

B.P. 3189
Dakar, Senegal
West Africa

Dakar Academy



Our Mission

To provide quality primary and secondary education for missionary children, and other children as space permits, from an evangelical Christian perspective, utilizing curriculum compatible with American school systems, and also provide boarding for missionary children.

Boarding Home Philosophy

The boarding program is a vital part of Dakar Academy and therefore, operates under the general school vision and mission statements. Responding to the need of men and women who have answered the call of God to serve as missionaries, the boarding program exists to provide a caring, happy, trusting, and homelike situation where students can grow and mature in a healthy, wholesome atmosphere.

The boarding home is to be viewed as an extension of the family unit as instituted by God. However, the greatest natural influence on the development of any child, including boarding students, is his/her own home. Parenthood is a God-given responsibility. The boarding home parents, therefore, must work in close cooperation with the parents, considering their values, cultural background and beliefs, and seek their input and advice concerning their child's development. The parents, in turn, share in their responsibility of raising their child by maintaining open lines of communication with the boarding home parents and their child. It is imperative that the parents and the boarding home parents are mutually supportive of each other.

Boarding home parents must model a godly, Spirit-filled life before the students, recognizing their responsibility to teach and guide the students in accordance with God's Word (Deut. 6:1-7). Bible study and devotional life should be designed to develop intimacy with Jesus Christ and a consistent Christian philosophy in the student. Rules and discipline should promote self-discipline by leading the student to respect and revere God and all God-instituted authority (Heb. 13:17). The total boarding program should create an atmosphere which will encourage and stimulate awareness and respect for the culture in which they live.

Unconditional love must be foundational to all relationships. Boarding home parents should view each child as a unique creation of God who needs to develop his/her gifts and abilities to the highest potential based on a proper understanding and acceptance of himself/herself as God has made him/her (Ps. 139:13,14).

It is imperative that the boarding staff operates as part of a team, including teachers, administrators, boarding home parents, and parents. Each member of this team is working toward the same purpose: guiding young people to reach their full potential in Christ (Phil. 3:13, 14).

In order to most effectively meet the needs of boarding students, it is crucial that the boarding home parents receive on-going in-service and professional development.

In conclusion, the task of being boarding home parents is a very challenging one. They should consider this task as a very valuable ministry and must, therefore, view each student as an opportunity to impact his/her young life, a ministry given to them by the Heavenly Father.

Table of Contents

INTRODUCTION	4
EXPECTATIONS AND HOME LIFE.....	4
Guidelines and Policies! WHY?	4
WHAT LINENS TO BRING	5
SCHEDULES, BREAKS, AND VACATION	5
Curfew	5
Meal Times.....	5
Orientation.....	5
Travel	6
Boarding Home Closures.....	6
AFTER SCHOOL AND WEEKEND ACTIVITIES	7
Public Transportation	7
Swimming Precautions.....	7
ADDITIONAL BOARDING FEES	7
Activity Fee.....	7
Incidental Accounts	8
Extra Fees.....	Error! Bookmark not defined.
DRESS CODE	8
DA's Dress Code.....	8
MEDICAL CARE	9
LAUNDRY	9
PROPERTY: SCHOOL AND PERSONAL	9
School	9
Movies, Videos, and Music	10
Personal	10

GUESTS	11
Spending the Night with Friends on Weekends.....	11
COMMUNICATION	11
Phone	11
E-Mail	12
Regular Mail	12
BOARDING HOME DISCIPLINARY PROCEDURES	12
Suspension	12
PUBLIC DISPLAY OF AFFECTION	13
Dating.....	13
REPORTING INCIDENTS OF ABUSE AND HARASSMENT	13
ADVOCACY	13

Boarding Home Handbook

Partners in Mission for the Next Generation

INTRODUCTION

This handbook is designed to help you begin to understand what life will be like in our boarding home. Please take the time to read it carefully and don't hesitate to ask questions. We are available for your physical, emotional, and spiritual needs at any time. Feel free to share with the staff what works best for you, in regard to how you appreciate being approached, consulted, and even disciplined. We encourage suggestions for improvement from each family. The objective is to make your adjustment into the boarding home as easy and stress free as possible.

