary financier of public education; as such, public education shall be financed from the national budget. In addition, the following shall be committed to funding education in the country.

a) In addition to the recurrent Government budgetary appropriation for education, all concession agreements for investment in the extractive mineral and other non-renewable resource sector, as well as in the agriculture sector and in major privatization contracts, shall require that sixty percent (60%) of any signature fees realized shall be allocated to the education budget; and the terms and conditions of all such agreements and contracts shall include a negotiated fixed annual amount as social responsibility fee for education which, when paid, shall be made available as transfer and/or subsidy to the annual cost of education in Liberia.

b) In case of any substantial market failure or other severe external interventions which adversely affects the Ministry’s budget, the Government shall consider as a priority an increase in the Ministry’s budget to offset the negative impact on the budget;

c) The Ministry shall encourage private-public partnership so that competition in the market for education becomes attractive;

d) A National Student Loan Program is hereby established. The program shall be funded through Government budgetary appropriations and private donations and contributions. The Minister shall promulgate guidelines and regulations to govern the administration of the program.

e) Amounts realized from the programs stated in (a) and (b) shall, in order to do this, be administered by the County Education Board for the delivery of quality education to the citizens of the county;

f) Tuition and fees charged for the operation of Government schools shall be determined by the County School Board in consultation with the Minister of Education;

g) Tuition and fees charged by private and faith-based schools shall be in accordance with the guidelines established by the Ministry.

CHAPTER 10: EFFECTIVE DATE

10.1 This Act shall take effect immediately upon publication into handbill;

10.2 ANY LAW TO THE CONTRARY NOTWITHSTANDING
CHIEF CLEARK, HOUSE OF REPRESENTATIVES

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26, 2011 @ 11:25 GM'T.

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2011

AN ACT TO REPEAL AN ACT TO ADOPT THE EDUCATION LAW OF A.D. 2001, APPROVED JANUARY 8, 2002 AND ALL LAWS AMENDATORY THERETO, TO AMEND CERTAIN PROVISIONS OF CHAPTER 26 OF THE EXECUTIVE LAW, AND TO ENACT IN THEIR STEAD A NEW EDUCATION REFORM ACT OF 2011, TITLE 10, LIBERIAN CODE OF LAWS REVISED

VICE PRESIDENT OF THE REPUBLIC OF LIBERIA/ PRESIDENT OF THE SENATE.

SECRETARY, LIBERIAN SENATE, R.L.

SPEAKER, HOUSE OF REPRESENTATIVES, R.L.

CHIEF CLERK, HOUSE OF REPRESENTATIVES, R.L.
2011

SIXTH SESSION OF THE FIFTY-SECOND LEGISLATURE OF
THE REPUBLIC OF LIBERIA

SCHEDULE OF THE SENATE’S ENROLLED BILL NO. 5, ENTITLED:

“AN ACT TO REPEAL AN ACT TO ADOPT THE EDUCATION LAW OF A.D 2001,
APPROVED JANUARY 8, 2002 AND ALL LAWS AMENDATORY THERETO, TO
AMEND CERTAIN PROVISIONS OF CHAPTER 26, OF THE EXECUTIVE LAW, AND TO
ENACT IN THEIR STEAD A NEW EDUCATION REFORM ACT OF 2011, TITLE 10,
LIBERIAN CODE OF LAWS REVISED.

PRESENTED TO THE PRESIDENT OF THE REPUBLIC OF LIBERIA FOR
EXECUTIVE APPROVAL.

APPROVED THIS 8th DAY OF August A.D. 2011

AT THE HOUR OF 1:00 p.m.

THE PRESIDENT OF THE REPUBLIC OF LIBERIA