



CONSTITUTION OF TREASURELAND ACADEMY

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VISION STATEMENT:

To be a leading centre of excellence in Nursery, Kindergarten, Primary, and Junior High education, nurturing confident, innovative, and compassionate lifelong learners through the Montessori philosophy, while equipping every child with strong STEM and ICT competencies, critical thinking skills, creativity, and ethical values to thrive in an ever-changing global society.

MISSION STATEMENT:

Our mission is to provide a safe, inclusive, and stimulating learning environment where every child is inspired to reach their full potential through the Montessori approach. We are committed to delivering high-quality education that integrates STEM and ICT, fosters creativity, critical thinking, problem-solving, leadership, and character development, while partnering with parents and the community to prepare learners to become responsible, confident, and globally competitive citizens.

CORE VALUES:

1. Excellence

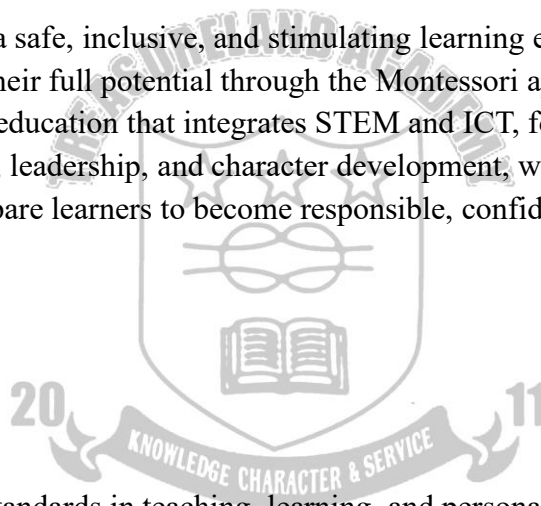
We strive for the highest standards in teaching, learning, and personal achievement.

2. Integrity

We uphold honesty, responsibility, accountability, and ethical behaviour in all that we do.

3. Respect

We value every individual, promote diversity, and foster kindness, empathy, and mutual respect.





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4. Innovation

We encourage creativity, curiosity, critical thinking, and problem-solving through STEM and ICT education.

5. Independence

Guided by the Montessori philosophy, we nurture confident, self-directed, and lifelong learners.

6. Collaboration

We promote teamwork, effective communication, and strong partnerships among learners, staff, parents, and the wider community.

7. Discipline

We cultivate self-discipline, resilience, punctuality, and responsible decision-making.

8. Service

We inspire learners to contribute positively to their school, community, and nation through compassion and leadership.

9. Environmental Stewardship

We foster appreciation for nature and encourage sustainable practices and responsible use of resources.

10. Faith and Moral Values

We promote strong moral principles, compassion, honesty, and respect for God and humanity.



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CONSTITUTION FOR STAFF OF TREASURELAND ACADEMY

PREAMBLE

We, the staff of Treasureland Academy, recognizing our responsibility to provide quality education, promote discipline, uphold professionalism, and protect the welfare of every learner, do hereby adopt this Constitution as a guide for our conduct, responsibilities, and relationships within the school community.

ARTICLE 1: CONSTITUTION OF TREASURELAND ACADEMY

This shall be known as the staffs' Constitution of Treasureland Academy.

ARTICLE 2: PURPOSE

The purpose of this Constitution is to:

1. Promote professionalism among teachers.
2. Ensure quality teaching and learning.
3. Foster teamwork and mutual respect.
4. Maintain discipline and accountability.
5. Protect the rights and welfare of teachers, non-teaching staffs and learners.
6. Support the vision and mission of the school.



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ARTICLE 3: CORE VALUES

Every teacher / staff shall uphold:

1. Integrity
2. Professionalism
3. Respect
4. Discipline
5. Excellence
6. Honesty
7. Teamwork
8. Confidentiality
9. Commitment
10. Child protection



ARTICLE 4: RIGHTS OF TEACHERS / NON-TEACHING STAFF

Every staff has the right to:

1. Be treated with dignity and respect.
2. Work in a safe and conducive environment.
3. Receive fair remuneration as agreed by management.
4. Participate in staff meetings and decision-making where appropriate.
5. Access professional development opportunities.
6. Be heard before disciplinary action is taken.
7. Receive necessary teaching resources where available.