The boarding home staff is committed to making your living situation caring, warm, friendly and comfortable. Our hope is that you make this more than just a place to sleep and study. We want you to regard it as your home away from home. We realize we can't replace your real family, but our desire is to create a family-type environment. Dakar Academy boarding homes try to operate as much as possible like a Christian family unit. We serve family style meals, endeavor to have family devotions and do things together (e.g. church, outings) to promote a family atmosphere.

Welcome to your new home away from home! Please relax and get to know your new brothers and sisters as well as the staff.

EXPECTATIONS AND HOME LIFE

Guidelines and Policies! WHY?

You are all individuals with different expectations, different families, and different life experiences. Some families are very strict in all areas, others are strict only in some, and others are very easy going. The *Boarding Home Handbook* is a set of guidelines and policies that reflect the values of Dakar Academy. With rules everyone knows where the boundaries are and what will happen should you cross them. Living in a residence program does take some flexibility, but learning to function in this situation is an important life skill. While we understand that the adolescent years are marked by a growing sense of individualism, you and your parents need to know what our guidelines are and that we will hold to them.

In a group-living situation everyone must meet certain expectations. The policies of the Dakar Academy boarding homes have been carefully developed to promote respect for each person's welfare and property, and to ensure that you will be an asset to the boarding home, school and community. Self-discipline, sound judgment and good manners are displayed by all the staff members and are expected from all occupants in the boarding home.

Every student considering living in the boarding home should meet the following expectations:

- Demonstrate a proper and healthy respect for...
 - boarding home staff
 - other students
 - nationals
 - adults (addressing them properly, etc.)
 - the property of others (books, clothing, toiletries, personal effects, etc.)
 - Good personal hygiene, cleanliness, and proper etiquette
- Each resident should be able to...
 - give a courteous and truthful response when answering questions
 - listen without interrupting

- complete homework assignments in a timely manner and with *minimal supervision*
- keep room clean
- share in household chores and responsibilities

Parents should take note of these expectations and make certain that their children are ready to assume these responsibilities.

WHAT LINENS TO BRING

Each student will need to bring the following linens with him to DA:

- 1 pillow
- 2 pillow cases
- 2 sets of single bed sheets
- blanket (Jan - March get cold!)
- 2 bath towels
- 2 hand towels
- 2 wash cloths
- beach towel (optional)
- bedspread/comforter (optional)

A linen fee of \$50.00 can be paid to the dorm in lieu of bringing the above linens if that is more convenient

SCHEDULES, BREAKS, AND VACATION

Since each boarding home is considered its own unique home, the daily routine may vary from home to home. Each home will have devotions, meals, and activities to meet the needs of its residents. Classes begin at 8:00 am and end at 3:10 pm, Monday through Friday.

Curfew

Everyone needs to be inside the boarding home at the designated curfew time. The curfews are designed to help the residents settle down for the evening and finish their remaining studies.

Middle School

Sunday through Thursday	8:00 pm
Friday and Saturday	10:00 pm

High School

Sunday through Thursday	8:00 pm
Friday	11:00 pm
Saturday	10:00 pm

Meal Times

Meals are served family style in the boarding homes, so everyone is expected to be there when the meal is served. Exceptions will be made for school activities that run late. Visitors should not be in the boarding homes during meal times unless invited by the boarding home parents.

Orientation

- ❑ An orientation to the boarding program will be held at the beginning of every year.
- ❑ Every new boarding home resident, accompanied by at least one parent, is required to attend the orientation. (Exceptions must be cleared through the Dorm Administrators.)
- ❑ Dates for the orientation will be set before the end of the previous school year.

Travel

Arrival Days:

- The purchase of ALL airline tickets is the responsibility of the parents.
- Parents **MUST** notify dorm parents of student's arrival **at least three days** in advance.
- A return ticket should be brought by every student arriving by air every time a student checks into the dorm.
- Early arrivals **must** be approved by the Dorm Administrators. Permission will primarily be granted only when international flights schedules require it.

Departure Days:

- This is the day after the last day of classes.
- Any student wanting to depart later than departure day **MUST** obtain approval from the Dorm Administrators. (Permission will primarily be granted only when required by international flight schedules.)

It is also the responsibility of the parent to ensure that all passports are up to date and necessary visas are acquired.

- If your child's passport will expire during the school year, please renew it before your child comes to the boarding home or make arrangements with someone in your mission to take care of this for you during the school year.
- The government of Senegal requires that anyone age 15 or older carry a *Carte D'Identite D'Etranger* with them at all times.

All identification must be valid for your child to remain in the boarding home. (This is for security reasons.)

For returning residents, arrangements can be made to store your child's belongings in the boarding home during the summer break. The items would be stored at the resident's own risk.

Boarding Home Closures

The boarding homes will be closed for:

- ❑ Christmas
- ❑ Spring break
- ❑ Summer vacation
- It is the parent's responsibility to make arrangements for their child during these breaks.
- Permission to miss classes due to early departure or late arrival must be obtained from the school administration and will be discouraged .
- The student must arrange for all make-up school work he has missed. Failure to do so could jeopardize class grades and possibly result in the failure of a course.

AFTER SCHOOL AND WEEKEND ACTIVITIES

You are a boarding home resident, therefore when the bell rings at the end of the school day, you are still in the care of Dakar Academy and the boarding home staff. There are certain rules that have been set in place for your well-being and safety.

- ❑ The boarding home staff would like you to return to the boarding home within the first 1/2 hour after school and inform them of your plans for the afternoon as it is important for us to know your whereabouts.
- ❑ **You must always ask permission to leave the school campus. There are no exceptions to this rule.** Boarding home residents in grades 1-6 will not be allowed to leave the campus without adequate supervision.
- ❑ *Residents in grades 7-12 will be allowed to leave the campus unsupervised under the following conditions:
 - Your parents indicated on your annual permission slip that they would allow you to leave the campus unsupervised.
 - You have informed the boarding home staff of your plans and have received permission from them to leave the campus.
 - You clearly understand any restrictions and when you are to be back.

When you go off campus you are representing Dakar Academy; therefore, all D.A. rules apply at all times.

Public Transportation

If your parents indicated on your annual permission slip that they would allow you to use public transportation (taxis only) the following guidelines apply:

- ❑ If you are a resident in grades 1-8 you cannot use public transportation without adult supervision.
- ❑ Residents in grades 9-12 may ride in a taxi under these conditions:
 - there is a group of 2 or more (3 or more for groups of girls)
 - after dark, groups must have at least one approved (by the boarding home staff) male in the taxi

Swimming Precautions

Dakar has some beautiful beaches; some of which have proven to be very hazardous. Therefore for your safety:

- ❑ Residents going on any swimming trip to the beach will be accompanied by at least one adult.
- ❑ Residents will not be allowed to swim unless with a buddy.
- ❑ Residents will not be allowed to swim where safety equipment (ring buoy & throw rope) is not available.

ADDITIONAL BOARDING FEES

Dakar Academy is located in one of the most modern cities in West Africa. There are many kinds of outings and activities in which to participate. Therefore it is necessary to require fees in addition to room, board and tuition.

Activity Fee

- ❑ 50,000 cfa (or USD equivalent) will be required for each student each semester.
- ❑ This fee can be paid directly to the boarding home parent or through the school business office.
- ❑ These funds cover meals, snacks and transportation for events such as WAIST, SIPS, Harvest Fest, camping trips, youth group retreats, go-carts, paint ball, etc.

- ❑ This does not take the place of an allowance or an emergency fund.

Incidental Accounts

- ❑ This fund provides students with an allowance and encourages a greater degree of responsibility in handling money.
- ❑ Boarding home parents keep these funds and abide by parents' desires concerning distribution.
- ❑ This fee should cover snacks, school supplies, toiletries, school events, phone calls, emails, etc.
- ❑ This fee will be collected on a semester basis and can be given directly to boarding home parents or to the business office.