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ARTICLE 5: RESPONSIBILITIES OF TEACHERS / NON-TEACHERS

Every staff shall:

1. Report to school punctually every working day.
2. Prepare lesson notes and teaching materials before class.
3. Teach according to the approved timetable.
4. Mark exercises, assignments, and examinations promptly.
5. Maintain accurate attendance and assessment records.
6. Supervise learners during school hours.
7. Dress professionally and modestly.
8. Treat all learners fairly without discrimination.
9. Protect school property.
10. Maintain confidentiality regarding school matters.
11. Support school programmes and extracurricular activities.
12. Be a positive role model.

ARTICLE 6: PROFESSIONAL CONDUCT

Teachers / Non-teachers shall:

1. Speak respectfully to learners, parents, colleagues, and management.
2. Avoid insulting, abusive, or threatening language.
3. Avoid corporal punishment except as permitted under applicable school policy and Ghanaian law.
4. Never engage in bullying or harassment.
5. Maintain professional boundaries with learners.
6. Avoid conflicts of interest that affect school duties.
7. Refrain from using mobile phones during lessons except for teaching purposes.



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ARTICLE 7: ATTENDANCE AND PUNCTUALITY

Teachers / Non-teachers shall:

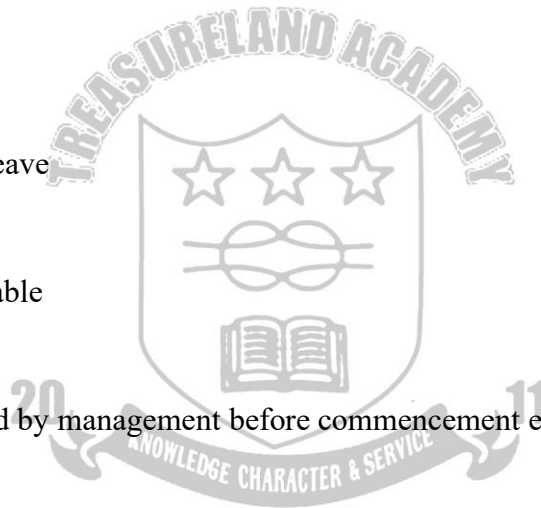
1. Arrive before the official reporting time.
2. Attend morning assembly and assigned duties.
3. Notify management in advance when unable to report to work.
4. Obtain approval before leaving school during working hours.
5. Attend all mandatory meetings.

ARTICLE 8: LEAVE

Teachers may apply for:

1. Sick leave
 2. Maternity or paternity leave
 3. Compassionate leave
- Study leave where applicable

All leave shall be approved by management before commencement except in emergencies.



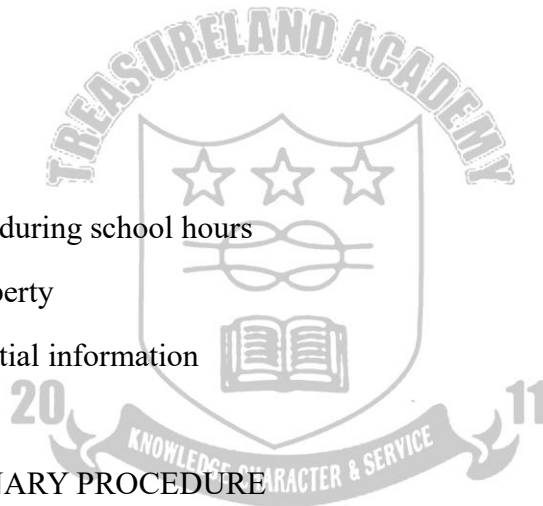


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ARTICLE 9: DISCIPLINE

The following constitute misconduct:

1. Habitual lateness
2. Absenteeism without permission
3. Negligence of duty
4. Insubordination
5. Dishonesty
6. Examination malpractice
7. Theft
8. Fighting
9. Sexual harassment
10. Alcohol or drug abuse during school hours
11. Damage to school property
12. Disclosure of confidential information



ARTICLE 10: DISCIPLINARY PROCEDURE

Where misconduct occurs:

1. Verbal warning.
2. Written warning.
3. Disciplinary hearing.
4. Suspension where necessary.
5. Termination of appointment for serious or repeated misconduct.