Recommended deposits are as follows:

Age	Cost per Semester
Elementary	75,000 cfa (or USD equivalent)
Middle School	75,000 cfa (or USD equivalent)
9 th and 10 th Graders	100,000 cfa (or USD equivalent)
11 th and 12 th Graders	150,000 cfa (or USD equivalent)
	(Srs could incur extra graduation expenses.)

DRESS CODE

Please make sure your child comes with plenty of appropriate clothing for school. In accordance with our Christian standards. Your choice of clothing should promote:

- ❑ good grooming
- ❑ modesty
- ❑ cultural sensitivity

Clothing must be guided by Dakar Academy's dress code as outlined in the school handbook.

DA's Dress Code

Shorts - are to be measured from the back of the knee to the crook of the thumb when the hand and thumb are held in an "L" position. This is approximately 4 inches above the knee. If one has a particularly long hand, then measure with a ruler, rather than one's hand. Shorts cannot be rolled or pulled up. *Sophees brand or its equivalent are not acceptable.*

Skirts and Dresses - No shorter than three inches above the crease in the back of the knee, including the highest point of any slits; shoulder straps must be at least one inch wide.

Pagnes must be worn over any clothing shorter than knee length except in the dorms and on the DA campus.

Shirts/Blouses/Tops - Absolutely no midriff showing, even when arms are raised; over-sized arm-holes and loose or plunging necklines that expose the chest or undergarments are unacceptable; shoulder straps must be at least one inch wide.

Shoes - Shoes or sandals must be worn at all times on campus; athletic or tennis shoes must be worn to all physical education classes.

Sunday dress code:

Girls—dress pants (does NOT include jeans or capris), skirts/blouses, and dresses may be worn.

Boys—dress pants (does NOT include jeans), dress shirt and dress shoes (does NOT include tennis shoes).

On swimming outings, girls' midriffs must be covered at all times, including when hands are raised

MEDICAL CARE

Because we have access to excellent doctors, hospitals, and medical care in Dakar, we do not have an on-campus dispensary or 24-hour nursing care at DA.

Please send with your child:

- any prescription medication
- preferred over-the-counter drugs
- malaria prophylaxis and at least one cure (with clear directions for administering it)

Medical care in the boarding home is limited to non-routine and emergency services, with the exception of orthodontics. Parents, or mission personnel, should handle routine (i.e., immunizations, regular doctor visits) and school-required medical check-ups.

Parents will be informed whenever a serious medical problem arises. Parents must assume responsibility for a child who develops a long-term illness or requires surgery.

Boarding home parents will use their discretion in handling medical emergencies. Whenever possible, parent directions and preferences will be followed. The annual permission slips can be used to register such information as well as any special needs, including allergies or dietary restrictions.

All medications, including over-the-counter medications, will be kept in a locked cabinet for distribution at needed times. **No medication will be kept in resident rooms.**

LAUNDRY

Laundry is done on a regular basis and storage space is limited so students may not need as much as they do at home.

Remember:

- All clothes should be machine washable.
- Clothing in need of repair should not be sent to the dorm.
- All clothing and other items to be laundered should be properly labeled. Here are some suggestions for how to label things:
 - label pants, skirts, shorts, etc. on the inside of the back waistband
 - label shirts on the inside of the collar near the manufacturer's label
 - label socks on the outside of the toes

PROPERTY: SCHOOL AND PERSONAL

School

Care should be exercised in the use of all school property. The belongings and furniture in the boarding home should be used for its intended purposes only. School and boarding home property that is lost, damaged, or destroyed will need to be repaired or replaced by those responsible. When appropriate, those responsible are expected to pay for such costs. The boarding home staff will determine whether such actions were deliberate or accidental before charging those responsible.

Movies, Videos, and Music

Movie and Video Guidelines

The Dakar Academy staff has a desire to work with parents in having young people view quality material. Videos are popular and are shown in the boarding home and in some classes.