Every teacher shall be given the opportunity to respond before any disciplinary decision is made.



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ARTICLE 11: STAFF MEETINGS

1. Meetings shall be held as determined by management.
2. Attendance is compulsory unless excused.
3. Members shall actively participate.
4. Decisions shall be respected and implemented.

ARTICLE 12: RELATIONSHIP WITH PARENTS

Teachers shall:

1. Communicate respectfully with parents.
2. Maintain confidentiality.
3. Refer major concerns to school management where necessary.
4. Avoid arguments with parents.

ARTICLE 13: USE OF SCHOOL PROPERTY

Teachers shall:

1. Use school property responsibly.
2. Return borrowed materials.
3. Report damaged equipment immediately.
4. Avoid unauthorized personal use of school resources.



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ARTICLE 14: CHILD PROTECTION

Every teacher shall:

1. Safeguard the welfare of every learner.
2. Report suspected abuse immediately.
3. Avoid any form of exploitation.
4. Treat all children equally and with respect.

ARTICLE 15: AMENDMENT

This Constitution may be amended by school management after consultation with the teaching staff. Amendments shall be communicated in writing and become effective upon approval.

ARTICLE 16: ENFORCEMENT

Every teacher shall receive a copy of this Constitution upon appointment and shall sign an acknowledgment confirming that they have read, understood, and agreed to comply with its provisions.



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DECLARATION

By accepting employment at Treasureland Academy, every teacher agrees to uphold this Constitution and to work diligently in promoting academic excellence, discipline, and the overall development of every learner.

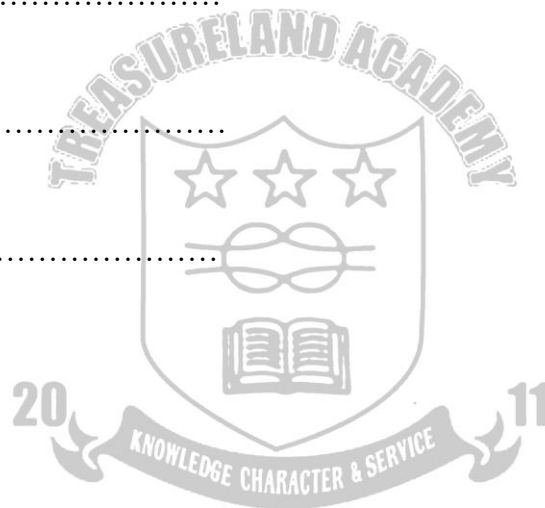
Signed:

Director:

Headteacher:

Teacher:

Date:





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ACKNOWLEDGMENT OF ACCEPTANCE OF THE TREASURELAND ACADEMY CONSTITUTION

Date: _____

To:

The Director / Management

Treasureland Academy

Subject: Acknowledgment of Acceptance of the Treasureland Academy Constitution

I, _____, hereby
acknowledge that I have received a copy of the Treasureland Academy Constitution.

I confirm that I have read, understood, and accepted the contents of the Constitution,
including the rules, policies, procedures, code of conduct, and expectations governing my duties
and responsibilities as a member of staff of Treasureland Academy.

I undertake to comply fully with all provisions of the Constitution and any amendments
that may be made by the Management from time to time. I understand that failure to adhere to
the Constitution and the school's policies may result in disciplinary action in accordance with the
established procedures of the Academy.

I further pledge to uphold the vision, mission, core values, and reputation of Treasureland
Academy by conducting myself professionally, ethically, and in the best interest of the school, its
learners, parents, colleagues, and the wider community.

This acknowledgment serves as my voluntary acceptance of the Treasureland Academy
Constitution and my commitment to abide by its provisions throughout my period of
employment.



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Employee's Name: _____

Position: _____

Staff ID (if applicable): _____

Signature: _____

Date: _____

For Official Use

Received by: _____

Position: _____

Signature: _____

Date: _____