- ❑ Residents will only be allowed to watch movies in accordance with the instructions of their parents as indicated on the application.
- ❑ No R-rated movies will be viewed at any time by boarding home residents, whether on campus or off.
- ❑ In the boarding home, videos and movies viewed by residents will be age-appropriate.
- ❑ Any resident or boarding home staff has the discretion to stop any video that they find inappropriate or offensive regardless of its rating.
- ❑ Any movies or DVDs brought to the dorm must be turned in to the boarding home parents upon arrival and will be held in their possession. DVDs and videos not turned in will be confiscated when found.
- ❑ Viewing movies, shows, games, etc, without dorm parent permission is strictly forbidden. Any device used to watch DVDs in the rooms without permission will be confiscated.

Music Guidelines

The boarding home staff is concerned about the quality of music your child chooses to listen to. We would like residents to learn an appreciation and a preference for music that is spiritually, emotionally, and morally up-lifting. While this is a conviction that each resident must come to personally, parents do significantly influence their child's taste in music by encouraging wisdom in the selection of music brought to the boarding home. We ask that you, as parents, take a proactive role in guiding your child's selections.

- ❑ Please review with your child the music lyrics he would like to bring with him to the boarding home, keeping in mind Dakar Academy's Christian philosophy.
- ❑ Boarding home parents reserve the right to make the final approval for all music being played in the dorm.
- ❑ Staff may ask for the lyrics to the music to check for appropriateness.
- ❑ Music that is inappropriate or not in keeping with the Christian philosophy of the home may be confiscated by the staff, and kept until the next time the resident goes home.

Personal

When people live together, it is easy for personal property to become group property. Therefore, everyone should keep his personal property in its proper place. Please remember that due to space restrictions the number of personal items brought to the boarding home should be limited.

You may bring:

- ❑ Electronic equipment (e.g., radios, CD players, computers, play station, cell phones, MP3 players, Ipod's or other media viewing devices). They will be permitted if the following considerations are followed:
 - reported to the dorm parent upon arrival (ALL INTERNET-CAPABLE DEVICES MUST BE TURNED IN TO THE DORM PARENTS WHEN BROUGHT TO THE DORM SO THAT THEY CAN ENABLE INTERNET RESTRICTIONS ON THEM. ONLY DORM COMPUTERS AND LAPTOPS WILL BE ALLOWED TO ACCESS THE INTERNET.)
 - volume should be modified for personal listening
 - consideration must be given to those who wish to study or sleep
 - consideration must be shown for roommates who may have different musical tastes

- all electronic equipment will be regulated or confiscated by boarding home staff when residents fail to exercise good judgment
- students may not access the internet in their bedrooms at ANY time
- students must ask dorm parent permission before using their computer in their bedroom
- students must have dorm parent permission to watch movies, videos, games, etc., on any electronic equipment at any time
- ❑ Books, magazines, pictures, videos, CDs, etc., appropriate to a Christian environment
- ❑ Bicycles

The following items are not to be brought to the boarding home:

- ❑ Televisions, VCRs, DVD players
- ❑ Firearms of any type
- ❑ Heating or cooking appliances

Nothing should be borrowed without the permission of the owner.

GUESTS

The boarding home is a home for its residents. The boarding home staff encourages parents to maintain regular contact with their children, and parents are always welcome to visit the boarding home. However, care must be exercised so that visits will not disrupt the normal routine of home life any more than is absolutely necessary.

- ❑ Visiting hours end at 8:00 pm.
- ❑ Meal times are closed to guests unless one is invited by the boarding home parents.
- ❑ Overnight guests must have boarding home parent permission.
- ❑ Any requests for overnight stays in the dorm on a weeknight need to go through the Dorm Administrators.

Spending the Night with Friends on Weekends

Boarding home residents will normally be permitted to accept or extend invitations to spend the night with friends under certain conditions:

- ❑ coordination with, and approval of, boarding home parents
- ❑ proper invitation (from the parents of the child where the sleep over will be held)
- ❑ adequate chaperones
- ❑ adequate transportation

Permission for residents to stay off campus overnight is usually not granted on school nights, except in the company of their parents. Unfortunately, room and board costs cannot be refunded for meals missed or time away from the boarding home.

COMMUNICATION

Phone

Phones are available in the dorms for receiving calls.

The on-campus boarding home has a phone that uses phone cards for outgoing calls. You may also purchase a supply of phone cards for your child to use at the beginning of the school year. They are available in the business office.

The off-campus boarding home residents can pay for their outgoing calls from their incidental account.

Parents should not call students on their cell phones after bedtime.

E-Mail

Each resident may have access to email. The cost for internet access will be charged to the resident's incidental fee.

Regular Mail

Boarding home residents may receive mail at the following address:

c/o Dakar Academy
B.P. 3189
Dakar, Senegal
West Africa

BOARDING HOME DISCIPLINARY PROCEDURES

Every resident has the right to know why he is being disciplined; therefore, misbehavior will be discussed with the resident before discipline is carried out. Minor infractions will be handled on an individual basis. Consequences will be issued for negative behavior in order to encourage behavior modification.

In accordance with the *Administrative Discipline Procedures* (DA Handbook), the following steps may be taken in dealing with major offenses:

1. The Dorm Administrators and dorm parents will have a conference with the resident to formulate a plan to help the resident conduct himself in appropriate ways. Parents and the Director will be informed of the disciplinary referral.
2. In the event of persistent misbehavior, the resident may be suspended and/or brought to the School Board for expulsion. Parents will be notified immediately.
3. Any disciplinary action taken by the administration will be documented in the resident's file.

Depending upon the seriousness and intent of the offense, the Director may choose not to follow the particular order of the steps as outlined in the DA Handbook and may initiate immediate disciplinary action. Parents will be notified immediately following any discipline.

Severe infractions include but are not limited to:

- intentional disobedience and/or disrespect
- being in the hall, bathroom, bedroom of the opposite sex without the permission of the boarding home parent
- inappropriate sexual behavior
- inappropriate use of drugs or non-prescribed medication at any time
- use of alcohol at any time
- use of tobacco at any time
- leaving the campus without permission from the boarding home staff
- involvement in illegal or political activities that would jeopardize the standing of Dakar Academy or the evangelical missions in Senegal
- bullying/hazing

Suspension

- If a student is suspended from school for more than one day, depending on the situation, the student may be removed from the dorm. The student's parents will be responsible for alternative housing during the suspension period. It is acceptable for the parent to arrange this at a distance and/or utilize the previously identified persons from the application who are responsible for situations like this. The student will not be permitted to participate in boarding program activities.
- If a student is suspended from the boarding program for any period of time, the student could also be concurrently suspended from school, depending on the severity of the offense.

PUBLIC DISPLAY OF AFFECTION

Dakar Academy reflects a variety of cultures and customs. What may be acceptable in expressing affection in one culture may violate the norms and standards of another. Out of common courtesy and in consideration of all residents, there will be no **romantic expression** of affection that would include hugging, kissing, embracing, holding hands and the like. Disregard for this policy will result in appropriate disciplinary action, including notification of parents.

Dating

When a boy and girl wish to plan an event together, they must have the permission of their parents, with final approval to be given at the discretion of the boarding home parents.

REPORTING INCIDENTS OF ABUSE AND HARASSMENT

All suspected incidents of abuse or harassment must be reported. Suspicions are to be reported to the Director immediately, with a written report to follow within 48 hours. If the Director is implicated in the abuse, reports can be made to the Board Chair. All safety and legal procedures will be considered in decisions regarding the best way to respond to suspected abuse. *The Dakar Academy Procedures Manual for Abuse and Harassment Incidents* gives detailed directions as to how to proceed, including forms that must be filled out and the order of the steps which are to be followed. All reports are to be treated with the utmost confidentiality. Counseling and follow-through will be provided for everyone involved in an allegation

ADVOCACY

Boarding Homes are assigned dorm advocates. These are individuals not directly connected to the homes, who are identified to the students at the beginning of each school year. Students may discuss concerns with the dorm advocates at any time. The advocates are to support the students in whatever way deemed appropriate and necessary in keeping with Christian principles. For further information refer to the *DA Dorm Advocacy Manual*.